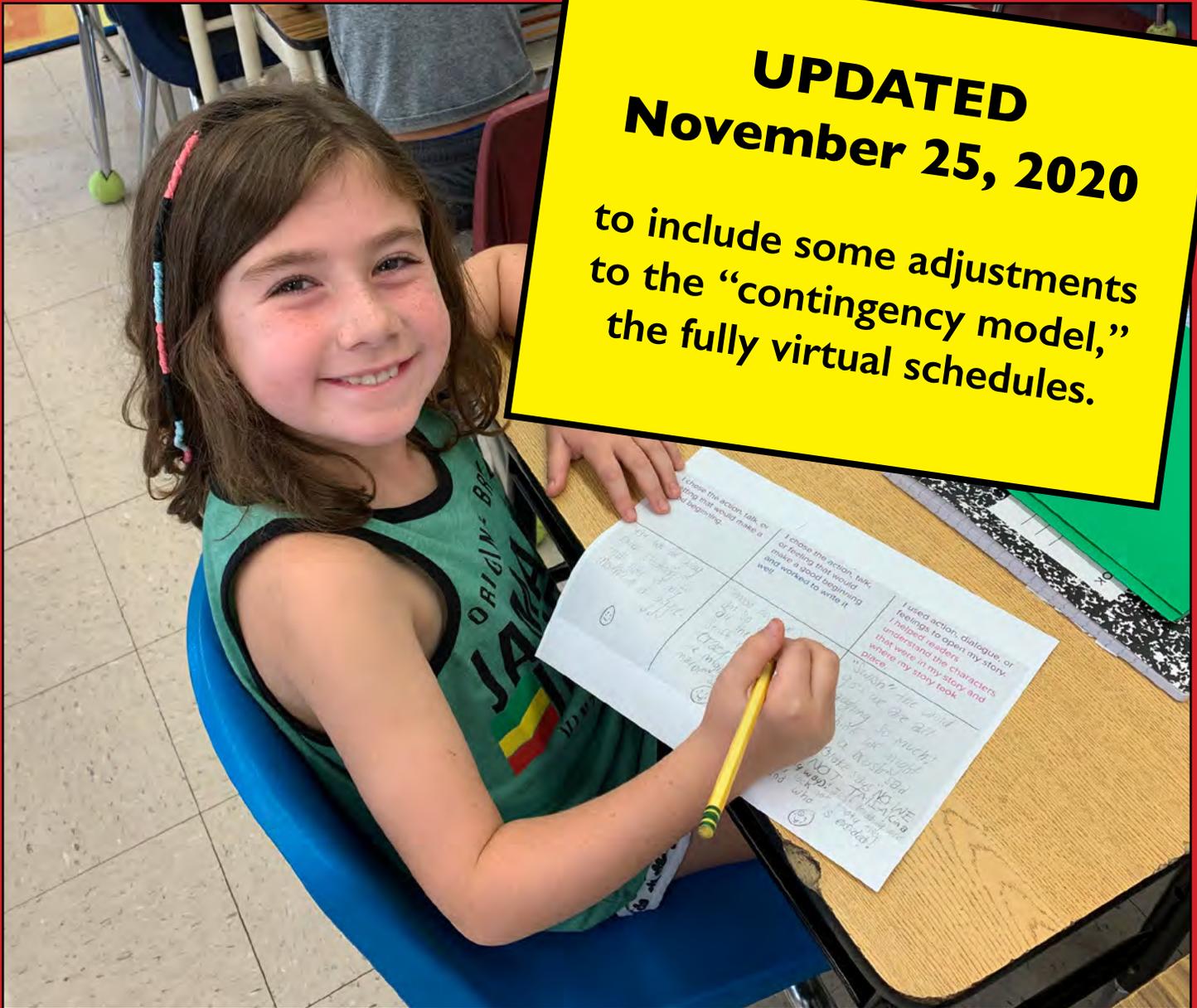




Haddonfield School District

# On the Road Back

*presented to the community at a Board Meeting on Tuesday, July 28, 2020*

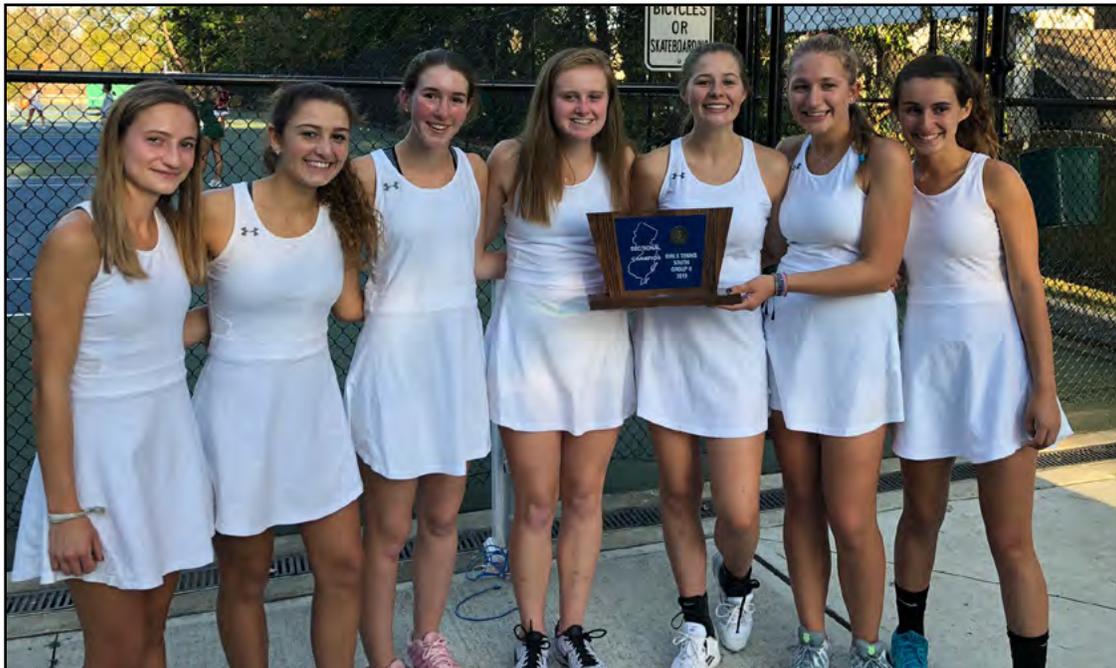


***We nurture. We inspire. We empower.***



# Table of Contents

<a href="#">Letter from the Superintendent</a> .....	3-4
<a href="#">How to Use This Document</a> .....	5
<a href="#">Guiding Principles</a> .....	6
<a href="#">Planning Timeline</a> .....	7
<a href="#">Return Phases</a> .....	8
<a href="#">Learning Models</a>	
<a href="#">Hybrid models</a> .....	9-12
<a href="#">Virtual model</a> .....	13
<a href="#">Contingency models</a> .....	14-19
<a href="#">State Requirements and Resources</a> .....	20
<a href="#">Summary of PPE Measures</a> .....	21
<a href="#">Procedures if/when Staff/Students Test Positive for COVID-19</a> .....	22-23
<a href="#">FAQs and Directions</a> .....	24





# Letter from the Superintendent



Dear Parents, Guardians, Staff and Students,

When our students and staff left school on March 16, 2020, most of us could not imagine they would continue in a virtual learning model through the end of the year. This abrupt shift required schools to quickly re-imagine how to best deliver virtual instruction and serve our students.

Today we are approaching the start of the 2020-21 school year. Once again, we are facing a challenge we could not have foreseen one year ago, to start a new school year that will look different than any we have experienced before. To this end, over the past months, the Leadership Team of Haddonfield School District has been focused on developing a plan to safely reopen schools in September in a way that will meet the needs of all of our students and our dedicated staff.

We appreciate the difficulties and the stresses placed on staff and families over the last five months. We also realize that each of us has unique circumstances, perspectives, and feelings about how best to return to school. During this process, many different models were explored and reviewed with feedback from families, students, staff, community members and frequent consultation with our district physician and nursing staff. Ultimately any reopening plan must balance safety, instruction, and operations in a way to provide the best solution for all 1,500 families and 350 staff members in our district.

It comes as no surprise that developing a re-entry plan has been complicated by the complexities of guidelines and information that seem to change daily. In June, the New Jersey Department of Education released a recovery document (“The Road Back: Restart and Recovery Plan for Education”) outlining priorities to guide this process. Paramount among them is addressing factors that will meet the needs of our families, students, and staff while ensuring a safe and healthy environment in which to learn. Just last week, the NJDOE released updated guidance, as did the CDC; each new update and change has the potential to require us to rethink and rework our plans.



## Letter from the Superintendent cont'd ...



The work to balance all factors and forge an effective plan required collaboration and effort from many individuals. In addition, a Steering Committee and several Action Teams, were created with members representing administration, the Board of Education, staff, parents and community members. The July 16th Board of Education meeting was held to share options and to obtain comments and questions so that all stakeholders would be heard. As a district we approached this with an open mind and a sincere desire to elicit feedback from anyone and everyone who will be impacted by the reopening plan.

The result of this work is spelled out in this document, “Haddonfield School District: On the Road Back.” Within this document, families and staff will find information about our guiding principles, the process followed, instructional models, FAQs, and contingency plans for distance learning in the event schools may need to be closed during the upcoming year.

Haddonfield School District takes our responsibilities to our families, staff, and community seriously. We understand our obligation to meet the safety and educational needs of our students and staff. We have a proud history of providing our students with a high quality education, and we are committed to maintaining those standards. As a result, the return-to-school plan outlined in this document provides a balance of ensuring a safe and healthy environment while also providing access to a quality education.

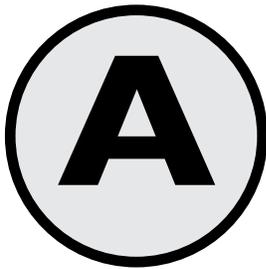
Sincerely,

*Charles Klaus*, Superintendent of Schools

Haddonfield School District

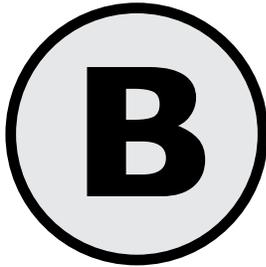
# How to Use this Document

This document provides information about contributors, the decision-making process, sample class schedules, state requirements, health procedures and more. We ask you to familiarize yourself with our plans so you can make an informed decision about your student's(s') attendance in school this September.



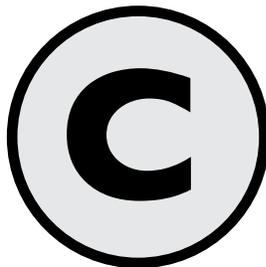
## HYBRID MODEL

Haddonfield School District will open on **September 8th with a hybrid learning plan** that includes some in-person learning and some virtual learning. Sample schedules for all grade levels follow on pages 9-12.



## VIRTUAL MODEL

If you choose not to send your student(s) to school for the hybrid model, your student(s) may stay home and the district will provide virtual instruction. See page 13 for a sample schedule.



## CONTINGENCY MODEL if schools are required to close

If the state or county agencies dictate school closures, we will proceed with our contingency plans for 100% virtual learning. Sample schedules for all grade levels follow on pages 14-19.

On Wednesday, July 29th, parents will be asked to log into Genesis and complete a form in which they will indicate whether they are sending their student(s) to school for the hybrid model (in-person and virtual instruction). **The form must be submitted by August 3rd, 2020.** To effectively plan for class sizes, staff assignments, and other considerations, ***this decision must be firm:*** Parents may request a change from A to B, or from B to A, but ***not sooner than the beginning of the next marking period.***



# Guiding Principles

## Our Guiding Principles for Safely Reopening Schools

- **To ensure the safety and wellness of students, staff and the community at large**
- **To deliver high-quality instruction to students, regardless of the delivery model**
- **To optimize the use of resources (space, material, personnel)**
- **To engage community members and stakeholders in plan development**

### STEERING COMMITTEE

**Superintendent:**

Chuck Klaus

**Assistant Superintendent:**

Gino Priolo

**Board of Education:**

Adam Sangillo, President

David Siedell, Vice President

Justin Benford

Thomas Vecchio

**District Leaders:**

Academics - Colleen Murray

Special Education - Carmen Henderson

Budget - Michael Catalano

Facilities - Timothy McFerren

Communications - Polly Mitchell

**Action Team Chairs:**

Gerry Bissinger

Michael Catalano

Valerie Cline

Colleen Murray

Gino Priolo

**HEA Co-Presidents:**

Rachel Gould

Sean Sweeney

### ACTION TEAMS

**COMMUNICATIONS****Gerry Bissinger, Principal**

Katie Gorman, Parent

Katie Green, Faculty

Linda Hochgertel, BOE

Jackie Incollingo, Parent

Polly Mitchell,

Communications Specialist

**HEALTH & WELLNESS****Valerie Cline, Principal**

Michelle Barranger, School Nurse

Jamie Galezniak, Athletic Trainer

Beth Herrera, School Nurse

Regina Mango, School Nurse

Jennifer Naticchia,

District Physician

Dana Reganata, School Nurse

Rebecca Kurnik Seshasai, Parent

Christine Sheehan, Parent

**INSTRUCTION****Colleen Murray,****Chief Academic Officer**

Courtney Baker, Faculty

Amelia Carolla, Parent

Jaime Grookett, BOE

Anne Keith Kennedy, Parent

Monica Yant Kinney, Parent

Dan Licata, Assistant Principal

Angela Lloyd, Faculty

David Reader, Faculty

Karen Russo, Assistant Principal

Shannon Simkus, Principal

[Instruction Team](#)

[Sub-Committees](#)

**OPERATIONS****Michael Catalano,****Business Administrator**

Lefteris Banos, Athletic Director/

Transportation Director

Katie Gorman, Parent

Rachel Gould, Faculty/

HEA Co-President

Susan Kutner, BOE

Timothy McFerren,

Director of Facilities

John Miller, Director of Technology

Heather Paoli, BOE

Corinne Welsh, Faculty

**SOCIAL-EMOTIONAL LEARNING****Gino Priolo,****Assistant Superintendent**

Rachel Fricke, Parent

Lynn Hoag, BOE

Kristin Leren, School Psychologist

Tracy Ann Matozzo, Principal

Tammy McHale, Principal

Hamisi Tarrant, Dean of Student Life



# Planning Timeline



June 17, 2020

HSD formed Steering Committee.

June 26, 2020

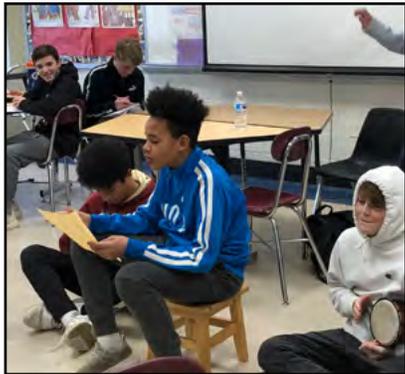
Governor Murphy released “The Road Back: Restart and Recovery Plan for Education”

June 2020

HSD formed Action Teams in areas of Communications, Health & Wellness, Instruction, Operations, and Social-Emotional Learning.

June 2020

8 Focus Groups held (teachers, parents, students)



July 2, 2020

HSD sent survey to all parents/guardians and faculty.

July 2020

More than 25 Action Team meetings were conducted throughout the month. Steering Committee also met regularly to ensure clear communication.

July 13-23, 2020

Administrative Team held 40+ hours of daily planning sessions

July 15, 2020

HSD released first draft of Return-to-School Plan.

July 16, 2020

The administration shared details of the first draft of Return-to-School Plan and elicited public comments and questions.

July 17, 2020

Comment form was shared again, posted on HSD website and social media.

July 28, 2020

HSD presented final reopening plan at special BOE meeting.

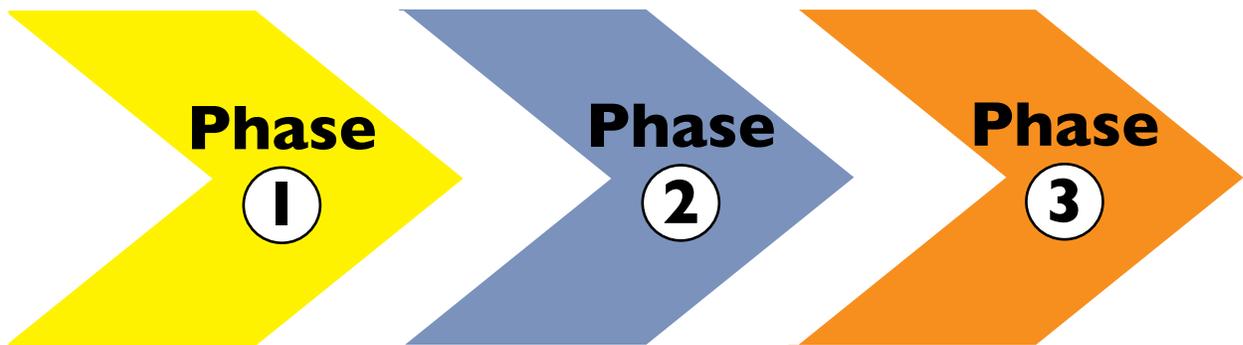




# Return Phases

**Phase 1:** School begins September 8th with a hybrid model.

**Phases 2 and 3:** These will be considered and implemented if public health conditions improve and state and county guidance changes.



Phase 1:  
Students return on an A/B cohort hybrid model with both in-person and virtual learning, 2-days in school with a reduced day (approximately 4 hours per day) and 3 days at home per week. There is an online-only option.

Phase 2:  
Students continue on an A/B cohort model, 2-days in school per week, for a full-instructional day (approximately 6.5 hours). There is an online-only option.

Phase 3:  
Full return to a normal school day. There is an online-only option provided.

**PLEASE NOTE: Haddonfield School District will offer virtual education option to students in all three phases.**



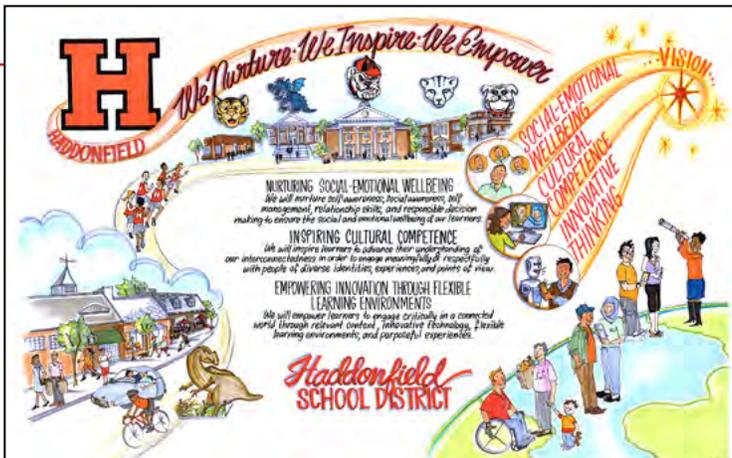
# Learning Model **A**: Hybrid

## PRESCHOOL Hybrid Model

**Students** will attend school 2 days per week with students working virtually on Wednesdays. Preschool instruction begins at 8:45. Students should arrive at 8:30 for screening. Students will be assigned to Cohort 1 Gray (A-L) and Cohort 2 Red (M-Z). The alphabet will be split by letter to ensure that all students in one family at the elementary level go to school on the same days. *Class lists may be adjusted in an attempt to balance classes and to ensure students can fit in the classroom using the guidelines for social distancing. Modifications are likely for how students with special needs are placed into a cohort, as this may not rely strictly upon last name.*

HYBRID SCHEDULE PRESCHOOL ONLY				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>A-L</b> <b>In-Person Learning</b> 8:45-12:45*	<b>A-L</b> <b>In-Person Learning</b> 8:45-12:45*	<b>ALL STUDENTS</b> <b>VIRTUAL LEARNING</b> <ul style="list-style-type: none"> <li>•Asynchronous learning</li> <li>•Independent work</li> <li>•Collaborative planning for staff               <ul style="list-style-type: none"> <li>•Grading</li> <li>•Assessment</li> </ul> </li> <li>•Small group instruction</li> </ul>	<b>M-Z</b> <b>In-Person Learning</b> 8:45-12:45*	<b>M-Z</b> <b>In-Person Learning</b> 8:45-12:45*

*Preschool instruction begins at 8:45. Arrival time is 8:30 to allow time for screening.*



*Students who are a part of our most vulnerable population requiring more intensive mandated services as per their IEP will follow a schedule that takes into account their varying disabilities and that will provide them with the attention and time necessary to ensure equitable access to the curriculum. A letter was sent to their parents.*



# Learning Model **A**: Hybrid

## ELEMENTARY Hybrid Model

**Students** will attend school 2 days per week with students working virtually the remaining 3 days. Grades 1-5 will attend 8:30-12:45. Kindergarten will attend 8:45-12:45. Students will be assigned to Cohort 1 Gray (A-L) and Cohort 2 Red (M-Z). The alphabet will be split by letter to ensure that all students in one family at the elementary level go to school on the same days. *Class lists may be adjusted in an attempt to balance classes and to ensure students can fit in the classroom using the guidelines for social distancing. Modifications are likely for how students with special needs are placed into a cohort, as this may not rely strictly upon last name. Students who are a part of our most vulnerable population requiring more intensive mandated services as per their IEP will follow a schedule that takes into account their varying disabilities and that will provide them with the attention and time necessary to ensure equitable access to the curriculum. A letter was sent to their parents.*

### HYBRID SCHEDULE GRADES K-5 ONLY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>A-L In-Person Learning</b> 8:30-12:45*  Virtual Learning 2:00-3:00	<b>A-L In-Person Learning</b> 8:30-12:45*  Virtual Learning 2:00-3:00	<b>ALL STUDENTS VIRTUAL LEARNING</b> <ul style="list-style-type: none"> <li>•Morning Meeting</li> <li>•Asynchronous learning</li> <li>•Independent work</li> <li>•Collaborative planning for staff</li> <li>•Grading</li> <li>•Assessment</li> <li>•Small group instruction</li> </ul>	<b>M-Z In-Person Learning</b> 8:30-12:45*  Virtual Learning 2:00-3:00	<b>M-Z In-Person Learning</b> 8:30-12:45*  Virtual Learning 2:00-3:00
<b>M-Z Virtual Learning</b> 8:30-12:45* and 2:00-3:00	<b>M-Z Virtual Learning</b> 8:30-12:45* and 2:00-3:00		<b>A-L Virtual Learning</b> 8:30-12:45* and 2:00-3:00	<b>A-L Virtual Learning</b> 8:30-12:45* and 2:00-3:00

*Students who are participating in all-virtual instruction should have three check-ins/conferences/small-group instruction per week with their teachers. These can be in small groups or 1:1 and will take place during the 2:15-3:00 block and/or on Wednesdays.*

### IN-PERSON SCHEDULE GRADES K-5

### VIRTUAL SCHEDULE GRADES K-5

8:10 Arrival at School <i>*allows time for screening</i> <hr/> <b>8:30-12:45* In-Person Instruction</b> <b>Sample Classroom Schedule:</b> 8:30 - 9:00 Morning Meeting 9:00 - 10:00 Math 10:00 - 11:00 Reading 11:00 - 12:00 Writing 12:00 - 12:30 Science or Social Studies <hr/> 12:45 Dismissal 1:00-2:00 Lunch/Recess at HOME <hr/> 2:00-3:00 (Virtual) Specials, Instrumental Music, Teacher Assignments, Principal Daily	<b>8:30-12:45* Virtual Instruction</b> <b>Sample Classroom Schedule:</b> <hr/> 8:30 Morning Work, Principal Daily 9:00 Live Streaming (followed by teacher-assigned work) 10:00 Live Streaming (followed by teacher-assigned work <b>for Grade 5 ONLY</b> ) 11:00 Live Streaming (followed by teacher-assigned work) <hr/> 1:00-2:00 Lunch/Recess at HOME <hr/> 2:00-3:00 Specials, Instrumental Music, Teacher Assignments, Check-in/Conferences/ Small Group Instruction
--	--

*We will utilize live streaming to our students' best advantage in the most developmentally and pedagogically appropriate ways.*

*\*Kindergarten begins at 8:45.  
Schedule subject to change.*



# Learning Model **A**: Hybrid

## **ELEMENTARY Hybrid Model cont'd.** **SPECIALS and MUSIC**

<b>SPECIALS</b>				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PE/Health (grades 1-5 only)	Library	Art	WL	Music

Specials are asynchronous and can be done at any point during the school day. 2:00-3:00 is a suggested time. All special area lessons will be available by 8:30 a.m. on the morning of the assigned special.

Orchestra and Band teachers will have a consistent schedule for students. Lessons will take place daily, in-person during the half-day schedule. All students who are participating in all-virtual instruction will be scheduled for a virtual lesson. Full Band/Orchestra will take place remotely from 2:00-3:00 daily on the schedule below.

<b>BAND</b>					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:00-3:00	Gr. 5 Flute	Gr. 5 Clarinet	Gr. 5 Saxophone	Gr. 5 Trumpet/Trombone	Gr. 5 Drums

<b>ORCHESTRA</b>					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:00-3:00	Gr. 4/5 Violin	Gr. 4/5 Viola	Gr. 4/5 Cello	Gr. 4/5 Bass	Flex for Band conflicts



# Learning Model **A**: Hybrid

## MIDDLE SCHOOL Hybrid Model

A-L and M-Z two consecutive days in school and three consecutive days virtual.

**Students in grades 6-8** will attend school 2 days per week with students working virtually the remaining 3 days. Students will be assigned to Cohort 1 Gray (A-L) and Cohort 2 Red (M-Z). The alphabet will be split by letter to ensure that all students in one family at the middle school level go to school on the same days. *Class lists may be adjusted in an attempt to balance classes and to ensure students can fit in the classroom using the guidelines for social distancing. Modifications are likely for how students with special needs are placed into a cohort, as this may not rely strictly upon last name. **Students who are a part of our most vulnerable population requiring more intensive mandated services as per their IEP will follow a schedule that takes into account their varying disabilities and that will provide them with the attention and time necessary to ensure equitable access to the curriculum. A letter was sent to their parents.***

HYBRID SCHEDULE GRADES 6-8					
	MONDAY: A Day A-L In Person M-Z Virtual	TUESDAY: A Day A-L In Person M-Z Virtual	WEDNESDAY A & B DAY All Virtual	THURSDAY: B Day M-Z In Person A-L Virtual	FRIDAY: B Day M-Z In Person A-L Virtual
8:00-9:04 In-Person	Period 1	Period 2	Period 1 8:00-8:40	Period 1	Period 2
9:07-10:11 In-Person	Period 3	Period 4	Period 2 8:45-9:25	Period 3	Period 4
10:14-11:18 In-Person	Period 5	Period 6	Period 3 9:30-10:10	Period 5	Period 6
11:21-12:25 In-Person	Period 7	Period 8	Period 4 10:15-10:55	Period 7	Period 8
			Period 5 11:00-11:40		
For visual reference only; schedule subject to change.	MONDAY: A Day	TUESDAY: A Day	Period 6 11:45-12:25	THURSDAY: B Day	FRIDAY: B Day
1:00-1:30 Virtual	Period 1	Period 2	<b>Lunch</b> 12:25-1:00	Period 1	Period 2
1:35-2:05 Virtual	Period 3	Period 4	Period 7 1:00-1:40	Period 3	Period 4
2:10-2:40 Virtual	Period 5	Period 6	Period 8 1:45-2:25	Period 5	Period 6
2:45-3:15 Virtual	Period 7	Period 8	Office Hours 2:30-3:15 via Google Meet*	Period 7	Period 8

We will utilize live streaming to our students' best advantage in the most developmentally and pedagogically appropriate ways.

\* Staff may mandate student/s to meet during office hours.



# Learning Model **A**: Hybrid

## HIGH SCHOOL Hybrid Model

**Students in grades 9-12** will attend school 2 days per week with students working virtually the remaining 3 days. Students will be assigned to Cohort 1 Gray (A-L) and Cohort 2 Red (M-Z). The alphabet will be split by letter to ensure that all students in one family at the middle school level go to school on the same days. *Class lists may be adjusted in an attempt to balance classes and to ensure students can fit in the classroom using the guidelines for social distancing. Modifications are likely for how students with special needs are placed into a cohort, as this may not rely strictly upon last name. Students who are a part of our most vulnerable population requiring more intensive mandated services as per their IEP will follow a schedule that takes into account their varying disabilities and that will provide them with the attention and time necessary to ensure equitable access to the curriculum. A letter was sent to their parents.*

HYBRID SCHEDULE GRADES 9-12						
	MONDAY A-L In Person M-Z Live Stream	TUESDAY A-L In Person M-Z Live Stream	WEDNESDAY All Virtual	THURSDAY M-Z In Person A-L Live Stream	FRIDAY M-Z In Person A-L Live Stream	
8:00-9:04 In-Person	Period 1	Period 2	Period 1 8:00-8:40	Period 1	Period 2	
9:07-10:11 In-Person	Period 3	Period 4		Period 2 8:45-9:25	Period 3	Period 4
10:14-11:18 In-Person	Period 5	Period 6		Period 3 9:30-10:10	Period 5	Period 6
11:21-12:25 In-Person	Period 7	Period 8		Period 4 10:15-10:55	Period 7	Period 8
	Virtual Learning Office Hours (per teacher & as needed)	Virtual Learning Office Hours (per teacher & as needed)	Period 5 11:00-11:40	Virtual Learning Office Hours (per teacher & as needed)	Virtual Learning Office Hours (per teacher & as needed)	
12:55-1:25 Virtual	Period 1	Period 2	Period 6 11:45-12:25			
			Lunch 12:25-1:00	Period 1	Period 2	
1:27-1:57 Virtual	Period 3	Period 4	Period 7 1:00-1:40	Period 3	Period 4	
1:59-2:29 Virtual	Period 5	Period 6	Period 8 1:45-2:25	Period 5	Period 6	
2:31-3:01 Virtual	Period 7	Period 8	Office Hours 2:30-3:15	Period 7	Period 8	

We will utilize live streaming to our students' best advantage in the most developmentally and pedagogically appropriate ways.

Schedule subject to change.



# Learning Model **B**: Virtual

## VIRTUAL LEARNING WHILE DISTRICT OFFERS HYBRID EDUCATION

If you choose not to send your student(s) to school for the hybrid model, your student(s) may stay home and the district will provide virtual instruction. Students will have access to all learning materials. Families will be required to pick up materials on designated days by appointment only to ensure social distancing and safe delivery of materials. Based on the number of students choosing this model, the delivery of instruction is subject to change.

VIRTUAL LEARNING				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45-12:45 PS and K	8:45-12:45 PS and K	<b>ENTIRE DISTRICT VIRTUAL LEARNING</b> <ul style="list-style-type: none"> <li>•Asynchronous learning</li> <li>•Independent work</li> <li>•Collaborative planning for staff</li> <li>•Grading</li> <li>•Assessment</li> <li>•Small group instruction</li> </ul>	8:45-12:45 PS and K	8:45-12:45 PS and K
8:30-12:45 and 2:00-3:00 Grades 1-5	8:30-12:45 and 2:00-3:00 Grades 1-5		8:30-12:45 and 2:00-3:00 Grades 1-5	8:30-12:45 and 2:00-3:00 Grades 1-5
8:00-12:25 and 1:00-3:00 Grades 6-12	8:00-12:25 and 1:00-3:00 Grades 6-12		8:00-12:25 and 1:00-3:00 Grades 6-12	8:00-12:25 and 1:00-3:00 Grades 6-12





# Contingency **C**: Only if Schools are Required to Close

## PRESCHOOL Contingency Model

*The Contingency Virtual Model is our contingency plan in the event that state guidance or county health department directives require us to close schools.*

Time	Monday - Friday AM and PM Students Combined
8:45-9:00	Daily Announcements
9:00-9:30	Large Group Lesson
9:30-10:30	Social Skills Games in Small Groups
10:15-11:00	Snack/Recess
11:00-12:00	Small Group Learning in Literacy, Math and Handwriting
12:00-12:15	Closing/Goodbye

\*Each teacher will meet with each student a minimum of 2x per week for 1:1 or small group instruction.



# Contingency **C**: Only if Schools are Required to Close

*The Contingency Virtual Model is our contingency plan in the event that state guidance or county health department directives require us to close schools.*

## KINDERGARTEN Contingency Model

Time	Monday - Friday
8:45-9:15	Principal Daily and Specials Monday - No Special Tuesday - Library Wednesday - Art Thursday - World Language Friday - Music
9:14-9:45	Morning Meeting and Live Lesson #1
9:45-10:15	Scheduled 1:1 or small groups* Teacher-assigned work
10:15-10:45	Snack/Recess
10:45-11:00	Teacher-assigned work
11:00-11:30	Live Lesson #2
11:30-12:00	Scheduled 1:1 or small groups* Teacher-assigned work

\*Each teacher will meet with each student a minimum of 1x per week for 1:1 or small group instruction.



# Contingency **C**: Only if Schools are Required to Close

*The Contingency Virtual Model is our contingency plan in the event that state guidance or county health department directives require us to close schools.*

## GRADES 1-3 Contingency Model

Time	Monday - Friday
8:30-9:00	Principal Daily
9:00-9:30	Morning Meeting followed immediately by Live Lesson #1
9:30-10:00	1:1 and small group instruction and teacher-assigned work*
10:00-10:30	Snack/Recess
10:30-11:00	Teacher-assigned work in core content areas
11:00-11:30	Live Lesson #2
11:30-12:00	1:1 and small group instruction and teacher-assigned work*
12:00-1:00	Lunch/Recess (extracurriculars)
1:00-1:45	Daily Special assigned in Google Classroom
1:45-3:00	Social Studies, Science, IXL, Raz Kids, Epic, 30 minutes of independent reading, Xtra Math, Typing Agent
3:00	Extracurriculars

\*Each teacher will meet with each student a minimum of 1x per week for 1:1 or small group instruction.

\*\* Orchestra lessons will be scheduled synchronously throughout the day. Orchestra rehearsals will take place from 7:45-8:20 a.m. (scheduled dates will be provided).



# Contingency **C**: Only if Schools are Required to Close

*The Contingency Virtual Model is our contingency plan in the event that state guidance or county health department directives require us to close schools.*

## GRADE 4-5 Contingency Model

Time	Monday - Friday
8:30-9:00	Principal Daily
9:00-9:30	Morning Meeting and Live Lesson #1
9:30-10:00	1:1 and small group instruction and teacher-assigned work*
10:00-10:30	Live Lesson #2
10:30-11:00	1:1 and small group instruction and teacher-assigned work*
11:00-11:30	Live Lesson #3
11:30-12:00	1:1 and small group instruction and teacher-assigned work*
12:00-1:00	Lunch/Recess (extracurriculars)
1:00-1:45	Daily Special assigned in Google Classroom
1:45-3:00	Social Studies, Science, IXL, Raz Kids, Epic, 30 minutes of independent reading, Xtra Math, Typing Agent
3:00	Extracurriculars

\*Each teacher will meet with each student a minimum of 1x per week for 1:1 or small group instruction.

\*\*Band and Orchestra lessons will be scheduled synchronously throughout the day. Band and Orchestra rehearsals will take place from 7:45-8:20 a.m. (scheduled dates will be provided). 17



# Contingency **C**: Only if Schools are Required to Close

## MIDDLE SCHOOL Contingency Model

*The Contingency Virtual Model is our contingency plan in the event that state guidance or county health department directives require us to close schools.*

	MONDAY A Day All Students	TUESDAY A Day All Students	WEDNESDAY A/B Day Rotation All Students	THURSDAY B Day All Students	FRIDAY B Day All Students
8:00-9:04	1 *alternating weeks 2	2 1	1 2	2 1	1 2
9:07-10:11	3 4	4 3	3 4	4 3	3 4
10:14-11:18	5 6	6 5	5 6	6 5	5 6
11:21-12:25	7 8	8 7	7 8	8 7	7 8
12:25-1:15 Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:20-1:40 Office Hours	1 2	2 1	1:20-2:20 Small Group or 1:1 (especially for 504 and I&RS students)  2:20-3:15 Common Planning Time	2 1	1 2
1:42-2:07 Office Hours	3 4	4 3		4 3	3 4
2:09-2:34 Office Hours	5 6	6 5		6 5	5 6
2:36-3:01 Office Hours	7 8	8 7		8 7	7 8

\* *The schedule alternates weekly*; Mondays include odd class periods one week and even class periods the next. Office hours by period. Staff can mandate students to attend 1:1, small group, review, assessment redo, and in the event of an absence (excused or unexcused).



# Contingency **C**: Only if Schools are Required to Close

## HIGH SCHOOL Contingency Model

*The Contingency Virtual Model is our contingency plan in the event that state guidance or county health department directives require us to close schools.*

	MONDAY Live Stream	TUESDAY Live Stream	WEDNESDAY Live Stream/ Asynchronous Learning	THURSDAY Live Stream	FRIDAY Live Stream
8:00-9:04	1	2	1st Period 8:00-8:40	1	2
9:07-10:11	3	4	2nd Period 8:45-9:25	3	4
10:14-11:18	5	6	3rd Period 9:30-10:10	5	6
11:21-12:25	7	8	4th Period 10:15-10:55	7	8
12:25-1:15 Lunch			5th Period 11:00-11:40		
1:15-1:40 Office Hours Asynchronous	1	2	6th Period 11:45-12:25	1	2
1:42-2:07 Office Hours Asynchronous	3	4	Lunch 12:25-1:00	3	4
2:09-2:34 Office Hours Asynchronous	5	6	7th Period 1:00-1:40	5	6
2:36-3:01 Office Hours Asynchronous	7	8	8th Period 1:45-2:25	7	8

*In an effort to provide an enhanced online learning experience, there will be a greater emphasis on synchronous learning. The expectation is that all teachers meet with their students for live instruction for a minimum of 30-minutes per period. Teachers will be available to students for the entirety of the class period.*



# State Requirements and Resources

## RESOURCES

[NJDOE The Road Back: Restart and Recovery Plan for Education](#)

[Parent Survey Summary](#)

[Staff Survey Results](#)

[Community Feedback](#)



## School districts must:

- Complete and communicate the structure of the school reopening plan 30-days prior to the start of the school year.
- Complete and communicate full reopening plans on the district website by August 30.
- Establish a reopening committee consisting of a stakeholder group that is representative of our schools and community.
- Create a Pandemic Response Team with diverse representation from the school community to centralize, expedite, and implement COVID-19 related decision-making.
- Follow NJDOE standards and provide instruction across all key content areas.
- Follow IDEA, 504 and ADA, plus all other special education laws and protocols.
- Follow NJDOE, state, and federal health guidelines and procedures for individuals who test positive for COVID-19.
- Follow NJDOE, state and federal health safety protocols around food service, daily cleanings and other school operations.
- Prepare students, staff, and families via clear, continuous communication with the school community.
- Adopt contingency plans for emergency operations in the event facility closure becomes necessary



# Summary of PPE Measures

**STUDENTS** All (PK-12) students are required to wear face coverings unless exempted due to health conditions. Disposable masks, provided by the district, will also be available.

Students who cannot wear a face covering for medical reasons will be provided a desk shield and/or face shield.

Temperature checks occur daily for all students.

Students will wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their noses/coughing/sneezing. When hand washing is not available, hand sanitizer should be used.

Number of students in bathrooms will be limited and every other stall will be in use.

Students will remain in classrooms when possible; teachers will travel.

Portable sneeze guards will be available for small group instruction.

**STAFF** Face coverings are mandatory. Staff will have the option to wear a face shield as an additional precaution. Face shields and disposable masks will also be available and provided by the district.

Temperature checks occur daily.

N95 masks and gowns are available in nurse's office.

COVID-19 Screening conducted daily.

Staff will wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their noses/coughing/sneezing. When hand washing is not available, hand sanitizer should be used.

Sneeze guards will be available in each classroom, one of which can be used for the teacher's desk.

**FACILITY** Visitors will not be allowed during the school day.

Masks are required for emergency school visits.

[Enhanced cleaning protocols](#)

Water fountains will not be in use. Bottle filling stations will be available.

Isolation rooms will be set up in every building.

Hand sanitizing stations will be in each classroom and throughout buildings.

Physical guides will be installed to help ensure that staff and students remain at least six feet apart.

Increased frequency for disinfecting bathrooms and high-touch points, including rest room and common areas disinfected 3 times while students are in buildings. All classrooms and office areas disinfected once nightly, and buses disinfected at the conclusion of each transportation run.

We have increased the state minimum of 10% fresh air circulation to a 20% minimum of fresh air at all times. While the minimum will be 20%, based on the weather, this can reach as high as 100%. We will also be running our HVAC systems in the evenings and on weekends to increase the fresh air circulation. Odorox hydroxyl generators have been purchased for all district nurse offices. These devices generate hydroxyls and other molecules that naturally kill bacteria, viruses, and mold. Finally, we are currently exploring upgraded the filters for our air units to improve the efficiency of filtration.



# Procedures for Positive COVID-19 Test Results

## GENERAL PROCEDURE



If the Haddonfield School District becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, *officials will immediately notify local health officials, staff, and families* of a confirmed case, while maintaining confidentiality. The Camden County Department of Health will then provide the district with guidance on next steps, including the possibility of targeted and/or full closure.

Guidelines may change day to day depending on state regulations: NJ DOH, NJSIAA, NJEA and the CDC. We will send any updates to the school community as needed.

Nurses have the discretion to call the parent/guardian for consultation for possible dismissal if the child appears ill or complains of illness with no focal signs or symptoms or fever.



Please click here for HSD's [Decision Tree](#) For People with COVID-19 Symptoms Found in Students, Staff, and Families.

## SOME SPECIFIC GUIDELINES

**1. Fever constitutes 100 degrees Fahrenheit or higher.** However, evaluate the clinical picture. A temperature greater than normal 98.6 degrees Fahrenheit or higher with body aches likely indicates acute illness.

**2. If presenting with COVID-19 symptoms** (fever, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea), **must follow up with a medical provider with a clearance note prior to returning to school.**

3. Have a parent/guardian call DOH Hotline for guidance regarding presenting symptoms if testing for COVID-19 is warranted. **Call (24/7): 1-800-962-1253.**

a. Per the CDC:

**i. Persons with positive test result for COVID-19:**

*Parents and staff must notify their principal(s).* Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms. Siblings and household members also stay home for 14 days.





## Procedures for Positive COVID-19 Test Results cont'd ...

PLEASE REFER TO  
THE DOCUMENT  
“[HEALTH OFFICE  
GUIDELINES](#)”  
on our website  
for more detailed  
information, including:

School Support

Non-pharmacological  
Intervention  
Recommendations for  
Communicable Diseases

Isolation and Personal  
Protection Equipment  
(PPE) in the Nurses’  
Offices

Respiratory Condition and  
Afebrile/Febrile

Communicable Disease  
Monitoring

Health Resources

### SOME SPECIFIC GUIDELINES cont'd ...

#### ii. Persons with negative test result but symptoms with no other diagnosis:

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms. Siblings and household members also stay home for 14 days.

#### iii. For persons with a COVID-19 diagnosis without a lab test or persons with symptoms consistent with COVID-19 without a medical evaluation (e.g. monitoring symptoms at home):

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms. Siblings and household members also stay home for 14 days.

#### iv. For people with other diagnoses (e.g. strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition:

Stay home until symptoms have improved. Follow specific return guidance for the health care provider or follow the [guidance from the NJ Department of Health](#).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps. Siblings and household members do not need to stay home. Healthcare Provider’s note upon return to school.





# FAQs

[Frequently asked questions for Haddonfield Staff](#)

[Frequently asked questions for Haddonfield Parents/Guardians](#)



EMAIL: [cheintz@haddonfield.k12.nj.us](mailto:cheintz@haddonfield.k12.nj.us)

## HOW TO INDICATE YOUR STUDENT'S/S' ATTENDANCE PLANS FOR SEPTEMBER 8, 2020

Please go to the [Genesis Parent Portal](#)

Please read the message that will immediately and automatically appear.

***By August 3rd, you must choose a learning model for each child in your household. The learning models were presented at the BOE meeting on July 28, 2020 and are included in this comprehensive document sent to all families following the BOE meeting. Please make sure to click on and complete this question for each child in Genesis. We will not assume that every child in your family is choosing the same option. Once you have selected an option for your child, this cannot be changed due to planning purposes. **Changes to schedules** (i.e. move from virtual only to in-person learning or move from in-person learning to virtual only) **can be made to coincide with a new marking period with notice provided to the school principal 2 weeks prior to the end of the marking period.** Students placed in "virtual instruction only" due to a documented medical necessity may return to in-person instruction pending medical clearance and documentation. Cohort placement when moving from virtual to in-person learning is contingent upon availability of space.***

My child will attend school in the hybrid model presented by the school district.

My child will not attend school for in-person instruction and will be participating in the all-virtual model.

Please submit by August 3rd. Thank you.

