



NEWMARK

Education

Newmark School & Newmark High School The Road Forward Plan

2021-2022



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INTRODUCTION

While the majority of schools in New Jersey did not fully reopen for the 2020-21 school year, Newmark was able to provide full-onsite and remote learning options for the entire last school year, combining meaningful onsite instruction and remote learning with important social distancing measures, increased cleaning and disinfecting practices, and additional health and safety protocols.

In February 2021, Governor Murphy announced **The Road Forward**, a series of coordinated PK-12 education policy initiatives to identify and address the academic and mental health impacts of COVID-19 on New Jersey students, educators and school districts. On May 17, 2021, Governor Murphy announced that upon the conclusion of the 2020-2021 school year, portions of Executive Order 175 allowing remoting learning will be rescinded. This announcement meant that schools would be required to provide full-day, in-person instruction as they were before the COVID-19 Public Health Emergency. The governor also made it clear that NJDOE and NJ Department of Health would share additional information regarding State requirements and guidance for the health and safety protocols for the 2021-2022 school year. While school district must open buildings beginning in September of 2021, remote learning will only be permitted if there is a localized outbreak or other emergency. Parents and guardians will not be allowed to opt their child out of in-person instruction. Additionally, the NJDOE and NJDOH announced mandatory masking requirement for all individuals in public, private and parochial preschool programs and elementary and secondary schools per Executive Order 251 and vaccination or testing requirements pursuant to Executive Order 253.

In this **Road Forward Plan: 2021-2022**, Newmark has eliminated the remote learning option and updated Health and Safety Guidelines as they relate to vaccinations, mandatory mask requirements, quarantines and social distancing protocols. Newmark's Road Forward Plan also features a series of initiatives identifying and addressing the long-term academic and mental health impacts of COVID-19 on our students and educators.

The continued physical and emotional health of the school community remains at the forefront of every conversation about keeping the doors open safely at The Newmark School and Newmark High School. Newmark utilized the State guidance and the research from the Centers for Disease Control and Prevention (CDC) to update our onsite education strategy launched last year with important social distancing measures, cleaning and disinfecting practices, and additional health and safety protocols.

To further inform our decision-making, the Newmark School and Newmark High School created the following guiding principles:

1. Continue to prioritize the health and safety of our students and staff;
2. Continue to adhere to official guidance from State government and public health officials;
3. Continue to provide emotional and instructional consistency for students, including a connection to school, commitment to Social and Emotional Learning (SEL) and support for students in need;
4. Continue to ensure quality instruction and assessment to meet content standards for all students at each grade level;

5. Continue to communicate clear expectations for staff, students and families.

The Newmark COVID-19 Committee and Pandemic Team, established in July 2020, includes health care professionals, administrators, educators, support staff and parents. The Pandemic Team continues to expedite and implement COVID-19-related decision-making and to work to ensure coordinated actions and clear communication to all Newmark parents, staff and students.

Throughout the process, our considerations included comments from parent and staff surveys, school-level conversations with teachers and staff and close examination of best practices used by other schools, both in New Jersey and around the world.

We ask that parents and educators read this plan in its entirety. Based on the success of onsite learning throughout the entire last year and after careful consideration of all perspectives from our school community, the Newmark School and Newmark High School plans to offer full onsite to continue providing the most beneficial opportunity for learning for our students in the midst of this global pandemic.

As we did last year, the safest way for students and staff to a new school year is to place all student desks three feet apart in every classroom, continue sanitizing stations throughout campus and divide students in 3 cohorts to allow access to certain areas of the building including specific bathrooms (Elementary, Middle and High School). Since Newmark's student population is small there is no need to separate each class by attending different days. All instruction will onsite instruction. and a plan for staff to be prepared to pivot to LIVE remote learning as needed.

KEY HIGHLIGHTS FOR FALL 2021

Based on NJ Department of Health Guidelines - full information is detailed throughout this document.

- **Onsite Instruction** - Newmark will be in school 5 full days per week with ONLY in-person instruction for all students beginning Tuesday, September 7, 2021.
- **Instructional Delivery** - The Department of Education requires full-time, in-person instruction to allow the days to count towards the 180-day requirement. With that being said, there will be NO remote option for students. However, students who are subject to quarantine due to having a diagnosed case of COVID or being directly exposed to COVID (household member has it, etc.) will be allowed to participate in LIVE remote instruction to maintain school work. There are no exceptions to this. LIVE remote instruction is NOT provided for those who have to quarantine due to travel or for any other reason. As always, students will be able to access all assignments through their class Teams and maintain their school work.
- **Daily COVID-19 Screening** - parents will receive an email reminder to complete a daily COVID-19 Screening Form BEFORE 8:00 AM each morning from Newmark for their child on the PowerSchool/Unified Classroom Parent Portal. Any student with symptoms should not be sent to school and the school must be notified.

- **Mask Wearing Policy** - At this time, all students and staff will be required to wear masks when onsite at Newmark per state guidelines.
- **Laptops** - Students will be able to use a Newmark device at home as needed, but the parent must complete the Acceptable Use Agreement on the PowerSchool/Unified Classroom Parent Portal. This is mainly for students who do not have a device at home that can support the Microsoft Teams platform as class projects and Independent Practice will be via Teams. Laptop bags will be supplied for carrying purposes.
- **Quarantine Policy** - Based on guidance from the DOH, Newmark will continue to contact trace when a positive case involves the school and parents will be notified. Student Vaccination Cards should be sent to the school nurse to aid in contact tracing. At this time, fully vaccinated staff and students are not required to quarantine. If a student is traveling outside of the NY, NJ, CT, DE or PA area and is NOT vaccinated, they must quarantine. They can return to school after 7 days if they receive a negative COVID PCR test between Days 3-5 OR after 10 days with no testing. For international travel, contact covid@newmarkeducation.com
- **Assessments** - The administration of Start Strong assessments in fall 2021 will satisfy the federal statewide assessment requirement to administer general assessments in English language arts (ELA), mathematics and science for the 2020-2021 school year. Additional assessments are schedule for the year.

GENERAL HEALTH AND SAFETY GUIDELINES

The General Health and Safety Guidelines of the NJDOE Road Forward include updated recommendations to help prevent the spread of COVID-19. These provisions are consistent with the Newmark School and Newmark High School's obligation to ensure the health and safety of its students and staff. School Leaders will continue to abide by the advice of local health officials to determine the safest course of action based on local circumstances.

As indicated in the school's Guiding Principles, the health and safety of students and staff is the number one priority and has guided all decisions of this plan.

Outlined in this Plan are the new areas of General Health and Safety Guidelines, as well as updated protocols from last year. The Newmark School and Newmark High School will maintain consistent communication with local and state Department of Health officials to determine current mitigation levels within our school.

Vaccination and Testing

Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports.

While Newmark does not require daily testing for staff and students, staff weekly testing for unvaccinated staff is required. Per state and federal guidelines, all workers in preschool to Grade 12 schools will be required to be fully vaccinated against COVID-19 or be subject to COVID-19 testing at minimum one to two times per week by October 18, 2021. At this time,

with 98% of Newmark staff fully vaccinated, the remaining staff began weekly testing on September 1, 2021. Currently the vaccination rate for students is 76% for Newmark High Students and 55% of Middle School Students. As of this date, the vaccine for children ages 5-11 has not been approved, but we anticipate a number of families will vaccinate their children in the coming months.

The CDC and New Jersey Department of Health (NJDOH) do NOT require fully vaccinated people to quarantine if they are exposed. A fully vaccinated person would ONLY need to isolate if they develop symptoms and test positive for COVID-19. Newmark's School Nurse must have your child's vaccination card on file to determine if quarantine is needed. Newmark will require the vaccinated person to be tested 3-5 days after exposure.

If your child is fully vaccinated, please email a copy of your child's vaccination card to the School Nurse at ecarroll@newmarkeducation.com. We need to have this document on file to determine if student needs to quarantine in case of exposure in their classroom or school, or if traveling.

Masks

Wearing masks is an important prevention strategy to help slow the spread of COVID-19, especially when combined with everyday preventive actions and social distancing in public settings. On August 5, 2021, the CDC issued new indoor masking recommendations for individuals in K-12 school settings. That guidance is available here: www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html.

Indoors:

At this time, all students and staff are required to wear masks when inside the Newmark building. Newmark does provide mask breaks. In alignment with recommendations from the CDC and the American Academy of Pediatrics, on August 6, 2021, Governor Murphy signed Executive Order 251 which requires that all staff, students, and visitors wear a mask, regardless of vaccination status, in the indoor premises of school buildings. As outlined in the Executive Order, there are limited exceptions to this requirement (see full list below).

Outdoors:

Students also need to wear masks when outside unless in extreme heat. They need to also follow the 6' social distancing protocol.

Currently, the CDC does not recommend use of face shields as a substitute for face masks. Therefore, they may not be used to satisfy face mask requirements.

Protocol for High Risk Staff Members

The Newmark School and Newmark High School ensure that a staff member who is at higher risk for severe illness is protected and supported. Our current staff vaccination rate is 98%. Staff members are requested to indicate if they are at high risk for severe illness to the Human Resources Department. Based upon the staff member's request and physician certification, reasonable requests will be considered and reasonable accommodations will be explored. In circumstances where there is no reasonable accommodation and if working remotely is not available, the Human Resources Department will provide federal, state and Board of Education leave options for the staff member.

Protocol for High Risk Students

Newmark ensure that a student who is at higher risk for severe illness is protected and supported.

Promoting Behaviors that Reduce Spread

The school promotes behaviors that reduce the spread of COVID-19, including:

1. Staff and students are encouraged to get vaccinated (if vaccination is available).
2. Students and staff are required to stay home if they may be experiencing COVID-19 symptoms or other illness.
3. All students are required to wear face coverings, unless doing so would inhibit the individual's health as documented by a physician. That documentation will be reviewed by the school's physician.
 - a. If a student is averse to wearing a face covering, a teaching protocol for the student and his/her family will be implemented to help facilitate use.
 - b. No students will be admitted without a face covering.
4. All staff members are required to wear face coverings at all times unless they are in a separate space or doing so would inhibit the individual's health as documented by a physician. That documentation will be reviewed by the school's physician.
5. Staff and students may elect to wear a face shield, gloves, goggles, gowns, or other PPE, in addition to required face coverings.
6. Handwashing with soap and water for 20 seconds is an established practice throughout the school day.
7. Hand sanitizing stations are provided across buildings.
8. The school uses the CDC signage to be placed in bathrooms, hallways, nurse's offices, entryways and other locations as visual reminders of the importance of wearing a face covering, social distancing, staying home when sick, proper hygiene and other health/safety measures.
9. No visitors are allowed into the building, except in an emergency:
 - a. An emergency visitor is not admitted without a face covering.
 - b. An emergency visitor will be asked to fill out a health questionnaire prior to entering the building and have their temperature checked.
10. Parent visitation to the school or classroom are permitted on a limited and scheduled basis.
11. Sending School District Child Study team members are allowed in the building for student observation and testing which must be scheduled in advance. Everyone is required to follow all school safety guidelines including screenings, temperature check, wear a mask and maintaining social distancing.
12. All deliveries are left at school doors and brought in by Maintenance staff and Main Office staff.
13. As of May 17, 2021, New Jersey's travel advisory is no longer in effect. The CDC, however, has recommendations for both vaccinated and unvaccinated travelers. According to the CDC, unvaccinated individuals who do travel should get tested 1-3 days before their trip and 3-5 days after travel. Even if you test negative, the CDC recommends unvaccinated individuals stay home and self-quarantine for 7 days after domestic travel. After travelling, fully vaccinated individuals do not need to get

tested or self-quarantine. However, the CDC recommends fully vaccinated individuals self-monitor for COVID-19 symptoms, and isolate and get tested if they develop symptoms. The Newmark School and Newmark High School believes it is in the school community's health, safety and welfare interests to follow the CDC travel advisory to prevent the spread of COVID-19. As New Jersey's Travel Advisory list is subject to change, parents/guardians and staff members are asked to visit <http://covid19.nj.gov> for the most current information.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

As per NJDOE guidelines, "implementing social distancing practices in all instructional and non-instructional spaces is critical to ensuring the health and safety of students and staff." The Newmark School and Newmark High School has incorporated the following anticipated minimum standards:

1. Movement of students throughout the building is minimized by establishing small cohorts of students who remain in one classroom at the elementary level and in as few classrooms as possible at the middle and secondary level.
2. Student desks and seating in classrooms, cafeterias, multi-purpose rooms and other spaces are placed at a minimum of 3 feet apart, in many cases 6 feet apart.
3. Seating is arranged such that individuals are facing the same direction, when possible.
4. When social distancing is not possible, physical barriers and other measures are utilized to maintain safety.
5. Snacks are not allowed in the classroom.
6. Face coverings are required for staff and students while in the building, unless it inhibits an individual's health as documented by a physician.
7. All instructional and non-instructional rooms at the school facility must comply with social distancing standards to the maximum extent practicable.
8. HVAC systems have a fresh air component to their operation. All filters for air conditioning units are maintained as per manufacturers' recommendations based on the type of equipment. Merv 13 and Merv 8 filters were replaced in August 2021.
9. Schools require students to wash hands for a least 20 seconds at regular intervals during the school day.
 - a. If washing with soap and water is not possible, use of an alcohol-based hand sanitizer (at least 60% alcohol) is recommended.
10. Hand sanitizing stations are provided in multiple locations in every building.
11. Instructional and non-instructional materials and supplies are not shared (i.e. math manipulatives, writing implements, art supplies).
12. Schedules accommodate limited mixing or passing of students in common areas such as hallways and bathrooms. Only two students are permitted in a bathroom at one time and sign in to a tracking sheet to assist with contact tracing if needed.
13. EPA-registered disposable wipes or spray bottles are provided to each classroom for cleaning commonly used surfaces including phones, smartboards, keyboards, remotes and computers.

14. All classrooms have sanitizing stations that include gloves, masks, disinfectant, paper towels and hand sanitizer.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

TRANSPORTATION

Transportation is provided by the sending school district. The Newmark School and Newmark High School has sent all Educational Services Commissions and School Districts transportation guidelines for students attending Newmark. Those include:

Bus Staff

1. Bus aides and drivers are required to wear a face covering at all times.
2. All buses must be cleaned and disinfected, using a hospital-grade disinfectant before and after each bus run.
3. Bus windows should be open as often as possible.

Students

1. All students are required to wear face coverings, unless doing so would inhibit the individual's health as documented by a physician.

Waiving Transportation

1. Families have been given the option to drive their child to and from Newmark. If a family is choosing district-provided transportation, they should contact their local school district to determine what their district safety guidelines for the bus companies.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

STUDENT FLOW, ENTRY, EXIT AND COMMON AREAS

Drop Off / Pick Up

Drop off / Pick up locations are in the school bus line for both buses and parents providing transportation.

Entry / Exit

Supervisor of Transportation greets every vehicle transporting students and stagger entry and exit. Drivers are directed when to allow students off a bus (staggered).

Physical distancing (3 feet apart) are maintained and masks must be worn as students exit the vehicles.

Student Flow

Hallway traffic is limited. Schedules are adapted so classes are less likely to be in hallways at the same time.

Visual Signage / Markings

Physical guides are visible, including wall signage to establish one-way routes.

Lunch

Students eat lunch at school. Newmark offers onsite lunch for purchase which is served in closed containers in lunch bags. There are no buffet lunch lines. Students may also bring in their own lunches. The cafe has been redesigned to accommodate two students per table with plexiglass dividers in between. No more than 45 students can eat lunch at any time in the café. There are four lunch periods and hand sanitizing and cleaning protocols are in place and students have been trained on all new procedures.

Common Areas

Schedules accommodate limited mixing or passing of students in common areas such as hallways and bathrooms, cafeterias and gymnasiums may be utilized by small student cohorts to aid in social distancing protocols.

Staff Movement

Group staff meetings and trainings are held with social distancing measures in place. The Main Office, Nurse's Office, Maintenance Hallway, Game Room and Weight Room are closed to all staff. Staff is encouraged to use telephones for interactions with the Main Office and colleagues in other classes to minimize staff-to-staff interaction and maintaining social distancing.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

SCREENING AND PPE

Screening for Students

1. Parents are required to take the temperature of their child(ren) each morning no more than one hour before the start of school. They must manually enter the temperature reading into a daily online form that includes a brief health questionnaire regarding COVID-19 symptoms on the PowerSchool/Unified Classroom Parent Portal.
2. It is imperative that parents keep their child home if they are experiencing symptoms of illness.
 - a. If it is determined that parents did not provide accurate information on the form and an ill child arrives at school, student will be placed in the supervised isolation area until parent can come to pick up child.
3. Staff monitor questionnaire responses prior to the start of school and conduct a visual check for symptoms upon arrival.

4. Staff conduct daily temperature checks of students upon arrival and throughout the day as needed.

Screening for Staff

1. Staff are required to take their temperature each morning upon arrival at school and review the health questionnaire regarding COVID-19 symptoms. Sanitation stations are set up for staff at school entrance.

Personal Protective Equipment (PPE)

1. Face coverings and gloves are be available to all staff. Other PPE are available as required.
2. Face coverings must be worn by staff and students throughout the school day unless medically contraindicated or when social distancing allows a mask break.
3. Staff and students may elect to wear a face shield, gloves, goggles, gowns or other PPE, in addition to required face coverings.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

Response to Symptomatic Students and Staff

Per New Jersey Department of Health guidelines, “students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.” The school follows current Communicable Disease Service guidance for illness reporting as well as the following procedures:

1. Students/Staff who feel ill should stay home and not enter the school building.
2. Any student who presents with any COVID-19 symptom(s) will be safely and respectfully removed from class or upon bus arrival and isolated from others to determine the student’s health status. COVID-19 signs and symptoms are:
 - a. Temperature equal to or greater than 100.0 F (This is Newmark and Newmark High School’s protocol.)
 - b. Fever
 - c. Chills
 - d. Cough
 - e. Shortness of breath or difficulty breathing
 - f. Sore throat
 - g. Body aches or muscle soreness
 - h. Nausea, vomiting, diarrhea
 - i. Congestion, runny nose
 - j. Headache
 - k. Fatigue
 - l. Rash
 - m. New loss of taste and smell
 - n. Pain or pressure in the chest
3. The school nurse will assess the student, including gathering information from the student’s health record and from the parent.
4. As information is being gathered, the principal will be notified.

5. When signs/symptoms of COVID-19 are observed during a school day, it will be documented and a record will be maintained per FERPA / HIPAA regulations.
6. Any student with a temperature equal to or greater than 100.0 degrees F. will be placed in an isolation area and a parent/emergency contact will be notified to come for the student.
 - a. Students with a potential COVID-19 infection must leave the school building as soon as possible. The parent or emergency contact should be available within school hours to come for the child within 30 minutes. The student will exit the building at the closest exit to the isolation area.
7. A staff person who is experiencing COVID-19 symptom(s) or feeling sick should leave the building and inform the school nurse that they are going home.
 - a. If the staff member is not well enough to drive, the staff member should go to the isolation area. If the staff member cannot drive and cannot be transported home by a friend or family member, an ambulance will be called.
8. Designated isolation areas will be equipped with PPE.
9. Any isolation area that has been occupied by a staff member or student who was thought to have signs/symptoms of COVID-19 will be closed and not used until thoroughly cleaned, sanitized and disinfected.
10. If the cause of the symptoms is other than COVID-19, the student/staff member upon return to school, must have a medical note from their physician with an alternative diagnosis (for example, strep throat, or influenza).
11. If a student or staff member is suspected to have COVID-19, they must get tested immediately. Newmark will comply with the CDC and New Jersey Department of Health recommendations that the classroom and work areas where the student or staff member was located should be closed off for at least 24 hours prior to being cleaned, sanitized and disinfected. The Newmark School and Newmark High School will contact the public health department for current guidance on next step protocols.
12. If a student or staff member is exposed to COVID-19 at home and/or outside of the school building, they should self-quarantine and monitor symptoms for fourteen (14) days from the last date of exposure. Exposure is defined as being within 6 feet of a COVID-19 positive person for 15 minutes, in a 24-hour period with or without wearing a mask.
 - a. Secondary contacts (i.e., classmates, staff, etc.) of an individual who may have been exposed to COVID-19 are not required to self-quarantine unless otherwise advised by the Department of Health.
 - b. Social distancing, frequent handwashing and hygiene practices should be reinforced and encouraged.
13. Individuals experiencing symptoms of COVID-19 are encouraged to get tested.
14. The Newmark and Newmark High School believes it is in the school community's health, safety and welfare interests to follow the State of New Jersey travel advisory for unvaccinated individuals to prevent the spread of COVID-19. If your child is traveling outside of the NY, NJ, CT, DE or PA area and is NOT vaccinated, they must quarantine. They can return to school after 7 days if they receive a negative COVID PCR test between Days 3-5 OR after 10 days with no testing. As New Jersey's Travel

Advisory list is subject to change, parents/guardians and staff members are asked to visit <http://covid19.nj.gov> for the most current information.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

CONTACT TRACING

Contact tracing is a longstanding practice used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19.

Contacts will be notified for potential exposure to COVID-19. Close contact is defined as being within 6 feet of a COVID-19 positive person for 15 minutes, within a 24-hour period with or without wearing a mask.

Local public health officials are responsible for contact tracing. As experienced health care professionals, the school nursing staff will work closely with local public health officials.

School nurses will immediately notify local public health officials if they become aware of a student or staff member who has tested positive for COVID-19 as well as keep them updated on suspected cases. Confidentiality of student and staff information will be upheld. The school nurse will also complete the required weekly DOH documents.

All school administrators, school nurses, counselors and other identified staff will be provided information regarding the role of contract tracing in keeping school communities safe from the spread of contagious disease. School nurses will assist the local health department in educating the broader school community on the importance of contract tracing.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

QUARANTINE POLICY

Anyone who is sick should stay home from school. Anyone who suspects they are ill and received a COVID-19 test should NOT attend or visit school while awaiting test results. Should the test result be negative, they should follow normal illness exclusion rules (typically 24-72 hours without fever and/or the use of fever reducing medication before they can return to school). If a clinician has a suspicion that the illness may be COVID-19 despite a negative test, they should follow general guidance related to COVID-19 – i.e., unless they were immunocompromised, they would wait at least 10 days from symptom onset and at least one day from resolution of symptoms prior to returning. If the individual should be quarantined based upon a known exposure, then they would need to wait 14 days from last possible exposure prior to returning.

If Fully Vaccinated

The CDC and New Jersey Department of Health (NJDOH) do NOT require fully vaccinated people to quarantine if they are exposed. A fully vaccinated staff or student would ONLY need to isolate if they develop symptoms and test positive for COVID-19. Newmark's School Nurse must have your child's vaccination card on file to determine if quarantine is needed. Newmark requires the vaccinated person to be tested 3-5 days after exposure.

If Unvaccinated

As provided in CDC guidelines, if unvaccinated individuals have been in close contact with someone who has tested positive for COVID-19, meaning they are within 6 feet of someone for at least 15 minutes within a 24 hour period, they should self-quarantine for 14 days from the date of last exposure before returning to school. In the case of a positive COVID test, local health departments, working in coordination with Newmark, will conduct contact tracing to determine whether or not an individual has been in close contact with a student and advise any affected individuals, via trained contact tracers, to self-quarantine for 14 days. The local health department, in coordination with Newmark, will assess the specific circumstances of the individual with the positive test to determine those individuals that have been in close contact and need to self-quarantine – this may or may not include all students in the class.

A negative test is not necessary to return to school if an unvaccinated student/staff member is diagnosed with COVID-19. CDC guidelines state that persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days* have passed since symptom onset, and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications, and
- Other symptoms have improved

Travel

If fully vaccinated, students can travel domestically and do not need to quarantine. For international travel, contact covid@newmarkeducation.com. Newmark School must have a copy of your child's vaccination card on file. If your child is traveling outside of the NY, NJ, CT, DE or PA area and is NOT vaccinated, they must quarantine. They can return to school after 7 days if they receive a negative COVID PCR test between Days 3-5 OR after 10 days with no testing.

Students who have to quarantine due to travel or anything non contact tracing-related are not eligible for Remote Instruction but will be provided with school work at home and their Homeroom teacher will provide periodic check ins.

FACILITIES CLEANING PRACTICES

Cleaning / Disinfecting

1. School custodians conduct increased cleaning and disinfecting with special attention paid to classroom desks and chairs, door handles and push plates, handrails, bathrooms, light switches and other frequently touched surfaces.
2. Each building is cleaned, sanitized and disinfected on a daily basis. Certain frequently used surfaces receive more frequent wipe downs.
3. Specialized cleaning equipment has been purchased, including electrostatic sprayers to more effectively assist in the disinfecting process.
4. Newmark continues to adhere to existing required facilities cleaning practices and procedures.

Facility Staff and Proper Personal Protection Equipment (PPE)

1. The Maintenance staff is required to wear proper PPE to keep themselves and others safe to work in and around the school properties during any extended school closures.
2. All staff are well versed on the need for washing hands frequently, keeping social distanced and to not come in to work if they are not feeling well. This is for the safety and protection of all staff.

Products for Cleaning and Disinfecting

1. The Newmark School and Newmark High School uses EPA-registered, hospital-grade products which are qualified for cleaning in New Jersey schools.
2. All custodial staff have been trained on the proper use of these products.

Indoor Air Quality (IAQ)

1. Maintenance staff maintain proper air circulation and ventilation in the building.
2. HVAC systems have a fresh air component to their operation.
3. Air conditioning unit filters are maintained as per manufacturers' recommendations based on the type of equipment and were replaced August 2021 (Merv 13 and Merv 8 filters).
4. Staff is encouraged to open windows whenever possible to promote air flow.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

FOOD SERVICE AND DISTRIBUTION

The Newmark School and Newmark High School is working cooperatively with our food service provider to provide meals to students daily.

The school provides daily bagged lunches for purchase and as well to students who qualify for free and reduced breakfast/lunch program. Student can also bring in their own lunches.

The school will reevaluate/revise the above plan as needed in order to meet the needs of all eligible families.

1. Students eat lunch at school and brown bag food service are provided.
2. If snack time is set aside for young learners, proper social distancing is be observed and staff will monitor the students while reminding them not to share food. No snacks are allowed in the classroom.
3. Proper handwashing and hygiene are required at all times.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

RECESS AND/OR PHYSICAL EDUCATION

In scheduling recess and/or physical education for students, the following practices are observed:

1. Stagger recess. If two or groups are participating in recess at the same time, they should have at least 3 feet of open space between them.
2. Use cones, flags, tape, or other signs to create boundaries between groups.
3. Always wash hands immediately after outdoor playtime.
4. Assess the use of outdoor equipment and spaces and mark off areas to ensure separation among students.
5. Locker room are closed to mitigate risk and prohibit students and staff from confined spaces with limited ventilation.
6. Mitigate risk, limit and/or eliminate direct contact with equipment.
7. Designate specific areas for each class during recess to avoid cohort mixing.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

FIELD TRIPS, EXTRA-CURRICULAR ACTIVITIES & USE OF FACILITIES OUTSIDE OF SCHOOL HOURS

Field Trips

There are limited in-person field trips based on the following guidelines:

- On School Buses students must stay in their own individual seat and 3 feet apart.
- Students must wear masks on the bus unless the heat index is high and a more significant health threat.

- At trip location, mask guidelines are the same as when in the school building, and can remove in excessive heat (outdoors only) and social distancing can be maintained.
- If lunch at Newmark is NOT possible, then lunch must be eaten outside at the venue, not on the bus.
- Hands should be sanitized for students and staff at every transition (getting on and off the bus, before and after eating, when returning to school).

Virtual field trips may also be offered during the school year, as correlated to curriculum.

Extra-Curricular Activities

Newmark is limiting outside events. We are planning to offer onsite after school activities unless otherwise directed by the Department of Health. All safety protocols will remain in place. School events for outside visitors are limited.

Use of Facilities Outside of School Hours

School facilities are not open after school hours to any school or non-school organizations.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

ACADEMIC, SOCIAL AND BEHAVIORAL SUPPORTS

This section describes academic, social, behavioral supports to help “unlock educator capacity to teach and student capacity to learn,” including:

1. Social Emotional Learning (SEL)
2. School Climate and Culture
3. Supports

SOCIAL EMOTIONAL LEARNING (SEL) AND SCHOOL CLIMATE AND CULTURE

Social and Emotional Learning (SEL)

The Newmark School and Newmark High School are committed to Social and Emotional Learning. There is no better example of its importance and impact than in the midst of a global pandemic.

As we look to support our students and staff for the 2021-2022 school year, Teaching Tolerance provides important areas of focus for trauma-informed SEL:

1. Establishing routines and maintaining clear communication;
2. Prioritizing relationships and well-being over assignment and behavioral compliance; and

3. Supporting students and staff in feeling safe, connected and hopeful.

Educators continue to embed SEL lessons and opportunities into our instruction. Individual and group counseling continue to be a part of the learning programs.

School Climate and Culture

As school leaders, we must never stop in our efforts to provide a place where all students can feel safe and protected. Our goal is to prioritize the health of our school community as we begin the 2021-2022 school year. In doing so, we look not only at the physical and emotional effects of COVID-19 but also at issues surrounding hate, bias, social justice and race.

Newmark provides professional development opportunities for teachers to learn about strategies and best practices for creating community in the remote classroom as well as in the live classroom and additional HIB training specific to issues that may arise in remote learning.

Discussions of fairness, character, tolerance, kindness, equity and other age-appropriate ways of approaching the topic have been and continue to be a focus in our elementary classrooms through social studies and language arts curriculum and other school-wide virtual opportunities.

SUPPORTS

The Newmark School and Newmark High School continues to support our students with special needs onsite including determining student and family needs, coordinating services and providing additional resources for students and families.

Mental Health and Wellness

The continued isolation and anxiety caused by COVID-19 has taken its toll on many families. The Newmark School and Newmark High School counseling team provides weekly parent life skills email, monthly parent virtual workshops and monthly parent counseling nights where parents can meet virtually with their child's individual school counselor. For families needing additional services, Newmark partners with mental health and wellness organizations to provide information and resources to the school community. Those resources can be found on the school webpage.

Important mental health resources include:

1. Caring Contact, a caring and crisis hotline and listening community: 1-908-232-2880
2. Imagine, a center for coping with loss
3. New Jersey Mental Health Cares Telephone Support: 1-866-202-HELP (4357)
4. Domestic Violence Hotline: 1-800-572-7233
5. Family Helpline: 1-800-843-5437
6. Prevention Links – substance abuse prevention and support
7. Perform Care – coordinated services for adolescents and families

LEADERSHIP AND PLANNING

A great deal of planning went into developing this model of learning for the 2021-2022 academic year, with a primary focus on the continued health and safety of students and staff.

In addition to establishing the COVID-19 School Committee and Pandemic Response Team, the leadership team met regularly to finalize this **Road Forward Plan**.

The critical issues considered in this section include:

1. School COVID-19 Committee/Pandemic Response Team
2. Scheduling
3. Staffing

COVID-19 COMMITTEE & PANDEMIC RESPONSE TEAMS

Committee

The Newmark COVID-19 Committee was established in July 2020 and continues to include the diverse voices of health care professionals, educators, parents and other stakeholders.

Pandemic Response Team

The Committee functions as the Pandemic Response team since Newmark School and Newmark High School are under one roof. The team expedites and implements COVID-19-related decision-making. Newmark's small size has ALL staff involved in plan implementation.

SCHEDULING

Per the New Jersey Department of Education, all schools in New Jersey must resume full-onsite instruction for September 2021. This **Road Forward Plan** for the Newmark School and Newmark High School outlines the protocols and procedures that are in place for the new school year.

The health and safety of students and staff was paramount as we considered how best to offer meaningful onsite instruction.

The Newmark School and Newmark High School is planning full onsite Monday through Friday (full days).

Scheduling – Elementary (Grades 1-5)

Elementary Learning (Grades 1-5)

1. Students are onsite five days with no remote learning option.

2. All families should be prepared to move to real-time remote learning at any time, should health conditions require it. Students use their backpacks to bring schoolwork and materials to/from school each day.
3. Remote Instruction is ONLY available for students who have tested positive or live with someone who has tested positive and they need to quarantine. Parents must email covid@newmarkeducation.com with information and complete the Request For Instruction Change in the PowerSchool/Unified Classroom parent portal. Students who have to quarantine due to travel or anything non contact tracing-related are not eligible for Remote Instruction but will be provided with school work at home and their Homeroom teacher will provide periodic check ins.
4. Class assignments and expectations for all students are posted through the use of teacher websites and Microsoft Teams.

Scheduling - Intermediate (Grades 6-8)

Intermediate Learning (Grades 6-8)

1. Students are onsite five days with no remote learning option
2. All families should be prepared to move to real-time remote learning at any time, should health conditions require it. Students use their backpacks to bring schoolwork and materials to/from school each day.
3. Remote Instruction is ONLY available for students who have tested positive or live with someone who has tested positive and they need to quarantine. Parents must email covid@newmarkeducation.com with information and complete the Request For Instruction Change in the PowerSchool/Unified Classroom parent portal. Students who have to quarantine due to travel or anything non contact tracing-related are not eligible for Remote Instruction but will be provided with school work at home and their Homeroom teacher will provide periodic check ins.
4. Class assignments and expectations for all students are posted through the use of teacher websites and Microsoft Teams.

Scheduling – High School

High School Learning (Grades 9-12)

1. Students are onsite five days with no remote learning option.
2. All families should be prepared to move to LIVE remote learning at any time, should health conditions require it. Students use their backpacks to bring schoolwork and materials to/from school each day.
3. Remote Instruction is ONLY available for students who have tested positive or live with someone who has tested positive and they need to quarantine. Parents must email covid@newmarkeducation.com with information and complete the Request For Instruction Change in the PowerSchool/Unified Classroom parent portal. Students who have to quarantine due to travel or anything non contact tracing-related are not eligible for Remote Instruction but will be provided with school work at home and their Homeroom teacher will provide periodic check ins.
4. Class assignments and expectations for all students are posted through the use of teacher websites and Microsoft Teams.

Scheduling – Related Services

1. Related services will be provided onsite.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

REMOTE LEARNING

Per state guidelines, remote learning will only be permitted if there is a localized outbreak or other emergency. Parents and guardians will not be allowed to opt their child out of in-person instruction. For example, Remote Instruction is ONLY available for students who have tested positive or live with someone who has tested positive and they need to quarantine. Students who have to quarantine due to travel or anything non contact tracing-related are not eligible for Remote Instruction but will be provided with school work at home and their Homeroom teacher will provide periodic check ins.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

STAFFING

When making staffing schedules and assignments, the Newmark School and Newmark High School complies with all applicable employment laws.

The school's plan identifies the roles and responsibilities of school administrators, teachers, instructional assistants, educational services professionals and student teachers that ensure continuity of learning and leverage existing resources and personnel to maximize student success.

Staff Guidelines:

1. Teachers and paraprofessionals work onsite during the school day.
2. When determining a request for accommodation or a leave, Newmark complies with all applicable employment laws.

Instructional Staff Should:

1. Reinforce social distancing protocol with students and co-teacher or support staff.
2. Limit group interactions to maintain safety.
3. Support school building safety logistics (entering, exiting, restrooms, etc.).
4. Become familiar with school online protocols and platforms which will be used by all staff for the 2021-2022 school year.
5. Plan standards-based lessons to meet the needs of students at various levels, ensuring versatility of lessons to apply to both settings.
6. Develop predictable routines and structures for students while maintaining student engagement through varied instructional strategies/modalities.
7. Provide regular feedback to students and families on expectations and progress.

8. Assess student progress early and often and adjust instruction and/or methodology accordingly.
9. Develop opportunities for real-time interactions with students.
10. Instruct and maintain good practice in digital citizenship for all students and staff.
11. Instructional staff with additional capacity or limited time spent with students may assist with school building and safety logistics.

Mentor Teachers:

1. Plan for contact with the mentee using agreed upon communication methods and schedules that provide confidentiality and sufficient support.
2. Identify the most immediate issues to address with the mentee considering technology needs and how to provide effective instruction.
3. Integrate self-care, for mentor and mentee, into mentoring scheduling and practices.
4. Continue to maintain logs of mentoring contact.

Counseling Services:

1. Assist with the development and implementation of adjusted schedules.
2. Assist teachers with providing updates to students and families.
3. Support embedding of SEL into lessons.
4. Continue to meet IEP needs.
5. Continue weekly staff meetings and work collaboratively with teachers to assist students and families who are struggling.

Administrators:

In addition to administrators' non-instructional responsibilities, to ensure quality of continued learning onsite, administrators should:

1. Consider roles for staff with health concerns, leveraging them to enhance the learning environment and inform onsite instruction.
2. Identify teachers and teacher leaders that may provide support to staff to continuously improve instruction.
3. Work with staff to ensure that teaching and learning and all student services are effectively and efficiently developed, planned and delivered.
4. Define and provide examples of high-quality instruction given context and resources available.
5. Monitor teacher, student and parent needs.
6. Ensure students and parents receive necessary supports to ensure access to instruction.
7. Communicate expectations for delivering high-quality instruction, assessing and monitoring student progress in the learning environment, in accordance with NJDOE's Professional Standards for Teachers and NJ Professional Standards for Leaders (N.J.A.C. 6A:9).
8. Collaborate on curriculum planning and assessing student academic and social emotional well-being.
9. Share social emotional and mental health support services available.

10. Create and communicate realistic student schedules to increase student engagement and accountability for onsite learning models.
11. Support families in connecting with teachers and other services they need to be successful in navigating the learning environment.

Newmark's Utilization of Substitutes:

1. Develop contingency staffing plans in case of sudden long-term absences and/or vacancies.
2. Develop roles and responsibilities for substitute teachers for the onsite learning environment.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

EDUCATOR ROLES RELATED TO SCHOOL TECHNOLOGY NEEDS

To ensure all staff supporting learning are prepared to provide or support instruction on day one, Newmark has:

1. Utilized lead teacher and instructional technology specialists (ITS) and Technology Department staff to provide ongoing support with technology to students, teachers and families.
2. Assessed technology needs/access for teachers and families. (Consider those that have access, but may be sharing personal devices with others.)
3. All students at schools have been provided with one-to-one instructional devices and connectivity. Students are able to take those devices home after completing an Acceptable User Form. All families have been surveyed to determine need.
4. Prior to the start of the school year, provided school email addresses and access to online platforms (usernames/passwords/organizational credentials).
5. Directed parents/students/staff to the remote@newmarkeducation.com email for any tech related issues.

Student Teachers

To ensure student teachers are prepared to start supporting instruction on day one, the Newmark School and Newmark High School has:

1. Trained student teachers to use technology platforms.
2. Communicated school expectations/guidelines regarding professional online etiquette/ interactions with students.
3. Assessed technology needs/access for assistant teachers.
4. Required proof of COVID-19 vaccination card.

Student teachers should:

1. Follow the student teaching requirements of their given university.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

POLICY AND FUNDING

The COVID-19 emergency has raised many questions and challenges regarding school budgets including APSSD's and existing educational policies and practices. The Newmark School and Newmark High School have adopted additional COVID policies for all staff. Staff are required to review and acknowledge receipt.

The Newmark School and Newmark High School has developed an ongoing list of costs associated with COVID and utilizes its Annual Fund fundraising event in the fall to look to support additional cost requirement/financial burden COVID has placed on the schools.

Newmark is aware of the anticipated decline in state and local revenue forced upon by the public schools and does not want to be in a situation to bill back sending districts in this crisis. Newmark has been in existence 21 years and has never used the bill back option with sending school districts.

Purchasing

As a result of the COVID-19 pandemic, the Newmark School and Newmark High School has and will continue to purchase items not needed in past years (i.e. personal protective equipment and specific disinfecting supplies) and may experience an increased demand for previously purchased goods and services (i.e. technology). The school continues to purchase items through various vendors at a lower cost.

CONTINUITY OF LEARNING

To ensure a continuity of learning, the NJDOE **Road Forward** blueprint recommends that Newmark focuses on the following areas:

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities;
2. Technology and Connectivity;
3. Curriculum, Instruction and Assessments; and
4. Professional Learning.

ENSURING DELIVERY OF SPECIAL EDUCATION AND RELATED SERVICES TO STUDENTS WITH DISABILITIES

Consistent with guidance from the United States Department of Education, the Newmark School and Newmark High School will meet its obligations to students with disabilities to the greatest extent possible. Measures will include:

1. Procedures to address the return to school of medically fragile students and students with physical or health impairments.
2. Work collaboratively with CST / IEP teams will review student data/student progress to determine whether critical skills were lost during the period in which remote instruction was being provided to students and determine the need for additional services to address learning loss.
3. Work with CST / IEP teams will develop procedures to complete overdue and/or incomplete evaluations to determine eligibility for special education services.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

TECHNOLOGY AND CONNECTIVITY

Each student at Newmark has access to a Dell Laptop for their individual use during the 2021-2022 school year to prevent sharing devices. A protective case has been provided to allow the student to safely transport the device to and from school and home for those who choose to do so.

A technology survey was conducted and revealed that a majority of families have adequate devices and Internet/Wi-Fi in their homes. Any family that does not have Internet/WIFI will be provided with a cellular hotspot.

The school IT team answers learning technology questions from parents and staff via remote@Newmarkeducation.com. All faculty and students have access to Microsoft Teams the school's recommended means of facilitating interaction with students.

The technology department continues to monitor and address the needs of families and staff who report technological difficulties and/or who request an additional device(s).

It is anticipated that further additional or revised considerations may need to be included throughout the duration of the pandemic.

In planning curriculum, instruction and assessment for the 2021-2022 school year, a key focus for the school should be on building capacity of their staff to deliver highly effective instruction as well as preparing them to address any learning gaps that might prevent students from meeting grade-level New Jersey Student Learning Standards (NJSLS).

The plan for Curriculum, Instruction and Assessments recognizes the importance of the following tenants:

1. All students deserve equitable access to a high-quality education.
2. Strong instruction, student engagement and effective assessment are interdependent and benefit from a strong feedback loop between administration, educators, students and families.
3. Anxiety may be reduced by developing a shared sense of purpose, providing clear expectations and comprehensive support systems, building strong relationships and allowing for flexibility/adaptability.

4. Schools should encourage collaboration between educators to ensure consistency across grades and content areas and provide sufficient time to prepare for necessary incorporation of new instructional techniques.

Curriculum –Onsite Learning Environment

As we enter the 2021-2022 school year, educators are tasked with delivering curriculum, but also structuring the curriculum to account for any lost gains that may have resulted from the extended school building closures (none occurred at Newmark during the 2020-2021 school year). This potential loss includes not only the skills necessary to access grade-level material, but also content knowledge. To accelerate students' progress during the upcoming school year, administrators and educators will be tasked with identifying what unfinished learning needs to be addressed. Accelerated learning focuses on providing students with grade-level materials, tasks and assignments along with the appropriate supports necessary to fill the most critical gaps in learning. Accelerated learning seeks to help educators utilize classroom time as efficiently as possible.

Instruction –Onsite Learning Environment

As the Newmark School and Newmark High School prepares for the upcoming school year, we have worked to develop instructional plans that meet the IEP needs, are flexible, promote innovation, and take advantage of the strengths of school leaders, teachers, students and family and community members.

In developing its instructional plan, Newmark has considered the following:

1. Develop a shared understanding among staff, students and families across grade-levels and schools regarding learning expectations, and anticipated environments and expectations for interactions (e.g., connecting with students and their family) to ensure all students have access to high-quality instruction.
2. Design for student engagement and foster student ownership of learning.
3. Collaborate with school leaders and educators to determine what types of supports are needed for effective pedagogical approaches.

Assessment – Onsite Learning Environment

In Spring of 2021, the NJDOE announced that the administration of Start Strong assessments in fall 2021 will satisfy the federal statewide assessment requirement to administer general assessments in English language arts (ELA), mathematics, and science for the 2020-2021 school year. This flexibility shall apply only to the 2020-2021 school year, and the Start Strong assessments in fall 2021 will be used in lieu of the New Jersey Student Learning Assessments (NJSLA) that were scheduled to be administered in spring 2021. Newmark administered the NWEA in September and the Start Strong Assessments in October. NJSLA Assessments are planned for Spring 2022.

In regards to assessment, the school has considered the following:

1. Educators should focus on locally developed pre-assessments and formative assessments upon returning to school.
2. In the absence of Spring 2021 summative assessment data, Newmark conducted Mindprint Learning assessments (www.mindprintlearning.com) during the first week

of school. NWEA MAPS assessment (www.nwea.com) has been implemented for all students in September. This is the fifth year Newmark has utilized this assessment and it will help teachers determine gaps in learning and to plan instruction for the fall.

3. Formative assessments above have been leveraged in the learning environment to support the evaluation of student strengths and areas for improvement, and to inform next steps, including determining whether remediation is required for an entire group of students or on an individual student basis.
4. Pre-assessments administered to students at the start of instructional units in the fall should be limited to informing instructional plans with respect to gaps in mastery of standards while continuing to move students forward at current grade-level. Such pre-assessments should be incorporated into regular classroom activities and to the greatest extent practicable, should not interfere with student learning opportunities as schools reopen.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

The Newmark School and Newmark High School are committed to providing professional learning throughout the school year to better equip educators with the resources necessary to adapt to altered educational environments and experiences.

Professional development plans (PDPs) for teaching staff and administrators will remain flexible and adaptable to the changing needs of the school and individual educator.

Professional Learning Throughout the School Year:

1. The school technology lead will continue to provide professional development and instructional technology resources for classrooms.
2. The school will develop professional learning experiences and staff collaboration time in accordance with staff and student needs.
3. The school will develop professional learning experiences that ensure high quality instruction for all students and that will grow each educators' professional capacity to deliver developmentally appropriate, standards-based instruction.

COMMUNICATION

Communication

The Newmark School and Newmark High School is committed to providing clear communication in a timely manner to ensure that the school community receives important updates.

The Executive Director(s) continues to send as needed email updates to keep parents informed. The Supervisor of Counseling continues to send as needed emails supporting parents and families during this time. Teachers continues to provide weekly phone calls to families to keep them updated on their child's performance in school and online.

Website

The Newmark website at <https://www.newmarkeducation.com/> contains a wealth of information and resources, including a dedicated COVID-19 section, including news updates, parent alerts, FAQ and Counseling tips. Please visit often.

Emergency Messaging System

The school's emergency messaging system is School Messenger. Please notify Newmark of any updates to your emergency contact information so that you can continue to receive important texts, emails and voice messages.

FULL-TIME REMOTE LEARNING

The Newmark School and Newmark High School must be prepared to shift to full-time remote learning at any time, should public health conditions require it. Each school's full-time remote learning will be similar to the remote model outlined in this plan. An updated remote learning plan will be posted on the school's website at <https://www.newmarkeducation.com/> as needed.