



PISCATAWAY TOWNSHIP SCHOOLS

ARBOR INTERMEDIATE SCHOOL RE-ENTRY PLAN 2020-2021

HYBRID IN-SCHOOL/REMOTE INSTRUCTION SCHEDULE

- Students following this option will attend school in person, either Monday/Tuesday or Thursday/Friday and alternating Wednesdays
 - Week One:
 - Group 1: Monday, Tuesday, Wednesday in person
 - Group 2: Thursday, Friday in person
 - Week Two:
 - Group 1: Monday, Tuesday in person
 - Group 2: Wednesday, Thursday, Friday in person
- They will follow a full in-person schedule on days they are in school, and follow a full live-streamed schedule on days they are at home.
 - See Appendix A for a sample schedule
- Overall, no more than half of the total school population will be in the building on any given day.
- A monthly calendar with the group days identified will be shared with all families and will be located on our school website. A weekly reminder will also be communicated.

REMOTE INSTRUCTION ONLY SCHEDULE

- Students who opt for the Remote Instruction Only schedule will be assigned a class and will follow the class virtually live-streamed, full-time, five days each week, during the scheduled school hours.
 - See Appendix A for sample schedule. Those students would follow the “Virtual Instruction” sample schedule daily

WILL STUDENTS BE ABLE TO SWITCH FROM REMOTE INSTRUCTION TO HYBRID INSTRUCTION AND VICE VERSA?

- Yes, please contact our school secretary or clerk if you would like to change your child’s instruction option:
 - Secretary: Karen Hoeg khoeg@pway.org ext. 5449
 - Clerk: Michele Boccadoro mboccadoro@pway.org ext. 5448

- Please note, it may take the building up to 7 days to process the change request. An exact start date will be communicated with individual families as change requests are made.

TECHNOLOGY

- Arbor Intermediate School will continue to have a 1:1 iPad initiative and devices will be issued to all students at the beginning of the school year.
- The district will continue to repair student iPads and provide loaners when necessary. To request an iPad repair, please first access the IT Help Desk link found on the district website under the Remote/Virtual Instructional Plan tab to fill out a short questionnaire that details the problem. Our IT team will respond quickly to address all repair issues.
- Families who have difficulty with internet connections, please contact our main office and we will connect to resources.
- Schoology will be used as the primary means of communication between teachers, students, and parents. Teachers will use this platform to post assignments and communicate to their entire class, as well as to individual students. Parents can create a Schoology account to access information and contact teachers.
- Arbor Intermediate School teachers will continue to use Zoom and Schoology video conferencing.
- Arbor Intermediate School will continue to use Genesis as its primary source for student data, including contact information and grades. Please check to make sure all your contact information is correct, and bear in mind that the parent or guardian listed as Contact 1 will be the contact to receive emergency notifications from the district. All parents new to the district should create an account.

FACE COVERINGS

- All teachers and staff members, including bus aides and food service workers must wear face coverings.
- All students must wear face coverings with exceptions made for medical conditions.
- Face coverings should meet school dress code requirements.

TRANSPORTATION

- Bus seating will be at a reduced capacity.

- Students are to sit as socially distanced as possible from one another, unless riders are from the same household.
- Buses will be cleaned between each route with special attention paid to high touch areas.
- Students will only be allowed to ride their assigned bus.
- Weather permitting, windows will be open to facilitate airflow.
- Face coverings must be worn on buses and at bus stops.
- When arriving to Arbor Intermediate School in the morning, students will be released from each bus in an organized manner to ensure proper social distancing and a safe and orderly entrance into the building.
- At dismissal, bus students will be released directly from their classrooms. They will meet the teacher on bus duty at the pre-determined door and be escorted from the building to the bus.

DROP OFF/PICK UP ZONES

- Parents will be asked to adhere to the assigned Drop Off/Pick Up Zones
 - 4th Grade Students will enter via Door 7 (Harold Place)
 - 5th Grade Students will enter via Door 2 (Loop on Rock Ave)
- If your student must leave early, please send a note to their teacher or attendance office.
 - Parents are asked not to enter the building when picking up students.
 - Parents will be required to show ID to the School Safety Officer through the glass.
 - Parents will sign their student out in the vestibule.
 - Student will be walked to the door
- If parents must drop items off (lunch, etc), those items will be left in the vestibule. Parents will not enter the building for item drop off. Please make sure the items are labeled with the student's name

ARRIVAL/DISMISSAL

- Arrival and dismissal procedures with social distancing practices will be set at Arbor Intermediate School.
 - In addition to the drop off doors, bus students will enter via Door 10 and 12

- Parents will complete a daily screening form in Genesis prior to sending their children to school.
- All students will have their temperature taken prior to entering the building
- Each school nurse is prepared with the proper PPE and necessary procedures.
- Students exhibiting a fever will be screened by the school nurse to determine appropriate next steps
- Isolation rooms are set up and ready to receive any symptomatic individuals.
- Bus students will be called by individual bus and dismissed directly from their classroom. They will meet a teacher at a pre-assigned door and the teacher will escort them to the bus
- After all busses have been dismissed, walkers will be dismissed
- After all walkers have been dismissed, students attending Aftercare will be dismissed

In the Buildings and Classrooms

CLASSROOMS/TESTING/THERAPY ROOMS

- Classroom seating will allow maximum space between students and all desks will face the same direction.
- Teachers will modify instructional plans to reduce student contact and maintain social distancing. Supplies will not be shared.

HALLWAYS/RESTROOMS/WATER FOUNTAINS

- Safe travel and hall passing directions for their buildings.
 - Students have been grouped in ways to minimize the passing of large groups
 - All students are escorted in the hallways
 - When possible, teachers will switch classrooms as opposed to students
- Only two sets of restrooms will be open at any given time to allow for frequent and scheduled cleaning.
- All bathrooms will be monitored by an adult and only one student will be allowed in at a time.
- Students waiting to use a bathroom will wait in the hallway and social distancing practices will be observed

- Each set of bathrooms will be closed and cleaned hourly
- All bathrooms will be closed at 2:00 daily in order to allow for cleaning before Aftercare begins
- Water fountains can only be used to refill water bottles. Students are encouraged to bring labeled, refillable water bottles to school.

ENTERING OR LEAVING A CLASSROOM

- Teacher will spray desks with cleaner and students will wipe down their desk and discard the wipe in trash as they leave the room. If the entering student wants to clean their desk upon entering the room this will be allowed.
- Teachers will indicate when each student will leave the room by waiting for the student to exit the doorway before allowing the next student to leave.
- *All student traffic is one way only* (Appendix B).

SAFETY REMINDERS

- Hand sanitizer stations have been installed in all classrooms and common areas.
- Hand washing procedures will be established. Most classrooms at Arbor Intermediate School have sinks.
- Safety signage will be strategically placed throughout the building.
- Plexiglas barriers will be installed in areas requiring frequent interaction with the public, including school offices and school counseling offices.
- High traffic areas may include markings to indicate social distancing.
- Security Drills will follow State and County guidance while keeping socially distant.
- Isolation rooms are set up and ready to receive any symptomatic individuals.
- There will be limited student movement in each building. When movement throughout the building is necessary, students will be accompanied by their teacher or aide.

SPECIAL AREA CLASSES & EXTRACURRICULAR ACTIVITIES

- All students will attend one special area classes in person once and virtually once over a two week cycle.
- Students attending school virtually on any given day will be given the option to choose a pre-assigned online activity.

- At this time, there will be no extracurricular activities. All students must leave school by 2:20 daily with the exception of students attending Aftercare.

FOOD SERVICES/LUNCH

- Food Services will continue to provide breakfast and lunch in the “Grab and Go” style.
- Students will be allowed to remove face coverings when eating or drinking.
- Lunch periods will be staggered and students will be socially distanced.
 - Tables will not be used. All students will sit at socially distanced desks in the cafeteria
- Students receiving free/reduced meals will take home meals for remote learning days and will receive home delivery if quarantined.
- Hand sanitizer will be placed in the faculty room. Please use it prior to opening the refrigerator

OUTDOOR RECESS

- Students will be grouped for recess based on class location with consideration given for traffic flow
- Recess will be staggered with zones and boundaries developed between groups. Any equipment used will be sanitized regularly and all students will wash hands and/or use hand sanitizer after recess.
- Face coverings will be required during recess.
- In the event of cold/inclement weather, the gym will be used for indoor recess. Students will be assigned sections of the gym and will not be permitted to access any other areas of the gym

VISITORS

- Visitors will be admitted for emergency reasons only.
- Essential visitors will be restricted and will be required to wear face coverings.
- Visitor procedures considered include screenings, drop-off points, and deliveries.

CLEANING

- Extensive deep cleaning of all schools and facilities has been completed during the summer.

- Increased cleaning protocols will be instituted in all buildings and classrooms, with an emphasis on high touch/high traffic areas.
- Cleaner is readily available to all staff so cleaning can take place throughout the day.
- Equipment will be cleaned and sanitized before and after use.
- Areas used by a sick person will be closed for proper cleaning.
- Ventilation systems will be cleaned and serviced to ensure the cleanest air possible.

Appendix A

Instructional Delivery-Schedule Sample

In Person		Virtual
WIN 8:05-8:50	WIN	WIN at Teacher Discretion Log on Daily
Literature 8:50-10:25	Mini Lesson 8:50-9:20 Guided Practice 9:20-10:25	Mini Lesson 8:50-9:20 Independent Practice 9:20-10:25
Science/SS 10:25-11:10	Intro to Lesson 10:25-10:40 Classwork	Intro to Lesson 10:25-10:40 Independent Work
11:10-12:00	Lunch/Recess	Lunch/Recess
Math 12:00-1:35	Lesson Model 12:00-12:40 Guided Practice 12:40-1:35	Lesson Model 12:00-12:40 Independent Practice 12:40-1:35
Special 1:35-2:20	Art	Online Art Activities
		*Student will have to log on at 8:05, 8:50, 10:25, and 12:00

Appendix B

APPENDIX B

