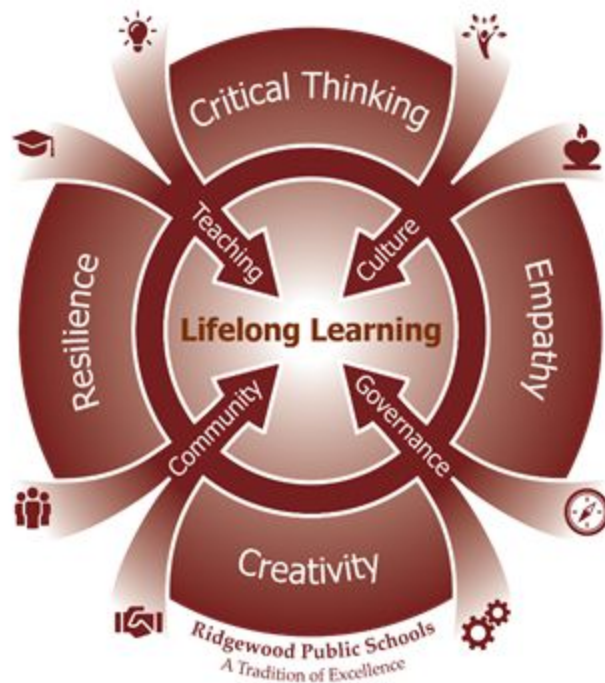


# Ridgewood Public Schools Reopening 2020-2021

## Frequently Asked Questions



## **Building Logistics**

### **How will transportation be handled?**

Transportation will be provided to and from school to all eligible students. All students, bus aides, and bus drivers will be required to wear masks at all times on the bus. Social distancing on the bus is required to the extent possible. Windows will remain open on the bus to provide extra ventilation except in inclement weather. When students arrive at school, they are to go to their assigned point of entry into the school. Each student will be screened before entering any school building. Each bus company will screen its drivers and bus aides prior to the start of work each day. Each bus company will follow the proper protocols for cleaning and disinfecting their buses. Bus drivers will clean the buses between routes if they are transporting multiple schools in the morning or afternoon.

### **How will health screening for entry into the school building take place?**

Protocols will be in place for daily health screenings of students, teachers, secretarial staff, administrators, and essential staff (Aramark and Pomptonian). The first of these screenings will be through the use of an electronic symptom checking survey. This initial screening will be used to complete the necessary questions as per the New Jersey Department of Education (NJDOE) and Centers for Disease Control and Prevention (CDC) protocols for live school. This check-in system must be completed by all students/parents/guardians prior to departing for live school (7:15 am for HS and MS; 8:00 am for Elementary). Detailed information regarding this electronic symptom check survey and its functional use will be provided prior to the opening of school.

A second, live in-person screening will occur on school grounds prior to entry into the school building. This second screening will be a temperature check. The device to be used will be a Non-contact Infrared Thermometer. Staff, in appropriate personal protective equipment (PPE) (gowns, gloves, mask, shield), will take the temperature of every student prior to entering the school building. The entry process may be slightly different for each school. Depending upon the physical layout of the building, there will be multiple points of entry. Students will be notified of their specific points of entry prior to the first day of school. As students begin to enter the school property and their entry location, they must maintain appropriate social distancing and wear a mask.

### **What will the entry/dismissal procedures be?**

Entry and dismissal procedures will follow all safety and health protocols to ensure that students enter and leave the building safely each day. As described above, each school will assign points of entry and dismissal for students to reduce traffic flow and evenly distribute students across the school building during times when the entire student population is in transit. Please abide by the guidelines set forth by each building's administration.

### **How will classroom spaces be configured?**

Classroom spaces will be configured to maintain social distancing. Desks will be properly spaced, and students and staff will be required to wear masks in the classroom. It is

important that students adhere to the plans created for each classroom in order to reduce their contact with others while maintaining a safe learning environment.

### **How will traffic flow through the building be organized?**

Each building floor plan in the district has been analyzed to determine traffic flow patterns that will reduce student contact and to the degree possible, maintain social distancing guidelines. Buildings will be marked with arrows, space markers, and other appropriate signage to ensure that students and staff move safely through the buildings when it is necessary to do so.

### **How will student supplies be handled?**

Student supplies will not be shared in the classroom. At the elementary level, each student will be provided with the necessary supplies that will be kept in individual desks or bags that will not come in contact with other students' supplies. While some logistics for how this is done may vary from grade level to grade level, protocols will be in place to ensure that supplies are not shared.

In grades 6-12, students will not use lockers, but rather, will transport their Chromebooks and personal supplies in backpacks/personal bags. Students will not participate in learning activities that require the use of shared equipment within a class period (science labs, certain art projects, for example). Students will not be able to print at school to ensure that devices are not shared, and learning activities will be designed to be paperless to the extent that it is possible.

At the elementary level, each classroom will create "Go Bags" for students in the event that the district is required to transition to full remote instruction. These bags will contain the necessary instructional materials and supplies that will ensure that students and teachers are equipped to maintain the continuity of learning. Similar provisions will be put in place on a course-by-course basis for students in grades 6-12.

### **What will take place with food service?**

Lunch will only be provided for our free and reduced lunch students. All of the meals will be prepared at Ben Franklin Middle School. These meals will be delivered directly to the students' homes by our school courier and if necessary, a driver from Pomptonian, our food service company. Meals will be delivered on Mondays and Wednesdays between the hours of 10 am and 12 pm. On Mondays, lunch will be provided for Monday and Tuesday. On Wednesdays, lunch will be provided for Wednesday, Thursday, and Friday. Food service staff will be screened before entering the building. Food service staff will be required to wear the proper PPE including masks. Pomptonian, our food service company, will follow all of the proper cleaning and disinfecting protocols.

### **How will late/absent/early pick-up students be addressed?**

Students who arrive late to school will need to comply with screening procedures prior to entry. Given the complex logistics of screening and the policy of no visitors, the safe management of entering students at all different times will be challenging in this first phase of the return to school, therefore, we request that parents please make every effort to ensure that their children arrive at school on time.

Students may not be picked up early unless it is an emergency. Please schedule doctor's appointments, dental and orthodontic appointments, or other related types of services after instructional time whenever possible. If appointments must be scheduled during the school day, please do so at a time when students are home for virtual instruction.

#### **How will the open campus at RHS work?**

Students who have a free period during the first time slot may stay home and come to school for their second time-slotted class. They will have to enter the school through the Main Entrance and go through the proper check-in procedures.

Students who have a free period during the last time slot may leave school.

Students who have free periods during the middle time slots, **may not** leave school grounds and must go to one of the open common areas in RHS. Common areas will be assigned by grade level and students will adhere to social distancing protocols.

#### **How will security drills be implemented?**

As mandated by the NJDOE, we are required to continue implementing two security drills per month. We will start the school year conducting drills that meet the state requirements, but postpone the types of drills that will not meet the social distancing requirements.

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## Student Schedules

### Fall 2020 Elementary Hybrid Schedule

Within this model, students are grouped into A/B cohorts, with half of the class attending school one morning and the other half attending the next morning for a 4 hour day of instruction. Days would rotate, A/B, sequentially. The following schedule details both the in-person learning day at school and the at-home learning day. Students will attend school, live in person, every other day.

**NOTE:** This is a sample schedule. Your child’s individual schedule, with the delineated subject area and special times, will be shared with you prior to school starting.

Time/Period	In-Person Learning	Time/Period	At-Home Learning
8:20 - 8:45	Arrival and Screening	<i>Two periods on the At Home Learning day are live specials</i>	
Period 1	Morning Meeting Open Circle/Responsive Classroom	Period 1	Check-in on Google Classroom Word Study/Online Practice
Period 2	Core Subject	Period 2	Special
Period 3	Core Subject	Period 3	Core Subject (Reading, Writing, Math)
Period 4	Core Subject	Period 4	Special
Period 5	Core Subject	Period 5	Core Subject (Reading, Writing, Math)
Period 6	Core Subject	Period 6	Core Subject (Reading, Writing, Math)
12:45	Student Dismissal		
		1:30-2:00	Virtual Check-in with Classroom Teacher
2:00-3:30	Teacher Planning & Preparation	2:00-3:30	Teacher Planning & Preparation

- Core Subjects for in-person learning are defined as Reading, Writing, Math, Word Study, Science & Social Studies.
- Core Subjects for at-home work are Reading, Writing, Math, and Word Study. This work is intended to be independent follow-through of prior day teaching.
- For an at-home learning day, live teaching will occur for blue shaded boxes.
- Specials will be taught live **in two out of 4 periods on the at-home learning days**. Students will have instruction in Library, Music, Art, Physical Education.
- Classroom Teacher will dedicate teaching time to in-person students from 8:35 - 12:45. Each afternoon, teachers will check in with their students learning at home.

## 2020 Middle School Hybrid Schedule

Within this model, students are grouped into A/B cohorts, with half of the class attending school one morning and the other half attending the next morning for a 4 hour day of instruction. Days would rotate, A/B, sequentially. Periods rotate regularly, as is the case with the traditional school schedule. On virtual learning days, students may complete asynchronous assignments, or when appropriate as deemed by the teacher, they may be asked to join the live class via Google or Zoom.

Student participation in virtual afternoon classes will be required, as teachers will provide live virtual instruction via Google or Zoom for at least a portion of each of those periods. Student attendance will be mandatory, and they will be expected to have their cameras on during the live portions of the virtual lesson.

Fall 2020 Middle School Hybrid Schedule								
Hybrid Schedule								
	4A Day	4B Day	3A Day	3B Day	8A Day	8B Day	7A Day	7B Day
	A-K* Live	L-Z* Live	A-K* Live	L-Z* Live	A-K* Live	L-Z* Live	A-K* Live	L-Z* Live
80 minutes	L-Z* Virtual	A-K* Virtual	L-Z* Virtual	A-K* Virtual	L-Z* Virtual	A-K* Virtual	L-Z* Virtual	A-K* Virtual
8:00 - 9:20	4	4	3	3	8	8	7	7
9:27 - 10:47	1	1	4	4	5	5	8	8
10:54 - 12:14	2	2	1	1	6	6	5	5
12:14 - 1:20	Break	Break	Break	Break	Break	Break	Break	Break
30 minutes	All Students Virtual	All Students Virtual	All Students Virtual	All Students Virtual	All Students Virtual	All Students Virtual	All Students Virtual	All Students Virtual
1:20 - 1:50	8	7	6	5	4	3	2	1
1:55 - 2:25	5	8	7	6	1	4	3	2
2:30 - 3:00	6	5	8	7	2	1	4	3
3:00 - 3:15	Office Hours							

\* while half of the students are present live in the AM, the other half of the class will be participating virtually for the same period

	2A Day	2B Day	1A Day	1B Day	6A Day	6B Day	5A Day	5B Day
	A-K* Live	L-Z* Live	A-K* Live	L-Z* Live	A-K* Live	L-Z* Live	A-K* Live	L-Z* Live
80 minutes	L-Z* Virtual	A-K* Virtual	L-Z* Virtual	A-K* Virtual	L-Z* Virtual	A-K* Virtual	L-Z* Virtual	A-K* Virtual
8:00 - 9:20	2	2	1	1	6	6	5	5
9:27 - 10:47	3	3	2	2	7	7	6	6
10:54 - 12:14	4	4	3	3	8	8	7	7
12:14 - 1:20	Break	Break	Break	Break	Break	Break	Break	Break
30 minutes	All Students Virtual	All Students Virtual	All Students Virtual	All Students Virtual	All Students Virtual	All Students Virtual	All Students Virtual	All Students Virtual
1:20 - 1:50	8	7	6	5	4	3	2	1
1:55 - 2:25	5	8	7	6	1	4	3	2
2:30 - 3:00	6	5	8	7	2	1	4	3
3:00 - 3:15	Office Hours							

## 2020 High School Hybrid Schedule

Within this model, students are grouped into two cohorts based on last name. Days rotate on a four-day schedule, A-D, sequentially. Periods rotate between the morning and afternoon.

When half of the class is learning live with a teacher at RHS in the morning, the other half of the class will be learning remotely asynchronously. In the afternoon, all students will be learning remotely virtually with a teacher.

For asynchronous remote learning, teachers will either:

- A. Provide a virtual lesson on a daily basis for all their classes. These lessons will be modified for the live AM classes.
- B. Students will work on a standards-based question or activity in preparation for the next class meeting. Teachers will front-load essential instructional checkpoints via Google Classroom. This formative feedback/assessment will inform teachers as to the level and comfort of the student's understanding in preparation for the next lesson.

Fall 2020 RHS Hybrid Schedule

Hybrid	A Day		B Day		C Day		D Day	
Last name	A-K	L-Z	L-Z	A-K	A-K	L-Z	L-Z	A-K
50 min	Live***	Asynchronous*	Live***	Asynchronous*	Live***	Asynchronous*	Live***	Asynchronous*
7:45-8:35	1	1	1	1	5	5	5	5
8:40-9:30	2	2	2	2	6	6	6	6
9:35-10:25	3	3	3	3	7	7	7	7
10:30-11:20	4	4	4	4	8	8	8	8
11:20-12:20	Break		Break		Break		Break	
	All Students Virtual**		All Students Virtual**		All Students Virtual**		All Students Virtual**	
40 min								
12:20-1:00	5		5		1		1	
1:05-1:45	6		6		2		2	
1:50-2:30	7		7		3		3	
2:35-3:15	8		8		4		4	

\*\*\*Live - Students will be learning at RHS with a teacher.

\*\*Virtual - Students will be learning remotely with a teacher.

\*Asynchronous - Students will be learning remotely asynchronously. Teachers will either: A) Provide a virtual lesson on a daily basis for all their classes. These lessons will be modified for the live AM classes. B) Students will work on a standards-based question or activity in preparation for the next class meeting. Teachers will front-load Essential Instructional Checkpoints via Google Classroom. This formative feedback/assessment will inform teachers as to the level and comfort of the student's understanding in preparation for the next lesson.

**How will I know which days my child will learn from home and which days my child should report to school?**

Below is the day schedule for Phase 1 of the reopening of schools.

# Ridgewood Public Schools

## Hybrid Model Schedule



### September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 PD Day	2 A - K	3 L - Z	4 A - K	5
6	7 Labor Day	8 L - Z	9 A - K	10 L - Z	11 A - K	12
13	14 L - Z	15 A - K	16 L - Z	17 A - K	18 L - Z	19
20	21 A - K	22 L - Z	23 A - K	24 L - Z	25 A - K	26
27	28 Yom Kippur	29 L - Z	30 A - K			

### October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 L - Z	2 A - K	3
4	5 L - Z	6 A - K	7 L - Z	8 A - K	9 L - Z	10
11	12 Columbus Day	13 A - K	14 L - Z	15 A - K	16 L - Z	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**What is the rationale for the half day in-person schedules?**

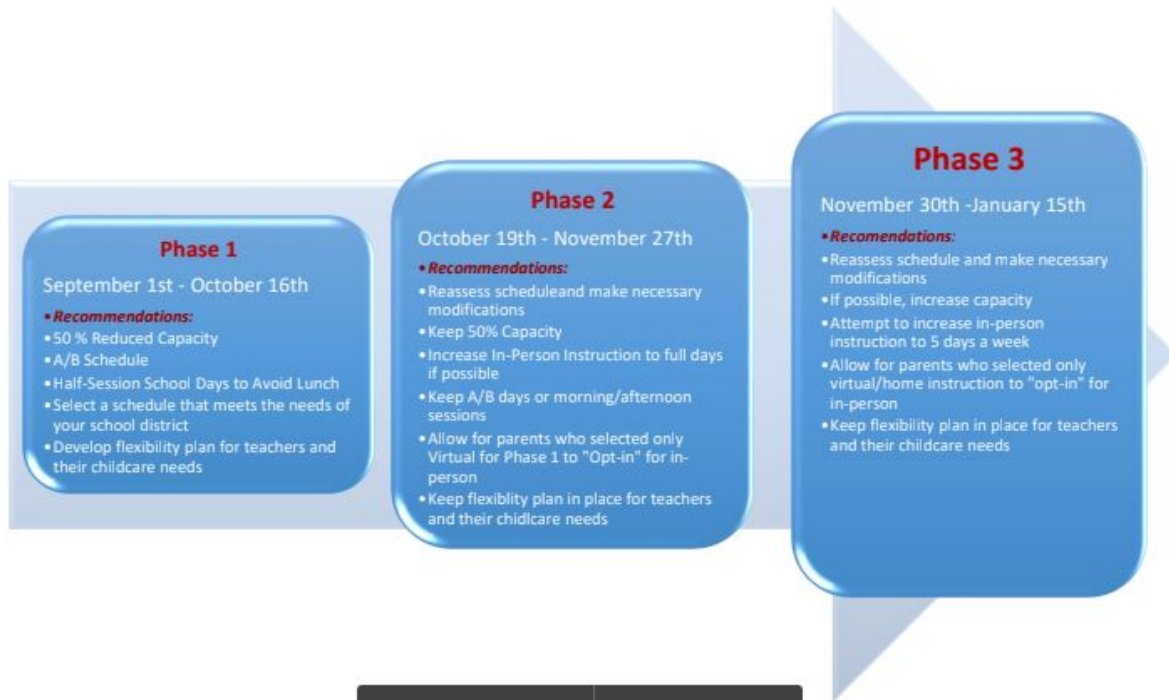
Given the guidance from the state, and considering numerous factors, RPS has selected a “phase-in” approach for the return to school. We recognize that some families prefer a full day option, however, given the constraints of social distancing, mask-wearing, and initial avoidance of situations that may increase the risk of exposure, the district determined that a conservative approach in the first several weeks of school will provide the best opportunity for a safe return for both students and staff.

Classrooms and school buildings will look different given the parameters set forth by the NJDOE, and students and staff may need time to adjust to new routines, new guidelines for behavior, and new protocols for learning. Adjusting to mask-wearing for extended periods of time, transitioning to new classroom procedures, and abiding by new codes of behavior may be difficult for students at first, and expecting students to adhere to unfamiliar routines for a full day at the outset may present challenges that may inhibit the successful implementation



of our learning plan. Therefore, providing a half-day program at the beginning of the school year will facilitate the transition to new expectations.

Please see the image below:



### What will Remote Learning Only Option look like?

As the governor shared in mid-July, parents will have the option to select a remote model of instruction that school districts will be required to implement. The details of that model are incumbent upon the number of families who select the remote option, along with the number of staff who are unable to return to school for the hybrid model. We will need to build the specifics of this model based on survey results, and we will create that model once we have the data that we need. While we will aim to build a model that is closest to the full district remote model, the extent to which we will be able to exactly mirror that model is uncertain until we know the number of students, number of teachers, certification requirements, and other pertinent details that will come through in the survey results.

Should a parent request a change of instructional model, we will do our best to develop a new schedule for the child in a timely manner. This may require significant adjustments to the child's class schedule, and may result in a change of teacher assignments.

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## **Health Office Information**

### **How will non-Covid issues be handled?**

Non-related COVID symptoms and non-emergency related symptoms will be treated in a separate space. Such scenarios would include minor first aid, bloody nose, etc. This space may be different in each school building, depending upon the layout of the Health Office area.

### **What procedures will be in place for when symptoms typical of Covid-19 are observed, and what will the pick-up process be for sick students?**

During this unprecedented time, all school nurses have been in regular consultation with the district doctor, principals, and the supervisor of wellness. All recommended information from the CDC, New Jersey Department of Health (NJDOH), and the NJDOE pertaining to the COVID-19 pandemic has been the guiding light since March 13, 2020. As the district moves forward to the opening of school, we will continue to monitor all updated information from these resources. The nurses have also utilized resources from the National Association of School Nurses. With all of the above-noted resources, the school nurse will be making very important decisions regarding the health and safety of students, staff, and the community as a whole.

When a student or staff member comes to the health office and presents symptoms typical of the COVID-19 disease, following the NJDOH guidelines, students will be placed safely and respectfully in isolation. This isolation will be supervised in a reasonable manner, maintaining appropriate physical distancing and appropriate PPE will be worn to protect the staff member. The parent/guardian will be notified and instructed to pick up the child promptly. Should the parent/guardian not be reached, the emergency contact person will be contacted notified to pick up the child. When the parent/guardian arrives at the school for pick up, the student will then be escorted out of the building maintaining physical distance. For the health and safety of all, this pickup must be completed efficiently. Upon being sent home, the student shall be in consultation with their Home Physician in order to determine the appropriate diagnosis and recommended treatment plan, which may result in a required COVID-19 test.

### **What will be the process for a formerly sick student to return to school?**

Before/upon returning to school, the parent/guardian must present information directly to the school nurse from the home physician that states a return to school is deemed safe.

Parents/guardians must keep children home when sick. Additionally, students who have traveled to an area that is on the list of restricted states for New Jersey must self-quarantine for fourteen days prior to reporting to school.

### **How will contact tracing be implemented?**

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice in New Jersey and around the world and is an integral function of local health departments in keeping communities safe from the spread of disease. Upon notification that a resident, student, or staff member has tested positive for COVID-19, a local health department will call to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least 10 minutes. Trained professionals from the community then get in touch with those close contacts to recommend next steps, such as self-quarantining, and to provide critical education and support in risk mitigation strategies. Increasing the number and capacity of contact tracers has been a top priority of the Governor as these practices can help slow the spread of COVID-19.

Ridgewood Public Schools will continue to work closely with the Village of Ridgewood Health Department to help keep the community safe as it pertains to the importance of contact tracing.

[CDC Contact Tracing Resources](#)

[CDC Overview of Contact Tracing](#)

### **Will RPS have a district mask policy?**

All students and staff will be required to wear masks throughout the instructional day both inside the classroom and during transit in the building. Staff members may also wear clear face shields in the classroom. If a student is unable to wear a mask, parents will be expected to submit medical documentation in advance of student attendance at school.

It is expected that parents will provide masks for their children. If a child arrives at school and does not have a mask, the school will provide a mask for the child to wear throughout the day.

The effectiveness of wearing masks is demonstrated in [this video clip](#).

### **How should I update my emergency contacts?**

It is of the utmost importance that your child's emergency contacts are accurately updated, and that the contacts who are listed are able to get to your child's school within fifteen to twenty minutes.

### **What hygiene and cleaning procedures will be implemented?**

All spaces will be cleaned daily by the custodial department using the following three-step process:

1. Step one will be to remove all visible soil from all surfaces with attention to high touch areas like desktop and chairs.
2. Step two will be to thoroughly disinfect all hard surfaces in the room using our hospital-grade disinfectant. The disinfectant will be allowed to air dry to

maximize its effectiveness. The room will then be damp mopped using a microfiber pad and cleaner.

3. Step three will be to re-sanitize all rooms using our electrostatic spray applicators and botanical disinfectant. Once all classrooms and offices are complete, bathrooms, locker rooms, cafeterias, media centers, and all public spaces will be sanitized using the same process.

All custodial staff, while school is in session, will carry a spray bottle of hospital grade disinfectant and a clean dry cloth. This will be used to continuously wipe down all high touch areas, e.g. doorknobs and push bars, water fountains, hand railings, and elevator buttons and horizontal surfaces.

Bathrooms will be spray disinfected with electrostatic spray applicators and botanical disinfectant, once during the school day on a minimum day at the halfway point of the day. This will be done twice a day, both morning and afternoon should we go to full-day sessions.

### **What additional periodic cleaning and maintenance will take place?**

Changing univent filters will occur three times a year. This process includes having the custodians open up all uninvents, vacuum the coils, and change the filters. While custodians are cleaning uninvents in the classrooms and offices, maintenance will be changing all rooftop and fan room filters, and spraying and disinfecting coils.

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## **Student Services**

### **How can I learn more about specific special education services?**

Students who receive special education and related services, as required by their Individualized Education Plans (IEP), will receive the services delineated in their plan either in-person or remotely to the maximum extent possible. For specific questions and further information, parents are encouraged to contact their child's case manager and/or check the Special Programs web page for updates.

### **How can students access guidance services in grades 6 through 12?**

In grades 6 through 12, a student may make an appointment with a guidance counselor through the use of Google Calendar. Specific details about this procedure will be shared prior to the opening of school.

### **How do I access assistance with a technology issue?**

An individual chromebook will be provided to every student in grades Kindergarten through 12. All students will take the chromebooks home daily in the event that we abruptly need to transition to remote instruction. Please ensure your child uses the school device in full compliance with the [Acceptable Use Policy](#) and proper care is taken when handling the device as per 1:1 Chromebook agreement.

Help desk tickets for any issues related to the chromebook or educational applications can be submitted by student or parent using a form posted on the homepage of the district or school websites. An attempt will be made to resolve any issues remotely. If this is not possible, appointments will be scheduled for device replacement.

**Will visitors be allowed into the school?**

No visitors will be permitted in our school buildings at any time. This includes drop-off of student materials, along with any other reasons parents may have come to school in the past. As safety and hygiene are of the utmost importance, we appreciate your cooperation.

**Will field trips/assemblies take place?**

All field trips and assemblies are postponed until further notice.

**What will happen with co-curricular/after-school activities?**

Co-curricular activities will be scheduled at a time that is deemed appropriate given the nature of the activity and the possibility that the activity could meet remotely. More details will be shared upon the opening of school in September.

**Will the district offer before and after care?**

Before and aftercare services will be provided by AlphaBEST at all elementary schools including Glen School, only on days when the enrolled student is in the building for in-school instruction. The AlphaBEST staff will follow all of the CDC guidelines for social distancing, hygiene, and cleaning. Click [here](#) for more detailed information about the program.