



KINGSWAY REGIONAL SCHOOL DISTRICT

Committed to Excellence

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Superintendent of Schools*

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School Business Administrator*

August 24, 2020

Dear Faculty & Staff,

If this summer had a theme song, it would be the Grateful Dead's, "What a Long Strange Trip Its Been." Planning for this year's school opening has been painstakingly long and very strange from the perspective of a school administrator. It began with the Governor's confusing and convoluted messaging around high school graduations, followed by a long overdue set of generic guidelines that left school officials sifting through a hundred pages of ambiguity. After six long weeks, late nights and lost weekends, our plans to reopen schools were finally complete and approved by the NJ Department of Education and Board of Education.

While summer recess is about to end, we are excited to welcome our faculty and staff back for the start of the 2020-21 school year. On a personal note, after spending six months working from my makeshift home office while balancing the needs of my own children, reporting to Kingsway is suddenly a welcome reprieve and returns some sense of normalcy to my life. I am sure many of you have similar feelings. The truth is I miss seeing all of you. I miss seeing our students, and I miss the energy of our school environment.

Through this annual "Welcome Back Letter," I will introduce you to a number of updates regarding our Restart & Recovery Plan, annual mandated training links and additional resources, and the September 1st opening in-service agenda. Please take the time to read this letter and to complete your annual training at your convenience.

Kingsway's Restart & Recovery Plan

Kingsway's school leaders, along with nearly 70 passionate and dedicated teachers, support staff, parents and Board of Education members, have worked tirelessly to develop [Kingsway's Restart & Recovery Plan](#). The State's 'minimum standards' have compelled us to traverse a labyrinth of medical advice, Federal and State laws, policy and, at times, contradicting bureaucratic recommendations. We have scrupulously rebalanced budgets to prioritize the addition of PPEs, cleaning supplies and technology to support implementation of our plan. And, despite the aforementioned challenges, we are confident that we have developed a robust restart and recovery plan that meets the various and unique needs of our students and staff.

Kingsway to Open in Hybrid

On September 8th, and as [previously announced](#), Kingsway will reopen in a *hybrid learning environment*. This means that we will provide a combination of in-person and virtual instruction. Our formidable challenge has been to strike a balance between implementation of the [CDC's Health Guidelines](#) while maximizing in-person instruction. We are ready!

Guiding Health Measures

Upon your return, please be advised that [Kingsway's Restart & Recovery Plan](#) is predicated on three guiding health measures. These measures are as follows: (1) *Wearing of cloth masks while at work*; (2) *maintaining social distance of six feet or more from all colleagues, students and visitors*; and, (3) *practicing frequent hand washing*.

Home of the Dragons

COVID-19 Faculty/Staff Pledge and Daily Screening

Additionally, we encourage our entire faculty, staff and students to ‘stay home’ if feeling ill and/or experiencing COVID-19 related symptoms. It is important that we recognize the role we all play in mitigating the transmission of the coronavirus.

In order to foster the safety of our students, staff, and parents in the Kingsway community, all faculty, staff and students will be required to submit to a **Safety Pledge**. The Pledge is designed to engender support of the health and safety measures we have implemented as a school system. These measures, such as not reporting to work if you are experiencing COVID-19 related symptoms, are critical in keeping me, you and all of our colleagues healthy and safe.

The **Daily Screening** requires all faculty, staff and students to submit daily, prior to reporting to work/school, a self-screening to check for COVID-19 related symptoms. Please click the links below to complete both the Safety Pledge and Daily Screening forms. Each day any employee reports to work, a Daily Screening form will be required.

[Kingsway’s COVID-19 Safety Pledge](#)

[Kingsway’s COVID-19 Daily Screening](#)

Prevent and Reduce Transmission Among Employees

As we prepare to return to the school environment, we all must take certain steps to create a safe and healthy workplace for our employees and mitigate the transmission of the virus by ensuring that some of the following measures are in place.

- Turn off water fountains and eliminate shared water coolers.
- Modify/adjust classroom and/or office furniture or workstations in reception/waiting areas to ensure social distancing can be achieved.
- Discourage handshaking, hugs, and fist bumps.
- Encourage use of outdoor seating for lunch, breaks, and meetings.
- Remove coffee, teapots, and other communal items that would encourage employees to share, gather, etc.
- Do not provide ‘buffet style’ food items such as donuts, pretzels, chips, popcorn, coffee that would encourage employees to share from the same container and/or gather in a specific location.
- Employees must maintain physical space, especially secretaries who may be interacting with public/visitors and/or encounter just about every employee in the building.
- Utilize physical barriers/sneeze guards, when available (offices, cafeteria) as an extra safety measure.
- Wipe down/disinfect shared items such as computers, keyboards, desks/conference tables, etc.

Kingsway’s Restart & Recovery Plan Orientation Videos

In anticipation of this transition into our hybrid learning environment, we have included our *Restart & Recovery Plan Orientation Videos* on the Safe Schools platform (see below) for you to view. These videos are brief overviews of various components of our Plan and will be the first step in understanding new practice and protocol as we prepare to open. We will host a Q&A Session upon your return to clarify questions and/or concerns.



Mandated Trainings and the Use of Safe Schools

As in previous years, every faculty and staff member will be required to view mandated trainings and other important information and documents. As part of our reopening plan, the district identified the need for an online training platform, Safe Schools, to deliver these trainings and will begin to use it this school year. To access Safe Schools, click [HERE](#). Your username is your school-issued email address; no password is required. You need only to complete the trainings titled *Kingsway's Restart & Reopening Plan* and *Kingsway Regional School District Annual Mandated Reminders* by **Friday, September 18th**. Completing this training at your convenience will provide for a flexible opening in-service. If you have difficulty accessing Safe Schools, please email Anne Byrne at byrne@krsd.org.

Lastly, I am providing you the link to the *Welcome Back In-Service Agenda* and other relevant resources below

On behalf of the entire administrative team, I wish you a successful year as we continue to move forward together, as a team, to secure success for all our Dragons!

Very truly yours,



Dr. James J. Lavender
Superintendent of Schools

Links:

Faculty & Paraprofessionals

[Welcome Back Faculty In-service Agenda 2020-2021](#)

[Welcome Back Paraprofessional In-service Agenda 2020-2021](#)

Additional Resources:

[NJDOH Public Health Recommendations for Schools - Posted 8.24.2020](#)

[Frequently Asked Questions \(FAQs\) - Posted August 1, 2020](#)

[Superintendent's KR Reopening Plan Update No. 2 - July 31, 2020](#)

[Superintendent's Preliminary School Reopening Schedules Letter - July 23](#)

[Fully Virtual Teaching – Best Practices & Guidelines for Faculty](#)

[Hybrid Teaching – Best Practices & Guidelines for Faculty](#)

[Student Expectations and Procedures for Live Virtual Meetings](#)

[Student Requirements for Learning in a Hybrid Environment](#)

[Schoology](#)

All Employees

[Safe Schools Access](#) - DUE Fri. 9/18

Restart Plan Orientation Presentations*

[Introduction](#) (6:19)

[Health Guidelines & Ops. Plan](#) (34:18)

[Student Schedules](#) (21:00)

[Academic Plan](#) (11:34)

[Students, Family & Support](#) (7:42)

[Professional Development](#) (11:17)

[Policy & Funding](#) (15:54)

**These presentations are found in Safe Schools.*

