

ELMWOOD PARK PUBLIC SCHOOLS

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October 2, 2020

Dear Elmwood Park Families,

As a school district, we have continued in our plans to abide by the mandates set forth in the New Jersey Department of Education's document, The Road Back: Restart and Recovery Plan for Education.

Please review the below overview of the hybrid in-person instructional model that will begin on **Monday, October 19, 2020**.

Cohort Scheduling

Students will be grouped into two cohorts to allow for proper social distancing and limit exposure. Each cohort will have two days of in-person instruction and three days of remote instruction each week. Please be reminded that this is a challenging task to ensure classes are balanced to meet social distancing requirements. Every attempt will be made to have siblings/same household children placed in the same cohort.

Monday	Tuesday	Wednesday	Thursday	Friday
A	A	R	B	B

- **Cohort A:** Students assigned to Cohort A will attend **in-person classes on Mondays and Tuesdays** and participate in remote instruction on Thursdays and Fridays
- **Cohort B:** Students assigned to Cohort B will attend **in-person classes on Thursdays and Fridays** and participate in remote instruction on Mondays and Tuesdays.
- All Students: On **Wednesdays, all students will participate in remote instruction**. This remote instruction will allow for teachers and students to engage in synchronous learning activities, and provide the district an opportunity to clean all buildings.
- Daily instructional schedules will be provided by the principals in the coming weeks. This will include information regarding the remote Wednesday schedule, rotating elementary specials, and other important drop off and dismissal procedures.

Single Session Schedule for Hybrid Instruction

Pre-school: 8:45 a.m. - 11:15 a.m.

Elementary Schools: 8:45 a.m. - 1:00 p.m.

Middle School and High School: 8:05 a.m. - 12:18 p.m.

Lunches/ Snack

Grab and go lunches will be made available at dismissal times dependent upon the student's cohort assignment.

A-Day students may pick up meals on Monday and Tuesday.

B-Day students may pick up meals on Thursday and Friday.

Elementary students in grades 4 and 5 will have meals delivered to their classrooms before dismissal, while students in Kindergarten through grade 3 will have meals available to grab when they exit the building.

High School and Middle School students may grab meals from the cafeteria as they depart for the day.

Parents will also have the option of **picking up meals** for their children on **Tuesdays and Fridays at the High School Cafeteria from 2:00 p.m. - 4:00 p.m.** This also includes those families who have been chosen to have their child(ren) learn remotely throughout the next marking period/trimester.

More information regarding elementary snacks and district lunches will be made available by the building principals in the near future.

Daily Attestation Form (COVID Screening Form)

Parents/guardians are to complete the Attestation Form **daily**. The form is located within the **Parent Portal upon login**. Once in the Parent Portal you may scroll down to change to any language necessary. The parent/guardian can quickly complete the form once logged in. Please use the hyperlink for additional information regarding the **Parent Portal** or on the district website:



Please make note that, although high school and middle school students are permitted to report their own attendance in Realtime via the website, they are not permitted to complete the Daily COVID Screening Form. This form **MUST be completed by a parent and/or guardian.**

Completed **attestation forms**, are due by: 7:00 a.m. for High/Middle Schools and 8:00 a.m. for Elementary Schools. **Students will not be permitted into the building until the daily attestation form is complete.**

Student Arrival

At all grade levels, students in each cohort will be assigned designated entry and exit points. This will ensure that a limited number of students are entering at each entry point, and that students will not be congregated in spaces upon entry to the buildings. Specific information and directions will be provided by each building principal.

The Elmwood Park School district must adhere to the current guidance from the [Bergen County Department of Health](#) in which includes: “Strongly recommend[s] not waiting for a second symptom to exclude students or staff” [from the school day.] If a child displays **one (1) of any of the COVID-19 symptoms, the district encourages and asks for you to keep your child home.** It is imperative that we continue to work as a collaborative team in ensuring that all students and staff remain healthy to avoid the closure of any of school buildings due to a COVID outbreak.

Temperature Checks

As per current CDC recommendations, students will be expected to have their temperature taken prior to entering a school building. The district will **take temperatures for all students on Mondays and Thursdays.** If a student temperature exceeds 100°F, they will be required to remain home and work remotely. If students have walked to school, they will be placed in a safe isolation area with authorized supervision until they are picked up by a parent. The child will then be expected to quarantine (based on test results), and will not return until clearance from a doctor is provided 24 hours before their return. If the child has a sibling in district, the same procedure will be in place.

The district is requesting that **elementary parents remain on premises** until their child enters the building. **Students will not be released to siblings or minors**, only to a parent, guardian, or approved contact that is listed in the Realtime Information System.

Students must arrive to their assigned building in a timely fashion in order to have their temperature checked. Please observe the below times for temperature checks. Students will not be permitted entry beyond the below times, and will be required to return home for remote learning on that school day:

Elementary Schools: 8:30 a.m. – 8:45 a.m. High School and Middle School: 7:50 a.m. - 8:05 a.m.

Early Dismissal

At times, parents make appointments for their children at the end of the school day. Though we understand that this may be the most convenient time for families, this places an undue burden on the school and staff, especially in trying to adhere to and proper dismissal procedures modified for social distancing. Any requests for students to leave prior to the above listed dismissal times must be made 48-hours in advance, so that administration and faculty can properly plan and staff these needs.

Student Flow

In all buildings, the administrative teams will continue to ensure student flow occurs in a systematic way during the instructional day. The district has purchased **appropriate signage and floor markings** to assist students with these directions and procedures.

Students will be expected to wear a mask when entering and moving about the building. **Students and staff are required to wear masks throughout the abbreviated instructional day**, unless medical accommodations are approved by our school physician. However, the staff may provide opportunities for students to safely remove masks during the day.

Please use the following link to CDC guidance regarding Face Masks: [How to Select, Wear, and Clean Your Mask](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html): <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Visitors

In order to maintain the health and safety of the district, **visitors will no longer be permitted within the building**. Each building has been provided specific directions on how to handle the situation. Any visitors coming to the building should either be picking up a sick child or have an appointment.

Disinfection/Cleaning Procedures

The district pandemic teams have worked diligently to assess and develop disinfecting and cleaning procedures to meet the NJDOE requirements for a safe re-entry process. All buildings will be closed to outside groups, and facility use will be limiting visitors until further notice.

Each classroom will be disinfected after student dismissal each day. As noted above, the maintenance and custodial staff will perform an additional deep cleaning and disinfection of the buildings, including but not limited to hallways, stairwells, common high use areas, offices, kitchens, and other spaces. Additionally, the maintenance & custodial staff will disinfect and clean each bathroom throughout the day, and when students are dismissed.

Travel Advisories

Please be advised that the Elmwood Park Public School District will continue to follow the travel advisories implemented by the state and federal government. Please be mindful of this should your family need to

travel for any reason at all; proper quarantine procedures will be implemented in any instance that it is necessary.

We realize that the last six months have been challenging for parents, students, and staff. We also understand that our decisions regarding schedules for this school year will provide challenges for families in our community.

Please know that our number one goal is to provide a safe learning environment for our students and staff based on updates from the New Jersey Department of Education and the Governor's office.

Sincerely,

Anthony Iachetti

Anthony Iachetti
Superintendent of Schools