

**NEW PROVIDENCE SCHOOL DISTRICT
SALT BROOK ELEMENTARY SCHOOL**

School Opening Plan 2020 - 2021

Site Specific Plan for Salt Brook School

July 31, 2020

Dear Salt Brook Community,

I hope that you are all having a wonderful summer and are finding some time to rest and relax. We are excited to welcome our students back to Salt Brook in September! With that excitement though, I do understand that returning to school can bring about a number of different emotions. Therefore, I would like to share with you our building schedule and how we plan on addressing the many safety concerns we all share in the midst of the COVID-19 pandemic. I am hopeful that this plan brings about more certainty on how Salt Brook School will reopen and operate during the 2020 -2021 school year.

To assist you as you navigate through this document, please refer to the Table of Contents. The Table of Contents outlines each section that is explained in this document. If you click on the topic a link will come up. This link will take you to each section that is referenced in this document. This allows for quick access to specific parts of the plan.

This plan was developed keeping in mind our NPSD's Mission Statement and following our Core Beliefs and Guiding Principles:

NPSD Mission Statement

In partnership with students, teachers, parents and community, the mission of the New Providence School District is to prepare our students academically for their pursuits, to develop the appropriate social and emotional skills to be productive, empathetic, global citizens, and to stimulate a growth mindset for continued, life-long learning in a culturally diverse society.

Core Beliefs and Guiding Principles

1. Health and Safety; of all students and staff.
2. Communication; ongoing among all constituents.
3. Learning; uphold the integrity of our instructional program.
4. Engagement; ensure equitable access for all students.
5. Wellness; prioritize social and emotional needs and development.
6. Empathy; caring for one another.

As you will see when you read through the plan, many of the procedures and practices that we put in place are for the Health and Safety of all students and staff. We truly believe that by following the established procedures and routines we will be able to provide our students with a safe and sound educational program.

Sincerely,

Jeannie Drexinger, Principal

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INSTRUCTIONAL PLAN

Building Schedule

Grades K - 6 will follow a Hybrid Model with 4 Groupings (A and B groups determined by families)

- A Group: Half the class students A - L (*Students who do not have siblings may be moved to a different in-school group to balance out groupings)
- B Group: Half the class students M - Z (*Students who do not have siblings may be moved to a different in-school group to balance out groupings)
- C Group: Remote only students due to an eligible medical condition or parental request following district-issued guidelines.
- D Group: Pre-K (AWR only), Kindergarten, and LLD classes

Pre-K, Kindergarten, and LLD classes (Group D) will attend school daily and follow their regularly scheduled daily sessions. The Kindergarten classrooms will be relocated (if necessary) to larger classroom spaces to accommodate the class size with appropriate social distancing measures in place. Depending on class size, Reading Specialists may be assigned to each Kindergarten section and co-teach this section with the Kindergarten teacher.

Grades 1 - 6 (Groups A and B) will receive instruction from 8:30 a.m. - 12:30 p.m. (in person) and 1:30 p.m. - 3:00 p.m. (remotely). These students will alternate days with an every other day rotation. Groups A/B will either be in person with direct teacher contact or at home working remotely while utilizing platforms such as Zoom and Livestream connectivity.

Students in Group C will be full-time remote students. All remote students will be provided with a set daily schedule following the guidelines outlined below. Adjustments may be made based on the # of students in this group, remote teacher availability, and student learning needs.

The schedule will be:

- PreK: AM class - 8:40-11:06; PM class - 11:50-2:20 , Full Day Pre-K 8:40 a.m. - 2:30 p.m. (AWR only)
- K: AM class - 8:30-11:26; PM class - 12:10-2:56
- Grades 1- 6 - 8:30-12:30 p.m. and 1:30 p.m. - 3:00 p.m.

Students will follow a daily and weekly schedule provided to them by the assigned teacher. This will help to provide structure and continuity of instruction for our remote learners. While it is difficult to completely replicate in-person instruction (especially at the primary grades), the online

learning schedules for each grade-level band will follow in-school schedules so that all of our students will experience instruction and learning opportunities that will enable them to attain curricular goals. The “remote” students will be engaged in zoom session(s) with their teachers during AM activities (where appropriate) and in the PM for small group and individual instruction. Assigned classroom teachers will be utilized as much as possible here, however, based on the number of students in Group C we may need to use additional certificated staff and assign our students in Group C to a different teacher.

Instructional Approach

Groups A and B: Alternating Groups A/B will either be in person with direct teacher contact or at home working remotely while utilizing platforms such as Zoom and Livestream connectivity.

A weekly designated schedule will be established ahead of time by the homeroom teacher so students working remotely know when to sign on and view the scheduled mini-lessons. This schedule will be posted in Google Classroom.

All students will participate in mini lessons either in person or through Zoom. Following live instruction, students at home will be able to complete their assignments independently while students in the class will complete assignments with assistance from the teacher as needed while maintaining social distancing, hence offering synchronous and asynchronous opportunities. This will apply to all classes on the schedule, including Special Area classes, where students will be able to view in person as well as remotely from home.

Afternoon learning will begin at 1:30 PM including both A and B groups for extended ELA lessons, extended Math lessons, extended Social Studies lessons (Grs. 5 and 6 only), and extended Science lessons (Grs. 5 and 6 only). All students will log on during the afternoon extended learning periods as per the designated scheduled times. These schedules will be provided to students and parents each week and posted in Google Classroom.

Office Hours will provide the teacher with the opportunity to connect with students to reinforce concepts, provide remediation and/or enrichment for the student(s), and address any questions pertaining to concepts/topics taught that day. The teacher will provide a specific schedule so students and parents are aware of who they will be working with during that time.

C Group: Remote students will be instructed entirely remotely at home by designated teachers per the schedule above.

A weekly designated schedule will be established ahead of time by the assigned teacher and posted in Google Classroom so students working remotely know when to sign on and view the scheduled mini-lessons.

All students will participate in mini lessons through Zoom for all subject areas. Following live instruction, remote students will be able to complete their assignments independently. This will apply to all classes on the schedule, including Special Area classes, where students will be able to view remotely from home.

Afternoon learning will begin at 1:30 PM for Group C learners. This learning will focus on extended ELA lessons, extended Math lessons, extended Social Studies lessons (Grs. 5 and 6 only), and extended Science lessons (Grs. 5 and 6 only). All students will log on during the afternoon extended learning periods as per the designated scheduled times. These schedules will be provided to students and parents each week and posted in Google Classroom.

Teacher Office Hours will be held for remote students. These hours will provide the teacher with the opportunity to connect with students individually and/or in groups to reinforce concepts, provide remediation and/or enrichment for the student(s), and address any questions pertaining to concepts/topics taught that day. The teacher will provide a specific schedule so students and parents are aware of who they will be working with during that time.

D Group: Pre-K students, Kindergarten, and Self-contained LLD students will follow their daily programming schedule and attend school daily.

Departmental and Special Area Classes

All 5th and 6th Grade departmentalized teachers will travel to each homeroom to teach their classes. Students will not switch classrooms.

Because special area classes are vital to the social and emotional well being of many students, they will be taught in-person. Some classes, such as chorus, band, STEM, and PE, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

PE will be held outside (weather permitting). Masks may be removed outside as long as students are 6 feet apart and participating in physical activity. Transitioning routines and routes for entering and exiting the PE location will be used to limit coming into contact with other classes. If inclement weather, PE classes will be held in the cafeteria or individual classrooms. Masks will be worn.

Art, Music, Library, STEM, Writing Lab (Gr. 6 only), and Spanish Classes will be held in the homeroom classes. Larger rooms like the cafeteria and library may also be available for use for some special area classes to allow for more social distancing.

Technology Needs to Support Instructional Plan

All students, K - 6, will be assigned a district-issued iPad that only they will use while in school and/or at home. Students in Grades 3 - 6 will be assigned a district Gmail account which will have in-district only capabilities.

Groups A, B, and D: Teachers will balance the use of the applications and resources outlined below with in-person instruction. On remote days, the students will utilize technology in a greater capacity. Google classroom will be used by all teachers so that assignments can be posted in one centralized location.

Group C: Students will fully utilize technology as outlined below.

- Teachers will use Google Classroom to facilitate instruction, distribute and collect student work, assess and grade student progress, and provide ongoing feedback. Teachers will be able to differentiate instruction and maximize student engagement through the use of Google Classroom. Google Classroom will also allow for the full use of the G Suite applications including Docs, Sheets, Slides, and Forms. These Google applications are used throughout the K-12 curriculum for assignments, projects, presentations, quizzes, collaboration, and communication.
- The Zoom application will continue to be used by teachers for live video conferencing as noted. Security features and updates will continue to be monitored and implemented by the district.
- Teachers will use apps such as Loom, among others, to create instructional videos with voiceovers, text, images, and more. The Youtube, Safari Montage, and BrainPop video streaming services will also be used for content delivery that students can access during online instruction and on their own as needed.
- Online platforms such as Padlet and Flipgrid will be used for collaboration and discussion via text and video. The Kahoot app is one example of an online assessment program.
- The Seesaw platform will supplement instruction and communication in Google Classroom. Seesaw is a digital portfolio tool and assists with student engagement, submission of varied student work, and ongoing feedback.
- Think Central, Lexia, Storia, IXL, and iReady will also supplement the elementary program.
- PhET and Gizmo online simulations and Edulastic, help to facilitate student engagement and learning.
- Newsela is also used across the curriculum as its online platform contains accessible, multi-level content with assessments.

- Other approved resources, iPad applications, and online databases provide district teachers with all of the necessary tools to implement curriculum and maximize student learning.

Training tutorials will be offered to all parents so that they can assist in supporting remote learning.

Attendance

Groups A, B, and D: When in-person, daily attendance will be completed by the classroom teacher via Powerschool. ***When remote, parents will report a child's absence through a Google Form located on the school webpage.***

When teachers hold a live video conference via Zoom during school hours, all students who are working remotely in either Group A or Group B that day will be expected to attend and attendance will be taken. If a teacher invites a student to an individual or small group live video conference, he or she must attend. While daily live video conferences will be scheduled within school hours as noted for each grade level, individual and small group meetings will be scheduled with 24 hours notice for a student whenever possible. Students will be notified via Google Classroom or email if they are scheduled to attend. Students will be expected to keep their cameras and audio on when directed to do so by the teacher during the lesson. Extenuating circumstances that prevent a student from attending a live video conference should be communicated directly to the teacher who is scheduling the session. If a child does not attend an expected zoom session, parents will be notified by the teacher.

Group C: Parents will report a child's absence through a Google Form located on the school webpage. **When remote teachers hold a live video conference via Zoom during school hours, all students will be expected to attend and attendance will be taken.** If a teacher invites a student to an individual or small group live video conference, he or she must attend. Students will be notified via Google Classroom or email if they are scheduled to attend. While daily live video conferences will be scheduled within school hours as noted for each grade level, individual and small group meetings will be scheduled with 24 hours notice for a student whenever possible. Students will be expected to keep their cameras and audio on when directed to do so by the teacher during the lesson. Extenuating circumstances that prevent a student from attending a live video conference should be communicated directly to the teacher who is scheduling the session. If a child does not attend an expected zoom session, parents will be notified by the teacher.

Assessment and Grading

Assessments

Groups A, B, and D: In-person assessments, formative and summative, will be administered in-school where appropriate. Students will be administered in-person ELA and Mathematics Benchmark assessments during the first month of school to assess performance levels. Teachers will determine which assessments are best to complete in-person and which can be taken remotely. Teachers may consider using some of the same assessment tools as with in-person instruction, others will need to be modified and adjusted for online learning. Asynchronous tasks and assignments will be used throughout instruction. For example, assignments, including written responses, video presentations, and slideshows may be submitted to demonstrate student learning. Projects and performance tasks may be used to integrate media and help students answer big picture and conceptual questions. Students may be asked to create reflection videos or pictures of their work as appropriate. Quizzes through Google Forms and other platforms may also be used to gauge student understanding. Posting responses in a Google Doc or a secure forum or blog may be incorporated. Teachers will provide plans, guides, and checkpoints to ensure that students know what they need to submit and when they need to do so.

Regardless of the assessment tools used, consistent and meaningful feedback on individual student work will be a part of the in-person and online program. It is important to note that this list of asynchronous and synchronous assessments is not exhaustive and teachers have the flexibility to incorporate assessments that are the most beneficial for their courses and grade levels.

Group C: Students will be administered ELA and Mathematics Benchmark assessments online during the first month of school to assess performance levels. While teachers will be able to use some of the same assessment tools as with in-person instruction, others will need to be modified and adjusted for online learning. Asynchronous tasks and assignments will be used throughout instruction. For example, assignments, including written responses, video presentations, and slideshows may be submitted to demonstrate student learning. Projects and performance tasks may be used to integrate media and help students answer big picture and conceptual questions. Students may be asked to create reflection videos or pictures of their work as appropriate. Quizzes through Google Forms and other platforms may also be used to gauge student understanding. Posting responses in a Google Doc or a secure forum or blog may be incorporated. Teachers will provide plans, guides, and checkpoints to ensure that students know what they need to submit and when they need to do so. Regardless of the assessment tools used, consistent and meaningful feedback on individual student work will be a part of the online program.

Assessment of student understanding may also be done through live video conferencing as the teacher-student interaction best mirrors the in-person learning environment. Live questions/answers and discussion will provide information about student understanding and will guide teachers' instructional decisions similar to the in-class experience. Teachers will be able to check for understanding in real-time using the response and chat tools available in Google Classroom, other Google applications, and Zoom. Teachers will be able to administer oral assessments during a live video conference, especially within the small group and individual conferences. ***Conversations between teachers and students are critical to student learning assessment, especially in an online learning environment.***

It is important to note that this list of asynchronous and synchronous assessments is not exhaustive and teachers have the flexibility to incorporate assessments that are the most beneficial for their courses and grade levels.

Grading

Grading is an important component of monitoring student progress and providing ongoing feedback to students. ***Grading policies will remain unchanged during online learning for all groups.*** As in the past, Powerschool will be utilized for students in Grades 4 - 6.

Grades K-3

Grades will be given in each standard within each subject area as follows:

- 4 = The student consistently exceeds expectations.
- 3 = The student successfully meets expectations.
- 2 = The student is progressing toward expectations.
- 1 = The student needs support in order to meet expectations.

Grades 4-6

Overall grades will be given as follows:

A+ = 95 - 100

A = 90 - 94

B+ = 85 - 89

B = 80 - 84

C+ = 75 - 79

C = 70 - 74

D+ = 65 - 69

D = 60 - 64

F = 59 and below

*Note the "+" for the upper range of each letter grade.

Grades PreK-3: Teachers will review and record graded assignments and assessments in accordance with regularly-established timelines. Teachers will provide regular feedback to

students and/or parents (if remote: via Google Classroom, phone calls, or email as needed). Students will receive standards-based grades at the end of each trimester marking period. Student attendance at live video conferencing zoom sessions is expected and will be included in the students' participation grade. Extenuating circumstances that prevent a student from attending a live video conference should be communicated directly to the teacher who is scheduling the session. If a child does not attend an expected zoom session, parents will be notified by the teacher.

Grades 4-6: Teachers will review and submit graded assignments and assessments into PowerSchool in accordance with regularly established timelines. Teachers will provide regular feedback to students (if remote: via Google Classroom, phone, or email as needed) and will contact parents when needed in accordance with district policies. Students will receive letter grades at the end of each trimester marking period. Student attendance at live video conferencing zoom sessions is expected and will be included in the students' participation grade. Extenuating circumstances that prevent a student from attending a live video conference should be communicated directly to the teacher who is scheduling the session. If a child does not attend an expected zoom session, parents will be notified by the teacher.

Pass/Fail may be instituted for individual students as needed, including ELL students. Pass/Fail may be instituted for Special Area classes at the K-6 level depending on the time of the year and the length of the implementation of the online learning plan.

HEALTH AND SAFETY PROTOCOLS: STUDENTS

These established protocols reflect the recommendations of the New Jersey Department of Health and are informed by CDC guidance.

Face Coverings

All students and staff will be required to wear face coverings "unless doing so would inhibit the individual's health." If a child is not able to wear a face covering due to a health related condition, please contact the School Nurse, Mrs. Kral. Alternate methods of protection will be discussed, including the use of a face shield.

The CDC specifically states that face coverings should cover the mouth, nose and under the chin, and fit snugly along the side of the face. At this time, a face shield is not an appropriate substitute for a face covering.

Safe face covering breaks will be built into the student's school day. These breaks will be determined by the classroom teacher and will also be allowed at snack time and for drinks.

Students may bring their own face covering to and from school. We will also have a supply of student face coverings available for those students who do not have a face covering or who forget to bring their face covering to school. Parents may want to consider attaching a face covering to a lanyard worn by the student. This will help to protect the mask from falling on the floor when removed as well as help students from misplacing their masks.

How can you help? You can help us by beginning to build your child's "face mask" stamina by having them wear a face covering that is comfortable for them and covers their nose and mouth as appropriate.

Arrival and Dismissal

Before School Arrival

For the health and safety of our students and staff, prior to leaving one's home, a parent must complete a Health and Safety Wellness check. If any of the following symptoms are present, the school must be notified and the child must remain at home until seen and cleared by a physician. If a child does not present symptoms, the child may proceed to school where we will complete an additional wellness check.

- A fever of 100.4° F or greater*
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Arrival (8:10 a.m. - 8:40 a.m.)

Students should begin arriving at school no earlier than 8:10 a.m. and no later than 8:40 a.m. When the student arrives at school they will be greeted at one of four entrance locations by designated staff members. Tents and tables will be set-up and signs posted for easy identification.

Students arriving by car: Front circle and Willow Street

Walkers: Salt Brook sign, bike racks by the upper playground, and the Willow Street entrance.

Upon arrival, each student will have their temperature checked and be screened by a staff member. Students arriving by car will have this process completed in or by their car prior to the parent leaving school premises. If clear, the student will enter the building and proceed to their homeroom classroom and/or locker to unpack their belongings. If a temperature above 100.4 is noted and/or other symptoms are identified during the screening process, the School Nurse will be notified, and the student will remain outside until further direction is received. ****To begin the school year, students will not be lining up outside on the upper playground.***

Homeroom Teachers will be in their classrooms beginning at 8:10 a.m. to receive students.

Dismissal

In order to adhere to social distancing guidelines, classes will begin to dismiss students at 12:15 p.m. Teachers in the primary grades will confirm their exact dismissal time and dismissal location with parents once schedules are complete. Students will exit out the following doors at these estimated times:

- Grade K - AM Class upper playground door 11:26 a.m., PM class upper playground door 3:00 p.m.
- Grade 1 - front door 12:15 p.m.
- Grade 2 - upper playground door 12:15 p.m.
- Grade 3 - upper playground door 12:20 p.m.
- Grade 4 - lower level door, front of the building 12:30 p.m.
- Grade 5 - front door 12:30 p.m.
- Grade 6 - lower level door, back of the building 12:30 p.m.

All students will wear masks when departing the building. Masks will remain on until the student is off school property. Teachers will escort their class to their designated exit and follow the established dismissal procedures completed by the parent and on file in the main office. Students will be instructed to leave school property immediately after school. School facilities

are not available for after school play. Staff members will be in designated dismissal areas to ensure all students safely exit the building and leave school grounds in a timely manner.

Parents and CareGivers must also wear masks while on school grounds.

Nursing Office Protocol

Nursing guidelines set by the county/state health department will be followed.

All staff will take their temperatures at home and complete the district approved self-screening form prior to reporting to work. If they have a temperature of 100.4 or higher and/or have any symptoms listed on the district approved self-screening form they will not be permitted to come to school.

All students will receive a temperature check and be screened by a staff member prior to entering the building each morning.

An isolation space for students and/or staff suspected of having Covid-19 symptoms has been established. This area will have a designated exit so the student or staff member is not walking through the building. This will help to maintain confidentiality and treat the situation in a respectful manner. Students will be supervised by an adult until the parent is able to pick him/her up. Parents will be strongly encouraged to pick their child up immediately to prevent possible exposure to others.

Protective equipment will be supplied by the district and worn by all nurses.

The school nurse will determine when students need to be sent home. Students may be sent home more frequently if not feeling well.

Students who are sent home or are at home sick will be required to have a doctor's note upon reentering the school or may return to school 10 days after the start of symptoms or 72 hours after the resolution of symptoms, whichever is longer.

In accordance with Health Department Guidelines, the school nurses will establish a return to school protocol for students and staff who may have contracted Covid-19 or been exposed to the virus.

Parents/families are required to report a positive COVID-19 test for a student, or any person residing with a student. If a parent believes their child has been exposed to COVID-19 but has not been tested or experiencing COVID-19 symptoms, they must inform their school principal for further guidance.

Enhanced Physical Distancing Precautions

Instructional and Non-Instructional Areas

- Students and staff will wear masks while in the building and on school grounds.
- Students will remain with the same groupings and the same staff for most of the day.
- Departmentalized teachers and special area teachers will travel to each homeroom to deliver instruction.
- PE teachers will teach PE classes outside. Student masks may be removed when students are 6 feet apart and participating in physical activities.
- Students will be seated 6 feet apart in all instructional and non-instructional areas.
- Seating will be arranged to maintain social distancing. Desks will face in the same direction and be placed 6 feet apart.
- Weather permitting, classroom windows will remain open.
- Each instructional and non-instructional area will have hand sanitizing stations with alcohol-based hand sanitizers. Freestanding, hands-free hand sanitizing stations will be provided throughout the building.
- Classrooms that have sinks will utilize their sinks for regular handwashing.
- Classroom supplies will not be shared. Individual student supplies will be kept in individually assigned desks, labeled containers, and/or lockers.
- Students will be encouraged to bring water bottles to school. Hallway drinking fountains will not be available. Water Bottle Filling stations will be available if necessary.
- All areas in the building will be fully cleaned and sanitized each evening in preparation for the following school day.
- Kindergarten classrooms will be fully cleaned and sanitized between all AM and PM sessions as well as after school.
- The school custodians will frequently clean and disinfect surfaces and objects that are frequently touched during the school day while students and staff are in the building. Examples of frequently touched areas are classroom desks and chairs, door handles and push plates, handrails, bathrooms, light switches, buttons on vending machines and elevators, shared telephones, shared desktops, water filling stations, and countertops.

Transition Times / Hallways

- Students will wear masks when moving within the building. Accommodations will be made for students who may have a medical issue wearing masks or students with disabilities who have difficulty wearing masks.
- Signage and arrows will be used to assist with transition directions and social distancing

Bathrooms

- Single stall bathrooms will be used when possible.
- Students will be required to wear masks when entering hallway bathrooms.
- Every other stall will be taped off and not be available.
- Signages will be posted to remind students of proper handwashing.
- Bathrooms will be cleaned every 60 minutes.
- Hallway bathroom doors will remain open.

Lunch/Recess (Select students from Group D only)

- Students are encouraged to bring their own lunch to school. School lunches will be provided through a prepaid process as necessary.
- Students will eat lunch in their classrooms and remain at their desks. They will use dividers while eating. Because masks cannot be worn while eating, students must eat within a 15-minute timeframe.
- Select staff will develop a routine for cleaning up lunches and ensuring proper handwashing procedures.
- The custodial staff will clean each classroom in use for lunch while the students are at recess.
- Students participating in recess will be scheduled for a 20-minute recess time on one of the two playgrounds, supervised by district personnel. Each class will be assigned a specific recess area. Disinfecting of playground equipment will occur after each use.

“Grab and Go” Lunch

- All students will have an option to pre-pay and purchase a “Grab and Go” lunch on the days that they are in school. More details will follow.

Playgrounds

- School playgrounds will be closed to students from 8:30 a.m. - 3:30 p.m. (with the exception of limited recess for Group D students)

Main Office

- Plexiglas dividers have been installed and adhesive tape placed on the floor 6 feet from the front desk. Signage directing visitors not to come closer than the tape markings will be posted.

Hand Washing

All students and staff will wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom)
- after being outside for physical activity
- before and after snack time/lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose
- prior to and after removing and putting on a face mask

Student Belongings/Materials

Students will not be permitted to share technology devices, school supplies and/or personal belongings.

If equipment or supplies must be shared by students, staff will clean the item after each use.

Grade level supply lists have been posted. Individual supplies will be kept in students' individual desks, backpacks, or lockers.

Parents should also clean student belongings before/after school.

Field Trips, Activities, and Class Celebrations

Field trips will be canceled until further notice. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies will not be held with students assembled in the same physical location. School-wide assemblies may be held virtually, with student groups remaining in their classrooms.

"Back to School Nights" will be reconfigured in order to ensure the Health and Safety of teachers and parents.

Large-scale school and PTA events will be canceled until further notice.

Parent-teacher conferences may take place over the phone or by other electronic means.

Other extracurricular activities such as elementary clubs may be offered remotely after school hours. If elementary clubs are able to be scheduled this year, parents will be notified of offerings and student participation options.

In-Person class parties and celebrations have been suspended until further notice.

Birthday treats are not permitted to be sent to school at this time.

Visitors and Volunteers

For the safety and well-being of the students and staff, nonessential visitors will be limited and only permitted in the building on an as needed basis. If entering the building a temperature check and a screening questionnaire will be completed by a designated staff member.

Secretaries will keep a log of visitors entering the building. The log will contain the visitors' name, destination, arrival time, and departure time.

Visitor stickers will be passed through the receiving window and worn when in the building.

Visitors may remove their stickers once they exit the facility.

The vestibule, receiving window, and dropbox will be fully utilized for any and all supplies that may need to be brought into the school.

Deliveries will be left in the vestibule. Any paperwork that needs to be signed will be placed in the dropbox.

All visitors entering the vestibule and or building will wear a mask.

Parent volunteers will not be used in the classroom until further notice.

The school will work with PTA Executive Officers to limit campus visits to essential business. PTA Executive officers will follow all safety protocols outlined by the New Providence School District.

Busing

All students will have their temperature checked and be screened by the bus aide prior to getting on the bus. If clear, the student will enter the bus. If a temperature above 100.4 is noted and/or other symptoms are identified during the screening process, the parent will be

notified and the student will not be admitted on the bus and their absence will be reported to the school nurse by the bus aide.

Students, bus drivers and staff are required to wear face coverings while riding on the bus. Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP or medical documentation.

To the maximum extent practicable, the District shall ensure that students and adults comply with appropriate social distancing practices (at least six feet between riders) while on the school bus.

A sign shall be posted in the school bus with social distancing and mask requirements.

Weather permitting, windows will remain open

Hand sanitizer shall be available at the school bus entrance for each student to use when boarding.

Bus drivers will follow personal hygiene actions (e.g., frequent hand washing).

District vehicles will be cleaned and disinfected including seats, rails, and highly touch surfaces before and after each run. This procedure will include cleaning, which removes dirt and germs from surfaces; and disinfecting, which kills germs on surfaces that remain after cleaning.

Fire/ Emergency Drills and Bus Safety

Groups A, B, and D will participate in monthly drills. All students will wear masks during a drill.

Group C will participate in monthly drills by viewing an instructional video.

Additional instructional videos will be developed and utilized to train students on emergency drill procedures as needed.