

**BUTLER SCHOOL DISTRICT  
2020 - 2021 SCHOOL RESTART AND RECOVERY PLAN**



35 Bartholdi Avenue  
Butler, NJ 07405  
[www.butlerboe.org](http://www.butlerboe.org)

*IT TAKES MORE TO BE A BULLDOG*  
**#smalltownbigheart**



The Butler School District is committed to providing our students, staff, and community with a comprehensive plan for re-opening our doors, welcoming back our children, and re-establishing all facets of our comprehensive educational program for the benefit of our learning community. The following is an outline of our plan.

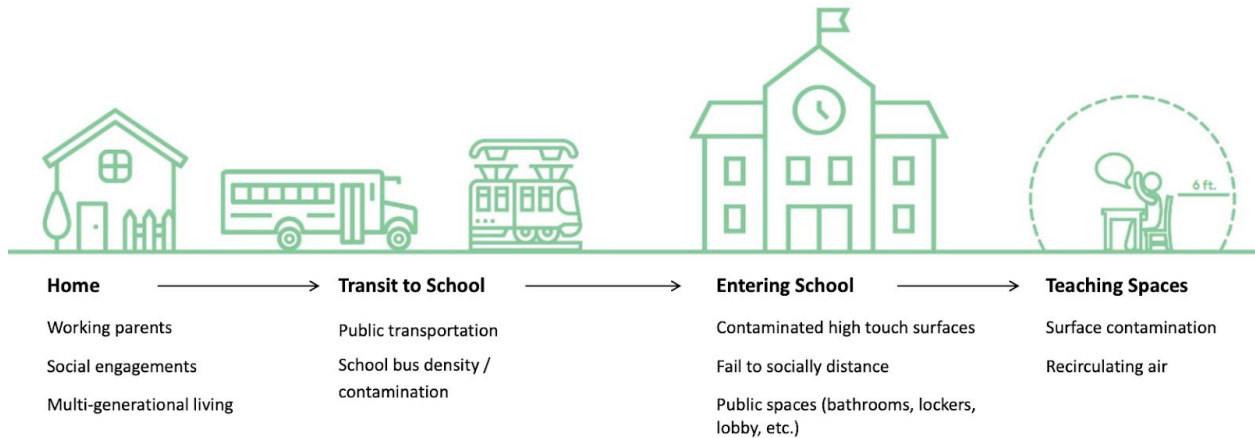
**Butler School District's Stance:**

As a District, it is our intent to engage our students in face-to-face instruction during the 2020-2021 school year. We understand that many factors must be considered within this approach, and face-to-face may take more nontraditional forms at times throughout the year; however, we believe that the benefits of traditional schooling are essential to our students' overall growth and, as such, students should return to school in September.

<b>If Schools Remain Closed</b>	<b>If School Were To Reopen</b>
<ul style="list-style-type: none"><li>● For many of our students, school is the safest place for them socially, emotionally, and academically</li><li>● Students receive a lower quality education despite our best efforts as we cannot replicate the daily 1-to-1 interactions. Many factors contribute to this, including, but not limited to:<ul style="list-style-type: none"><li>○ Lack of supervision to ensure work is being completed;</li><li>○ Reduction in social and emotional learning;</li><li>○ Inadequate learning environments;</li><li>○ Increased distractions at home</li><li>○ Increased responsibilities while at home beyond school - i.e., caring for a younger sibling;</li></ul></li><li>● Distance learning presents unique difficulties for our Title I, economically disadvantaged, ELL/ESL, and disabled student populations</li></ul>	<ul style="list-style-type: none"><li>● Decreased screen time and increased engagement of their prefrontal cortex;</li><li>● Better educational coordination and a reduction in disparities between students;</li><li>● Increased student mental health;</li><li>● Increased physical health - sleep patterns normalized, access to nutritious meals increased, etc.;</li><li>● Student physical activity will increase;</li><li>● Student regain access to nursing, counseling, and social services;</li></ul>

Our plan is comprehensive, but it is important for all constituent members to understand that we will not be able to mitigate all situations/risks:

## We cannot remove all risks.

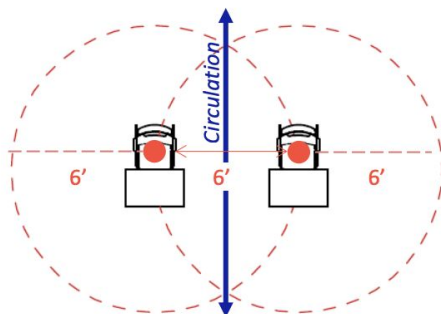


Knowing this, our plan will focus on prevention, adaptation, and remediation - working to take into consideration all of the aspects necessary and all directives that may/will occur:



To do this, our plan will look at the following factors and proactively consider each while planning:

- Classroom Spaces:
  - Work to try to provide a 6 foot radius around students desks when students are in a seated position



- This will affect the total number of students in a course as well as classroom configurations that we have emphasized in the past that allowed for increased collaboration
  - We will work to rearrange student schedules to reduce their movement throughout the school day - i.e., special classes (art, music, etc.) will come to classrooms as much as possible as opposed to students moving to those classrooms
- Hallways and Common Areas:
  - Reduce the amount of students traveling in hallways throughout the day
  - Space lockers out 6 feet apart as much as possible. Schedule times for locker use during the day
  - One way staircases in use
  - Sanitizing Stations already established in each hallway/common use area
- Cafeteria:
  - Provide appropriate distance around all occupiable seats
  - Add shields at payment and checkout stations
  - No cash exchange - all done via student ID and website for prepayment
  - Students will eat in classrooms in grades K-5
  - Additional eating areas will be established in the upper grades as much as possible
  - Work with Mascio's to provide individually wrapped portions and disposable wares
- Gymnasium:
  - Whenever possible, hold PE classes outdoors - adjust curriculum to include this option
  - Avoid activities that would bring students into close physical contact
  - Disinfect equipment after each use

## **BUTLER SCHOOL DISTRICT SCHOOL RESPONSE LEADERSHIP COMMITTEE**

The Butler School District will convene a School Response Leadership Committee (SRLC) comprised of:

- Dan Johnson - Superintendent / Curriculum
- Pat Tierney - Money/Facilities
- Chief Ciro Chimento - Town Police / Government
- Esther Chan - Technology
- Mike Nicosia - Special Education / Counseling
- Shannon Benson - Building Administration/Butler Resident
- Vikki Szabo - Mental Health / SAC
- Lisa Chestnutt - Secondary Education
- Lisa Reda - Secondary Education
- Amy Silverstein - Elementary Education
- Nicole Mahoney - Middle Level Education/Bloomington Resident
- Brian Baylor - Butler Education Association
- Tracy Monsko - Nursing/Health Care
- Jane Tadros - BOE/Community
- Jamie Tacinelli - BOE/Community
- Heather Oguss - PTA/Butler Resident
- The SRLC will be responsible for the planning of all scenarios within our district plan:
  - Schools reopen in September and remain open;
  - School reopen in September but need to close due to another outbreak of COVID-19
  - Schools do not open on time in September
  - Schools reopen with modified schedules
- Refine our current communications plan to meet the needs of all stakeholders
  - Launch new website and include distance learning resources as needed
  - Schedule for school level and district level newsletters
- Building level Emergency Response team protocols need to be revised and regular planning meeting dates established to remain current with needs and efforts in planning

## **SECTION ONE - ACADEMIC PLANNING**

*The Butler School District has established the goal that all students in grades K-8 will complete the 2021-2022 school year on track to meet standards by the time they graduate as Bulldogs and all 9-12 students receive the college and career readiness skills necessary for the next part of their personal development.*



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### **Part One- Butler Summer Learning**

- General Education Program
  - Six (6) week program for our students in Tier II and/or Tier III of our RTI program
    - Elementary focused on Reading Skills and Computational/Number Skills
    - Middle level focused on Reading/Writing Skills and Pre-Algebra skills
    - High School focused on Reading/Writing Skills and Algebra I and Algebra II skills
  - Weekly meeting virtually with teachers focused on check-ins
  - Core standards as the base for each grade level based on NJSLs and DLM
  - Gamification in grades K-8 to increase engagement
  - Success of the program will be measured in a pre- and post-assessment model
- Special Education Program
  - Establish a program unique to Butler in Morris County with a blended approach to working with our Special Needs Students
    - Combination of online/virtual learning and in-person services for OT/PT/Speech
    - Six (6) Week program focused on students identified through the IEP and evaluation process
  - Success of the program will be measured upon the completion of students identified goals and objectives laid out by their Case Manager prior to starting the program

### **Part Two - Assessment of Student Academic Growth and/or Regression**

- Expand the Butler School District's efforts in data collection and data based decision making in order to set foundational starting points for all students which will occur at the start of the school year within the first two weeks of school through coordination with general education, special education, and intervention staff. Assessments will focus on, but not be limited to:
  - STAR360 K-8
  - Longitudinal Standardized Test Scores
  - F&P Records

This program will inform teachers as to their class levels and individual student levels. The teachers will utilize a multi-prong approach to work through class level interventions and individualized learning goals using tools such as: Google Classroom, Nearpod, Renaissance Learning, etc.

- Butler intervention teachers will work to establish individualized learning plans for identified students in need in Tier II and Tier III of our Tiered Intervention Protocols. They will continue to

work within our RtI Model to set achievable 6-12 week goals throughout the year and reassess at the appropriate times

- First semester back to school will be graded on a Meets Standards and Approaching Standards manner for grades 6-8 with efforts focused on catching students up to those standards
- Grades PreK-5 will continue to utilize our current Standards Based Grading procedures

### Part Three - Teacher Preparedness

- The Butler School District has established a staff Professional Development Plan to provide training focused on working within differentiated, individualized instruction. We have adopted an online platform and staff will work in either groups or individually on learning efforts established collaboratively with their supervisor and or building level administration. This may focus on:
  - Continued tech-integration and blended learning efforts
  - Flipped Classroom Presentation
  - Student Engagement within new assessment practices
- The Butler School District has worked to revise its adopted 2020-2021 School Calendar (Appendix A) in order to accommodate this approach, adding in ½ day PD days for staff throughout the year. Additionally, staff will have the opportunity to learn in varied ways, including, but not limited to:
  - Twice Monthly Meeting times
  - The Butler PD Academy which will offer coursework throughout the year
  - Newsletters focused on staff learning and support
  - One-to-One coaching with their supervisor and/or building administration

### Part Four - The Butler Educational Experience/Program:

- The Butler School District is committed to continue curriculum revision efforts focused on standards alignment, assessment practices, and authentic learning tasks to support efforts to remediate and advance student skills.
  - 2019 adoption of a Computer/Technology curriculum focused on coding K-12
  - 2019 adoption of a Gifted and Talented curriculum K-8, with the planned expansion of honors and advanced placement coursework at the high school level to meet our students' needs
  - 2020 adoption of a completely revised English/Language Arts Curriculum with new resources for continuity of instruction
  - 2021 pending adoption of a revised mathematics curriculum
  - 2021 pending adoption of a revised PE and Health curriculum aligned to NJSLS and focusing on life-long wellness and health
  - 2022 pending adoption of a revised Arts and Music Curriculum
  - 2022 pending adoption of revised Science Curriculum
  - 2022 pending adoption of revised Social Studies and History curriculum
- Butler is working through their building level schedules in order to establish Academic Assistance Times in each building to support student's academic, social, and emotional needs. Interventions

and related services will be scheduled after the dismissal of students during our early release schedules

- The Butler School District has established a process to maintain distance learning efforts in preparation for varied events during the 2020-2021 school year, including, but not limited to: modified in-person teaching and learning schedules; larger home-instruction efforts due to social/emotional needs and/or health/well-being needs of our students; a full return to distance learning in the instance of a larger outbreak, etc. This preparation includes, but is not limited to:
  - Purchase of new chrome devices for students in grades 5 and 9 as part of our 5 year technology plan/strategic plan establishing a process for renewal of resources
  - Installation of webcams in classrooms to allow students who cannot be in the classroom, whether that be for illness, schedule design, or a return to full distance learning, to log in to the classroom and follow lessons with their classmates
  - Installation of increased WiFi capabilities within the district to allow for greater ease for staff and students who utilize technology as part of their learning experience
  - Installation of Nearpod as our District's online learning support module
  - Adoption of and training in Google Meet to coordinate online/virtual learning within the classroom
- The Butler School District has developed district guidelines for experiential learning
  - Virtual Field Trips
  - Invited virtual guest speakers
  - Partnership with the Butler Bulldog Education Association for expansion of VR Headsets for increased virtual field trip capabilities
- Revise Approaches in Health and Physical Education
  - Convert to life-long fitness focus - move away from traditional sports
  - Teach and reinforce self-care practices
    - Health immune systems:
      - Healthy nutrition
      - Physical activity
      - Hygiene
      - Sleep
    - Stress-relief
  - Students will not be assigned PE Lockers, nor will they change for PE classes. Students will be encouraged to wear comfortable clothing and shoes to school

#### Part Five - Increased Education Services for All Students

- The Butler School District has modified the role of the Learning Disabled Teacher Consultant (LDTC) in District to include (in addition to caseload):
  - Working with staff on strategies to use to assist students with meeting grade-level standards
  - Working with staff regarding interventions within our reading and mathematics curricula
  - Consulting with administration and student services teams to provide professional development on student and staff needs within blended/distance/flipped learning environments



- Co-teaching classroom lessons modeling techniques for staff to address and/or increase student engagement.
- Consulting with teachers as students return to identify classroom interventions for individual students as appropriate
- Providing information to teachers about teaching techniques that benefit students with identified learning needs/disabilities
- Consulting with teachers and administration on school-wide academic needs of students and working with the student support team to provide support
- Consulting with student services staff on plans to address the possibility of another outbreak and how to academically prepare students and staff
- Working with the BCBA to visit classrooms in order to observe student behaviors and engagement looking for signs of student academic struggles. Discuss concerns with administration
- Assisting as a member of the building level traumatic loss team to identify students who have lost a close family member or relative to COVID-19 while they were not in school. Triage for supportive services as needed.
- Establishment of Related Services Professionals as part of the Butler School District Staff
  - Hired a BCBA to work with our staff within the district on identified behavioral concerns while providing strategies and plans to assist students with their return to the school building
  - Hired a Occupational Therapist who will work to supply services for students in all buildings within the Butler School District
  - Hired an additional School Counselor who will serve both Richard Butler Middle School and Butler High School with a focus on academic preparation, transition, and social/emotional support
  - Reworked the Student Assistance Counselor schedule at Richard Butler Middle School to allow her to have schedule days at both the middle school and Aaron Decker Elementary School to assist students in crisis and/or social/emotional need

#### Part Six - Technology

- Implemented new device tracking protocols, software, and monitoring systems to monitor student online behaviors, success, and academic progress
- The Butler School District has revised all of our device Acceptable Use Policy (AUP) (Appendix B), Parent/Student Contracts (Appendix C), and Replacement Scale (Appendix D)
- The Butler IT Staff will continue to test all infrastructure within the district prior to return and once we return to ensure all broadband, WiFi, devices, cameras, etc. are working and ready for students/staff
- The Butler Leadership Team has worked to identify key concerns/issues learned during distance learning and placed in 5 year technology plan in order to plan for the future within the budget process and District goal setting practices
- The Butler School District has transitioned to Genesis SIS and moved away from Realtime. This will allow for increased data tracking for cross-assessment coordination between teachers and

grade-levels and allow us to coordinate with IEP Direct, Renaissance, Frontline, and Nearpod in our data tracking efforts

- The Butler School District has partnered with Blackboard to revise a new website that will allow for greater communication to our community and increased access to supports and information
- The Butler School District has partnered with Blackboard Connect for our emergency alert systems. Blackboard Connect will work with our new website, as well as all email, phone, and social media communication outlets to generate information to our community in a more timely and efficient manner

### Part Seven - Daily Scheduling

- The Butler School District will return in September with modified schedules (Appendices E, F, and G) that will combine traditional face-to-face learning with distance learning
  - A/B Rotating Week Schedules for grades K through 12
    - Reducing the amount of student in contact with each other allowing for proper social distancing
    - Classroom WebCams and Google will allow for students in distance learning mode to log into their classrooms with their peers and learn during teacher lessons
  - Shortened Daily Schedules
    - Allow for staggered pick up and drop off schedules to ensure student, staff, and community safety
    - Allow for increased cleaning protocols to operate efficiently
    - Allow for staff to work collaboratively on distance learning efforts
    - Provide PD time for staff to strengthen overall educational efforts
    - Provide time for interventions and related services outside of the scheduled school day
    - Allow for health screenings to occur as needed during staggered pick-up and drop-off times
  - Grades K-8: Related Arts Classes Virtually in the Afternoon
    - K-8 students will have a break in the middle of the day during which time they will eat lunch and practice mindfulness to prepare
    - Each day, students will log in to one of their related arts courses (art, music, Media Studies, STEM, etc.) and participate in those courses virtually
    - In-person instruction will focus on core subjects, increasing time for those courses while in school
- Lunch scheduling has been modified in each building
  - Students will have access to a grab and go lunch each day
    - K-8 - students will get their lunches in their PM Homeroom period daily prior to leaving for the afternoon virtual sessions
    - 9-12 - students will grab and go in the cafeteria and satellite spots in the school to reduce crowding and maintain spacing
    - Parent(s)/Guardian(s) will be asked to order lunches, and breakfasts if applicable, a week in advance in order to allow Mascio's to prepare for the upcoming week

- All school lunches will be paid for through PaySchool online and in advance
  - Students' ID cards will be barcoded to coordinate with PaySchool
  - Students will also have an ID number in the instance that they do not have their ID
  - No cash will be transferred during the school year for any meal
  - There will be a PaySchool link on our website for parent(s)/guardian(s) to use
- Weekly menus will be on our website for parent(s)/guardian(s) to see prior to ordering for the week
- For students within our Free and Reduced Program, pick up of meals will take place during their distance learning week at Butler High School in the same fashion as during the Spring

## **SECTION TWO - SOCIAL AND EMOTIONAL SUPPORT**

*The Butler School District has continued to focus on the growth of the whole child, understanding that we are an integral part of the support system necessary for our children to grow into productive and successful members of our community*



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### **Part One - Mental Health Crisis Teams**

- The Butler School District will establish Mental Health Crisis Teams at the District and Building levels in order to continue to prepare for and support the needs of our student population
- The Butler School District Level Team consists of:
  - Dr. Daniel R. Johnson, Superintendent
  - Mr. Rory Fitzgerald, High School Principal
  - Mr. James Manco, Elementary School Principal
  - Mr. Mike Nicosia, Director of Student Services
  - Ms. Vikki Szabo, BHS Student Assistance Counselor
  - Ms. Emma Tagariello, ADS/RBS Student Assistance Counselor
  - Ms. Julia Placko, Elementary School Counselor
- The Building Level Teams Consist of:
  - Butler High School
    - Mr. Rory Fitzgerald, Principal
    - Ms. Vikki Szabo, SAC
    - Mr. Robert Meyers, Counselor
    - Mr. Brian Baylor, Teacher
  - Richard Butler Middle School
    - Ms. Carla Perez, Principal
    - Ms. Emma Tagariello, SAC
    - Mr. Robert Meyers, Counselor
    - Mrs. Karen Stern, Psychologist
    - Mrs. Bethancourt, Teacher
  - Aaron Decker Elementary School
    - Mr. James Manco, Principal
    - Ms. Julia Placko, School Counselor
    - Ms. Jenni Kertesz, Psychologist
    - Mr. Dan Clark, Teacher

### **Part Two - Roles of the Crisis Teams in the Butler School District**

- The Teams at each building will work together to:
  - Establish PD For all counselors and staff to prepare them for dealing with loss, counseling needs, etc.
  - Assess our current resources to determine our ability to handle any mental health needs

- Assess our Existing supports
- Coordinate external supports as needed to respond to crisis
- Provide resources, including resiliency strategies, for staff for self-care
- Evaluate Staff Mental Health Readiness
- Work with staff to de-stigmatize COVID-19 and reduce negative student interactions in a proactive manner
- Plan and protocols if we were to lose a staff member due to illness
- Plan and protocols if we were to lose a student due to illness
- Establishment of safe rooms for counseling due to loss
- District and School Level Teams will meet to establish Crisis Response Protocols (Appendix H) for students
  - School Psychologists and SAC Counselors
  - Informed consent in handbook for beginning of year
- The Butler Board of Education and District Crisis Team will partner to determine how memorial activities will strike a balance among honoring a loss, resuming school activities and class routines, return to schedules and maintaining hope for the future

Part Three - Butler School District Strategies regarding Social and Emotional Learning/Well-Being

- Increased classroom guidance lessons focused on needs contained herein
- Increased creation, scheduling, and competition of individual and group counseling sessions within the schools based on need:
  - Loss/Bereavement
  - Anxiety
  - Social/Familial Needs/Struggles (financial hardships, etc.)
- Increased lessons in Health courses focused on:
  - Depressions
  - Loss
  - Resilience
- Modified role of School Social Workers in District to include (in addition to caseload):
  - Visiting families who need information and support regarding health, food, shelter, Medicaid and other community services
  - Preparing safety and other COVID information for parents. Include what the school is doing to keep students safe.
  - Referring families to community agencies for resources.
  - Consulting with school counselors and teachers regarding students who report a lack of food or shelter.
  - Observing students in eating areas to see who has food and who does not.
  - Consulting with a school nurse regarding students without medical coverage. and refer to Medicaid programs.
  - Counseling families (observing social distancing to address family relationships that may have been strained by confinement).

- Providing therapeutic interventions for students who need service for depression, anxiety, fear, and loss.
- Providing services required on IEPs as students return to schools.
- Assessing students for signs of abuse or neglect.
- Meeting with students as needed around these issues.
- Checking-in with students with known anxiety and fear concerns. Providing counseling as needed.
- Observing staff for signs of stress and anxiety. Referring as needed. Involving Employee Assistance. Informing administration of concerns
- Providing information to parents on home visits (protective gear) regarding school attendance and child discipline techniques
- Co-teaching with classroom/counseling staff on social emotional learning skills.
- Assisting teachers with classroom lessons on scheduling and managing change.
- Consulting with school counselors regarding character education and mindfulness strategies for the classroom.
- Observing students to help identify interventions that match student needs.
- Watching for signs of depression, lack of motivation, or disengagement.
- Assisting at school drop offs and pick-ups to observe students as they return to their families.
- Modified role of School Psychologists in District to include (in addition to caseload):
  - Consulting with administration and student services/school crisis teams to provide professional development on student and staff reactions to stress and imposed isolation/change.
  - Co-teaching classroom lessons on social emotional learning strategies.
  - Consulting with teachers as students return to identify classroom interventions for individual students as appropriate.
  - Providing information to teachers about signs of depression, lack of motivation, and disengagement, so they can identify students who need support.
  - Consulting with teachers and administration on school-wide behavioral needs of students and working with the student support team to provide support.
  - Collaborating with school counselors and school social workers to provide lessons for students regarding managing change and managing anxiety.
  - Consulting with student services staff on plans to address the possibility of another outbreak and how to emotionally prepare students and staff.
  - Providing supportive counseling and consultation for teachers who are struggling with issues related to the virus and confinement. Refer staff to community and system agencies.
  - Visiting classrooms to observe adult behaviors looking for signs of stress and anxiety. Discussing concerns with administration and referring as needed.
  - Assisting as a member of a traumatic loss team to identify students who have lost a close family member or relative to COVID-19 while they were not in school. Triage for supportive services as needed.
  - Providing threat assessments as needed to students who present as a danger to self or others.

- Meeting with parents to discuss student needs and provide information to parents on how to talk to their children about coronavirus.

Part Four - Extra- and Co-Curricular Activities:

- The Butler School District's Athletic and Activities Director is working with the varied associations and our District Crisis Team to keep abreast and plan within the rapidly changing protocols announced by the NJDOE, Governor's Office, NJSIAA, and NJIC. This will include considerations for the following:
  - Developing a plan for spectators' safety at events if they were to occur (Appendix I)
  - Developing a schedule and protocols for equipment sterilization
  - Planning extra- and co-curricular event travel to align with safety needs
- The Athletic and Activities Director will work to keep our students and community abreast of all changes and plans utilizing the following:
  - Weekly Newsletters
  - Social Media and Gipper
  - Emails
  - District Website Postings
  - Coaches/Advisors Meetings
  - Captain's Council

### **SECTION THREE - STAFF AND STUDENT HEALTH PROTOCOLS**

*The Butler School District understands that in order for our academic, social, and emotional efforts to be successful, we must provide facilities and establish health practices and protocols that care for the well-being of all involved.*



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#### **Part One - Butler School District Preparation**

- The Butler School District has purchased a large number of non-touch thermometers for all nurses - (Appendix J)
  - The District has met with companies to discuss the possibility of thermal imaging cameras at point of entrance at each building to assist in ingress
  - The District has established protocols for daily temperature monitoring, which will rely on a partnership with our community and an in-school process to work with students who may present ill while in attendance
- Butler School District has worked with Accwell to purchase armbands (Appendix K) that all students and staff will wear daily while on the premises
  - Armbands will provide daily temperature readings
  - Armbands will provide daily reports to our nurses to track wellness within our school district
  - Students and staff will be responsible for charging their armbands daily and wearing them to school - students who do not have their armbands will not be permitted into their classrooms
  - The Butler School District will provide the armbands - in the instance of loss or breakage, families will be responsible for replacement and students will need to remain out of the building until a replacement is in place
- Purchased extended PPE for the district personnel
  - Ordered 10,000 traditional masks
  - Ordered 1,400 Butler Masks for our staff and students (Appendix L)
  - Ordered gloves and suits for custodial and maintenance staff
- Set districtwide health guidelines and procedures
  - All staff members, with the exception of those with medical documentation, will wear district supplied masks
  - Any student who develops respiratory symptoms will be provided with and wear a surgical mask until they are picked up from the school building and remain out of the school building until the district receives proper clearance from their primary care physician
  - Each schools has established an isolation area for students identified until they are picked up by a parent/guardian



- The Butler School District has purchased the following in preparation for the re-opening of our facilities:
  - Electrostatic Cleaning Guns: 2 per school (Appendix M)
  - Foggers in each building for monthly large-space disinfecting (Appendix N)
  - Installation of HEPA filters for heating/ventilation systems within the district (Appendix O)
  - Use of antimicrobial floor treatments/wax in each school building (Appendix P)
- The Butler School District has worked with local and state officials/experts in order to establish daily, weekly, and monthly cleaning protocols for staff based on feedback from OSHA, WHO, and the CDC to address buildings and playgrounds
  - Checklists and sign-offs for accountability (Appendix Q)
- Each building within the Butler School district will utilize a fixed entry and exit point without exception. This will allow the district to monitor student and staff entrance/exit in the instance we need to monitor or screen students/staff
- The Butler School District has established parent drop off and pick up procedures at each building that must be followed (Appendix R). These will be slightly varied by building, but will include:
  - parents/guardians remain in cars and do not enter buildings
  - There will be limited access to our buildings. If they must enter the buildings, all visitors must:
    - Wash hands
    - Wear masks
- The Butler School District has installed hand sanitizing stations in all school buildings and will mandate that students and staff utilize them frequently (Appendix S)

### Part Two - Policies and Procedures

- The Butler School District will work with our nursing staff to examine student health screening (vision, health, etc.) procedures and update/revise according to CDC/WHO guidelines
- The Butler School District has increased the educational portion of school nurses to include staff and student education focused on:
  - Encouraging students and staff to stay away from school when sick
  - Teaching students and staff how to properly use masks and protective equipment appropriately, how to cover a cough, and how to use and discard tissues appropriately
  - Teach the importance of keeping hands away from one's eyes, nose, and mouth
  - Teach students and staff how to keep surfaces clean and disinfected
  - Teach students and staff proper hand washing techniques
    - Develop fixed handwashing schedules in grades PreK-4
- Establish limited contact policies in each building appropriate to age levels
- Student health records need to be updated to include COVID information, including vaccination records once a vaccine has been established (work with Genesis on this)
- Plan for health office management
- Daily classroom routines:
  - Elementary Schools
    - Wash hands upon entering the classroom each morning

- Wash hands after lunch
  - Wash hands after any movement throughout the building
- Create an isolation room in each school building near nurse and front office
- Create protocols for communicating with students, parents, and staff who have come into close/sustained contact with confirmed cases;
- Create emergency plan for healthcare staff to move to sites with more cases while maintaining support available to students elsewhere in the district

## **SECTION FOUR - DISTRICT OPERATIONS**

*The Butler School District will focus on adapting within the aforementioned components in order to put forth revisions to District Operations that will support and allow for the Re-Entry Plan to be successfully implemented*



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### **Part One - Adjustments to The School Year Operations**

- The Butler School District will amend and adopt a revised School Calendar for the 2020-2021 School Year which will allow us to front-load and back-load in-person teaching times so that our staff and students maximize face-to-face teaching and learning within the constraints of the Executive Orders and the NJDOE Guidelines
  - This will include an extended winter break in the middle of the school year during the traditional outbreak of illness
  - This will include the use of virtual learning days as opposed to traditional inclement weather school closure days
  - This will include taking back days for NJEA Convention, Mid-Winter Break in February, and planned staff PD days to allow for the increase in the Winter Break
  - This will include making a schedule of early dismissal PD days for staff during the school year
  - Please see Appendix A for the revised Calendar or our website
- The Butler School District will amend the manner in which we host district events
  - All Butler School District Back-to-School Nights will be virtual
  - All Butler School District Parent/Teacher conferences will be virtual
  - All Butler School District concerts and plays, if allowed by order, will be held on site without audiences and will be streamed to our community
  - Butler Board of Education meetings will continue to be held virtually until further notice
  - There will be no classroom celebrations during the 2020-2021 school year until cleared by the NJDOE and Governor's Offices
- The Butler School District will amend daily School Operations/practices:
  - Lockers
    - Students will be assigned lockers using social distance protocols
    - Students will have limited access to lockers throughout the day and that access will be on a schedule
    - Students will be asked to clear their lockers weekly for the purpose of cleaning over the weekend time periods
  - Drop Off/Pick Up protocols as previously shared
  - School Entry/Exit as previously shared
  - Emergency Drills will be changed as per NJDOE guidelines
- The Butler School District will work through amended/revised protocols for PreK-5 Recess

- Movement based - no equipment usage - non-contact activities
  - Recess aides to help at elementary level?
- Staggered classes throughout the day, not one grade level at a time as has been done traditionally in the past
- McKinney/Vento Homeless Liaison Strategies
  - Make home visits with protective gear to determine why the student is not coming to school when appropriate
  - Address parent fears about letting their children go back to school. Create materials to share with parents. Share precautions taken in all schools
  - Help in hallways reminding students to stay a safe distance apart.
  - Meet families at the front door of schools to share resources and help observe student and family interactions.
  - Provide follow up discussions with students who are known to have family issues.
  - Contact community resources to request that they reach out to families.
  - Identify students who are newly homeless and connect them to resources.
  - Provide and facilitate fast registration in new schools for transient student populations

Part Two - District Leadership Operations:

- The Butler School District will review attendance policies to align with new needs that must be considered
- The Butler School District Leadership Team will continue to monitor NJDOE State Funding changes and plan for possible changes in State Aide
- Work with District Leadership Team has established the following protocols:
  - All vendors that need access to the buildings must do so within a contained environment after hours as scheduled with building administration in order to ensure proper sanitation of all areas after the completion of the visit
  - All contracted technicians will work after hours as scheduled with building administration in order to ensure proper sanitation of all areas after the completion of the visit
- Butler District Leadership team worked with Mascio's to address any changes in food service protocols mandated from the State and/or CDC
  - No a la carte dining - all grab and go lunches
  - Students encouraged to bring lunches from home when/where possible
- Butler District Leadership Team worked with Jordan and other transportation vendors to establish bussing plans for our students who are transported
  - Get cleaning and disinfecting protocols shared with vendors (Appendix S)
- The Butler School District Leadership Team is working to recruit additional substitute teachers to in anticipation of larger staff absenteeism rates

APPENDIX A: REVISED SCHOOL CALENDAR:

**BUTLER PUBLIC SCHOOLS**

School Calendar

2020 - 2021 (REVISED - COVID CONTINGENCY PLANNING)



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At time of adoption, The Butler School District has asked the NJDOE regarding virtual instruction on inclement weather days. In the event that inclement weather keeps us out of the district, and the district is informed that we may, we will operate through virtual instruction. In the instance we are unable to use virtual instruction, and we experience an inclement weather closing, we will take the days from:</p> <ul style="list-style-type: none"> <li>- April 9</li> <li>- April 8</li> <li>- If we use more, we will begin to add them to the end of the school year (June 28, 29, and 30)</li> </ul> <p>If necessary, an adjusted calendar will be approved at the March 2021 Board of Education Meeting</p>	<table border="1" style="width: 100%; text-align: center;"> <tr><th colspan="7">FEBRUARY (18)</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr><th colspan="7">MARCH (22)</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr><th colspan="7">APRIL (16)</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr><th colspan="7">MAY (20)</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr><th colspan="7">JUNE (17)</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	FEBRUARY (18)								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							MARCH (22)								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				APRIL (16)											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		MAY (20)													1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						JUNE (17)									1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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APPENDIX B: ACCEPTABLE USE POLICY (AUP):

**BUTLER SCHOOL DISTRICT**  
**ACCEPTABLE USE POLICY**

All students and staff within the Butler School District will adhere to the rules, regulations, and procedures of the Acceptable Use Policy as they pertain to the various technologies outlined below, as well as the Butler Board of Education Policy and Regulation #2361

**General Information:**

The Butler School District is committed to providing up-to-date computer equipment, computer services, online educational resources, and Internet access to all of its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, training, collaboration, blended learning, flipped classrooms, G-Suite, Nearpod, and global communication. The Butler School District reserves the right to monitor any and all activity on the network/computer facilities/devices.

The Regulations that are provided here are so that staff, students, and our community - including parent(s) and/or guardian(s) - are aware of their responsibilities. The District reserves the right to modify these regulations at any time by publishing modified regulations on the District website or elsewhere.

Students and Staff are responsible for adhering to all outlined definitions of appropriate behavior and communications on District devices and networks. Users are required to comply with District standards and agree to abide by these through the signing of this agreement. The District is not responsible for the actions of individuals utilizing the school network and/or devices who violate the District AUP and regulations.

Electronic file storage shall be treated as all other student storage facilities in school under N.J.A.C. 18A. District Administrators may review and inspect files and communications to maintain system integrity and to ensure that users are using the system responsibly, including emails and personal and/or professional files. Users should have no expectation of privacy regarding web history, emails, and files used on the District's devices, network, or servers.

**Anti-Big Brother Act:**

Governor Chris Christie signed the "Anti-Big Brother Act" into law on April 15, 2013. This Act was designed to strengthen student privacy protections in response to an incident in Pennsylvania in which a school district provided devices equipped with cameras to students and secretly recorded student activity.

The Anti-Big Brother Act mandates that a school district furnishing a student with an electronic device equipped with recording capability must provide the student with "written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device."

Please be advised, all devices provided to Butler School District students are capable of recording and collecting information about device activity and use. The District will not use any of the device's capabilities in a manner that would violate the privacy rights of your child or any individual residing with him/her. In addition, your student is required to comply with all policies and procedures outlined in this Acceptable Use Policy (AUP).

**Prohibited Activity:**

Users of Butler School District devices, networks, servers, and Internet access are prohibited from engaging in behavior including, but not limited to, the following:

- Sending or displaying offensive pictures
- Engaging in any conduct which violates existing District and School policy
- Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code
- Using or accessing visual depictions that are child pornography as defined in section 2256 of Title 18, United States Code
- Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic images files, or other visual depictions that taken as a whole and with respect with minors, appeals to prurient interests
- Harassing, demeaning, insulting, defaming, discriminating against, or attacking others
- Sending, displaying, or receiving lewd, indecent, profane, vulgar, rude, threatening, racist, offensive, or inflammatory speech or material
- Knowingly and recklessly posting false information
- Engaging in activities that could materially or substantially interfere or disrupt the operation, the mission, or the student's' rights within the Butler School District
- Damaging computers, computer systems, or computer networks
- Intentionally compromising the integrity of District data
- Intentionally disrupting network traffic or crashing the network
- Violating intellectual property laws, including, but not limited to, copyright or trademark infringement
- Using district resources to commit fraud
- Using another's password, account, or identity, or forging emails
- Trespassing in another's device, folders, work, or files
- Intentionally wasting limited resources
- Employing the computer network or devices for unauthorized commercial purposes
- Obtaining and/or disclosing, without proper authorization, confidential pupil information, including, but not limited to: names, addresses, telephone numbers, attendance records, email addresses, building location, and other personally identifiable information
- Obtaining and/or disclosing, without proper authorization, personal information relating to staff and family members of staff or fellow students
- Using cell phones or district devices to draft or send text or email messages, make phone calls, take or distribute photos or videos, without authorization, during school hours

- Engaging in any activity that does not advance the educational purposes for which the computer network and devices are provided

### **Use and Responsibility**

District email, Google Accounts, and all computer hardware and subscriptions are property of the Butler School District. Users of District devices/networks/Internet access understand that all District owned and operated technology and technological services are regulated, monitored, and managed by the Butler School District 24/7. The Butler School District makes no warranties of any kind, neither expressed nor implied, for the computer resources and Internet access that it provides. The Butler School District shall not be responsible for any damages users may suffer, including but not limited to: loss of data resulting from delays or interruptions of service. The Butler School District shall not be responsible for the accuracy, nature, or quality of information gathered from District-provided Internet access. The Butler School District shall not be responsible for personal property used to access district computers or networks or for district provided internet access. The Butler School District shall not be responsible for any financial obligation resulting from District-provided Internet access. The Butler School District reserves the right to limit the use of personal devices which disrupt the educational environment for students and/or staff.

Signing this document acknowledges that:

- I understand that the Butler School District owns all technological hardware, software, and services
- I do not have the right to copy or distribute district software or provide access to district services to anyone without written permission of the Assistant Superintendent/Director of Curriculum
- I will take responsibility for any device and each computer account that is given to me
- I will not give my password to anyone
- I will not attempt to change the configuration of any district technology asset
- I will not bypass the security systems that may be in place
- I will not attempt to change or alter the district's blocking and filtering technology protection that is required by the Children's Internet Protection Act (CIPA)
- I will not attempt to access non-academic sites or services unless directed to by a staff member
- I will not copy unauthorized software
- I will abide by all patent, copyright, license restrictions that relate to any computing facilities, products, programs, or documentations
- I will treat all devices and facilities with respect and will not intentionally damage them
- I will not have food or drink near district technology equipment
- I will abide by the Butler BOE Policy #2361

### **Internet**

It is essential that Internet access is not used to violate laws, offend others, or break school and/or district rules. The Butler School District has taken all necessary actions to filter access to the Internet for the protection of its students as outlined in CIPA. Students shall immediately notify a staff member if anyone attempts to initiate any inappropriate personal contact with them while they are using the District's Internet access.



No student or staff member can expect privacy in regards to any content stored or accessed through the Butler School District network. Students are required to use District provided email addresses for education purposes only. Signing this agreement means full agreement in following email guidelines as outlined:

- District email is to be used by current Butler School District employees and student for school-related business only
- Personal emails should not be sent or received on your district email account
- Staff and/or students may not send mass emails that contain for-profit business promotions or information about other non-school-related matters
- Neither staff nor student should expect privacy regarding their District email account. All emails can be read by others at any time and may be requested by the public under the Open Public Records Act
- Email messages between staff and students and/or between staff and parents should be consistent with professional practices for other correspondences and demonstrate mutual respect and collaboration focused on student success
- Communication between staff and students and students and students should be for educational purposes only
- The Butler School District Google email account is provided as an educational tool to help foster appropriate digital communication and collaboration
- Email accounts will be disabled immediately upon separation from the Butler School District (retirement, resignation, non-renewal, termination, graduation, etc.)

APPENDIX C: PARENT/STUDENT DEVICE CONTRACT:

**CHROMEBOOK STUDENT RESPONSIBILITIES**

Each student is responsible for the general care of the Chromebook assigned to him/her by the District. Students will be provided with a Chromebook for use 24/7 in grades 3 through 12. It is crucial that students are responsible for and care of their assigned device at all times.

Students need to understand the following guidelines:

1. Chromebooks will be assigned to an individual student and will include an asset tag for tracking purposes. This tag must not be removed.
2. Lost, Stolen, or Damaged Chromebooks must be reported to the Help Desk in the Media Center immediately
3. All students will adhere to the Acceptable Use Policy (AUP)
4. Students are solely responsible for any apps or extensions on their Chromebooks not installed by the IT department of the Butler School District
5. Students are responsible for backing up their own data/work to protect from loss. The District strongly urges the use of Google Drive for this purpose
6. The Butler School District uses an Internet Content Filter that complies with the federally mandated Children's Internet Protection Act (CIPA). If a site is blocked that a student feels they need, the student must contact their teachers to request the site be unblocked
7. Students may not change or alter the background, themes, or mouse pointers for the Chromebooks.
8. Sound must be muted at all times unless otherwise indicated by a classroom teacher. Earbuds or headphones may be used at the discretion of each individual teacher
9. Students will digitally publish and share their work with their teachers through Google. In the instance of a need for printing, students may use the media center. However, students are encouraged to print any necessary items at home.
10. Students should never share their log-in information with anyone, unless requested by an administrator
11. Chromebooks must come to school fully charged daily. It is the expectation that students do this as part of their nightly routine at home. Chargers are not to be brought to school.
12. Chromebooks should not be left unattended. All content/activity is the sole responsibility of the assigned student.

Students agree to adhere to the following when caring for their Chromebook:

1. Close the Chromebook whenever moving it - prior to closing, make sure nothing is on the keyboard that would hinder the proper closing of the device
2. Do not lean or write on the top of the Chromebook when it is closed.
3. Do not poke or apply pressure to the screen.
4. Clean the screen with a soft, dry cloth or anti-static cloth.
5. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
6. No food or drink should ever be near your Chromebook

7. Chromebooks themselves must remain free of any writing, drawing or stickers - cases may be customized appropriately as per the AUP.
8. Chromebooks must never be left unattended. This includes leaving them on the floor outside of lockers, leaving them unattended when changing classes, or when going to lunch.
9. All chromebooks will be labeled with a Butler School District asset tag - these may not be removed for any reason
10. Chromebooks may not be used for any form of financial gain.
11. Intentional damage of any district device will be considered vandalism and treated as such according to District Code of Conduct
12. Chromebooks must remain in their case at all times.

<b>Do...</b>	<b>Do Not...</b>
Use your device to take notes in class	Use your device to do anything that is illegal or that violates the district's AUP
Use your device to keep your school work organized	Use your device for cheating on tests or homework
Use Google Calendar to schedule appointments and create assignment reminders	Use your device to harass, bully, or intimidate anybody
Use your device and Google Drive to organize your ideas, thoughts, work, and goals	Play games while in school without permission from your teacher
Use your device and Google Docs to create documents, presentations, and artwork related to school	Use your device to record without permission of the teacher
Use your device to collaborate with peers on school work (Google Hangouts, Drive)	Use your device to avoid face-to-face communication
Use your device to communicate with your teachers about school-related work	Use your device to access inappropriate materials
Use your Chromebook to perform research as instructed by your teacher	Use your device to contact people without any relation to your school work

**Use of the computing device resources are granted based on the student's acceptance of the following specific responsibilities.**

Use only those computing and information technology resources for which you have authorization. For example, it is a violation:

- To use resources that you have not been specifically authorized to use.
- To use someone else's account or password or share your account or password with someone else.

- To access files, data or processes without authorization; or
- To purposely look for explicit security flaws to gain system or data access.

Use computing and information technology resources for their intended purpose. For example, it is a violation:

- To send forged email.
- To misuse chat or other communications software that appears to allow students to hide their identity or to interfere with systems or students.
- To use electronic resources for harassment , bullying or stalking other individuals.
- To send bomb threats or “hoax messages”
- To send chain letters
- To intercept or monitor any network communication not intended for you
- To use computing or network resources for advertising or other commercial purposes to attempt to circumvent security mechanisms.

Protect the access and integrity of computing and information technology resources. For example, it is a violation:

- To release a virus or worm that damages or harms a system or network
- To prevent others from accessing an authorized service
- To send email bombs that may cause problems and disrupt service for other students
- To attempt to deliberately degrade performance or deny service
- To corrupt or misuse information, or
- To alter or destroy information without authorization.

Abide by applicable laws and school policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software. For example, it is a violation:

- To make more copies of licensed software/content than the license allows
- To download, use or distribute pirated software/content
- To operate or participate in pyramid schemes
- To distribute or view pornography on the device
- To upload, download, distribute or possess child pornography

Respect the privacy and personal rights of others. For example, it is a violation:

- To run network sniffing/monitoring tools without authorization
- To access or attempt to access another individual’s password or data without explicit authorization
- To access or copy another student’s electronic mail, data, programs, or other files without permission.

**Breach of the Usage Policy and Guidelines may lead to disciplinary action that could include revocation of Chromebook/Internet privileges.**

## **CHROMEBOOK PARENT/GUARDIAN RESPONSIBILITIES**

The Butler School District looks forward to partnering with our community as our students engage with their Chromebooks. In this, we are committed to providing our community with the necessary tools and information to ensure the safe use of the Chromebook while in the home. Parent(s) and/or Guardian(s) will review all materials provided by the school to ensure that all material is understood regarding the school's responsibility, the student's responsibility, and the parent/guardian responsibility.

Parent(s) and/or Guardian(s) accept responsibility for the cost of repair or replacement at the date of loss if the device is:

- Not returned
- Intentionally damaged
- Lost due to negligence
- Stolen, but not reported to school and police in a timely manner (3 days or fewer)

Parent(s) and/or Guardian(s) must agree to monitor student use at home and other areas away from school.

This includes:

- Investigate and provide parental controls available through your home internet provider
- Develop a set of rules and expectation for the device's use at home
- Review the District's Acceptable Use Policy with my student
- Only allow the use of the device in common areas of the home (living room or kitchen)
- Demonstrate a genuine interest in what your student is working on. Have your student show you his/her work often.

Parent(s) and/or Guardian(s) also acknowledge:

- That if damage to the Chromebook is deemed negligent by the Butler IT Department, the parent/guardian will be responsible
- That the Butler School District has made all reasonable attempts to provide a safe computing environment for students within the District's network. Students using their District-assigned Chromebook are responsible for appropriate use of the Internet regardless of location
- That the Chromebook is the property of the Butler School District and, upon withdrawal from the District, the device must be returned to my student's school. Failure to return the device may be considered theft.
- That if my student does not bring their Chromebook with them to school daily, fully charged, there may be disciplinary action and/or missing assignment that may need to be completed at home. If extenuating circumstance exist, I will communicate such to the administration or my child's teachers.
- That my child may lose his/her Chromebook privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District device.

In order for any student to be issued a device, the Student and his/her Parent(s)/Guardian(s) must indicate their acceptance of this Agreement and the Student Acceptable Use Policy by initialing/signing the appropriate sections of the Student Signature Agreement Form.

**BUTLER TOWNSHIP SCHOOL DISTRICT**  
**Student/Parent Signature Agreement Form**

I, \_\_\_\_\_, at \_\_\_\_\_, Grade \_\_\_\_\_, (PRINT student name here) (School Building)

have read the following Policies and Agreements:

- Butler Board of Education Acceptable Use Policy
- Student Responsibilities
- Parent Responsibilities
- Media Consent Authorization
- Technology Agreement
- Student Email Guidelines
- Student Handbook

I agree to abide by the policies of the Butler Board of Education and the standards stated therein.

Student Signature: \_\_\_\_\_

Parents complete this section:

- I have read the Butler Board of Education Acceptable Use Policy and agree to the terms of use for my student.  
I agree \_\_\_\_\_ (initial here) I do not agree \_\_\_\_\_ (initial here)
- I have read the Butler Board of Education outline of Student Responsibilities and will adhere to these outlined responsibilities while using the issued device  
I agree \_\_\_\_\_ (initial here) I do not agree \_\_\_\_\_ (initial here)
- I have read the Butler Board of Education outline of Parent Responsibilities and will adhere to these outlined responsibilities  
I agree \_\_\_\_\_ (initial here) I do not agree \_\_\_\_\_ (initial here)
- I have read the Media Consent Authorization authorizing the use of my child's image for use in news articles, newsletters, on the website, or other district initiated media coverage  
I agree \_\_\_\_\_ (initial here) I do not agree \_\_\_\_\_ (initial here)
- I have read the Butler School District Technology Agreement and will accept responsibility for any damage or neglect that may result  
I agree \_\_\_\_\_ (initial here) I do not agree \_\_\_\_\_ (initial here)
- I have read the Student Email Guidelines and understand my child's responsibility in adhering to these outlined responsibilities while using the issued device and District network  
I agree \_\_\_\_\_ (initial here) I do not agree \_\_\_\_\_ (initial here)
- I have read the Student Handbook and understand my child's responsibility in adhering to these outlined responsibilities.  
I agree \_\_\_\_\_ (initial here) I do not agree \_\_\_\_\_ (initial here)

I have read and give my consent to those items initialed above.

\_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian signature

APPENDIX D: DEVICE REPLACEMENT SCALE:

- Lost Chromebook \$300.00
- Replacement Chromebook Case \$30.00
- Chromebook Charger \$50.00
- Major Parts Replacement/Damage \$200.00  
(including but not limited to: cracked screens, motherboard, processor)
- Minor Parts Replacement/Damage \$125.00  
(including but not limited to: keyboard, mouse, palm rest, screen bezel)

APPENDIX E: '20-'21 AARON DECKER ELEMENTARY SCHOOL SCHEDULE:

**AARON DECKER SCHOOL  
2020-2021 DAILY HYBRID SCHEDULE  
PRESCHOOL-GRADE 4**

<b>Preschool</b>	<b>Morning Meeting 8:00AM- 9:00AM</b>	<b>Language Arts 9:00AM-9:40AM</b>	<b>Math 9:40AM -10:20AM</b>	<b>Wrap Up/ Dismissal 10:20AM- 10:30AM</b>	<b>Afternoon 12:09PM- 1:09PM (VIRTUAL)</b>	<b>Language Arts 1:09PM- 1:49PM (VIRTUAL)</b>	<b>Math Readiness 1:49PM- 2:29PM (VIRTUAL)</b>	<b>Wrap Up 2:29PM- 2:39PM</b>
<b>Preschool/ MD</b>	<b>Morning Meeting 8:00AM -8:30AM</b>	<b>ABLBS Individual Programming</b>	<b>ABLBS Individual Programming</b>	<b>Mindfulness &amp; Wellness/ Snack 10:05AM-10:35AM</b>	<b>ABLBS Individual Programming</b>	<b>ABLBS Individual Programming</b>	<b>Wrap Up/ Dismissal 12:00PM - 12:19PM</b>	<b>Virtual Related Arts @ home (See Schedule)</b>
<b>Kindergarten</b>	<b>Morning Meeting 8:00AM -8:30AM</b>	<b>Language Arts 8:30AM - 9:35AM</b>	<b>Social Studies 9:35AM-10:05AM</b>	<b>Mindfulness &amp; Wellness/ Snack 10:05AM-10:35AM</b>	<b>Science 10:35AM - 11:05AM</b>	<b>Math 11:05AM - 12:10PM</b>	<b>Wrap Up/ Dismissal 12:10PM - 12:19PM</b>	<b>Virtual Related Arts @ home (See Schedule)</b>
<b>Grade 1</b>	<b>Morning Meeting 8:00AM -8:30AM</b>	<b>Math 8:30AM - 9:35AM</b>	<b>Mindfulness &amp; Wellness/Snack 9:35AM-10:05AM</b>	<b>Science 10:05AM - 10:35AM</b>	<b>Social Studies 10:35AM - 11:05AM</b>	<b>Language Arts 11:05AM - 12:10PM</b>	<b>Wrap Up/ Dismissal 12:10PM - 12:19PM</b>	<b>Virtual Related Arts @ home (See Schedule)</b>
<b>Grade 2</b>	<b>Morning Meeting 8:00AM -8:30AM</b>	<b>Language Arts 8:30AM - 9:35AM</b>	<b>Mindfulness &amp; Wellness Snack 9:35AM - 10:05AM</b>	<b>Social Studies 10:05AM - 10:35AM</b>	<b>Math 10:35AM - 11:40AM</b>	<b>Science 11:40AM-12:10PM</b>	<b>Wrap Up/ Dismissal 12:10PM - 12:19PM</b>	<b>Virtual Related Arts @ home (See Schedule)</b>
<b>Grade 3</b>	<b>Morning Meeting 8:00AM -8:30AM</b>	<b>Social Studies 8:30AM - 9:00AM</b>	<b>Language Arts 9:00AM - 10:05AM</b>	<b>Science 10:05AM - 10:35AM</b>	<b>Mindfulness &amp; Wellness/ Snack 10:35AM-11:05AM</b>	<b>Math 11:05AM - 12:10PM</b>	<b>Wrap Up/ Dismissal 12:10PM - 12:19PM</b>	<b>Virtual Related Arts @ home (See Schedule)</b>
<b>Grade 4</b>	<b>Morning Meeting 8:00AM -8:30AM</b>	<b>Science 8:30AM - 9:00AM</b>	<b>Mindfulness &amp; Wellness/ Snack 9:00AM-9:30AM</b>	<b>Math 9:30AM - 10:35AM</b>	<b>Language Arts 10:35AM - 11:40AM</b>	<b>Social Studies 11:40AM - 12:10PM</b>	<b>Wrap Up/ Dismissal 12:10PM - 12:19PM</b>	<b>Virtual Related Arts @ home (See Schedule)</b>



- Students will be grouped by colors **Blue and Gold**. Students whose names end in A-K will be **Blue**. Students whose names end in L-Z will be **Gold**. For example, “Fitzgerald” would be in the **Blue** group, and “Manco” will be in the **Gold** group.
- Students will rotate on a weekly “A/B” schedule between in-person classes and distance learning classes. During an “A” week, students in the **Blue** group will attend in person classes while students in the **Gold** group will do distance learning. During a “B” week, students in the **Gold** group will attend in person classes and the **Blue** group will be distance learning. **All students will be attending school, in person or virtually between the hours of 8:00AM-12:19PM.**
- Preschool( **AM/PM**) school classes will be grouped by **AM/PM**. During an “A”week, **AM** preschool students will attend classes in-person from 8 AM-10:30 AM, while **PM** students will attend virtual learning in the afternoon from 12:09 PM-2:39 PM with Mrs. Woodcock. During a “B” week, **PM** students will attend school from 8 AM -10:30 AM, while **AM** students will attend virtual learning in the afternoon from 12:09 PM-2:39 PM with Mrs. Woodcock.
- **All students in LLD K-4 and PS/MD classes will attend school in person both weeks.**

**RELATED ARTS VIRTUAL SCHEDULE  
AARON DECKER SCHOOL  
2020-2021 SCHOOL YEAR**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b><u>ART</u></b> Mrs. Casey	Kindergarten & Preschool	4th Grade	3rd Grade	2nd Grade	1st Grade
<b><u>MEDIA/ LIBRARY</u></b> Mrs. Hennig	2nd Grade	1st Grade	Kindergarten & Preschool	4th Grade	3rd Grade
<b><u>MUSIC</u></b> Mrs. Wisneski	4th Grade	3rd Grade	2nd Grade	1st Grade	Kindergarten & Preschool
<b><u>PHYSICAL EDUCATION</u></b> Mr. Clark	1st Grade	Kindergarten & Preschool	4th Grade	3rd Grade	2nd Grade
<b><u>STEAM</u></b> Mrs. Gorecki	3rd Grade	2nd Grade	1st Grade	Kindergarten & Preschool	4th Grade

- All Related Arts Classes (Art, Media/Library, Music, Physical Education, STEAM) will be taught virtually when students arrive home from school. The start time for Virtual Related Arts is **1:30 PM - 2:20 PM**. If students are unable to attend class when they get home, they will still need to complete the lesson later in the day. Preschool students may log into related arts virtual sessions any time during the day in the afternoon or evening.
- Related Arts Teachers will be available until 2:20 pm everyday through Zoom to lead discussions and answer student questions.

APPENDIX F: '20-'21 RICHARD BUTLER MIDDLE SCHOOL SCHEDULE:

**Richard Butler School  
2020-2021 Daily Hybrid Schedule  
Grades 5-8**

Morning Schedule

All Students (In-Person and Virtual)

<b>AM Homeroom</b>	7:50am-8:20am
<b>Period 1</b>	8:21am-9:07am
<b>Period 2</b>	9:08am-9:54am
<b>Period 3</b>	9:55am-10:41am
<b>Period 4</b>	10:42am-11-28am
<b>Period 5</b>	11:29am-12:15pm
<b>PM Homeroom</b>	12:16pm-12:35pm

Afternoon Schedule

Virtual for all students

<b>Grade 5 Specials</b>	1:00pm-1:25pm
<b>Grade 6 Specials</b>	1:25pm-1:50pm
<b>Grade 7 Specials</b>	1:50pm-2:15pm
<b>Grade 8 Specials</b>	2:15pm-2:40pm

<b>Grade 5 PE/Health</b>	1:30pm-2pm
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- Students will be grouped by colors **Blue and Gold**. Students whose names end in A-K will be **Blue**. Students whose names end in L-Z will be **Gold**. For example, “Perez” will be in the **Gold** group and “Koptyra” would be in the **Blue** group.
- Students will rotate on a weekly “A/B” schedule between in-person classes and distance learning classes. For example,
  - During an “A” week, students in the **Blue** group will attend in person classes while students in the **Gold** group will engage in distance learning.
  - During a “B” week, students in the **Gold** group will attend in person classes and the **Blue** group will be distance learning.
- *Students in Mrs. Tutunjian’s and Mrs. Napoli’s classes will attend school in person both weeks.*
- All students will be attending school, in person or virtually between the hours of 7:50AM-12:35PM.
- All Special Area Classes (Art, Academic Technology, CCR (6-8), Music (5), and Spanish) and Physical Education/Health (Grade 5 Only) will be taught virtually when students arrive home from school.

APPENDIX G: '20-'21 BUTLER HIGH SCHOOL SCHEDULE:

Butler High School Hybrid Schedule 2020 - 2021

“A” **Blue** Week (Last Name A- K)

“B” **Gold** Week (Last Name L- Z)

Monday Period 1,2,3,4	Tuesday Period 8,9,6,7	Wednesday Period 1,2,3,4,5	Thursday Period 7,8,9,6	Friday “All Meet Day” Academic Assistance
Period 1//HR 8:00 - 9:15 Period 2 9:21- 10:26 Period 3 10:32 - 11:37 Period 4 11:43 - 12:48  Grab N Go Lunch will be available from 11:40 - 12:52 pm  65 minute Period 10 Minute Homeroom 6 Minute Passing Time	Period 8/HR 8:00- 9:04 Period 9 9:10- 10:00 Period 5 10:06-10:56 Period 6 11:02 - 11:52 Period 7 11:58 - 12:48  Grab N Go Lunch will be available from 11:40 - 12:52 pm  50 minute Period 14 Minute Homeroom 6 Minute Passing Time	Period 1/HR 8:00 - 8:54 Period 2 8:59 - 9:49 Period 3 9:54 - 0:44 Period 4 10:49 -11:39 Period 5 1:44 -12:48*  Grab N Go Lunch will be available from 11:40 - 12:52 pm  50 minute Period *Period 5 64 Minutes 4 Minute Homeroom 5 Minute Passing Time	Period 7/HR 8:00 -9:15 Period 8 9:21 -10:26 Period 9 10:32 -11:37 Period 6 11:43 -12:48  Grab N Go Lunch will be available from 11:40 - 12:52 pm  65 Minute Period 10 Minute Homeroom 6 Minute Passing Time	Period 1/HR 8:00 - 8:32 Period 2 8:38 - 9:04 Period 3 9:10 - 9:36 Period 4 9:42 -10:08 Period 5 10:14 - 10:40 Period 6 10:46 - 11:12 Period 7 11:18 -11:44 Period 8 11:50 - 12:16 Period 9 12:22 - 12:48  Grab N Go Lunch will be available at 12:48 - 12:52 pm  26 Minute Period 6 Minute Homeroom 6 Minute Passing Time

**STUDENT DISMISSAL 12:48 PM**

Teacher/ Staff Lunch 1:00 - 1:45
Common Planning/Teacher-Counselor Prep/Virtual Office Hour/Help 1:45 - 2:53

**TEACHER DISMISSAL 2:53 PM**

- Each Period meets three times a week for a total of 2 hours and 21 minutes of instruction (65, 50 and 26)
- Students will be grouped by colors **Blue** and **Gold**. Students whose names end in A-K will be **Blue**. Students whose names end in L-Z will be **Gold**. For example, “ Fitzgerald” will be in the **Blue** group and “Manco” would be in the **Gold** group.
- Students will rotate on a weekly “A/B” schedule between in-person classes and distance learning classes. For example, for an “A” week, students in the **Blue** group will attend in person classes while students in the **Gold** group will be participating in distance learning. During a “B” week, students in the **Gold** group will attend in person classes and the **Blue** group will be distance learning. All students will be attending school, in person or virtually between the hours of 8:00AM-12:48PM.

- **Lunch will be a grab and go at the end of each day if purchased. Student lunch periods will be a Social Emotional Learning/Self Directed Learning period until we will allow students to eat during school. During this period school counselors, case managers, administration and our student assistance counselor will work with students for college and career planning, mindfulness and wellness and other important transitional pieces as we return to school. Students whose lunch period is at the end of the day will be able to scan out through the attendance office with parent permission. This process will begin roughly two weeks after the start of school. More information will be provided.**
- **Shared time students will attend periods that can meet in person at Butler High School and through virtual learning each week depending on last name and Morris County's Vocational School schedule.**

## APPENDIX H: BUTLER SCHOOL DISTRICT/SCHOOL CRISIS TEAM PROTOCOLS:

The crisis response team is a group of identified individuals who engage in suicide prevention, intervention and postvention undertakings. This team is a multi-disciplinary team made up of administrators, counselors, social workers, psychologists, nurses and or school resource officers. It can also be useful at times to include a member of the school's information technology staff. To create an effective team the roles may be split and designated to multiple people if that will enhance the effectiveness of the response.

### **Crisis Team Member Roles:**

**(To be designated by administration)** Best practice has shown that pairing a counselor with an administrator can be the most effective way to provide support and services.

**Superintendent- Will be the primary point of contact for media on schools' behalf and prepares statement for media if necessary. No other faculty should be speaking to the media.**

**Safety Manager-** Primary function is to create safety and normalcy for all students.

**Responsibilities-** Oversees normative school hours and dismissal procedures; engages with the SRO to attend to the parents that may show up at school; keeps media off of school grounds. Identifies students that may be struggling and encourages them to get support from school counselors.

**Operations Manager-** Primary function is to encourage safety for staff, faculty and students by aiding in the identification of those individuals in need of support and facilitating the availability of resources to attend the aforementioned needs.

**Responsibilities-** Shadow the deceased student's schedule to monitor peer reactions and answer questions; Arrange for substitute teachers to be on hand for those faculty members that may be having difficulties with the death of the student; Assign space for counseling and support (student, faculty and staff); Ensure allocation of supplies in buildings- tissues, water and food for faculty and crisis counselors; collaborate with administration, faculty and counselors on the best plan to offer support. Navigates and tracks concerns regarding memorialization of the death.

**Community Liaison Manager-** Primary function is to act as the main contact for all community resource partners.

**Responsibilities -** communicating with partners (police, local government, community mental health supports, churches, and outside trauma responders) regarding logistics, safety, and needs as it pertains to students, school functioning, and the family of the deceased. Coordinate any outside trauma responders that arrive to the school.

APPENDIX I: BUTLER SCHOOL DISTRICT SPECTATOR PLANS FOR EXTRA- AND CO-CURRICULAR EVENTS:

All student activities, athletic practices and contests, fundraisers, events, etc. are subject to the prevailing applicable health and safety guidelines, protocols and procedures in place at the time of the practice, contest, activity, fundraiser, event, etc. These include, but are not limited to, the laws of the State of New Jersey, Executive Orders of Governor Murphy, the regulations of the NJSIAA and the NJIC, and Butler School District policies and procedures regarding restrictions on the number of people at indoor and/or outdoor events, social distancing requirements, the wearing of masks, and the like.

While we may not be able to have clubs and activities operate as they have in the past, we can still have them operate in an effective manner with modifications as needed such as virtual meetings, small group meetings, etc. Groups may have to plan different activities and/or be creative in modifying certain activities in order to comply with all of the health and safety protocols but these groups can still find a way to make our school a positive and vibrant part of our community

The NJIC is currently working on a possible conference wide policy regulating spectator attendance at athletic contests. The Butler School District will follow any policy that the NJIC institutes as well as any other such requirements that may be issued by the NJSIAA, the State of New Jersey, etc.

The Butler School District is exploring the possibility of live streaming as many athletic and extra curricular activities as possible. For example, cameras will be installed on Memorial Field and in the Marge Giles Gymnasium which will live stream athletic contests on the NFHS Network.

APPENDIX J: NON-TOUCH THERMOMETER INFORMATION:



## Extech IR200: Non-Contact Forehead InfraRed Thermometer

All items available online at [www.am-ind.com](http://www.am-ind.com)

### Ideal for Quickly Detecting Elevated Body Temperature

The IR200 is ideal for quickly screening individuals for elevated skin temperature. This infrared thermometer has a non-contact design that eliminates the need for replacement probe covers and other supplies. The IR200 is accurate to 0.5°F (0.3°C) with 0.1°F/°C resolution when measuring skin temperatures between 89.6°F to 108.5°F (32.0°C to 42.5°C). Adjustable alarm alerts user visually and audibly when temperature exceeds programmed limit. Optimum measurement distance of 1.9 in. to 5.9 in. (5 to 15 cm). Move the Body/Surface function switch to the Surface position for non-contact surface temperature measurements from 32°F to 140°F (0.0°C to 60.0°C). With a fast response of just 0.5 seconds, users can simply press the trigger and read temperature on the large backlit LCD display. Memory stores up to 32 readings for easy recall. Comes complete with 2 AA (1.5V) batteries and pouch.

**Note:** This thermometer is intended for screening individuals or monitoring an individual for potential elevated skin temperatures. It is not a substitute for a clinical thermometer. Always use a clinical thermometer when high accuracy body temperature measurements are required.

**CDC Guidance:** "Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility."

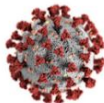


4720389

**Available May 2020  
Only \$149.00**

- Measures body temperature from 89.6 to 108.5°F (32.0 to 42.5°C) without contact
- Accurate to 0.5°F (0.3°C) with 0.1°F/°C resolution; fast response (0.5 seconds)
- Optimum measurement distance of 1.9 to 5.9 in (5 to 15 cm)
- Non-contact design eliminates need for replacement supplies
- Adjustable alarm alerts user visually and audibly when temperature exceeds programmed limit
- Memory stores up to 32 readings for easy recall
- Large backlit LCD display
- Complete with 2 AA batteries and pouch

### Stopping the Spread of COVID-19



Contact us for all of your Safety needs, including:

- Hand Protection
- Eye Protection
- Coveralls
- Cleaners & Wipes
- Safety Labels



APPENDIX K: ACCWELL ARMBANDS

accwell



**Key Specifications**

- **Power Source** 3V CR2032 Lithium battery
- **Battery Life** 200 hours
- **Accuracy** +/-0.1°F between 95°F to 100.4° & +/-0.2°F between 100.4°F to 113°F
- **Bluetooth Range** Up to 32ft
- **Size:** 0.1in(H) x 1.0in (L,W) x 8.5in (L)
- **Communication** BLE 5.0
- **Data Frequency:** 1/day or high temperature

The armband thermometer is to be attached around the upper arm. Made from polyester fiber to reduce the chances of skin irritations, the band is comfortable to wear and has an adjustable velcro strap to fit upper arms between 4.7" to 7.8" in girth. The monitor has hands free operation.

**Differentiators**

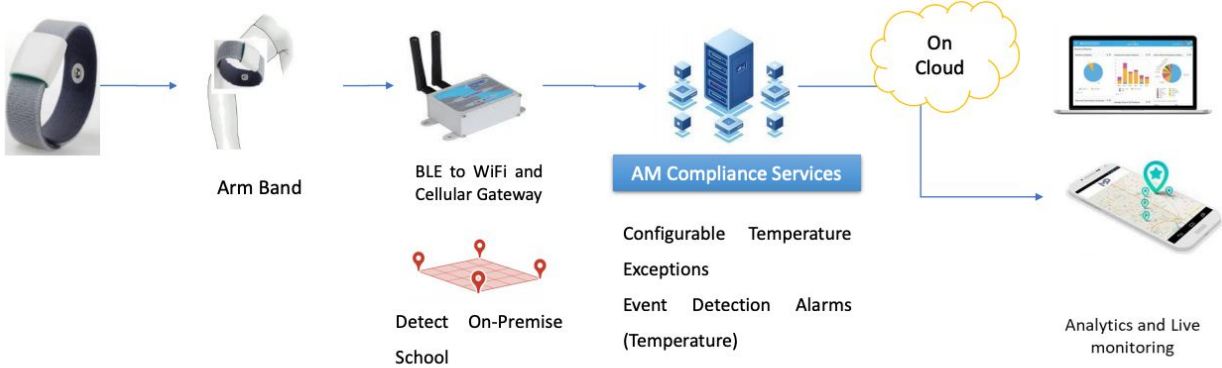
- On Web and On Mobile Interface
- Complete secured on-cloud hassle free IT support
- Multiple points of wellness checks
- Integrate on demand with access controls
- Integrate on demand with Attendance
- Leverage existing infrastructure
- Full & Secure Data Storage and Lineage
- Location Tracing "Assuring at School" premise
- Quick deployment in 15 to 20 days
- Information Authentication - Just in Time

**KYEP Access On-Premise Classroom - Use case Positioning**



KYEP Access On-Premise
Demography - School Staff, Student Demography
Anomaly Detection - Class Teachers, staffs
Detect Body Temperature – Continuous Monitoring
Alerts of body Temperature for 98.7 F
IP 62 Compliant
Location Identity (School WIFI Point)
Anomaly Frequency(Every 30 Seconds for 30 mins)
Normal Alert Frequency (Every day Once)

# KYEP Access On-Premise Classroom – Solution Architecture



APPENDIX L: BUTLER SCHOOL DISTRICT FACEMASKS:

Custom Face Masks are 3-Ply protection designed per CDC Guidelines. Each mask is washable, Ply-Stretch Fabric. Masks contain a replaceable filter as well



**INSIDE OF MASK**

**NAME: BUTLER PUBLIC SCHOOLS**



APPENDIX M: VICTORY ELECTROSTATIC SPRAYERS:



Victory Professional Cordless Electrostatic Sprayer allows the user hours of spraying time without the hassle of dragging a cord. In addition, it is designed to save time and labor, spray less liquid, and cover more surfaces. Victory Sprayers' patent pending technology provides an electrical charge to solutions, allowing them to wrap conductive surfaces with an effective and even coverage. Double-charged particles envelope all conductive surfaces – shadowed, vertical and underneath.

APPENDIX N: LARGE SPACE FOGGERS:

**CURTIS DYNA-FOG<sup>®</sup>**  
 Ltd  
 Innovators of Spraying and Fogging Technology Since 1947

HURRICANE



**HURRICANE™**

*Electric Portable Aerosol Applicator (ULV / Mister)*

**Dispenses BOTH Oil and Water-based Products**

The Hurricane is capable of dispensing disinfectants, deodorizers, germicides and insecticides. It is being used successfully in hospitals, restaurants, warehouses, nursing homes, schools, greenhouses and other institutions. With an adjustable output of 0-5 gallons per hour, this versatile unit gives you the power to handle both large and small area, wherever aerosol particle chemical treatment is needed.

**MODELS**

- Model 2790 Hurricane 110 Volt**
- Model 2792 Hurricane 220 Volt**
- Model 2738 Hurricane w/float 110 Volt**
- Model 2739 Hurricane w/float 220 Volt**

**SPECIFICATIONS**

Adjustable flow rates:	0-5 gal/hr, or 0-19 liters/hr.
Particle size:	5-50 microns (MMD)
Tank capacity:	1 gallon (3.8 liters).
Length:	13 in or 33 cm.
Width:	8 in or 20.3 cm
Height:	14 in or 35.6 cm
Weight (Empty):	6.6 lbs. or 3 kg

**INPUT POWER:**

**Models 2790, 2738:** 110/120 volt AC, 6.5 Amps, 50/60 Hz  
**Models 2792, 2739:** 220/240 volt AC, 3.5 Amps, 50/60 Hz

**SHIPPING DATA:**

L x W x H: 15 x 10 x 17 (in) or 38.1 x 25.1 x 43.1 (cm)  
 Weight: 9 lbs. or 4 kg  
 Volume: 1.47 Cu. Ft or 0.042 cu. M.  
 Weight with optional float tank: 10 lbs. (4.54 kg)

**DISTRIBUTED BY:**

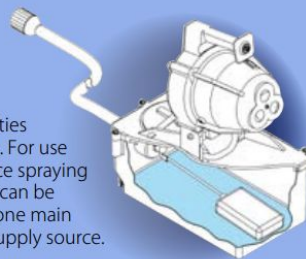
**CALL FOR YOUR NEAREST DISTRIBUTOR**

317.896.2561  
 317.896.3788 FAX  
 INFO@DYNAFOG.COM



**Optional Float Valve**

The float valve gives continuous flow capabilities without refilling the tank. For use in areas where large space spraying is required. Several units can be hooked together, using one main water and/or chemical supply source.



**ONE YEAR LIMITED WARRANTY**

© 2008 Curtis Dyna-Fog, Ltd. All rights reserved. To maintain the highest quality products, Curtis Dyna-Fog, Ltd. reserves the right to make any technical modifications at any time without prior notice. **MADE IN THE USA**

**www.dynafog.com**

APPENDIX O: HEPA FILTRATION:



# Clarion® 25

HIGH SOLIDS/METAL INTERLOCK FLOOR FINISH



## The Clarion 25 Difference

**Clarion 25** is a High Solids/Metal Interlock Floor Finish that maintains its high gloss with minimal maintenance. **Clarion 25** is an extremely durable floor finish that is ideal when there is limited equipment or manpower for a buffing program. **Clarion 25** is versatile and may be used on all porous floors.

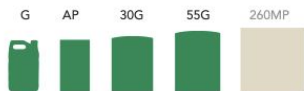
## MICROBAN®

Microban technology is built-in antimicrobial protection that gives **Clarion 25** an added level of protection against damaging microbes such as bacteria, mold and mildew that can cause stains, odors, and product deterioration.

Microban protection also keeps floors cleaner, longer.

*All Microban antimicrobial technologies are approved by the US EPA for their specific use in the product in which they are used.*

### Available Packaging



Clarion 25 is the first of its kind to utilize Microban surface modification technology, that embeds an EPA registered antimicrobial into the floor finish. With this technology, Clarion 25 provides live-on floor protection for the finish's usable life.

APPENDIX Q: BUTLER SCHOOL DISTRICT CLEANING PROTOCOLS:

School Name: \_\_\_\_\_



Custodian Name: \_\_\_\_\_

Week Of: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor Sign Off \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday	
<b>DAILY ROUTINE CLEANING- Classrooms</b>					
					Did you clean desk tops and table tops?
					Did you spot clean windows and whiteboards?
					Did you Spot clean pencil marks and graffiti?
					Did you clean non porous surfaces?
					Did you mop the floors?
					Did you empty trash?
					Did you refill the sanitizer dispenser if needed?
					Did you scrape up any item stuck to floor with putty knife?
					Did you disinfect touch points?
Classroom Disinfecting High Touch Points					
Door Knobs		Hand Rails		Light Switches	
		Table Tops		Chairs	
<b>DAILY ROUTINE CLEANING- Hallways/Lobby/Entrance</b>					
					Did you dust mop hallways?
					Did you vacuum entrance mats?
					Did you spot clean graffiti?
					Did you clean glass and mirrors?
					Did you mop hallway floors?
					Did you refill the hand sanitizer dispenser if needed?
					Did you disinfect touch points?
Hallway Disinfecting High Touch Points					
Door Knobs		Hand Rails		Light Switches	
		Sanitizer Stands		Water Fountains	
<b>DAILY ROUTINE CLEANING- Restrooms/Locker Rooms</b>					
					Did you clean sinks, toilets and shower areas?
					Did you clean glass and mirrors?
					Did you spot clean graffiti?
					Did you refill hand soap dispenser if needed?
					Did you disinfect touch points?
Hallway Disinfecting High Touch Points					
Door Knobs		Sinks		Toilets	
		Shower Areas		Floors	



APPENDIX R: BUTLER SCHOOL DISTRICT DROP OFF AND PICK UP PROTOCOLS:

**AARON DECKER SCHOOL**  
**Hybrid Arrival and Dismissal Plan**

**ARRIVAL**

- Arrival times at ADS for non-bus students will be 7:50 AM and 8:05 AM.
- Students will be dropped off by the gym doors and enter school
- Week “A” Blue Group
  - 7:50 AM - 8:05 AM - Students whose names end with G-K will arrive
  - 8:05 AM - 8:20 AM - Students whose names end with A-F will arrive
- Week “B” Gold Group
  - 7:50 AM - 8:05 AM - Students whose names end with S-Z will arrive
  - 8:05 AM - 8:20 AM Students whose names end with L-R will arrive
- Related Arts teachers will help students to classrooms
- Bus students will be dropped off by gym doors and either staged in gym until 7:50 AM or escorted to classrooms by teachers after 7:50 AM
- Preschool students will be dropped off at the horseshoe by vans and enter school through breezeway.

**DISMISSAL**

- Preschool students will be dismissed at 10:30am through the breezeway. They will be picked up at the horseshoe by vans.
- Bus students will be called down for dismissal at 12:10 PM . They will board buses in the parking lot. Vans will pick up students by the breezeway.
- There should be no parents standing in front by flag pole or in the back of the parking lot by guardrails.
- Parents can not park in the Outback parking lot or on Decker Rd. and walk over to pick up students. **Pick up of students must be done by vehicle only.** (See procedures below of where to line up)
- Walkers (note required at the beginning of the school year) will be dismissed at 12:19 PM and will exit through doors by Room 11 and walk through ADS Field to Sunset Avenue. Parents of walkers may meet their students on the far end of the field (close to Sunset Ave.) at ADS. When the field is closed due to snow and ice, parents will be instructed to pick up their child by car following dismissal procedures.

- GYM will be the staging area for students being picked up by parents; students will be called to their cars by teachers in the gym.
- Students will be called down to the gym by group. All other students will remain in their classrooms until their group is called..
- Parents will begin lining up in their cars on Decker Rd. at 12:19 PM along the sidewalk and will be directed into the parking lot for pickup by gym doors. No one is permitted to get out of their car.
- Week "A" Blue Group
  - 12:19 PM - 12:35 PM - Students whose names end with G-K will be dismissed
  - 12:35 PM - 12:50 PM - Students whose names end with A-F will dismissed
- Week "B" Gold Group
  - 12:19 PM - 12:35 PM - Students whose names end with S - Z will be dismissed
  - 12:35 PM - 12:50 PM - Students whose names end with L-R will be dismissed
- Students who are not picked up on time will be in the gym, and parents will be called by the main office.

## Richard Butler School Hybrid Arrival and Dismissal Plan

### ARRIVAL

- Arrival times at RBS for non-bus students will be 7:50 AM and 8:05 AM.
- Students will be dropped off on Pearl Street and walk to the parking lot.
- Week “A” **Blue** Group
  - 7:50 AM - 8:05 AM - Students whose names end with **A-F** will arrive
  - 8:05 AM - 8:20 AM - Students whose names end with **G-K** will arrive
- Week “B” **Gold** Group
  - 7:50 AM - 8:05 AM - Students whose names end with **L-R** will arrive
  - 8:05 AM - 8:20 AM - Students whose names end with **S-Z** will arrive
- Administration and all non-homeroom teachers and staff will assist with moving students to the classrooms.
- Bus students will be dropped off on Pearl St. and proceed to the parking lot.
- Students will proceed to their assigned section group as follows:
  - 5-1 - Space 1
  - 5-2 - Space 2
  - 5-3 - Space 3
  - 6-1 - Space 5
  - 6-2 - Space 6
  - 6-3 - Space 7
  - 7-1 - Space 9
  - 7-2 - Space 10
  - 7-3 - Space 11
  - 8-1 - Space 12
  - 8-2 - Space 13
  - 8-3 - Space 14
- All students must report directly to their homerooms upon arrival - common areas will not be open (cafeteria, media center, gymnasium)

### DISMISSAL

- Grab and Go lunch will be provided in PM homeroom prior to dismissal.
- Bus students will be called down for dismissal at 12:30 PM . They will board buses through the exit closest to 156.
- Walkers and those being picked up will be dismissed at 12:35PM and will exit through doors closest to their homeroom - 3rd level door by 312, 2nd level door by 122, 1st level door by 156.
- Specific details will be shared with students by administration and teachers during class meetings when school opens.

## **BHS Hybrid Arrival and Dismissal Plan**

### **ARRIVAL**

- Arrival times at BHS for non-bus students will be 7:50 AM and 8:00 AM.
  - Students will be dropped off behind the high school. Please enter the Hasbrouck Avenue side of the BHS back parking lot and drop off will be in a designated area. Once the student is dropped off, please continue through the parking lot to Bellevue Ave to exit. Students will enter the back entrance to the HS main building or designated arts building entrance.
  - Week “A” Blue Group
    - 7:50 AM - 7:55 AM - Students whose names end with A-F will arrive
    - 7:55 AM - 8:00 AM - Students whose names end with G-K will arrive
  - Week “B” Gold Group
    - 7:50 AM - 7:55 AM - Students whose names end with L-R will arrive
    - 7:50 AM - 8:00 AM - Students whose names end with S-Z will arrive
- ALL STUDENTS MUST REPORT DIRECTLY TO THEIR HOMEROOMS UPON ARRIVAL - COMMON AREAS WILL NOT BE OPEN (Cafeteria, Media Center, Gymnasium)**
- Administration and staff will assist in moving students to their designated classrooms. Bus students will be dropped off on Hasbrouck Ave near the back BHS parking lot and enter the building through the back entrance to the HS main building or the designated arts building entrance.

### **DISMISSAL**

- Students will be dismissed at 12:48 pm and exit the building through doors closest to their last class of the day. Specific details will be shared with students by administration and teachers at class meetings on 9-2-2020 and 9-3-2020.
- Grab and Go lunch will be provided at multiple areas at dismissal.

## APPENDIX S: HAND SANITIZING STATIONS:

The Butler School District Sanitizer Dispensers from Buckeye are made with IONPURE.  
What is IONPURE?

IONPURE is an antimicrobial agent used in plastics and silicone. IONPURE is an inorganic, soluble glass containing antimicrobial metal ions that are effective against 99.9% of a wide variety of microorganisms including Methicillin- resistant microorganisms.

How does IONPURE work?

With the presence of water or moisture, the soluble glass will release silver metal ions at a controlled speed that function as antimicrobial materials that successfully inhibit the growth of microorganisms.

Symmetry strives to continue to implement and provide new technologies in creating the healthiest environment possible.



APPENDIX T: BUS CLEANING PROTOCOLS:

Our custodial crew will work to sanitize and disinfect that busses through Jordan Transportation using our Electrostatic Cleaning Guns (See Appendix M)