

Mount Arlington Public Schools Reopening Plan



Fall 2020

Reopening Planning and Communication

The Mount Arlington Public School District has created this plan using the guidelines contained in the [Road Back - Restart and Recovery Plan for Education](#) in consultation with local health officials and with collaboration and input from a variety of stakeholders including staff, parents, students, local government and others. This input has been gathered through the use of numerous virtual parent, subcommittee, administrative and Board of Education meetings as well as several surveys to staff, parents and students.

The reopening committee will continue to gather feedback from all stakeholders and this plan will be updated regularly based on the guidance and input from the CDC, NJ DOE, local and state health officials and other appropriate sources.

Conditions for Learning

1. General Health and Safety Guidelines - The District will comply with CDC , state and local guidelines and will help promote behaviors that reduce the spread of COVID-19 such as social distancing, frequent hand washing, and the use of face coverings.

The first way in which we will seek to reduce the spread of the virus is to reduce the number of people in the schools at any one time by allowing parents to choose from one of three learning options for their students:

A. Hybrid option involving two cohorts of students (early dismissal 8:30 am to 1:00 pm)

Monday	Tuesday	Wednesday	Thursday	Friday
ALL students receive remote instruction	Cohort A- in person instruction	Cohort A - remote instruction	Cohort A- in person instruction	Cohort A- remote instruction
	Cohort B - remote instruction	Cohort B - in person instruction	Cohort B - remote instruction	Cohort B - in person instruction

B. Fully remote option :

- a. if this option is chosen, it must be for the entire first marking period to maintain the cohort sizes.
- b. Students choosing the fully remote option will receive a mixture of synchronous and asynchronous instruction from certified staff members.
- c. Students choosing the fully remote option will be assigned to a class and a cohort so that they will be a part of the whole class experience which will ease transitioning into in-person instruction if their families choose to do that.
- d. Students choosing the remote option will have a minimum of four hours each day of instruction and practice time (synchronous and asynchronous).
- e. In accordance with Department of Education guidance and Executive Order No. 175, this fully remote option will be available to any family who requests it.

C. Disenrolling and homeschooling option

The District will work to provide reasonable accommodations for individuals who produce medical documentation for a higher risk for severe illness from COVID-19 identified by the Centers for Disease Control, including older adults (aged 65 years and

older) and individuals with disabilities or serious underlying medical conditions, which may include:

- Chronic lung disease or asthma (moderate to severe)
- Serious heart conditions
- Immuno-compromised
- Severe obesity (body mass index, or BMI, of 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease
- Medically fragile students with Individualized Education Programs (IEPs)
- Students with complex disabilities with Individualized Education Programs (IEPs)
- Students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan)

2. Classroom Environment -

- Classrooms will have desks arranged to maintain social distancing and extra desks/furniture will be removed.
- All desks will face forward.
- Students will be reminded that they are not to share materials unless they have been cleaned between uses.
- There will be frequent hand washing breaks (especially after recess, before eating, after coughing or sneezing, after restroom use).
- Hand sanitizer (at least 60% alcohol) will be available in all classrooms.
- Each student will have an assigned desk.
- All students will need to take their materials back and forth from school each day as lockers and classroom cubbies will not be used for storing student belongings.
- Most areas that are typically used by multiple classes throughout the day (Art room, media center) will be closed and those teachers will deliver instruction in the individual classrooms or virtually.

3. Bathrooms, Hallways and Common Areas -

- Bathroom breaks will be regularly scheduled in coordination with custodial staff to allow for additional cleaning.

- Hall monitors will be utilized to ensure that multiple students are not in a bathroom at the same time.
- Custodial staff will clean bathrooms before and after school as well as all throughout the day.
- Hallways will have signage and “tape” on floors or walls to reinforce social distancing.
- Additional hand sanitizing stations will be added to hallways and classrooms
- In most cases, students will remain in their classrooms for most of the day and teachers will rotate to meet with the students thereby avoiding large groups of students in the halls between classes.
- At arrival and dismissal time, students will be released in a staggered fashion.
- Hallway monitors will assist students with social distancing and maintaining their travel in a ‘single direction’.
- Procedures for staff use of common areas such main offices, CST, administrative offices, mailboxes and copy rooms will be changed to reduce the number of staff in any area at a given time.
- Faculty rooms will not be used for group lunches at this time.

4. Face Coverings -

- In accordance with guidance in the Road Back, staff and students are required to wear face coverings while in the buildings and on the buses. (see exceptions [here](#).)
- Face shields can not be worn in place of face coverings but may be used in addition to face coverings.
- Students and staff will be instructed on the proper way to wear face coverings.
- Teachers will schedule regular times to have students outside so that they can have a mask break.
- Students will be able to remove their face coverings in order to eat or drink as long as social distancing is maintained.
- The District will be providing fabric masks to staff and students if they choose to use them. Otherwise they may utilize their own cloth face covering.
- The District will also be providing face shields for teachers and staff to wear along with their face covering if they desire.
- Students and staff are expected to wear a clean face covering daily.

5. Daily Health Screening of Students and Staff and Response to Students and Staff Presenting Symptoms -

- All parents will submit a daily form via an app that attests their child is symptom free and is able to attend school that day.
- Staff will submit a similar form.
- Additionally, the District is planning to do a temperature screening on students upon arrival.
- Parents, students and staff will receive ongoing information on the signs and symptoms of COVID-19 and the importance of a child or staff member staying home if they are sick. Symptoms of COVID- 19 may occur 2-14 days after exposure to the virus and range from mild to severe as per the CDC. Symptoms associated with COVID-19 include:
 - Fever (100.4 or higher) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- No outside visitors will be admitted to the buildings at this time except for required vendors for repairs, maintenance, etc. Masks will be required for anyone entering the schools.
- Anyone with a temperature of 100.4 or higher or who is exhibiting other COVID symptoms will be quarantined in isolation with school personnel supervision. Students will remain in isolation until a parent or guardian can arrange to pick them up.
- The District will follow the direction of local public health officials and CDC guidelines regarding the length of time required for quarantining before returning to school for students or staff who are symptomatic, COVID positive or in contact with a COVID positive individual.

- Protocols for a Suspected Case of COVID-19
 - If students exhibit symptoms related to COVID-19 during the school day, they will be sent to the school nurse and placed in an isolation room. For school settings, CDC recommends that students and staff with the following symptoms be promptly isolated from others and excluded from school:
 - Fever (100.4 or higher) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Parents of students will be contacted immediately, and students will be sent home.

- Staff members who exhibit symptoms related to COVID-19 during the school day will report those symptoms to the nurse and will go home immediately.
 - Students who have had close contact with an individual who exhibited symptoms will be monitored and parents will be notified of such possible exposure.
 - The staff member who has had close contact with an individual who has exhibited symptoms will be notified and self-monitor.
- Protocol For Confirmed Case of COVID-19
 - If a confirmed case of COVID-19 is determined in the district, local health officials, staff and families will be immediately notified while maintaining confidentiality.
 - Students who have had close contact with an individual who tested positive for COVID-19 will be required to self-quarantine for fourteen (14) days. Parents will be notified of such exposure and quarantining protocols.

- The CDC recommends that students/staff can return after at least ten (10) days since symptoms first appeared unless they receive a negative test and after at least 24 hours with no fever without fever-reducing medication.
- The staff member (if exhibiting no debilitating symptoms) who has had close contact with an individual who tested positive for COVID-19 will be quarantined for fourteen (14) days and may teach virtually with a substitute monitoring the in-person cohort of students.

6. Transportation -

- The District contracts with Roxbury School District for transportation and the two districts have been in close consultation during this planning process.
- By following a cohort model, the number of students on the buses each day is reduced.
- School buses will be cleaned daily
- Students will be seated as far apart as practicable.
- Air purifiers are being installed on the buses.
- Students will be required to wear masks while on the bus.

7. Facilities -

- The District enlisted the assistance of HVAC specialists to assess the buildings have adequate ventilation and fresh air exchanges. Also, the district has purchased upgraded filters for all univents.
- The District has invested in additional cleaning products and equipment such as electrostatic sprayers to enhance cleaning.
- Classrooms and desks will be cleaned each day.
- Custodial staff will be trained on the most effective cleaning procedures for addressing the COVID virus.
- Water fountains will be closed and students will be encouraged to bring their own water bottles. An exception to this will be the touchless “hydration station” which can be used to refill bottles and will be cleaned frequently.
- The custodial staff will be adhering to a cleaning schedule that includes cleaning of “high touch/high traffic” areas frequently throughout the day including:

- Bathrooms
- Door handles
- Light switches
- Handrails
- Phones

8. Contact Tracing -

- The District will continue to collaborate with local public health officials for all matters related to contact tracing.
- School nurses and administration will liaison with the local Health Department to assist in contact tracing.

9. Meals -

- The initial reopening plan does not call for lunches to be served in school as students will be dismissed early each day. (1:00 pm)
- Grab and go breakfasts and lunches will be available for order and purchase by all students.
- These packaged meals will be delivered to each classroom prior to dismissal.
- Students can take these lunches home with them to eat after dismissal.
- Students will be allowed to eat snacks in their classrooms or outside during a scheduled, socially distanced snack break.

10. Recess/Physical Education -

- The District has identified outdoor areas that will be marked off and used for students when they are outside.
- Students will not be allowed to utilize playground equipment or other shared equipment.
- All recess times will be staggered so that different groups of students are not using the same area at the same time.
- If physical education takes place in one of the gyms due to inclement weather, cleaning will take place between classes.
- Locker rooms will not be used and students should come to school in clothing that is appropriate for physical education and recess (sneakers, etc.)

- Health and Physical Education and recess will be scheduled for each student both synchronously and asynchronously each day.

11. Field Trips, Extracurricular Activities and Use of Facilities Outside School Hours

- At this time, there are no live field trips planned.
- At this time, the District will not be offering extracurricular activities such as sports but will reevaluate that moving forward if conditions allow.
- Work Family Connection will be offering before and after care in designated areas of the Mount Arlington School and will be required to abide by all safety protocols we establish.
- No other outside groups will be using the facilities at this time.

12. Social Emotional Learning and Climate/Culture -

- The District recognizes the need for providing social and emotional supports to students and staff during this reopening phase.
- Social and Emotional lessons and activities will be offered at all grade levels on a consistent and ongoing basis.
- Staff will continue to receive training in this area and we will utilize available resources such as our guidance counselor, school social worker, administration and outside supports if needed to meet this need for students and staff.
- Communication with parents will remain critical in helping identify the social and emotional needs of students.
- Teachers and staff will make every effort to hold virtual meetings that bring the two cohorts in their classes together to promote a sense of community for their students.

13. Multi-tiered Systems of Support -

- The District will continue to provide supports for all levels of learners and to promote family engagement and use data driven decision making to address the needs of our students.

14. Wraparound Services -

- The District will continue to provide information and support to families needing additional services for their children.
- Our school social worker, guidance counselor, nurses, administration and other personnel will continue to assist families with connecting with outside services for their needs.

15. Food Service and Distribution -

- The District is working with our food service provider, Maschio's to ensure that meals are available for students. The details of this plan are still being finalized.

16. Child Care -

- Work Family Connection will be offering before and after care in designated areas of the Mount Arlington School and will be required to abide by all safety protocols we establish.

Leadership and Planning

1. Scheduling -

- The District has established a cohort based hybrid schedule to allow for in-person twice per week for students whose parents have chosen this option.
- For parents who have chosen the fully remote option, those students will receive a mix of synchronous and asynchronous instruction each day.
- Attendance will be taken daily for all students
- An emphasis will be made on increasing student engagement during their virtual learning times.
- Google Classroom will be the platform used across all grades in the district.
- A schedule has been created to use in the event we are instructed to return to full remote learning for all students.

2. Staffing -

- Staff members have, in some cases, been reassigned to different grade levels and/or subjects to accommodate the needs of the student cohorts.

- Some staff members have been assigned to teach in a fully remote capacity based on personal accommodations needed.
 - Sufficient staffing remains a challenge as we move toward reopening.
3. Athletics -
- Fall athletics will not be taking place in the district. This will be reevaluated for future athletic seasons.

Policy and Funding

1. Purchasing - In preparation for reopening, the District has purchased:
- Additional cleaning supplies and equipment
 - A wide variety of personal protective equipment (PPE) including:
 - Cloth face masks for students and staff
 - Staff face shields
 - Disposable gowns for nurses and some staff
 - Disposable gloves
 - Disposable masks for use when cloth masks are unavailable
 - Desk shields and sneeze guards for various spaces throughout the buildings
 - Additional technology devices - Chromebooks and mobile hotspots
 - Health screening equipment - Infrared thermometers and an app for daily symptom reporting
 - Storage containers to be delivered to each school to house furniture and other classroom objects in order to achieve the maximum available space in classrooms for social distancing.
 - A variety of tech based instructional programs/subscriptions to assist with remote learning.
 - The District has, when possible, collaborated with other districts to purchase some PPE supplies.
 - The District is renovating a classroom to serve as an isolation room at Mount Arlington Public School.
 - The District submitted the Digital Divide Grant Application and will be using the funds to purchase additional Chromebooks for student use.

2. Use of Reserve Accounts, Transfers, and Cashflow -
 - The District has, at this time, utilized funds from a variety of line items to purchase equipment and to maintain cash flow.
3. Elementary and Secondary Emergency Relief Fund -
 - The District has utilized CARES Act funds to:
 - Purchase additional Chromebooks for student use at home and/or at school.
 - Purchase PPE supplies.
4. FEMA -
 - The District has opened an application for FEMA reimbursement for supplies purchased during this emergency.
5. State School Aid -
 - The District received a decrease in state aid from our original allocation and will be using money from our maintenance reserve account to alleviate that loss of revenue.

Continuity of Learning

1. Delivery of Special Education and Related Services to Students with Disabilities -
 - Students receiving special education or related services will continue to receive these services as schools reopen.
 - The Child Study Team will continue to communicate with individual families to best meet the needs of each student in accordance with their IEP or 504 plans.
 - Where needed, additional equipment has been purchased to assist related service providers, teachers and staff.
2. Technology and Connectivity -
 - Last Spring, the District surveyed families regarding access to devices and internet connectivity at home.
 - Families who did not respond were called to assess needs.
 - The District distributed devices in response to the needs identified in the surveys.
 - We will conduct the surveys/calls again in August and immediately address any additional needs that arise.

- The District submitted the Digital Divide Grant Application and will be using the funds to purchase additional Chromebooks for student use.

3. Curriculum, Instruction and Assessments -

- Three Curriculum and Instruction subcommittees of staff members and one Remote Learning subcommittee are working on:
 - Designing the delivery of high quality instruction in a hybrid environment.
 - Ensuring that the New Jersey Student Learning Standards are addressed at each grade level.
 - Finding effective ways to identify and address any learning gaps that may be present in some students. (assessments)
 - Establishing clear and consistent instructional models and expectations for students

4. Professional Learning -

- The District is actively seeking and sharing opportunities for professional learning for our staff members in several areas related to school reopening during this health crisis.
- We are especially focusing on professional learning in the areas of 1) Social and Emotional Learning, 2) Effective Strategies for Delivery of Remote Instruction (including for special student populations such as ELL, Special Education or others),
- We will have live, web-based training for staff on teacher in-service days prior to the start of school.
- Professional learning opportunities will be offered through the year.

APPENDICES

Mount Arlington Public Schools Reopening Plan



Fall 2020

Appendix A

Reopening Committee

The Reopening Committee has worked diligently over the course of several weeks to develop a reopening plan that addresses the NJ DOE's Road Back guidelines. The reopening committee has the following members and will add additional ones as needed:

The Reopening Committee includes the following members of the school community:

- Superintendent
- Business Administrator
- Supervisor of Special Services
- Director of Transportation (from Roxbury, our transportation provider)
- Supervisor of Buildings and Grounds
- Building Principal
- Members of the Board of Education
- Mount Arlington Education Association Leadership
- School Nurses

Input from various stakeholder groups included:

- Mount Olive Health Department officials (Mount Arlington is served by the Mount Olive Health Department).
- Parents (via several scheduled, live virtual meetings as well as through a variety of surveys).
- Local Superintendents and Morris County Association of Chief School Administrators

District Subcommittees of teachers, administrators and support staff were formed including the following:

- Health and Safety/Pandemic Response

- K-2 Curriculum and Instruction
- 3rd - 5th Curriculum and Instruction
- 6th - 8th Curriculum and Instruction
- Edith M. Decker School Operations
- Mount Arlington Public School Operations
- Remote Learning

Appendix B

Health Department Guidance for Schools

On August 13, 2020, the New Jersey Department of Health released regional guidance to health departments pertaining to K-12 schools. That guidance can be found [here](#).

Additional or updated New Jersey Department of Health guidance can be found on their website at https://www.nj.gov/health/cd/topics/covid2019_schools.shtml

Appendix C
Relevant Policies

Last Updated: 8-25-20