



Haddon Heights Public Schools

Administrative Offices

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August 4, 2020

Dear Families, Staff, and Students,

Everyone has been presented with challenge after challenge as we continue to brave new territory, never really sure what the next day will bring. I am very proud of the way in which we have responded and supported one another as a Garnet community.

Throughout the summer, administration and the pandemic response teams at the Elementary, Junior High, High School and District level have been working on reopening plans. We have included voices from all constituents on these committees in order to attempt to see this situation from every possible angle. Through the survey results were also gleaned very important insight into the challenges and priorities of reopening.

Our goal is to provide a safe and secure learning environment that allows each student to maximize their learning. While keeping the New Jersey Department of Education guidelines at the forefront of our discussions and work with the committees, we developed hybrid models which utilize a mixture of in-school instruction and remote learning for the Elementary, Junior High and High School students and staff.

This document contains the proposed hybrid schedule for each building in the district. The schedules will be voted on at the August 5, 2020 Board of Education meeting. If you would like to watch the remote board meeting, please select the following link for instructions.

[August 5, 2020 Virtual Board Meeting](#)

Contained at the end of the document is a variety of information regarding the district reopening plan. All of the information in this document is subject to change at any time due to the changing guidance we receive at times from the state.

Please direct any specific questions to your building principal. Just know that while we may all be presented with different challenges, we are a family and we continue to do all of this with one thing in mind – the children.

Sincerely,

Michael W. Adams
Superintendent

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Haddon Heights High School
 (pending board approval on August 5, 2020)
Half Day Model Schedule 2020-2021
2 Cohorts of Students - Half Day

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|---|
| Cohort A In-person instruction (All students - masks required) 8:00-12:22 Periods 1-4 Cohort B Remote Learning | Cohort B In-person instruction (All students - masks required) 8:00-12:22 Periods 1-4 Cohort A Remote Learning | Cohort A In-person instruction (All students - masks required) 8:00-12:22 Periods 1-4 Cohort B Remote Learning | Cohort B In-person instruction (All students - masks required) 8:00-12:22 Periods 1-4 Cohort A Remote Learning | Deep Cleaning Day Remote Learning for all students |

| High School 4x4 Block Schedule |
|---|
| <i>During the 2020-2021 school year the high school will follow a 4x4 full block schedule.</i> |
| This plan divides the school day into four periods. Each class lasts for one semester, although Advanced Placement (AP) science classes are 10 credits and last a full year. Students enroll in four classes in the first semester and four new classes in the second semester. Students will still get all of the classes that they requested. |

| Class descriptions |
|--|
| Full year classes: full fall or spring period. Semester classes: half of a fall or spring period. Quarterly classes: ¼ of a fall or spring period. |

| Fall Classes | Spring Classes |
|---------------------|-----------------------|
| Period 1 | Period 5 |
| Period 2 | Period 6 |
| Period 3 | Period 7 |
| Period 4 | Period 8 |

Some advantages of the 4x4 block plan:

- Students and teachers concentrate on only four courses per semester.
- If we followed an 8 period schedule for a half day setting each class would be meeting 28 minutes per period and 5,040 instructional minutes for the course. The 4x4 block is 60 minutes per period and 5,400 instructional minutes for the course.
- Students will change classes only 3 times a day. In a usual school day, students change classes 8 times. Students will be in the halls less and there will be less contact throughout the day.
- Students may retake failed courses.

High School Hybrid Model Information for Monday -Thursday

In the hybrid scenario listed above, students will receive in-person instruction the day that they are in class. At the end of the in-person instruction they will receive instructions for the following day when they will be working at their residence remotely. The at home lessons will include individual work, group projects, etc.

High School Hybrid Model Information for Fridays

On Fridays, remote learning will take place for all students. Students will log in at the assigned times for each period. Teachers will deliver live instruction during that time period. Friday afternoon staff will check on students who need extra assistance or who have not logged in during the morning.

High School Special Education Information

- Students in Special Class Program, REACH, will be offered in-person instruction 4 days per week and remote instruction on Fridays.
- Students in Special Class Program, Multiply Disabled 9/10, will be offered in-person instruction 4 days per week and remote instruction on Fridays.
- Consideration will be given to increase in-person instruction time, based on need and availability, to those students receiving special education services.
- Students receiving related services will be scheduled in person and/or remotely through those providers.

High School Schedule Grades 9th - 12th

Period 1: 8:00 - 9:10
Period 2: 9:14 - 10:14
Period 3: 10:18 - 11:18
Period 4: 11:22 - 12:22

High School Cohorts

Students in each grade level will be equally distributed into cohorts alphabetically by last name. Parents will be notified by high school administration regarding what cohort their child is in by August 11th.

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|-----------------|
| Siblings |
|-----------------|

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|---|
| Siblings within the same building will go to school on the same days. |
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| High School Attendance |
|-------------------------------|

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|--|
| Attendance will be taken daily for all in person and remote instruction. |
|--|

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|--|
| Staff Members for Monday - Thursday |
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|--|
| Staff will have lunch from 12:30 - 1:15 pm and then be required to create meaningful instructional content from 1:15 - 2:57 pm. Teachers will create videos of their lessons for remote cohorts. |
|--|

Haddon Heights Junior High School

(pending board approval on August 5, 2020)

Half Day Model Schedule 2020-2021SY 2 Cohorts of Students - Half Day

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|--|
| <p style="text-align: center;">Cohort A In-person instruction (All students - masks required) 8:00-12:22 Periods 1-6, Period 7/8 block Cohort B Remote Learning</p> | <p style="text-align: center;">Cohort B In-person instruction (All students - masks required) 8:00-12:22 Periods 1-6, Period 7/8 block Cohort A Remote Learning</p> | <p style="text-align: center;">Cohort A In-person instruction (All students - masks required) 8:00-12:22 Periods 1-6, Period 7/8 block Cohort B Remote Learning</p> | <p style="text-align: center;">Cohort B In-person instruction (All students - masks required) 8:00-12:22 Periods 1-6, Period 7/8 block Cohort A Remote Learning</p> | <p style="text-align: center;">Deep Cleaning Day Remote Learning for all students</p> |

Junior High Schedules with classes

| 7th-Grade Schedule | | | | | | | | |
|--------------------|-------------|--|--------------|------------------|----------------|--------------------------------|-------------|---|
| Period | Time | Classes | | | | Description | | |
| 1 | 8:00-8:33 | Core Class (ELA, Math, Science, Social Studies) | | | | Core | | |
| 2 | 8:36-9:06 | Core Class (ELA, Math, Science, Social Studies) | | | | Core | | |
| 3 | 9:09-9:39 | Advisory | | | | Advisory | | |
| 4 | 9:42-10:12 | Project Citizen | Character Ed | Creative Writing | Geography | Jr. High electives | | |
| 5 | 10:15-10:45 | Core Class (ELA, Math, Science, Social Studies) | | | | Core | | |
| 6 | 10:48-11:18 | Core Class (ELA, Math, Science, Social Studies) | | | | Core | | |
| 7/8 block | 11:22-12:22 | 7th period Fall Block | | | | 8th period Spring Block | | Block classes taught by high school teachers |
| | | Spanish 7 | Art 7 | Music 7 | Computers 7 | Physical Education | Health 7 | |
| | | Band | | | | | | |
| | | Choir | | | | | | |

| 8th-Grade Schedule | | | | | | | |
|--------------------|-------------|---|--------|--------------------|-------------------------|--------------------|--|
| Period | Time | Classes | | | | Description | |
| 1 | 8:00-8:33 | Core Class (ELA, Math, Science, Social Studies) | | | | Core | |
| 2 | 8:36-9:06 | Core Class (ELA, Math, Science, Social Studies) | | | | Core | |
| 3 | 9:09-9:39 | Advisory | | | | Advisory | |
| 4 | 9:42-10:12 | Careers | Poetry | Math Elective | Stem | Jr. High electives | |
| 5 | 10:15-10:45 | Core Class (ELA, Math, Science, Social Studies) | | | | Core | |
| 6 | 10:48-11:18 | Core Class (ELA, Math, Science, Social Studies) | | | | Core | |
| 7/8 block | 11:22-12:22 | 7th period Fall Block | | | 8th period Spring Block | | Block classes taught by high school teachers |
| | | Art 8 | Coding | Eco Green Friendly | Physical Education | Health 7 | |
| | | Spanish 1 | | | | | |
| | | Band | | | | | |
| | | Choir | | | | | |

Junior High School Hybrid Model Information for Monday - Thursday

In the hybrid scenario listed above, students will receive in-person instruction the day that they are in class. At the end of the in-person instruction they will receive instructions for the following day when they will be working at their residence remotely. The at home lessons will include individual work, group projects, etc.

Junior High School Hybrid Model Information for Fridays

On Fridays, remote learning will take place for all students. Students will log in at the assigned times for each period. Teachers will deliver live instruction during that time period. Friday afternoon staff will check on students who need extra assistance or who have not logged in during the morning.

Junior High School Special Education Information

- Students in junior high receiving the majority of their instruction in the pull-out replacement setting may receive instruction 4 days per week and remote instruction on Fridays.
- Consideration will be given to increase in-person instruction time, based on need and availability, to those students receiving special education services.
- Students receiving related services will be scheduled in person and/or remotely through those providers.

Junior High School Schedule Grades 7th - 8th

| | |
|-------------|---------------|
| Period 1: | 8:00 - 8:33 |
| Period 2: | 8:36 - 9:06 |
| Period 3: | 9:09 - 9:39 |
| Period 4: | 9:42 - 10:12 |
| Period 5: | 10:15 - 10:45 |
| Period 6: | 10:48 - 11:18 |
| Period 7/8: | 11:22 - 12:22 |

Junior High School Cohorts

Students in each grade level will be equally distributed into cohorts alphabetically by last name. Parents will be notified by junior high school administration regarding what cohort their child is in by August 11th.

Siblings

Siblings within the same building will go to school on the same days.

Junior High School Attendance

Attendance will be taken daily for all in person and remote instruction.

Staff Members for Monday - Thursday

Staff will have lunch from 12:30 - 1:15 pm and then be required to create meaningful instructional content from 1:15 - 2:57 pm. Teachers will create videos of their lessons for remote cohorts.

Haddon Heights Junior and Senior High School

(pending board approval on August 5, 2020)

Full Remote Cohort of Students - Half Day

| Monday – Thursday | | | |
|-----------------------------|---------------|------------------------------------|---------------|
| High School Schedule | | Junior High School Schedule | |
| Period 1: | 8:00 - 9:10 | Period 1: | 8:00 - 8:33 |
| Period 2: | 9:14 - 10:14 | Period 2: | 8:36 - 9:06 |
| Period 3: | 10:18 - 11:18 | Period 3: | 9:09 - 9:39 |
| Period 4: | 11:22 - 12:22 | Period 4: | 9:42 - 10:12 |
| | | Period 5: | 10:15 - 10:45 |
| | | Period 6: | 10:48 - 11:18 |
| | | Period 7/8: | 11:22 - 12:22 |

Jr./Sr. High School Full Remote Learning (no hybrid) for Monday - Thursday

Students in the remote session will log into Google Classroom during the scheduled time their classes meet and complete lessons that the teachers recorded the day before. Tentatively, on August 6, 2020, the Jr./Sr. High School administration will send you the information regarding the full remote option as listed in this document. If you choose the full remote option for your child, you must remain full remote for one full marking period. A deadline for you to make a decision on having your child go full remote will be sent in Thursday's correspondence from the Jr./Sr. High School administration.

Jr./Sr. High School Full Remote Learning for Friday

All students are remote learning. The schedule will stay the same, with students being required to log in at the assigned times for their classes. Teachers will need to take attendance at the beginning of class. Both cohorts and full remote students will be required to log in for live instruction.

Jr./Sr. High School Attendance

Attendance will be taken daily for all remote instruction.

Staff Information for Monday - Thursday

Teachers record lessons from their classroom to be uploaded to their Google Classroom. This lesson will be utilized by the remote cohort on the following day. All teachers will be required to record lessons in the afternoon session. Each teacher will also be required to create their own YouTube channel to house videos, lessons, resources, etc. Teachers may work collaboratively to create video lessons if they are teaching the same content. Guidance counselors will utilize the afternoon reviewing and monitoring student progress in the remote cohort.

Staff Information for Fridays

In the afternoon on Fridays teachers will attend common planning meetings. These meetings will be mandatory and facilitated by an administrator and/or department chair. This will ensure that we are gathering staff feedback on a weekly basis by content area.

Haddon Heights School District ATLANTIC, GLENVIEW, SEVENTH AVENUE SCHOOLS

(pending board approval on August 5, 2020)

Half Day Model Schedule 2020-2021SY 2 Cohorts of Students - Half Day

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| <p style="text-align: center;">Cohort A In-person instruction (All students - masks required) 8:40am-12:45PM Gr. 1-6 ----- Pre K 8:40-11:05 for PreK 3 Cleaning 12:35-3:00 for PreK 4 No remote for students ----- K 8:40-11:05 for K- A - AM Cleaning 12:35-3:00 for K- B - PM No remote for students ----- PSD/REACH 8:40-12:45 ----- Cohort B Remote Learning</p> | <p style="text-align: center;">Cohort A In-person instruction (All students - masks required) 8:40am-12:45PM Gr. 1-6 ----- Pre K 8:40-11:05 for PreK 3 Cleaning 12:35-3:00 for PreK 4 No remote for students ----- K 8:40-11:05 for K- A - AM Cleaning 12:35-3:00 for K- B - PM No remote for students ----- PSD/REACH 8:40-12:45 ----- Cohort B Remote Learning</p> | <p style="text-align: center;">Cohort B In-person instruction (All students - masks required) 8:40am-12:45PM Gr. 1-6 ----- Pre K 8:40-11:05 for PreK 3 Cleaning 12:35-3:00 for PreK 4 No remote for students ----- K 8:40-11:05 for K- A - AM Cleaning 12:35-3:00 for K- B - PM No remote for students ----- PSD/REACH 8:40-12:45 ----- Cohort A Remote Learning</p> | <p style="text-align: center;">Cohort B In-person instruction (All students - masks required) 8:40am-12:45PM Gr. 1-6 ----- Pre K 8:40-11:05 for PreK 3 Cleaning 12:35-3:00 for PreK 4 No remote for students ----- K 8:40-11:05 for K- A - AM Cleaning 12:35-3:00 for K- B - PM No remote for students ----- PSD/REACH 8:40-12:45 ----- Cohort A Remote Learning</p> | <p style="text-align: center;">Cleaning Day Remote Instruction for all Students PreK-6</p> |

Elementary Attendance

Attendance will be taken daily for all in person and remote instruction. Please see the elementary parent handbook for more information.

Elementary School Cohorts

Elementary students will be equally distributed in each cohort. Parents will be notified by elementary school administration regarding what cohort their child is in by August 11th.

Pre-K Schedule

Pre-K will follow their regular schedule for the school year (4 days per week) and remote instruction on Fridays.

PreK3: 8:40 - 11:05 am

PreK4: 12:35 - 3:00 pm

Kindergarten Schedule

Kindergarten students will go to school each day (4 days per week) and full remote on Fridays until October 30, 2020. Starting November 9, 2020, Kindergarten will then follow the same cohort schedule as grades 1-6.

The Kindergarten schedule from September 9th through October 30th is as follows:**Cohort A**

Monday – Thursday 8:40-11:05 in-person instruction

Friday - 9:00-11:00 remote instruction

Cohort B

Monday - Thursday 12:35-3:00 in-person instruction

Friday - remote instruction 9:00-11:00

The Kindergarten schedule from November 9, 2020 on is as follows:**Cohort A**

Monday and Tuesday - 8:40-11:00 in-person instruction

Wednesday and Thursday - 11:30-12:44 remote instruction

Friday - 9:00-11:00 remote instruction

Cohort B

Monday and Tuesday - 11:30-12:44 remote instruction

Wednesday and Thursday - 8:40-11:00 in-person instruction

Friday - 9:00-11:00 remote instruction

Elementary Hybrid Model Information for Students in Grades 1st – 6th (Monday-Thursday)

Sample for in person schedule:

8:40-9:00 Arrival/temp check/unpack/announcements/attendance

9:00-9:15 Morning Meeting/SEL

9:15-10:30 ELA

10:30-11:30 Math

11:30-11:55 Special

12:00-12:30 SS/SC

12:30-12:45 Dismissal/pack up

12:45-1:45 Staff lunch

Monday and Wednesday

1:45-3:00 Remote live instruction for opposite cohort/medically fragile/students choosing full remote.

Examples of instruction:

Remote live instruction (Google Meet)

Flipped Classroom Approach

Prerecorded teacher lessons

Small group instruction

Whole group instruction

IEP instruction

Tuesday and Thursday

1:45-3:00 Staff will be required to create meaningful instructional content. Teachers will create videos of their lessons for remote cohorts. There will be no remote live instruction for opposite cohort/medically fragile/students choosing full remote on Tuesday and Thursday.

All Elementary Students in Grades 1st – 6th on Fridays

8:30-12:30 - Remote live instruction and independent work- whole group and small groups, IEP instruction needed, SEL instruction, specials instruction.

Special Education (Elementary)

- Students with IEPs for PSD, REACH, POR and/or ICS will be offered in-person instruction 4 days per week and remote instruction on Fridays.
- Students receiving special education services may be grouped in a pull-out setting for their alternate cohort day if needed.
- Students receiving related services will be scheduled in person and/or remotely through those providers.

Siblings

Siblings within the same building will go to school on the same days.

Recess and Aftercare

There will be no recess, Kindergarten aftercare or morning care. We are still in conversations with the YMCA regarding possible aftercare.

Staff Information for Monday - Thursday

Staff lunch 12:45 - 1:45 pm.

Monday and Wednesday:

From 1:45 pm on staff will provide:

Remote live instruction for opposite cohort/medically fragile/students choosing remote.

Remote live instruction (Google Meet)

Flipped Classroom Approach

Prerecorded teacher lessons

Small group instruction

Whole Group instruction

IEP instruction

Tuesday and Thursday:

1:45-3:00 Staff will be required to create meaningful instructional content. Teachers will create videos of their lessons for remote cohorts. There will be no remote live instruction for opposite cohort/medically fragile/students choosing full remote on Tuesday and Thursday.

Staff Information for Fridays

8:30-12:30 Grades 1 - 6 will deliver remote live instruction and independent work: whole group and small groups, IEP instruction needed, specials instruction, and SEL instruction.

Kindergarten staff will hold remote live instruction 9:00-11:00 and common planning/prep 11:00-12:44.

12:00-1:00 Staff lunch (grades 1 – 6)

1:00-3:00 Common planning time for grade level coherence across the district and classroom prep.

Haddon Heights School District
ATLANTIC, GLENVIEW, SEVENTH AVENUE SCHOOLS
Full Remote Cohort of Students

For students that select full remote instruction in grades 1st – 6th

Elementary Full Remote Learning (no hybrid) for Monday - Thursday

Students in the remote session will log into Google Classroom during the scheduled time their classes meet and complete lessons that their teachers pre-recorded the day before. Remote students will be assigned a cohort in which they will be able to join their cohort for afternoon live instruction Monday or Wednesday (depending on what cohort they're in). In addition, they will be able to have access to the other cohort live instruction should they need additional support or review of lessons on Monday or Wednesday. In addition, our reading and math specialists will be providing support from 1:45 - 3:00 pm on Monday and Wednesday. If needed, they may also provide support to the remote learning cohort during the school day Monday through Thursday.

Tentatively, on August 6, 2020, the building principals will send you the information regarding the full remote option as listed in this document. If you choose the full remote option for your child, you must remain full remote for one full trimester. A deadline for you to make a decision on having your child go full remote will be sent in Thursday's correspondence from the building principals.

For students that select full remote instruction it will include:

Remote live and pre-recorded instruction (Google Meet)
Flipped Classroom Approach
Small group instruction
Whole group instruction
IEP instruction

All Full Remote Elementary Students in Grades 1st – 6th on Fridays

8:30-12:30 - Remote live instruction and independent work- whole group and small groups, IEP instruction needed, specials instruction, and SEL instruction.

Students will be expected to attend the remote instruction Monday and Wednesday from 1:45 – 3:00 and on Fridays at the teacher's scheduled time. Attendance will be taken each day.

Additional District Reopening Information

Face Coverings

- All students are expected to arrive at school wearing a mask unless doing so inhibits health (physician verification required). They must be worn in the building at all times (including but not limited to the classroom, common areas, hallways, offices, bathrooms, etc.). The mask must cover the student's nose and mouth at all times.
- In the event that a student will not wear a mask, the following will take place:
 - The staff member encourages the student to follow the above guidelines and document the interaction.
 - If the student does not comply with the staff member's directive the administration will be notified. The interaction is documented.
 - If the student continues to not comply with the directives of the administration, the student's caregivers will be contacted.
 - Once the administration contacts the student's caregivers, the student will have another opportunity to follow the district's social behavior guidelines.
 - If the student does not comply with the guidelines above, the student will be sent home for the day.
 - Other disciplines and restorative practice measures may be implemented and communicated for that student that continues to not comply with the guidelines.
- All employees must wear a mask throughout the day unless doing so inhibits health (physician verification required). They must be worn in the building at all times (including but not limited to the classroom, common areas, hallways, offices, bathrooms, etc.). The mask must cover the employee's nose and mouth at all times.
- If a student or employee does not have a mask the school will provide one.
- A face shield alone is not sufficient. A mask must also be worn if you chose to wear a face shield.

Screening for employees and students

- Parents will be given a COVID self-checklist/screening and will be asked to complete the self-checklist before their child leaves their residence to come to school. Employees will continue to use the COVID self-checklist that they have been using for several months. A sample student self-checklist is listed below. If you reply YES to any of the 13 questions below, we strongly suggest you STAY HOME and follow the steps below:
 - 1) Do you have a fever?
 - 2) Is your temperature above 100.4?
 - 3) Have you lost your sense of taste or smell?
 - 4) Muscle Ache?
 - 5) Throat sore?
 - 6) Cough?
 - 7) Shortness of Breath?

- 8) Chills?
- 9) Headache?
- 10) Nasal congestion?
- 11) Fatigue?
- 12) Have you experienced any GI symptoms such as nausea/vomiting/diarrhea/loss of appetite?
- 13) Have you, or anyone you have been in close contact with been diagnosed with COVID-19 or been placed in quarantine for possible contact with COVID-19?
 - Temperature checks will be conducted on all students and employees as they enter the building. Students will enter the building through marked areas designated by the building principals to promote social distancing.
 - If a student or employee is identified as needing a further assessment (after the initial temperature check) they will be sent to an isolation room (one is set up in each building). Appropriate personnel (nurse) will make another assessment and the student or employee will be sent home if warranted.

General Health and Safety Guidelines

The Superintendent and Business Administrator will work with the Camden County Department of Health to establish notifications and positive COVID cases. Please select the links below for guidelines distributed by the Camden County Department of Health. Please note, these guidelines could be updated or revised at any point by the Camden County Department of Health.

[Flow chart with degrees of separation for schools](#)

[Response to COVID Cases Scenarios Actions Communications](#)

In the Response to COVID Cases Scenarios Actions Communications document, we were just informed there are two updates. Listed below are the updates:

Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts – Under Scenario 1 the temperature threshold should read 100.4 degrees.

Table 2. Steps to Take in Response to Negative Test Result – Under Immediate Actions it should read students/staff may return to school 24 hours after resolution of fever and improvement in other symptoms.

[Procedures for Symptomatic Students or Staff](#)

The student or employee will be immediately isolated and a family member will be notified for pickup. The student must return with a doctor's note that certifies their return or a negative test result.

[Return to Campus after Testing \(from the Camden County Department of Health\)](#)

- Symptomatic individuals who have not had close contact with a confirmed case and that test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms. Documentation of a negative test result should be provided to school administrators.

- In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset and have been fever free for 24 hours without fever reducing medicine and improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.
- If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
 - If they test negative, close contacts to confirmed COVID-19 cases can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

Process for Positive Cases

We were informed that all contract tracing will be done by the CDC. We have not been given specific directions from the CDC in terms of if/how long a school(s) will be closed if/when there is a positive case. We are to inform the CDC when we are aware of a positive case and then follow their directives. We will send out a correspondence to parents/staff when a positive case occurs that will contain any action that needs to take place (we will share all the information we are legally allowed to share). The same process will take place if the CDC informs us of a positive case that we were not made aware of previously.

Promote behaviors that reduce spread

Signage and class discussion will be utilized to educate our students on symptoms of COVID-19 and precautions students can take in school to maximize safety. Information similar to the signage and discussions will be sent home to families to maximize safety as well.

Limited use of shared objects and supplies

The sharing of supplies/objects between students or employees will be strictly discouraged. If sharing is not totally unavoidable, supplies/objects will be properly disinfected between uses.

Hand sanitizer

Hand sanitizer dispensers are in hallways and common areas of each school. Each classroom will have hand sanitizer and disinfecting wipes.

Movement in the buildings

At the junior high and high school, administration will mark one way hallways to the greatest extent possible. At the elementary level, movement overall will be greatly minimized and most special area teachers will instruct in the students' classrooms.

Restrooms

All restrooms will be sanitized on a daily basis. They will be monitored from the hallway to ensure the number of students using it at one time is very limited.

Water fountains

Students and employees will be encouraged to bring refillable water bottles from home. No-touch bottle fill fountains are available in each school. The traditional water fountain will not be in use.

Cleaning and Disinfection Plan for All Buildings & Classrooms

➤ Staffing Requirements:

- All staff will be required to wear at a minimum a cloth face mask at all times in the building.
- Other PPE would be available to staff depending on the individual and the circumstances.
 - For instance, the use of different chemicals may require different PPE.
 - Examples of these other options are Face Shields, Gloves, and KN95 masks.
- Employees are trained on proper use of all equipment and chemicals.
- Employees will be instructed that all chemical cleaning will be done when students and district staff are not present.
- Employees will continue to practice social distancing within the building to the extent feasible. They will practice hand washing to reduce exposure and spread. Employees will continue to complete the self-assessment and engage in the temperature checks at work. Employees are instructed to stay home when feeling ill.

➤ Daily Disinfecting of Areas:

- Surfaces will be cleaned and disinfected daily. We will prioritize disinfecting frequently touched surfaces. (i.e. light switches, doorknobs, counter tops, desktops as requested etc.)
- Staff restrooms will be cleaned mid-day and at the end of each day due to working full days in the buildings. Student restrooms will be cleaned daily.
- Special program rooms will require a cleaning midday in preparation of another session.
- Special program rooms may require periodic cleaning depending on use such as a sensory room.
- Kindergarten rooms will be cleaned prior to the PM students arriving.
- Wipes will be present in shared spaces in order to wipe down these areas between uses.
- All areas in use will be cleaned daily upon the students' dismissal. Staff restrooms will be cleaned twice a day due to full-day of work.
- Hand sanitizer and disinfectant wipes will be available in all classrooms.
- Hand sanitizer stations will be placed at student entrances and in the hallways.
- On Friday's remote learning day, the building will receive a deep clean.

➤ Protocols:

- Checklists will be created for staff to ensure that necessary areas are cleaned accordingly.
- Schedules will be built that will focus on cleaning beginning around 12:30 - 1:00 each day.
- Products:
- We will utilize appropriate products that disinfect surfaces and materials. We will apply disinfectants by:
 - Hand/Wiping (utilizing flex wipes).
 - Using a Vital Oxide Machine where appropriate.

Class Sizes/Hybrid Model

With our hybrid model, there are two cohorts. Approximately half of the class will be in the classroom to receive their in-person instruction 2 days a week (half days). However, a full set of desks will be in the classroom to assist with social distancing and to give each elementary student their own desk. For elementary specials the teachers will come into the students' classroom to minimize students moving around the building.

School Calendar Change

The first day of school was previously scheduled for September 8th. The first day of school for students has been changed to September 9th. On September 8th the staff will have another full professional development day to prepare for hybrid instruction. The February 12th originally scheduled in-service day will now be a student/staff regular school day. Building principals will develop a schedule so each in person student cohort meets an equal amount of time to the fullest extent possible.

Siblings

Within the same building, siblings will be scheduled in the same cohort.

Emotional Support for Students and Employees

- To ensure our students, receive emotional support during remote and in-person instruction we plan on providing resources that address their social/emotional and mental health needs.
- Last year, the district completed a strategic plan which provides guidelines for school staff on creating emotionally supportive K-12 classrooms using the social emotional framework. District staff will be provided with online and paper resources to begin implementing social emotional practices in their classrooms.
- District employees such as Guidance Counselors, Case Managers, Mentors, and other staff volunteers will be trained on trauma-based strategies to address students and staff needing additional support when returning to school.
- Mindfulness techniques were introduced last school year throughout the district in classrooms and counseling services. Students will have access to these resources during virtual and in person instruction.
- Within the Strategic Plan, there are also numerous SEL supports.
- An online course entitled, Managing Stress and Anxiety during the Coronavirus Pandemic, is also available for employees.

HVAC Systems

District facilities have access to fresh air. The district will utilize the highly rated MERV-13 air filters which are utilized to trap particles. The filters will be changed monthly. As a proactive measure, an analysis of our HVAC systems is currently in progress and it will be completed prior to the reopening of schools.

Visitors/Assemblies/Back-to-School Night

- Access to the building from individuals that are not employees or students will be severely limited. Any visitors must have an appointment, wear a mask, have their temperature checked at the door, and complete a COVID self-checklist.
- All Back to School Nights and Parent Conferences will be held remotely.
- No assemblies will take place.

Meal Service/Distribution

Lunch will not be served Pre-K – 12. Boxed/bagged lunch will be available for students at dismissal on the select days if needed. Our food service company, NutriServe, will provide a Google Form for ordering lunch. All lunches will be provided in bulk (5 days of food) on Tuesdays and Wednesdays for the different cohorts.

For students that have selected the full remote option:

All students (Pre-K – 12) that have selected the full remote option may pick up their meals between 1:00 and 2:00 pm on Tuesday and Wednesday at the Jr./Sr. High School.

Sports and Clubs

High School Sports

High School sports will continue to follow the mandated NJSIAA guidelines.

Junior High School Sports

Junior High School sports may also follow the NJSIAA guidelines and will start on September 14th.

Jr./Sr. High School and Elementary Clubs

Administration and club advisors will determine what clubs can be effectively run solely remotely. A list will be published by building level administration in the near future.

For students that select the full remote option

If you choose the all remote option, your child is still eligible for sports and clubs.

Staff Trainings

- Some of the trainings staff will engage in include, but are not limited to:

- Diversity and equity
- MTSS (multi-tiered system of support)
- COVID-19: How to protect yourselves and others
- Managing Stress and anxiety during the Coronavirus Pandemic
- Teaching kids Cognitive Behavioral Therapy (CBT) Coping Tools during COVID-19
- Zoom Meetings for Education

Staffing

- We will continue to recruit certified substitutes in case they are needed.
- Cross-train staff where applicable.
- Monitor student and staff absences.

Transportation

- Please note the changes in transportation due to COVID-19 pandemic. The following items reflect some of the protocols that will be in place for the 2020-2021 school year:
 - Face masks are mandatory for all students on the bus.
 - All parents must check the student for symptoms of COVID-19 daily.
 - Students should not enter the bus if they are experiencing COVID symptoms.
 - All seating will be assigned and the bus will be filled from back to front to maximize social distancing.
 - Busses will be cleaned after the morning runs and after the afternoon runs.
 - When possible, bus drivers will open windows for more air flow.
 - Transportation is for those eligible in BOE policy 8600 (same procedure as previous years).

Before/After School Care Programs

- Jr./Sr. High School: There will be no early arrival (coming into the cafeteria before school starts; only exception is if busses that bring students have to leave right away by contract).
- Elementary Schools: There will be no before or after school care staff led programs. Aftercare provided by an outside program, such as the YMCA, is still be explored.