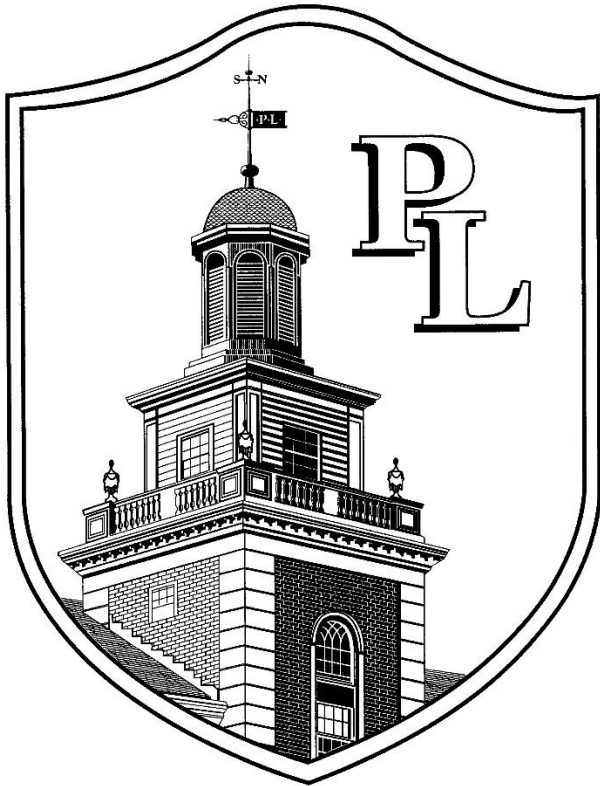


**POMPTON LAKES PUBLIC SCHOOLS**



**SCHOOL REOPENING PLAN**

**FALL 2020**

## INTRODUCTION

The reopening plan for the 2020-2021 school is unlike any other year to date. Our plan attempts to provide a transition to in-person schooling to the safest extent possible for our students and our staff. While this is a plan, the recent pandemic has taught us any plan is subject to change, small and large, based on the conditions related to the virus. To this end, our initial schedule is a starting point. We are anticipating following the daily and weekly schedule in this plan for the first six weeks of school. We will assess conditions related to in-person schooling during the first four weeks of schools and, if able, expand the in-person schedule after six weeks. The plan also provides the flexibility should we need to move towards less in-person instruction or even an all virtual model at some point during the school year.

Governor Murphy and the New Jersey Department of Education released *The Road Back , Restart and Recovery Plan for Education* on June 26. The document provides the minimum guidelines districts must adhere to for reopening. The document also clarifies that in-person instruction is a requirement of any plan. Among other aspects of the guidance is the formulation of a district Restart Committee to provide input and insight on the reopening plan. Our district's Restart Committee is comprised of teachers, administrators, parent representatives, board representative, health officials, school nurses, local teachers' association leaders, support staff, IT department and our buildings and grounds supervisor. The district has also consulted, and remains in regular communication with, the local health officer and the local public health nurse as well as the mayor of Pompton Lakes and the school district physician.

Our reopening plan is divided into the following sections:

1. District Daily Schedule
2. Daily Screening/Arrival to School/Dismissal
3. Measures to Ensure Safety to the Greatest Extent Practicable
4. Cleaning/Sanitization of School Buildings
5. Teaching and Learning
6. Procedure in the Event of a Confirmed Positive Case of COVID-19
7. Day Care/After Care
8. Protecting and Supporting Staff and Students at Higher Risk
9. Parents Opting for Virtual Instruction Only – Procedures and Expectations
10. Frequently Asked Questions (FAQ)

## **DISTRICT DAILY SCHEDULE**

For the first six weeks of school (9/8-10/16) the schedule combines in-person learning with virtual learning. In-person instruction will occur only in the morning and will follow the schedule below. Virtual instruction will take place in the afternoon. Virtual instruction in the afternoon will follow the agenda established by the elementary classroom teacher (Pre-K-Grade 5) and follow a structured period schedule in middle and high school (Grades 6-12).

On the Wednesday of each week (except for 9/9/20), the district will operate an exclusively virtual learning day, Pre-K-12. Again, the elementary schedule will be determined by the individual classroom teacher and shared in advance. The schedule for Grades 6-12 will follow a specific class period schedule. On virtual days, attendance will be taken and students are expected to follow the prescribed schedule.

**Please review the daily district schedule. Specific schedules for each building/level will be shared by the respective principal on or before August 12.**

### **MASTER SCHEDULE – SEPTEMBER-OCTOBER 16\***

#### **General Overview**

- District will have in-person school on Monday, Tuesday, Thursday and Friday.
- Entire district will operate a virtual schedule on Wednesday.
- Pre-K Disabled – Pre-K age 3 will attend school on Monday and Tuesday while Pre-K age 4 will attend school on Thursday and Friday.
- K-5 and Pre-K Autism – All students will attend M, T, Th, F.
- 6-8 – All students will attend M,T, Th, F.
- 9-12 – Students will be divided into two cohorts (Red Cohort – Grades 11 and 12, White Cohort – Grades 9 and 10). Cohorts will mostly rotate between in-person and virtual learning on a weekly basis. (Students in the high school Life Skills and 18-21 program will attend in-person every week).

\*Changes to a reduced in-person schedule may occur at any time. Decisions to expand in-person learning will be made at least 2 weeks prior to the end of the six-week cycle.

#### **Start/End Times By Grade Level/School**

##### **Elementary (Lincoln and Lenox) – ALL STUDENTS IN PERSON (MONDAY, TUESDAY, THURSDAY, FRIDAY) GRADES K-5 AND PRE-K AUTISM**

Student arrival/screening and entry – to begin 8:45am as per instruction of school. End of in-person school day 12:00pm. Students will leave school and have a free period of time from 12:00pm-1:00pm. Virtual instruction will be from 1:00-3:00pm (elementary classroom teacher will establish the agenda for this period. It may be used for independent learning, asynchronous learning, reinforcement, small group, individual instruction, large group instruction).

**Pre-K Disabled** – Due to the fact that the elementary in-person school day is already shortened under this plan, Pre-K students will be on an A/B rotation of in person learning for the entire period. For example, Pre-K 3 students will attend in-person from 8:45am-12:00pm on Mondays

and Tuesdays and Pre-K 4 students will attend in-person from 8:45am-12:00pm on Thursdays and Fridays. All Pre-K students will be on virtual learning on Wednesdays.

**Middle School - ALL STUDENTS IN PERSON (MONDAY, TUESDAY, THURSDAY, FRIDAY) GRADES 6-8**

Student arrival/screening and entry – to begin at 8:15am as per instruction of the school. End in person school day 11:45am. Students will leave school and have a free period of time from 11:45am-12:45pm. Virtual instruction will be from 12:45pm-2:45pm. The schedule and expectations for this time period will be shared by the school principal.

**High School – WEEKLY ROTATION FOR IN-PERSON (MONDAY, TUESDAY, THURSDAY, FRIDAY), BY ASSIGNED COHORT (RED OR WHITE)**

Student arrival/screening and entry – to begin no earlier than 7:40am as per instruction of the school. End in person school day 11:30am. Students will leave school and have a free period of time from 11:30am-12:30pm. Virtual instruction will be from 12:30pm-2:30pm. The schedule and expectations for this time period will be shared by the school principal.

**Wednesday (Virtual Day) – Entire District**

**Elementary** – Agenda for day posted by 8:45am, student check-in by 9am. Remainder of virtual day follows individual classroom teacher schedule.

**Middle School** – Students check into first class by 8:45am. Follow a class period schedule as per the instructions of the school. **STUDENTS ARE EXPECTED TO ATTEND EACH CLASS AS SCHEDULED.**

**High School** – First class begins at 8:00 am; attendance will be taken at 8:45 am. Follow a class period schedule as per instructions of the school. **STUDENTS ARE EXPECTED TO ATTEND EACH CLASS AS SCHEDULED.**

**IN-PERSON SCHEDULE (SEPTEMBER-OCTOBER 16)**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>9/7</b> <b>LABOR DAY</b> <b>SCHOOLS</b> <b>CLOSED</b>	<b>9/8</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 3)</b> ½ DAY  <b>HS</b> <b>RED COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<b>9/9</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 4)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<b>9/10</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K ( AGE 4)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<b>9/11</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 3)</b> ½ DAY  <b>HS</b> <b>RED COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY
<b>9/14</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 3)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<b>9/15</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 3)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<b>9/16</b> <b>VIRTUAL</b> <b>ENTIRE</b> <b>DISTRICT</b>	<b>9/17</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 4)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<b>9/18</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 4)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY
<b>9/21</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 3)</b> ½ DAY  <b>HS</b> <b>RED COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<b>9/22</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 3)</b> ½ DAY  <b>HS</b> <b>RED COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<b>9/23</b> <b>VIRTUAL</b> <b>ENTIRE</b> <b>DISTRICT</b>	<b>9/24</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 4)</b> ½ DAY  <b>HS</b> <b>RED COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<b>9/25</b> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 4)</b> ½ DAY  <b>HS</b> <b>RED COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY

<u>9/28</u> <b>NO SCHOOL</b> <b>ROSH</b> <b>HASHANAH</b>	<u>9/29</u> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 3)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<u>9/30</u> <b>VIRTUAL</b> <b>ENTIRE</b> <b>DISTRICT</b>	<u>10/1</u> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K AGE (4)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<u>10/2</u> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 4)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY
<u>10/5</u> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 3)</b> ½ DAY  <b>HS</b> <b>RED COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<u>10/6</u> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 3)</b> ½ DAY  <b>HS</b> <b>RED COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<u>10/7</u> <b>VIRTUAL</b> <b>ENTIRE</b> <b>DISTRICT</b>	<u>10/8</u> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 4)</b> ½ DAY  <b>HS</b> <b>RED COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<u>10/9</u> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 4)</b> ½ DAY  <b>HS</b> <b>RED COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY
<u>10/12</u> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 3)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<u>10/13</u> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 3)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<u>10/14</u> <b>VIRTUAL</b> <b>ENTIRE</b> <b>DISTRICT</b>	<u>10/15</u> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 4)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY	<u>10/16</u> <b>K-8</b> ALL STUDENTS ½ DAY  <b>PRE-K (AGE 4)</b> ½ DAY  <b>HS</b> <b>WHITE COHORT</b> ½ DAY  <b>LIFE SKILLS</b> ½ DAY

Specific schedules for each type of day will be provided by the respective building principals.

## **DAILY SCREENING/ARRIVAL TO SCHOOL DISMISSAL**

All students and staff will undergo daily health screening. This procedure will require individual students to be assigned specific locations for pre-entrance screening. Building principals will provide details regarding this process. Each school will likely be using multiple entrances in order to minimize the number of students in a group and to ensure social distancing.

Students must arrive to school wearing a face covering. Please be sure to send your child to school with a face covering. While the school will have coverings for those students who forget, it is important that a child bring his/her own and we encourage parents to determine which type of face covering is most comfortable for their child. Prior to entering the school building, students will be quickly screened (including the use of a contactless temperature scanner).

IT IS CRUCIAL THAT PARENTS SCREEN THEIR CHILD BEFORE LEAVING FOR SCHOOL AS WELL. IF YOUR CHILD EXHIBITS **ANY** OF THE SYMPTOMS BELOW, DO NOT SEND HIM/HER TO SCHOOL:

- Fever > or equal to 100.4 degrees Fahrenheit (38 Celsius)
- Cough or shortness of breath
- Sore Throat
- Chills
- Muscle aches or rigors
- Headache
- New loss of taste or smell
- Abdominal pain, nausea, vomiting or diarrhea

All health screenings will be conducted safely and respectfully and take into consideration the needs of any student with disabilities.

At the end of each in-person day, students exit through an assigned doorway. Individual school procedures related to arrival and dismissal will be shared by each respective principal. Students will need to leave as soon as the in-person day ends. Lunch will be offered as a “Grab and Go” option for those students who are interested and for students who participate in the district’s school meal program (eligible students who receive free or reduced school lunch). Details for accessing meals and the procedure that will be followed will be shared with parents by each respective building principal. We ask parents who are considering utilizing this “Grab and Go” program to create, if you have not already done so, a MySchool Bucks account. This account allows for the cashless purchase of meals.

For the time being, access to the school buildings will be severely limited. Parent meetings will occur by appointment as needed. Any items needing to be dropped off for students will be placed in a box outside one pre-designated exterior school door and periodically emptied by school personnel. Most after-school activities/clubs will operate virtually and students will not be able to remain in the buildings once in-person learning ends for the day. Access to the building for community and evening functions will not be allowed.

## **MEASURES TO ENSURE SAFETY TO THE GREATEST EXTENT POSSIBLE**

At the heart of our plan is measures and protocols to keep our students and staff safe to the greatest extent practicable. This means, again, that pre-screening at home and **not sending a child to school if he/she exhibits any of the symptoms related to COVID-19 is of the utmost importance.**

As per the Governor's announcement on August 3, 2020, all students must wear a face covering unless a medical issue is documented, or an IEP team decision has been made to exempt a student from this requirement. All staff will also wear face coverings and many will also wear face shields during the school day. The district is working to reduce the overall class size in every classroom so that social distancing of at least 6 feet can be achieved in a vast majority of classrooms. This involves the splitting of larger class sections and also repurposing larger spaces for classrooms. Additionally, the district has purchased physical barriers that will be placed on each student's desk. These barriers provide an additional measure of mitigation. Students may also be taken outdoors at various periods during the in-person portion of instruction as weather allows.

All classroom windows will remain open, when safe, during in-person learning. All classroom ventilation systems have a fresh air component contain a uninvent system that draws fresh air from outdoors into the classroom space. We have evaluated each unit to ensure that every one is functioning properly. Air conditioning units will operate if deemed safe by the local health officer and, as a matter of routine maintenance, all air filters have been replaced this spring or summer. The district, as per the recommendation of the county health officer, has increased the frequency within its scheduled maintenance for the changing of all filters.

Many school hallways are also being designated for one-way traffic in order to reduce/eliminate students passing one another in the hallways. In-person schedules also limit the amount of movement from classroom to classroom (especially middle and high school) in order to further reduce student movement. As mentioned, face coverings will be required of students and staff while moving through each school's hallway.

Additional measures being considered at respective buildings are restricting/limiting access to student lockers for middle and high school students and the prohibition of shared materials (i.e., books, toys, electronic devices).

Hand sanitizing stations will be available in every classroom, at the entrance and exits in every building and within bathrooms. Students who are ages 5 or under will be supervised when using hand sanitizer. Regular and frequent hand washing will also be enforced. Minimally, students will need to wash their hands for at least 20 seconds using soap after using the bathroom and after blowing their nose, coughing or sneezing and after eating.

To the greatest extent possible, students will remain in the same cohort during in-person instruction. On the elementary level, students will remain with their homeroom class. Special-area classes (i.e., art, music, PE) will be delivered virtually or the special area teacher will rotate into the homeroom. On the middle school level, students will also be divided into cohorts and teachers will rotate to each cohort's classroom to deliver instruction. On the high school level, students will move to each class but the overall number of classes per day will be one-half of what a traditional day offers (students will begin school in their first academic class (instead of homeroom) and move to only three additional classes during the in-person portion of the school day (compared to 9 moves per day in the traditional high school schedule). For the



time being, locker rooms for physical education (PE) class will not be utilized. Students will wash hands/hand sanitize at the conclusion of PE. PE classes will utilize outdoor space and virtual learning time and cohorts will be established with minimal or no mixing for PE class.

Also, for the time being, there will be no off-campus field trips, assembly programs, or lunch/recess period during the in-person school day.

### **CLEANING/SANITIZATION OF SCHOOL BUILDINGS**

Our custodial staff has been trained to use the most effective methods for cleaning and sanitizing during the COVID-19 pandemic. Our cleaning materials are effective in killing the virus and are safe to children. The district has developed and implemented enhanced cleaning and disinfecting procedures for all district facilities. This includes a schedule for increased routine cleaning and disinfection and routinely cleaning and disinfecting surfaces and objects frequently touched (i.e., door knobs, sinks, etc.). During the school day, there will be enhanced cleaning of common surfaces/areas, i.e., bathroom cleaning, door handles, sinks, etc. One benefit of both a shortened in-person day and an exclusive virtual day on Wednesday, is it affords our custodial staff with additional time to clean and sanitize every surface in the building, including daily cleaning and sanitizing of every student's desk barrier.

### **TEACHING AND LEARNING**

We understand that a mixture of in-person and virtual learning is something never attempted. In addition to in-person instruction being a state-mandated requirement of reopening, we do believe that in-person instruction is the most effective means for teaching and learning. In-person instruction affords a teacher the opportunity to quickly assess student progress and provide immediate and constructive feedback. In-person instruction also ensures students are attentive, on-task and engaged in their learning. In-person instruction provides an opportunity for students to see one another and to benefit from the socialization that is also an important part of school.

Our reopening plan does limit the amount of in-person instruction in order to attempt to create the safest environment possible. Therefore, when in-person instruction ends, teaching and learning must continue. Learning from our experience this past spring and taking into consideration feedback from staff, students and parents, the district is working to revise its virtual learning plan. In doing so, the goal is to provide the best possible teaching and learning environment. While individual schools will share the detailed schedules for both the afternoon virtual learning component and the Wednesday virtual day, you can expect some changes from the way virtual learning was handled this past spring. Some of the key changes are building in greater accountability and structure, especially on the middle and high school level.

Additionally, the district has established minimum expectations for each level related to live instruction through the virtual modality. Besides a goal of trying to provide the highest quality learning experience to the greatest extent possible, the more structured plan allows us, if needed, to transition in a smoother manner to an all virtual format should this be required at any time. Generally, elementary classrooms will still function in a similar fashion as they did this past spring. The classroom teacher will set the agenda. On the middle and high school level, students will follow structured class schedule (pre-determined start and end times for each class period).

## **CONFIRMED POSITIVE FOR COVID-19**

Part of the reopening plan is the development of policies and procedures in the event the district is made aware that someone who spent time in one of the district's facilities tests positive for the Coronavirus. In consultation with the local health officer, the public health nurse and the school district physician, the district is in the process of developing these policies and procedures. Our policies and procedures will include the following: Any student or staff member exhibiting symptoms related to COVID-19 will be respectfully isolated. If the school district becomes aware of anyone who spent time in a district building testing positive for COVID-19, district officials will immediately notify the local health official, staff and families of the confirmed case while still maintaining the confidentiality of the individual. The district will then follow protocols for contact tracing, monitoring of symptoms, and readmittance as outlined by the local health officer. It is the local health officer who will determine the district's response to a confirmed case.

## **DAY CARE/AFTER CARE**

The district has been in communication with The Pompton Lakes Day Care (they currently operate before and after care in Lenox and Lincoln, K-5) and the Pequannock Boys and Girls Club (they currently operate after care in Lakeside). While there will not be any before care to start the school year, the district will still allow these providers to operate after care programs for students in elementary and middle school. After care hours will begin immediately at the conclusion of in-person learning. In addition, the district is working to expand the number of seats available in both after-care programs to meet a potential increase in demand. This includes an attempt to host day care during Wednesday's virtual learning session. The Boys and Girls Club will likely move locations to the high school (more large space areas available than Lakeside) and is also seeking additional sites within the Pompton Lakes community. All after care programs will end at 6pm to allow the custodial staff ample time to full clean and sanitize these locations. Details as to each program's availability will be distributed to parents shortly after the release of the official district's reopening plan. For contact information for each program, please see below:

Pequannock Boys and Girls Club Unit Director, Danielle Altman (973) 633-9007 [daltman@bgcnwnj.org](mailto:daltman@bgcnwnj.org)

Pompton Lakes Day Care Director Catherine Maxwell (201) 953-2676 [cmaxwell@nresc.org](mailto:cmaxwell@nresc.org)

## **PROTECTING AND SUPPORTING STUDENTS AND STAFF AT HIGHER RISK FOR SEVERE ILLNESS**

The NJDOE guidelines require districts to protect and support staff and students who are at higher risk for severe illness (staying home when sick, hand hygiene, face coverings). Additionally, districts are required to make reasonable accommodations for individuals that the CDC identifies as having higher risk for severe illness from COVID-19 including older adults (65 years and older) and individuals with disabilities or serious underlying medical conditions which may include:

- Chronic lung disease or asthma (moderate to severe)
- Serious heart conditions
- Immunocompromised
- Severe obesity (body mass index of 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis

- Liver disease
- Medically fragile students with an Individualized Education Plan (IEP)
- Students with complex disabilities with IEPs
- Students who require accommodations under a Plan in accordance with Section 504 of the Rehabilitation Act of 1973 (504 Plan)

The district will make every attempt to provide reasonable accommodations for those who meet the criteria above. Those students at-risk will need to provide a note from a medical doctor indicating that a return to school is not recommended.

**VIRTUAL LEARNING ONLY OPTION – FOR STUDENTS ONLY**

On July 20, Governor Murphy stated that the NJDOE would require school districts to provide an exclusive remote/virtual learning option for parents who choose this for their child. Guidance was released regarding this addition on Friday, July 24. The guidance requires districts to provide timelines and a process for registering students in this category.

As you can imagine, the operation of a parallel virtual learning option requires a great deal of planning and potentially, the reassignment of staff. Depending on the total number of students in this program, their grade levels and individual programs, the district will need to explore a number of options to provide this format of instruction. Therefore, we have established the following guidelines that **MUST** be followed:

Any parent wishing to have their child enrolled in the Virtual Only Program for the start of the school year must complete the registration form by August 17, 2020. **Selecting this option will mean that a student is expected to remain in the Virtual Only Program for the entirety of Period 1 (September 8-November 13).**

[Registration Form - Virtual Only Program \(required to be completed by August 17, 2020\)](#)

Any parent wishing to transition their child either into or out of the Virtual Only Program may do so according to the schedule below.

<b>PERIOD START/END DATES:</b>	<b>EXPECTED CHANGE START DATE:</b>	<b>DEADLINE TO REQUEST CHANGE:</b>
PERIOD 1 Sept. 8-Nov. 13	November 16	October 30
PERIOD 2 Nov. 16-Jan. 29	Feb. 1	Jan. 15
PERIOD 3 Feb. 1-April 16	April 26	April 2
PERIOD 4 April 26-June 24	NA	NA

**The district needs to adhere to the guidelines above for both initial registration and requests for a change.**

## **FREQUENTLY ASKED QUESTIONS (FAQ)**

**1. *Is this the plan the district will adhere to for the entire 2020-2021 school year or will it change?***

I am sure we have all learned that this pandemic determines the course of action and therefore flexibility and an ability to pivot with very little notice is required. However, districts are required to develop a plan that aligns with the NJDOE guidelines and share it with our parents at least four weeks prior to the start of the school year. Of course, plans may change based on decisions by the Governor or the NJDOE. We have to be ready to adapt and adjust at any time.

**2. *Why did the district decide on half days instead of full days and why are Wednesdays virtual for all?***

The decision-making to develop the schedule was a collaborative effort that involved a great deal of stakeholders. In developing this plan, there were a number of factors that had to be considered. The requirement of in-person learning needed to be balanced with the health and safety of students and staff. The schedule that was decided upon provides in-person instruction. Starting the school year on a shortened schedule provides a transitional period to in-person instruction. The shortened day avoids long, in-person school days in the late summer heat. Students will be wearing face coverings at points in the day and staff will be wearing them for the vast majority of their day. This is difficult to do in hot classrooms for seven hours. The shortened day also avoids the logistical challenges associated with lunch and recess. The mixed format of in-person and virtual also establishes a structured virtual schedule and ensures that our students have devices and access in the event the district must move, at any point, to an all virtual model. Finally, the virtual Wednesday provides an opportunity for the school facilities to be deeply cleaned and sanitized while the buildings are almost completely empty.

**3. *Will my child need to wear a face covering?***

As per the directive of the Governor on August 3, 2020, any student, staff, or visitor in the school building above the age of two must wear a face covering unless a medical issue is documented or an IEP team decision has been made to exempt a student from wearing a face covering. Our goal is to create an environment that is as safe as possible for our students **and** for our staff and the wearing of face coverings is an important part of this plan.

**4. *Will the district be able to maintain 6 feet of social distancing in all phases of the school day?***

While this is the goal, the guidelines require districts to maintain 6 feet to the greatest extent possible and, when not possible, implement the use of face coverings and other measures. We have worked to reduce the sizes of our classes, in some instances, reassigning staff to create additional sections of classes. We have also ordered physical desk barriers that will be in place on virtually every desk/table in the district.

**5. *How long will this schedule be in place?***

While there is no concrete answer to this question, our plan is to follow the attached daily schedule for at least the first six weeks of school. Knowing that we may have to change at any moment to become more restrictive with in-person learning, including an all-virtual schedule, we are working to also establish a structured virtual plan that the district can transition to seamlessly if the need arises. Absent of a move in this direction, the district will determine whether to continue with its current schedule or expand in-person learning by the end of September.

**6. *Will there be before-care available?***

At the start of the school year, before-care will not be available. This may change in the future.

**7. *What if someone in the school tests positive for COVID-19?***

Our district will follow the guidelines and direction of the local health officer. The officer will determine and coordinate contact tracing and provide direction regarding notification of all individuals who may need to be contacted. The guidance of the health officer will also determine if a class, multiple classes, or individual students and staff may need to quarantine for a period of time. Each school will be involved in notification and assisting with contact tracing. Each school in our district is staffed with a school nurse who will work as liaison to the local health office, our parents, and our students and staff.

**8. *What about after school activities (clubs, extra help, athletics)?***

Access to the building after in-person hours end will be limited to staff and those areas designated for after care. Almost all clubs will meet virtually and extra help will continue to be available, however it will be available virtually as well. Regarding high school athletics, the schedule and protocols involved with high school athletics is determined by the New Jersey State Interscholastic Athletic Association (NJSIAA) and our district will continue to follow those protocols and procedures.

**9. *Can I send my child in with a snack?***

Yes, please feel free to send your child in with a snack and bottled/container of water. Our schools will keep bottle filler stations open, however other drinking fountains will be closed. We are working with our food services company, Maschio's, to develop a "Grab and Go" lunch for those interested and for our students who receive free or reduced lunch.

**10. *Will the virtual instruction portion of school be different than last school year?***

One of the aspects of virtual learning is that the district has revised its virtual learning plan. While much remains the same, especially on the elementary level, middle and high school students will be following a structured period schedule on Wednesdays. In addition, high school students on alternating weeks will also be following a structured period schedule. It is imperative that all students (K-12) remain in a habit of getting up for school and attending. While live instruction is

only a portion of the school day, daily attendance will be taken and students are expected to attend all classes every day as scheduled.

**11. *What about orientation programs, Back to School Night and other evening community events?***

Individual schools will determine the best way to provide orientation to their new students. Details will be shared by the respective principal. As for, Back to School Nights, the schools will plan virtual visits to each class during the first months of school. For the time being, there will be no in-person parent programs or evening functions. Unfortunately, traditional all school assembly programs will not take place indoors. Community access to our buildings for evening meetings and youth sports will also be prohibited for the time being.

**12. *What is the district doing about ventilation within the classrooms?***

All classrooms have a univent system that has a fresh air component. These systems have been inspected and are all fully functional. For rooms and offices with central air conditioning, all filters have been replaced. The district has also amended its filter replacement schedule to double the frequency that filters are replaced in all of its ventilation systems. Finally, classroom windows will be open as much as possible. We are also encouraging our staff, where practical and safe, to bring classes outdoors.

**13. *Will student attendance policies remain unchanged?***

While the district has not formally amended its attendance policies, we want to reinforce with our parents, students and staff how important it is to not have students attend in-person school if they are not well. As a district, we will be sure to be as flexible as possible for those students who must miss school for health reasons.

**14. *How exactly does the Virtual Only Program option work?***

As per the Governor and NJDOE, districts must provide an option for parents who choose to have their child(ren) attend school virtually. The guidelines allow districts to create registration deadlines as well as establish a schedule for students to transition, upon parent request, between options. As you can imagine, the planning for this program necessitates an accurate accounting for the exact number of students who will participate. Therefore, we are requiring parents to register for their child to start the year on the Virtual Only Program by August 17 [Registration Form for Virtual Only Program](#) .

Once registered, the child MUST remain enrolled in the district's Virtual Only Program for the entire first period (September 8-November 13). Additionally, the guidance requires districts to provide a schedule for transitions. As such the district has established deadlines for these requests and approximate starting dates for students. Requests to transition to either program MUST be submitted on or before the published deadline in writing to both the superintendent and the respective building principal.

## DISTRICT RESTART COMMITTEE MEMBERS

Aagaard, Dana	Aiello, Lauren	Amoroso, Paul
Biagini, Susan	Curran, James	Davis, Cynthia
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Herninko, Jake	Howell, Andrew	Huha, Melissa
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Moyle, Colleen	Ortiz, Darlene	Pera, Amy
Przybylinski, Vincent	Renne, Michael	Schwartz, Nancy
Snyder, Jill	Tanis, Jayne	Weishaupt, Tammy
Woodcock, Edward	Zeoli, Jen	