



EDISON TOWNSHIP PUBLIC SCHOOLS

HYBRID MODEL

Hybrid Model
Restarts March 1, 2021

Table of Contents

Hybrid Model (In-person/Virtual)

- Originally began Monday, October 19, 2020
- What is the hybrid model of instruction?
- What will the hybrid model look like for students?
- School Schedule for Hybrid Model

Facilities, Food Service and Transportation

- Facility preparation and cleaning/disinfecting
- Transportation
- Food Service

COVID Scenarios

- Direct contact
- Indirect contact
- Other contact
- Definition -- Close contact

Health and Safety School

- Attendance
- What to do if your child is sick
- How to Report an Absence
- Hand Hygiene
- Wearing a Face Mask
- Social distancing
- Other ways to prepare your child for school
- Vaccine and Physical Exam requirements

Special Education IEP

- meetings
- Related Services (Speech, Occupational, Physical Therapy) Self-contained Programs

Technology Troubleshooting Tips

What is the hybrid model of instruction?

The Hybrid Model of instruction will include both in-person and remote/virtual instruction on a rotating basis. Remote/virtual students will receive the same live instruction in real-time as the in-person students are receiving.

- Students will continue to meet with their same teachers and classmates regardless of whether they participate from home or at school.
- Live instruction will continue day-to-day.

What will the hybrid model look like for students?

- Some students will attend classes in-person at school. The virtual-only students are attending classes from home through Google Meet or Zoom.
- All students will attend virtually on Wednesdays.

Hybrid Schedules

[Preschool Schedules](#)

[Kindergarten Schedule](#)

[Grades 1-5 Schedule](#)

[Middle School Schedule](#)

[High School Schedule](#)

Facility preparation and cleaning/disinfecting

- Building walk-throughs have been conducted and any concerns were noted and are being addressed.
- HVAC manufacturers were contacted to determine the maximum filter MERV for operation; we meet their maximum. All HVAC operations follow manufacture specifications.
- Hand sanitizer, and disinfectant wipes will be available in all classrooms.
- Buses will be disinfected after each route.
- [Edison COVID 19 Cleaning and Enhanced Manual](#)

Transportation

- Masks are required to board buses.
- Although social distancing is not guaranteed, based on results of our return to school survey, most buses will have a limited number of riders.
- Eating on buses is not allowed.

Food Service

The Edison Township Board of Education will be providing every student free breakfast and free lunch each school day until June 30th, 2021. Below is important information that will ensure all students are able to participate during both in-person and remote instructional days.

<p>Students Attending In-Person</p>	<p>Meals will be distributed on days learning instruction is provided. Students will be provided a bagged breakfast and lunch prior to exiting their building. On Tuesdays, students will receive (2) breakfasts and (2) lunches which will cover their meal for Wednesday. On Friday's, students will receive three (3) breakfasts and (3) lunches which will cover the weekend.</p>
<p>Students Attending Remotely</p>	<p>Bagged breakfast and lunches will be available for pick up at the schools listed on the order form (pick one) every day of the week. Orders for pickup must be submitted each Thursday by 2:00PM for the following week. Please place your order for all days whether your child is learning remotely or in-person.</p> <p>On TUESDAY, those who pick up meals will receive two breakfasts and two lunches.</p> <p>On FRIDAY, meals can be picked up at the school you select on the order form below and students will receive (3) breakfasts and (3) lunches for the weekend.</p> <p>Click Here To Submit Order Form</p> <p>Click Here To View Menus (Subject to change)</p>
<p>Seven Day Meal Kit Option*</p> <p>*Please consider using this option.</p>	<p>Seven (7) day meal kits which include (7) breakfasts and (7) lunches are available for pick up on Wednesday at both John P. Stevens High School and Edison High School during the times indicated below. Please note that the order form linked below must be completed and submitted by 2 pm each Thursday of the week preceding the pick-up date. (For example the form needs to be completed by Thursday February 25, 2021 for a pick up on the following Wednesday, March 3, 2021) Click Here To Submit 7 Day Order Form</p>

MEAL PICK UP SCHEDULES AND LOCATIONS

<p>Seven Day Meal Pickup Schedule</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Edison High School</td> <td style="width: 60%;">10:00am – 12:00pm (wed)</td> </tr> <tr> <td>JP Stevens High School</td> <td>10:00am – 12:00pm (wed)</td> </tr> <tr> <td></td> <td>12:30pm – 3:00pm (wed)</td> </tr> </table>	Edison High School	10:00am – 12:00pm (wed)	JP Stevens High School	10:00am – 12:00pm (wed)		12:30pm – 3:00pm (wed)				
Edison High School	10:00am – 12:00pm (wed)										
JP Stevens High School	10:00am – 12:00pm (wed)										
	12:30pm – 3:00pm (wed)										
<p>REMOTE LEARNING MEAL PICKUP Schedule</p> <p>For students learning remotely, the meals must be picked up at the school you chose for pickup on the Food Order Form. If you have students in multiple schools, you may choose one pick-up location.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Edison High School</td> <td style="width: 60%;">10:00am – 12:00pm (mon-fri)</td> </tr> <tr> <td>JP Stevens High School</td> <td>10:00am – 12:00pm (mon-fri)</td> </tr> <tr> <td></td> <td>12:30pm – 3:00pm (mon-fri)</td> </tr> <tr> <td>Middle Schools</td> <td>11:15 am – 1:15pm (mon, tues, thurs, fri)</td> </tr> <tr> <td>Elementary Schools</td> <td>11:30am – 1:30pm (mon, tues, thurs, fri)</td> </tr> </table>	Edison High School	10:00am – 12:00pm (mon-fri)	JP Stevens High School	10:00am – 12:00pm (mon-fri)		12:30pm – 3:00pm (mon-fri)	Middle Schools	11:15 am – 1:15pm (mon, tues, thurs, fri)	Elementary Schools	11:30am – 1:30pm (mon, tues, thurs, fri)
Edison High School	10:00am – 12:00pm (mon-fri)										
JP Stevens High School	10:00am – 12:00pm (mon-fri)										
	12:30pm – 3:00pm (mon-fri)										
Middle Schools	11:15 am – 1:15pm (mon, tues, thurs, fri)										
Elementary Schools	11:30am – 1:30pm (mon, tues, thurs, fri)										

<p>Questions?</p>	<p>Please email: food.service@edison.k12.nj.us</p>
-------------------	---

COVID SCENARIOS

Direct Contact--If a staff member or student (Person B) comes into close contact with someone (Person A) who tested positive for COVID or if they (Person B) tested positive for COVID, they (Person B) should be excluded from school on a timeline outlined by the Department of Health. The Department of Health will be notified. The district will follow their guidance as outlined.


Indirect Contact--If a staff member or student (Person C) has come into close contact with someone (Person B) who came into close contact with someone (Person A) who tested positive for COVID, they may not be excluded from school. The district will follow their guidance as outlined.

Other Contact--For any other contact besides direct contact, the staff member or student may not need to be excluded from school. The district will follow their guidance as outlined.









Definition - Close Contact

The New Jersey Department of Health - January 19, 2021 defines close contact as:

Based on what is currently known about COVID-19, spread is thought to occur mostly from person-to-person via respiratory droplets among close contacts. Close contact is defined as being within 6 feet of someone with suspected or known COVID-19 for 15 or more minutes during a 24-hour period. In certain situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed. These situations should occur rarely if schools are adhering to social distancing recommendations.

Why You Can't Test Out of COVID-19 Quarantine* 

*Quarantine = staying home/away from others for 14 days after close contact with someone with COVID-19 to make sure you don't get sick/infect others.

Possibly exposed to COVID-19?	Quarantine at home for 14 days.	You cannot test out of quarantine.	Even if you test negative, stay home for 14 days.
			
A negative test only shows you are not infected on the day tested during the 14 day quarantine.	You can still test positive and/or become sick during the 14 day quarantine.	It is important to complete the entire 14 day quarantine.	After 14 days if you have no symptoms, your quarantine is over.
			

For general questions about COVID-19 call 211 or 1-800-222-1222. Download the COVID AlertNJ app: covid19.nj.com/app. October 5, 2020

Health and Safety

The following information is intended to educate students about good hygiene practices and to prepare all students for attending school confidently and safely. These recommendations are in line with the Centers for Disease Control (CDC) guidelines for safely returning to school. Please review this information with your child prior to the start of school.

School Attendance

Every Sunday evening, each family will receive a reminder to check the district health questionnaire. Parents will find the questionnaire on the Parent Portal. Click on “Forms.” Click on “COVID Parent Form.” You must be able to respond “NO” to all the questions in order to send your child to school. If you are unable to respond “NO” to all the questions, your child will not be allowed to attend school. Even though you may not send your child to school, your child may participate in classes remotely.

What to do if your child is sick

Your child should stay at home if feeling sick. Students will not be allowed to remain at school if any of the following symptoms are present: fever, chills, cough, shortness of breath. Other symptoms may warrant exclusion from school and will be at the discretion of the School Nurse. In addition, if your child or any other member of your household tests positive for COVID-19, your child must stay at home for 14 days even if not experiencing symptoms. It is important to understand that the exclusion policy for illness is for the health and safety of all students and staff.

Please click on the following link for helpful ways to manage symptoms.

- [Managing COVID-19 Symptoms](#)

How to report an absence

Call the school main office or login to the Genesis parent portal. Click on the attendance tab. Here you can add information pertaining to the absence including reason and dates.

Parent/Guardian/Visitor Procedures

Parents/Guardians/Visitor access to the school building will be limited. Persons wishing to enter the building must have an appointment and building principal approval.

1. Any approved parent/guardian/visitor who enters the building will be required to wear face coverings for the entirety of their time in the school building.
2. Parents/Guardians/Visitor will be asked to park their car and call the main office and wait in their vehicle until the time of their meeting.
3. The main office will call the waiting visitor when it is time for them to enter the building.
4. The Raptor Visitor Management System will be used [as in the past] to document all parents/guardians/visitors, and they will be screened.
5. If a visitor refuses to wear a face covering for non-medical reasons, the visitor's entry to the school/district facility will be denied.

Parents/Guardians/Visitors will be provided a screening questionnaire to complete. This questionnaire should be utilized regularly by staff.

Hand Hygiene

Regular handwashing is the best way to remove germs, prevent the spread of germs to other people, and avoid getting sick yourself. Viruses and bacteria can get on your hands when you touch contaminated surfaces or when you are around someone who is sick. Germs can then enter your body when you touch your eyes, nose, or mouth. Your child should be instructed to:

- Wash hands before leaving home in the morning.
- Use hand sanitizer and rub hands for 20 seconds when soap and water are not available. Follow the specific instructions on the sanitizer label.
- Avoid touching the eyes, nose, or mouth throughout the day.
- Wash or sanitize hands before eating, after using the bathroom, or whenever hands are soiled.
- Cough or sneeze into the elbow or a tissue to reduce the spread of germs and follow-up by sanitizing hands.

Please click on the following links to review good handwashing practices including a great video reminder from Baby Shark for younger children.

- [Handwashing Steps](#)
- [Did You Wash Your Hands?](#)
- [Wash Your Hands with Baby Shark](#)

Wearing a Face Mask

Students are required to wear a mask on the bus and at school. Masks should not be removed after getting off the bus outside of the school due to the difficulty of controlling social distancing while students are entering the school building. It is important that students practice wearing a mask for longer periods of time NOW since they will be away from home for several hours each in-school day. The following are a few things that you can do to prepare your child for wearing a mask at school:

- Face masks must cover both the nose and mouth.
- Face masks may not be shared.
- Face masks may not have a vent or valve.
- Face masks should be labeled with first and last name.
- Cloth masks should be washed daily in hot water.
- Three-ply surgical type masks or two-layer cloth masks have been shown to be best in minimizing viral spread through the mask.

- Face shields are not permitted as a replacement for a face mask.
- All requests for face mask exemptions must be submitted to the school nurse for review by our school physician.
- Face masks, like other clothing worn at school, must be appropriate and adhere to the dress code.
- Face shields may be worn but must be accompanied by a face mask.
- Have multiple masks for your child so that you can wash them daily and have a back-up ready.
- Have your child practice putting on and taking off the mask while only touching the straps.

Please click on the following links to learn about wearing a facemask properly as well as tips for parents from the American Academy of Pediatrics regarding face coverings for children.

- [Facemask Do's and Don'ts](#)
- [Cloth Face Coverings and Mask Demo](#)

Social Distancing

Social distancing, or physical distancing, means keeping a safe space between yourself and other people who are not from your own household. It is known that COVID-19 spreads mainly among people who are in close contact (within 6 feet) for a prolonged period of time (15 minutes or longer). Respiratory droplets deposited in the air after a person coughs, sneezes, or talks can be inhaled by other people nearby, potentially causing germs to spread. While in school, students will be instructed to maintain a distance of 6 feet from other students and staff as much as possible.

Please click on the following link for social distancing information.

- [Social Distancing](#)

Other ways to prepare your child for school

- **Make sure that you update your contact information and provide a reliable, trusted emergency contact who will be able to pick-up your child promptly (within 30 minutes) if needed.**
- **Talk with your child about how school will look different (e.g., desks spaced farther apart, teachers maintaining physical distance, possibly less changing of classes, early dismissal).**
- **Talk with your child often about how school is going and how your child is feeling.**

- Watch for behavior changes such as sadness, crying, worry, change in eating or sleeping habits which may be signs of stress and anxiety; reach out to your child's teacher or counselor with any concerns.
- Try to attend meetings with school staff when requested.
- Be a role model for your child by taking care of yourself, wearing a mask in social situations, and practicing physical distancing in group situations.

Please click on the following link for more information from the CDC about returning to school.

- [CDC Link](#)

Vaccine and Physical Exam Requirements

IMPORTANT NOTE: All requirements for vaccines and physicals remain the same this year for all students, including students who are attending our virtual school program. The value of vaccines is even more important during this pandemic and will not be waived or extended for the current school year per the New Jersey Department of Health.

Also, please remember that flu season runs from October to May, with a peak from December through February. It is recommended that your child get a flu vaccine this year to reduce the risk of becoming ill from COVID-19 and the flu virus at the same time. Even mild respiratory symptoms, such as cough or congestion, will result in your child's exclusion from school. The flu vaccine may provide additional protection for potential co-infection, as well as reduce absences from school.

Please make sure that your child's required vaccines are submitted to the School Nurse prior to the start of school. Remember that updated vaccine records must be submitted for new students to our district as well as 6th grade students (Tdap and MCV4). Your child will not be allowed to attend our in-school programs **nor our virtual programs if vaccines are not up-to-date**. In addition, new students to the district must submit a current physical exam (completed within the last 365 days) within 30 days of enrollment.

- [NJ Vaccine Requirements](#)

Special Education

IEP meetings

How will IEP meetings be held during the 2020-2021 school year?

During this year the district is trying to reduce any additional people on campus as a safety precaution. The district will continue the practice of holding IEP meetings virtually with parents. Parents who have limited access to video conferencing into meetings will also have the ability to call in to a meeting.

If there is a specific question about your child's IEP we encourage parents to reach out to their case manager.

Related Services (Speech, Occupational, Physical Therapy)

We would like to provide you with information on how related services will be delivered. Below is a list of frequently asked questions that will hopefully allow you to understand this process better moving forward. Feel free to contact your child's related service provider, case manager, or the appropriate supervisor if you continue to have questions or concerns.

- How will related services be provided during the 2020-2021 school year?

Related services will be provided in accordance with each student's individual IEP and may include a combination of virtual and in-person services.

- How will my child be kept safe during therapy sessions?

As per Governor Murphy's mandate, all students and staff will be wearing masks throughout the school day unless there is a medical/disabling condition that precludes a student from wearing a mask. Students who cannot tolerate a mask will be issued a face shield. Everyone will be practicing social distancing to the greatest extent practicable. Teachers will be provided with masks, face shields, and other PPE will be utilized where appropriate. If a student requires physical prompting during related service session(s), therapists may wear full PPE. Additionally, therapy rooms and materials will be sanitized on a regular basis.

- Will my child receive related services in a group or individually?

Students will receive related services in accordance with their IEP mandates.

- Will my child receive related services if I have chosen virtual learning for them?

If a parent chooses virtual instruction for their child, the child will receive all related services virtually.

- Will virtual related service sessions be synchronous (live) or asynchronous (prerecorded)?

All virtual related service sessions will be synchronous.

- How will progress be monitored during the 2020-2021 school year?

Therapists will continue to work on the goals and objectives that are outlined in each student's IEP. Therapists will utilize data collected during sessions, work samples, consultation notes,

and other measures to assess students' progress towards meeting their goals. IEP Progress Indicators will be completed as delineated in each student's IEP.

- What frequency and duration will related services be provided to my child?

Therapists will provide related services based on the frequency and duration indicated in each student's IEP. Therapists will maintain service logs to document service delivery for each student. As is the district policy these logs will continue to be maintained throughout the school year.

- Who should I contact if I have questions or concerns about my child's related services?

If you have additional questions or concerns, you should start by contacting your child's therapist and/or case manager. If you feel that your concerns have not been addressed, you may contact the appropriate supervisor.

Information on Self-Contained Programs

We would like to provide you with information on our self-contained programs this year. Below is a list of frequently asked questions that will hopefully allow you to understand these programs. Feel free to contact your child's case manager or the appropriate supervisor if you continue to have questions or concerns.

- Which programs are self-contained programs?

The following programs are considered self-contained programs: Preschool Students with Disabilities (PSD) [Full-day and ½-day], Autism, Learning-Language Disabilities (LLD), and Multiple Disabilities (MD).

- How often will my child receive in-person instruction?

Students who are attending these programs and have selected in-person instruction will be in school 4-days a week, remote instruction will be provided every Wednesday. ALL Special Class Programs will run synchronously (all in person students and all remote students) 4-days per week (Monday, Tuesday, Thursday, Friday). *[This 4-day per week schedule is contingent upon the CDC's and NJDOH's social distancing guidelines as it relates to the number of students and accompanying classroom space.]*

- How will my child be kept safe during in-person instruction?

As per Governor Murphy's mandate, all students and staff will be wearing masks throughout the school day unless there is a medical/disabling condition that precludes a student from wearing a mask. Students who cannot tolerate a mask will be issued a face shield. Everyone will be practicing social distancing to the greatest extent practicable. Teachers will be

provided with masks, face shields, and other PPE will be utilized where appropriate. If a student requires physical prompting teachers will wear personal protective equipment. All instructional areas will be cleaned daily.

- What will the instruction look like in class?

The instruction in these classes will include synchronous and asynchronous activities along with a combination of whole group, small group and individual instruction as appropriate for each student. The instruction in these classes will focus on individual goals and objectives outlined in each student's individualized education plan.

- How will progress be monitored during the 2020-2021 school year?

Teachers will continue to work on the goals and objectives that are outlined in each student's IEP. Teachers will utilize data collected during lessons, work samples, and other measures to assess students' progress towards meeting their goals. In consultation with the IEP team, goals may be adjusted to reflect needs that arise as a result of the current learning model. IEP Progress Indicators will be completed as delineated in each student's IEP.

- Who should I contact if I have questions or concerns about my child?

If you have additional questions or concerns, you should start by contacting your child's teacher and/or case manager. If you feel that your concerns have not been addressed, you may contact the appropriate supervisor.

Technology Issues

HELPDESK - EMAIL: HELP.DESK@EDISON.K12.NJ.US

BASIC TROUBLESHOOTING TIPS:

Chrome says "There is no internet connection"

- Make sure that the device is connected to your home's WiFi
- Check your home's internet connection
 - Do other devices have a connection?
 - If not, reach out to your internet service provider.

Chrome is running slow

- Close some of the extra tabs you may have open.
- Check how many and which extensions you are running. Running multiple unnecessary extensions will slow down your device. [Manage Extensions](#)

Webcam or Mic is not working in Google Meet

- First close the browser and restart the device.
- Ensure that the browser has permission to both the camera and the mic. [Camera and Mic Permissions](#)

Keyboard comes up with wrong characters

- Check that your Keyboard is set to English (EN). [Keyboard Language](#)

Google Meet Issues

- [Meet Troubleshooting tips](#)

Chromebook Cleaning

This video demonstrates the proper way of cleaning your chromebook.

- [Link](#)