JOYCE KILMER SCHOOL
80 Ridge Road, Mahwah, NJ 07430

Billy Bowie, Ed.D.
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Joyce Kilmer School- Reopening Plan

We would like to first and foremost thank you for support and understanding during this time.
The purpose of this document is to provide information for the Joyce Kilmer School reopening plan that we have shaped thus far. We will continue to review our plan and the most recent guidance pertaining to the ongoing pandemic and the operation of schools and modify or update this document as needed.

Please be assured that we remain committed to providing our staff and students with the opportunity to engage in inspiring and meaningful teaching and learning in these unique times. If the answers to your questions are not answered in this document or in the various communications from the district regarding the reopening, please do not hesitate to reach out to us and we will do our best to make sure that you have the information you need.

This will be a school year like none other we have experienced before and as a community now is the time to come together and stay connected. With that being said, the theme for the year is:

Near or far… Always connected

We appreciate your patience and understanding as we are working diligently to solidify our reentry plan.

Reopening Plan

The reopening plan will result in the reduction of the total number of students in the school building which will facilitate maximum social distancing and promote optimal health and safety for all staff and students. In addition, the reopening plan supports the continuity of instruction as students engage each class on each day. The reopening plan was designed to maintain our comprehensive academic programs and services to ensure our students have the best experience and education at Joyce Kilmer School!

Joyce Kilmer will follow a hybrid schedule that will consist of both an a.m. session and a p.m. session. Every other Wednesday, beginning on September 16, 2020, will be a virtual learning day for all students for deep cleaning of the building.

School hours:

A.M. Session: 8:52 a.m. to 11:17 a.m.
P.M. Session: 12:57 p.m. to 3:21 p.m.

In-person and virtual academy consists of 2 hours and 25 minutes.

8 Minutes: Morning Meeting
68 Minutes: ELA/SS
68 Minutes: Math Science

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The reopening plan for Joyce Kilmer School is a hybrid model. The hybrid model will consist of an AM/PM schedule for students. Students will be engaged in traditional in-person learning at school and remote learning at home.

Every other Wednesday will be a virtual learning day used for synchronous/live and asynchronous instruction. These days will also serve as an opportunity for enhanced cleaning protocols. The first virtual Wednesday will be on September 16th. Wednesday will also allow time for review of our daily procedures and protocols, identification of areas that may need attention, and instructionally it will provide a time for teachers to reflect on the hybrid/virtual experience and plan with their departments.

Self-Contained Program

- Students in the self-contained program will report to school every day when classes are held in school.
- The school day for the self-contained program will be from 8:52 AM – 3:21 PM.
- Lunch service will be available, students will eat lunch in their classrooms and have a 20 minute recess.
- Separate communication will be shared with parents/guardians of students in this program.
- Self-contained students will receive specials in-person, where possible.

Remote Learning/Virtual Academy

- Students in the virtual academy will have a virtual homeroom teacher
- The virtual academy program will run as a parallel experience to the hybrid program
- The Virtual Academy will include synchronous and asynchronous learning.
- Synchronous learning components will include: conferencing, live-stream, and Zoom
- Asynchronous learning components will include posted activities/assignments/projects, pre-recorded supplemental Zooms, Airtamer and Screencasts
- Videos and materials will be posted for students who are absent.

Transition from Hybrid to Full-Remote: 10 calendar days
If your child is taking part in the hybrid learning experience and you elect to change the placement to full-remote, the school district will require a period within ten (10) calendar days to process your request as it may necessitate a change in instructional staff, instructional support staff, educational technology, and student schedule.

Transition from Full-remote to Hybrid: 15 school days
If your child is taking part in the full-remote learning experience and you elect to change the placement to hybrid, the school district will require a period within fifteen (15) school days to process your request as it may necessitate a change in instructional staff, instructional support staff, educational technology, and student schedule.

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Face Coverings
Face coverings will be mandatory for all individuals in the school building, on buses, and on school grounds at all times. ****Face/neck gaiters should not be worn to school.** All face coverings should have ear loops and fully cover the child's face-nose and mouth.

Lockers
Students will not have access to assigned lockers until further notice.

Students will keep all belongings at the desk, or on the back of their chair in their backpack.

Lunch Periods/Recess
Given the AM/PM session structure, lunch will not take place in the school setting. In addition, students will not have recess. Note: this does not apply to self-contained students.

Food Service

- Cafeteria will be closed for food service.
- Full regular lunches will be available for delivery for parents by ordering with our food service vendor. Please make your order the night before or up to a week before. (Note: This lunch will be disseminated at the end of the session for students to eat once they arrive home. At no time are students allowed to eat in the classroom or on the bus.)
- There will be no snack at this time in the classroom.
- Students will be able to have their own water bottle and have access to the water filling stations to fill their bottles, if needed.

Water Bottles
All liquids including water bottles must have a straw or flip sip top. Open top water bottles are not permitted because it requires full mask removal.

Grade Reporting
Traditional grade reporting will resume in September 2020.

Meaningful and appropriate assessment strategies must be incorporated to evaluate the needs of students and planning instruction. Sources for assessment can include but are not limited to formative classroom assessments, student observations, student self-assessments, district benchmark assessments, projects, etc. Engaging students in self-reflection and self-assessments will also help develop student agency.
Teachers will prioritize and evaluate skills and strategies that are most important to student learning as well as provide them information for reporting.

Social Studies: This subject will be integrated into the ELA learning time.
Science: Students will receive a science grade.
Specials Classes: Will occur using both synchronous and asynchronous instructional methods.

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Student Arrival

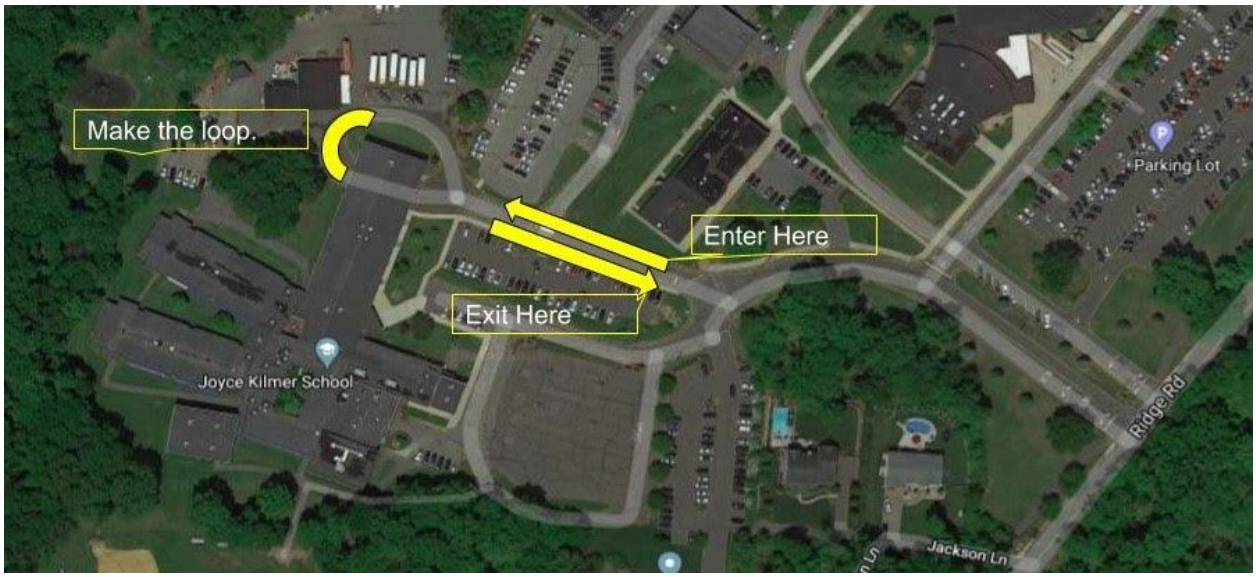
The **student** day will begin at 8:52 AM.
Students will not be permitted to be dropped off prior to 8:40 AM.
Students who arrive prior to 8:40 AM will be required to remain in their vehicle until 8:40 AM.

Students will be entering the building using the main entrance. They will report directly to the hallway of their homeroom and find a blue spot on the floor and stand. They will remain there until it is time to enter the classroom at 8:52. Paraprofessionals will be assigned to each classroom/hallway to supervise students until class begins.

Two staff members will be at each entrance to ensure that all students enter with face masks and maintain social distance. Students who arrive later or up until 9:00 a.m. for the a.m. session and 1:00 p.m. for the afternoon session, will enter through the main entrance and check in at the main office.

Note that student and staff safety are our top priority so the arrival and dismissal procedures may be adjusted as needed to support this effort. Please see the drop-off route below:

Drop-off Route



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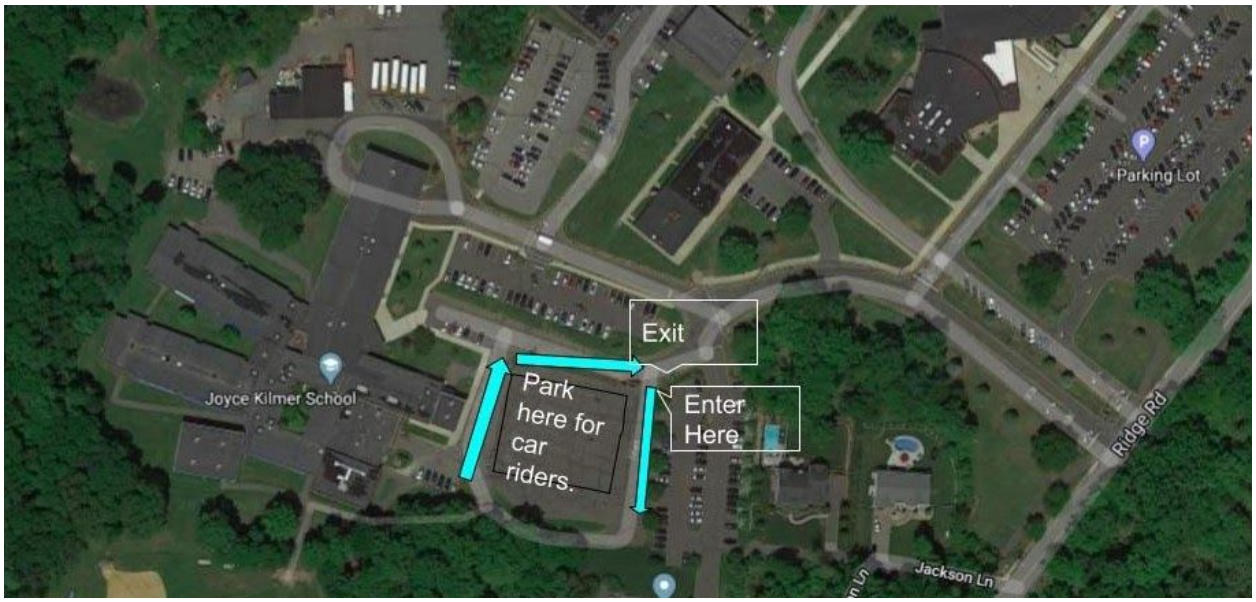
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Pickup Route

Students being dismissed via **car pick-up** will be called via walkie-talkie by class and will exit the building using the following doors. Please see the pickup route below:

Important note: At this time, the Mahwah Public Library has not announced that it will be an available after-school option for students. Given this, parents/guardians are encouraged to make alternative plans.



Transportation

- Masks will be required at all times on the school bus and social distancing is encouraged.
- Masks will be required at all times as students arrive via car at arrival and leave the building at dismissal.

Students will be required to board the school bus by filling the back rows first, and then progressing forward. Where possible, students will be directed to sit in every other seat – one student per seat – and on alternating sides.When leaving the bus, students will be required to exit starting with the front.

Libraries – Library Media Center & Classroom Libraries

Every other Monday, students will utilize the online library system to view book titles they are interested in. Using a designated Google Form, sent by the library media specialists, students will request their book titles. A staff member will deliver the library books to homeroom classes 5-7 days after selection. Students will have access to their books for 2 weeks and will be collected in a library bin in their homeroom classroom. All books will be held for 5 days prior to reshelving. We will continue to review the latest studies and guidance pertaining to the handling of books and materials.

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Attestation Form and Temperature Checks
Daily temperature checks will take place for all staff members. All students will be required to submit a self-reporting health screening by completing a digital attestation form in RealTime portal prior to entering the school building. Students will not have their temperature taken unless the attestation form has not been completed or they are exhibiting symptoms.

Drop-Offs of Materials by Parents/Guardians
Upon arriving at the Main Entrance, parents/guardians will be directed to label the item(s) with the student's name and place them on a cart or table in the lobby area. Drop-offs should be reserved for extenuating circumstances.

Visitors to Building
All school business will be conducted remotely unless otherwise approved. Appointments will be required in advance. No visitors will be permitted into the building without an appointment.
Visitors must wear masks at all times.

Signage
New signage will be installed throughout the school building and on our campus to help facilitate social distancing and to serve as reminders of our new related procedures and protocols.

Student Bathrooms and Water Fountains
The management of the number of students in lavatories, as well as the spacing between students in bathroom facilities, will be supported by closing individual stalls, urinals, and sinks. Students will be able to use water refilling stations located in the school. Traditional water fountains will be closed.

Hand Sanitizing Stations
Prior to COVID-19, JK had wall-mounted hand sanitizers at the main entrance, the cafeteria, and a number of other spaces. We have installed several additional wall-mounted hand sanitizers in hallways near exits and identified a number of additional classroom/campus spaces where additional sanitizers have been or will be installed soon.

Special Education
All IEP/I&RS/504 meetings will be conducted via Zoom. If you have questions please reach out directly to your child's case manager.

Daily attendance
Attendance will be taken daily for all students in the hybrid classroom and for those participating in the remote learning classroom. Currently, it is expected that this will occur using RealTime but is subject to change based on a regular review of our attendance procedures. Please note it is expected that students will attend all live session courses being held. However, in extenuating circumstances, there will be an asynchronous attendance option for Specials classes which will allow for flexibility to determine student attendance such as assignment completion, communicating with a teacher, and so on.

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Isolation Room

The current isolation room is located in the nurse's office. If you have any medical questions or concerns regarding your child, the school nurse, Ms. Margaret Mulder, can be reached at mmulder@mahwah.k12.nj.us.

Student Illness

Parents will be required to complete an attestation form each day confirming that their child is fever free and is not presenting any symptoms of COVID-19.
COVID-19 Symptoms (CDC)

If a student is exhibiting signs of sickness, a paraprofessional, hall monitor, or other available adult will escort them down to the nurse's office.

A designated quarantine area will be established for students who present symptoms of COVID-19 during the school day. The parent or guardian of the student will be contacted and required to pick up the student immediately.

If a student or staff member tests positive for COVID-19 the school district will work in conjunction with the Mahwah Health Department to determine the necessary steps to maintain community health and safety. Contact tracing and notification to the school community will be aligned with guidance from the Mahwah Health Department and CDC. Responses to maintain community health and safety may include: increased monitoring of symptoms, self-quarantine, and in significant cases of community spread, temporary closure of school.

Modified School Environment

To maintain the health and safety of students and staff, the following adjustments have been made to our school/classrooms:

- Limited capacity to maintain social distancing to the maximum extent possible.
- Students seated at individual desks at all grade levels. If asked to work at small tables, plexi-glass dividers will be used to separate staff and students.
- Masks required for all staff members and students while in the school building.
- Windows opened when possible to increase circulation of fresh air throughout the classroom/building.
- Thorough cleaning of classroom, classroom furniture, and supplies after each student session.
- Increased signage in hallways, classrooms, and bathrooms with safety reminders and directions for proper health and safety precautions.
- Floor decals to encourage social distancing and one way traffic in the hallways.
- Hand sanitizing dispensers in hallways and entrances/exits.