

9/24/2020

Dear School No. 4 Families:

I would like to welcome everyone back to a new and very different school year.

As you know, School 4 will be transitioning from a fully remote model of instruction to the previously approved hybrid plan beginning on Tuesday, September 29, 2020. I would like to use this opportunity to share the information that families will need for both students who are remaining 100% remote and those that are returning to the hybrid model. Please take some time to read over this document as I feel it will serve as a reference point for information and answer many frequently asked questions.

I wanted to share again with everyone the hybrid model for our general education students and LLD students of School No. 4.

## Elementary School Reopening Plan

<b>Time</b>	<b><u>Monday</u></b>  <b>Cohort A:</b> In-Person <b>Cohort B and 100% Remote:</b> Log in via Zoom/ Google Meets	<b><u>Tuesday</u></b>  <b>Cohort A:</b> In-Person <b>Cohort B and 100% Remote:</b> Log in via Zoom/ Google Meets	<b><u>Wednesday</u></b>  Remote instruction for all students	<b><u>Thursday</u></b>  <b>Cohort B:</b> In-Person <b>Cohort A and 100% Remote:</b> Log in via Zoom/ Google Meets	<b><u>Friday</u></b>  <b>Cohort B:</b> In-Person <b>Cohort A and 100% Remote:</b> Log in via Zoom/ Google Meets
<b>8:40 - 9:00</b>	Attendance and Morning Meeting	Attendance and Morning Meeting	Attendance and Morning Meeting	Attendance and Morning Meeting	Attendance and Morning Meeting
<b>9:02 - 9:40</b>	Reading	Reading	Reading	Reading	Reading
<b>9:42 - 10:06</b>	Word Study	Word Study	Word Study	Word Study	Word Study
<b>10:08 - 10:42</b>	Writing	Writing	Writing	Writing	Writing
<b>10:44 - 11:08</b>	Snack/ Movement	Snack/ Movement	Snack/ Movement	Snack/ Movement	Snack/ Movement
<b>11:10 - 11:34</b>	Read Aloud	Read Aloud	Read Aloud	Read Aloud	Read Aloud
<b>11:36 - 12:26</b>	Math	Math	Math	Math	Math
<b>12:28 - 1:00</b>	Sci/SS Alt	Sci/SS Alt	Sci/SS Alt	Sci/SS Alt	Sci/SS Alt
<b>1:00 - 2:35</b>	Teacher Lunch and Prep	Teacher Lunch and Prep	Teacher Lunch and Prep	Teacher Lunch and Prep	Teacher Lunch and Prep
<b>2:35 - 3:30</b> Faculty Office Hours Only	PE/Health <b>Own Pace/ Not Live</b>	PE <b>Own Pace/ Not Live</b>	PE <b>Own Pace/ Not Live</b>	Art/Spanish <b>Own Pace/ Not Live</b>	Music/Library <b>Own Pace/ Not Live</b>

## **Additional Information Regarding the K-4 Elementary Schedule**

1. Students are divided into cohorts alphabetically. Cohort A (Last names A-K) meets in school Monday and Tuesday. Cohort B (Last names L-Z) meets in school on Thursday and Friday. Wednesday is a full remote-instruction day for all students. Students who receive 100% remote-instruction will log in remotely each day. Students in the cohort not in school also log in remotely each day.
2. The school day begins at 8:40 a.m and concludes at 1:00 p.m.
3. This plan is for students in the general-education and LLD programs. Students in the LLD programs will attend school four days each week.
4. **The order in which the classes are listed above is a model. The actual periods may vary but the time devoted to each subject will remain constant.**
5. **Specials and Spanish are done independently through the approved platforms, Seesaw, Google Classroom and videos. Students will not have live virtual interaction with their teachers for these subject areas. Assignments are done at own pace and students can log in at any time to complete them.**
6. ESL, Bilingual, Smart Readers, and BSI will be “pull out programs” when students are in the buildings and virtual for students who are remote. The remote students will log in at their scheduled time.
7. G&T is a virtual program.

### **Student Expectations:**

1. Remote students must log in to their homeroom class at the assigned start time.
2. Attendance will be taken and is required for both remote and in-person learning days.
3. During remote instruction, students will be required to “attend” and have their cameras “on” during instruction.
4. Students are expected to adhere to the Fort Lee Public Schools’ Code of Conduct during both remote and in-person learning environments.
5. Students are expected to use school devices in full compliance with the Acceptable Use of Technology Policy. Parents must ensure that proper care is taken when handling the school device.
6. Students are expected to complete all assignments. Any missing and/or incomplete assignments must be completed within a reasonable time frame that is agreed upon between the student, parents and teacher.
7. If a student has questions pertaining to a specific assignment, the student and/or parent should contact the teacher directly.
8. If a student is having difficulty with any of the digital platforms and/or devices, the student’s parent/guardian should notify the school’s building principal.
9. Student schedules are subject to change to deliver services from pull-out programs such as ESL, BSI, etc.

## **Transitioning from Remote Only to In-Person/Hybrid Instruction:**

Parents who choose to change their child's instructional model from "remote only" to "in-person instruction/hybrid" must notify their child's building principal by November 28, 2020. The in-person instruction for those students will start the first day of the second trimester.

Parents who wish to change their child's instructional model from hybrid to remote can do so at any time by contacting the building principal.

## **Arriving at School**

### **Students in Grades K-4**

Arrival time for students in grades K-4 begins at **8:30am**. **Please Do not come early. There is no supervision and we cannot allow students in the building during inclement weather days!**

*We will use three entrances:*

#1-**Main Door on Anderson Ave.** (Main door closest to the field)

#2-**Side Door on Central Boulevard** (1st/2nd Grade Wing)

#3-**Rear Entrance near the softball field**

\*Students will have their temperature checked by our security guards and then walk directly to their classroom where their teacher will greet them. We will have staff on hall duty to help facilitate students arriving at their rooms.

**The following classes will enter through these doors:**

### **Main Door: (Main Door closest to the field)**

Teachers: Dente, Garay, Marino, Markarian, Rizzo, Schwartz, Tozzi/Henry and Ventrella

### **Side Door-Central Blvd:**

Teachers: Callanan, Tuozzolo, LaRusso, Marini, Ranieri, Martinez

### **Rear Door - Softball Field:**

Teachers: All Kindergarten-Artinger, DeLuca, Liquori, Toturgul, Asharian, DeMartino, Hodge

\*Any students who are bussed will be met by their paras and escorted to the main doors.

## Dismissal From School

Students will exit the building through the same doors they entered unless notified by your child's classroom teacher. Our staff will bring the students to the doors maintaining a distance between their class and the one in front of them. Students will be dismissed allowing a pause between students for social distancing. Bus students will be escorted to the busses by their paraprofessionals. Aftercare students will be escorted to the cafeteria by their teachers. **As is customary, our Kindergarten students will dismiss 10 minutes earlier than the other students beginning at 12:50. (Kindergarten Classes - For social distancing purposes, two classes may dismiss at 12:45pm and two classes will dismiss at 12:50pm. Your child's teacher will communicate this)**

## **Medical Procedures (COVID-19 Response Procedures)**

The pandemic has changed several procedures throughout schools. First, each building now has an isolation room. Our isolation room in School 4 is the former Art Room on the ground floor near our Nurse's Office. The room will be staffed by a Board of education Approved Health Care Worker. Students who show symptoms of COVID-19 are housed in the isolation room until their parent or emergency contact comes to pick them up. **Please have a system in place to pick your child up from school if they are sick.**

I have attached the guidelines:

### COVID-19 Send Home Guidelines

**If your child exhibits the following symptoms, you or your emergency contact will be notified to pick up your child from school.**

**Individuals sent home are referred to a healthcare provider for evaluation on whether testing is needed.**

<p><b><u>Two</u></b> of the following:</p> <ul style="list-style-type: none"><li>◇ Fever of 100.4</li><li>◇ Chills</li><li>◇ Rigors (shivers)</li><li>◇ Myalgia (muscle aches)</li><li>◇ Headache</li><li>◇ Sore Throat</li><li>◇ Nausea or Vomiting</li><li>◇ Diarrhea</li><li>◇ Fatigue</li><li>◇ Congestion or runny nose</li></ul>	<p><b><u>One</u></b> of the following:</p> <ul style="list-style-type: none"><li>◇ Difficulty breathing</li><li>◇ Loss of taste</li><li>◇ Loss of smell</li><li>◇ Cough</li><li>◇ Shortness of Breath</li></ul>	<p>Been within 6 feet of somebody diagnosed with COVID-19 for greater than 10 minutes</p>
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**Your child will need to stay home for:**

- At least 10 days since your child reported symptoms at school

AND

- At least 24 hours **after** fever has resolved (without medication like Tylenol/Advil/Motrin)

AND

- All other symptoms have improved

**Students may return in fewer than 10 days after meeting one of these conditions:**

- With verified medical documentation of alternative diagnosis as a reason for symptoms

OR

- With documentation of a negative COVID-19 test.

**Quarantine guidelines:**

**Your child should remain home for 14 days from the last date of exposure (if child is a close contact of a confirmed COVID-19 case) or the date of return to New Jersey.**

- **Your child has had close contact (within 6 feet for at least 10 minutes) with a person with confirmed COVID-19**
- **Someone in your household is diagnosed with COVID-19**
- **Your child has traveled to an area of high community transmission**

New Jersey Department of Health COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools. Updated September 8, 2020

## **Frequently Asked Questions**

**Q: What does a socially distanced school look like?**

**A:** Please visit our website and see a few pictures of sample areas in School 4 to get a feel for how our school has been transformed to meet social distance guidelines.

**Q: Should my child bring their chromebook?**

**A:** If you have borrowed a device from school, please bring it to school each day fully charged.

**Q: What if my child's teacher is absent?**

**A:** In the event a teacher is absent on a fully remote day (Wednesday), your child's teacher will notify you of the work to be completed during the day. There will be no "live" instruction that day.

If your child's teacher is absent on a hybrid day, the in-person students will have a substitute who will deliver the plans from the teacher. The remote students will receive assigned work from the teacher directly. There will be no logging "Live" to the classroom that day.

**Q: Are visitors allowed in school?**

**A:** No. Not at this time. Anyone needing to drop anything off can leave it with the security guard and he will pass it on to the appropriate place.

**Q: Is there aftercare?**

**A:** Yes, for the students who are in-person on the days that they are in school. If you are interested, you must fill out an application with our aftercare provider. The application can be found on the website under the parent tab.

**Q: Will my child share supplies?**

**A:** Under certain circumstances, yes. Supplies can only be shared if they have been unused for 72 hours. This will allow for some sharing of materials such as classroom library books.

**Q: Will there be any shared food for events like birthdays and holidays?**

**A:** The sharing of food is not possible at this time. Special events can be acknowledged in other creative ways as determined by the classroom teacher. There will be no parties.

**Q: Is there morning breakfast?**

**A:** Not at this time.

**Q: What will the hybrid classroom look like?**

**A:** Teachers will provide direction instruction to **all** students attending school in-person and remotely.

During the independent practice portion a lesson, teachers will provide support to the students attending school in-person and remotely. However, please understand that this will be a balancing act for the teacher, so we ask for your patience during lessons as the teacher switches back and forth between the in-person and remote cohorts.

While the cameras may remain on during lessons, the teacher may need to mute his/her microphone at times to preserve the privacy of the students in the classroom with whom he/she is speaking.

Lesson closings will be live for all hybrid and remote students.

**Q: What time should my child log in?**

**A:** Our day starts at 8:40am; however, the classroom teachers might need some extra time to help the in-person students organize and unpack in the morning. Therefore, until the routine is solidified, the remote students might have to wait a few minutes before the teachers open up their “virtual” classroom.

**Q: Will there be snacks?**

**A:** Students will have the opportunity to have a brief, short snack during the day.

There are a number of parameters that must be in place to operate snacks in a safe manner. There are several options that our teachers may choose from.

First, on good weather days classes may go outside for snacks where social distancing is possible. Second, although not required for reopening in the hybrid model, the elementary schools have ordered privacy shields for each child's desk. At the current writing of this letter, they are expected to arrive either before or just after the reopening. Once in place, snacks can take place in the classroom.

Until privacy shields are in place, teachers can schedule a time for snack in the cafeteria. Our cafeteria has enough seating capacity under the social distance guidelines and we can create a schedule to accommodate classes throughout the morning. The tables will be cleaned/sanitized in between usage.

All students will be provided with a breakfast and lunch from our food service provider, Pomptonian, each day on the way out of school. This service is free of charge and will last until Winter break. It is a grab and go bag! Providing this service should greatly reduce the need for more than a small brief snack during the day as students will have access to food at dismissal.

As a general rule, parents must pack a snack that students can unpack and eat independently. Teachers are not able to help students with the unpacking and preparing of food. Please remember that the school day ends at 1:00pm, and students can eat a full lunch after dismissal.

There will be no milk available during snack, however, the breakfast and lunch given to each child will include a carton of milk.

**Q: Does my child have to wear a mask in school?**

**A:** Yes. All students and school staff are required to wear masks while on school property. Each student will receive 1 reusable, washable mask from the school. A positive step may be to have your child "practice" wearing a mask before returning to school so they may be more accustomed to it. Only appropriate masks will be acceptable. Certain types of mask are not as effective in preventing the spread of particles. The "gaiter", bandana type, and masks with ventilators are not appropriate.

\*If a student is not able to wear a mask due to a documented medical condition, please contact the school Principal and school nurse.

**Q: Do parents have to wear masks on school property?**

**A:** Yes

**Q: My family qualifies for free and reduced lunch. Where can I get it?**

**A:** On days your child is not in school, at the Middle School as is currently the procedure.

**Q: Are there clubs?**

**A:** At present no. We will look to see if this is a possibility after reopening.

**Q: What if my child has a temperature at the door?**

**A:** The nurse will recheck the temperature in the office and, if confirmed, the student will be sent home.

**Q: Will there be a recess period?**

**A:** Recess in the manner we are used to is not possible with social distance guidelines. Students will have movement breaks built into the day.

**Q: What about bathroom use?**

**A:** Several classrooms in School 4 have a bathroom for students to use. In areas that do not, students will be using the bathroom individually on the floor of their classroom. A system of identifying whether or not the bathroom is occupied will be put in place. Teachers will practice this with students so they become familiar with this procedure. As a rule, if a student enters the restroom and someone is already inside, they will be instructed to exit the bathroom and wait outside on a designated mark until the restroom is no longer occupied.

**Q: Will staff have temperature checks?**

**A:** Yes. Each staff member will self check each morning when they sign in. Security guards are also available to assist.

**Q: Is there hand sanitizer and cleaning supplies available?**

**A:** Yes. Each classroom has cleaning supplies and hand sanitizer. All bathrooms have soap dispensers. There are also hand sanitizer stations throughout the building.

**Q: Are the water fountains on?**

**A:** No. Students and staff may bring a water bottle for daily use.

**Q: Can my child leave their books and supplies in school if they are not needed overnight?**

**A:** Yes, however, at any point we may need to pivot to all remote instruction, so families should be prepared.

**Q: Is there a wellness survey?**

**A:** Yes. Central Office has sent information regarding this procedure under separate cover.

On the days that their children will be attending in-person in the schools, all parents/guardians will be required to review and submit a daily health screening questionnaire for their children. Parents must attest that their children are symptom free and in compliance with all quarantine requirements. This form may be submitted using the [genesis parent portal](#) from any computer or mobile phone that has internet access.



If the parents do not submit the questionnaire, the students will not be allowed to participate in any school activities until the parent is contacted.

**Q: What cleaning procedures are in place?**

**A:** Throughout the day our custodial staff will be frequently cleaning high contact areas and bathrooms. Each night the building is thoroughly cleaned by our night time cleaning service. The building is given a deep cleaning each Wednesday between cohorts.

**Q: What handwashing procedures are in place?**

**A:** This varies by classroom and grade. Each teacher will develop a system for handwashing for their class.

**Q: Will there be safety drills?**

**A:** Yes. We are required to conduct our monthly fire and safety drills for each cohort. During drills, all remote students must log off. We are still awaiting Department of Education guidance on how to conduct certain drills that do not lend themselves to social distancing.

I hope that this letter has provided useful information for our families as they prepare to return to school in the hybrid model. As a general principle, all procedures not outlined in this letter are expected to be the same as in the past.

If you have any questions please contact me.

Sincerely,

*Patrick A. Ambrosio*

Patrick A. Ambrosio  
Principal