



## Hawes Elementary School Safety Guidelines & Information Sheet

WELCOME TO THE 2020-21 SCHOOL YEAR!

We are going to work together, both with the students and teachers in school and the ones learning and teaching from outside the school, to make this school year one that is positive, productive, and wonderful while also seeking to maintain the highest levels of academic excellence that we are known for.

As a school, no matter where we are learning and teaching from, we are all **Together As One**.

This document was created to outline many of the new expectations at Hawes this year that have come as a result of our careful and thoughtful planning this summer.

### **The BIG Changes**

As you read through this document, you will see that we have tried to answer every possible question as we begin the 2020-21 school year.

There are big (noticeable) changes in and outside the building such as separate entrances for each grade level with socially distant markings, markings in the hallways that allow for visual socially distancing, classrooms set-up differently than in the past with six-feet between students, the requirement that all students and staff wear face masks at all times, and new (and different) drop-off and pick-up procedures.

School will look differently this year - at least as we open. But one thing will remain as always, the Caring Community that is made-up of dedicated, hard-working, child-centered teachers will remain. The Hawes staff, together (even if physically apart) will give your children their very best energies, they will present high-quality lessons, they will make school fun and interesting, and, like you, they will provide your children with the unconditional love that is at the heart of what Hawes is all about. Of course, I will also be present, hopefully seemingly everywhere, lending assistance, kindness, and a smile to all.

### **Acceptable Use Policy**

Please review our Acceptable Use Policy as a family and complete [this Google Survey](#) indicating that you understand and agree with this protocol. Our goal is to help our K - 5 students learn how to manage the use of technology in their lives in a way that is healthy and safe. This work requires a close home-school connection. Thank you!

It is imperative that each parent complete all of the mandatory forms in Skyward in order for your child to gain and maintain access to the school's computer network and computers. These forms should be completed prior to the first day of school.



### Bathroom Guidelines

Students in kindergarten through second grade have bathrooms in their classrooms. In regard to those grades, nothing changes with bathroom usage as the students will follow the directions of the teacher in the classroom.

The large hallway bathrooms will be limited to only two students at a time. If more than two students wish to use the bathroom, there are socially distant boxes marked in the hallways where the children are to wait. There will be an adult monitoring those bathrooms. Students leaving the classroom to use the bathrooms will write their names on a sign-out sheet in the classroom that will also denote the time they leave the room.

### Busing

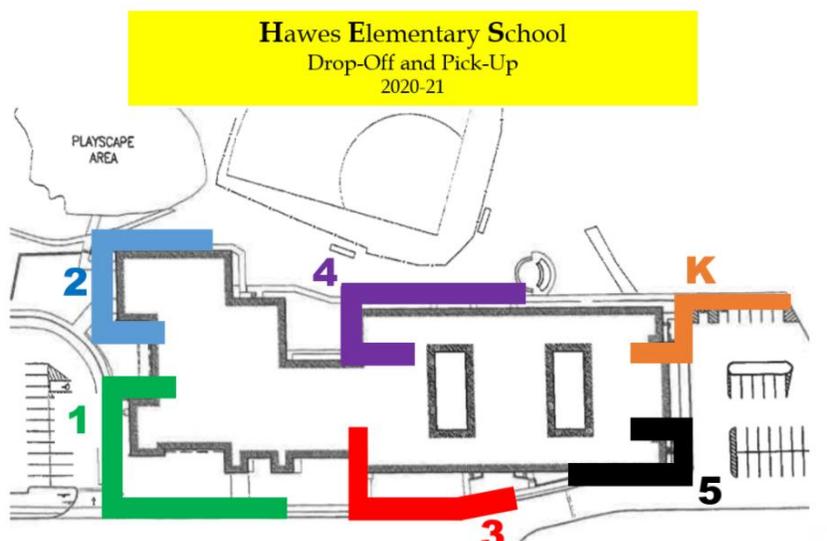
Students taking the bus will be required to wear masks at all times at bus stops and while riding the bus. Bus drivers and students will open windows for fresh air ventilation whenever possible. Students entering and leaving buses should do so with proper distancing measures. We also expect that, as practical, students maintain social distance on the school buses.

### Drop Off & Pick-Up Locations

For the 2020-21 school year, we are asking that no cars come to school for drop-off or pick-up.

Any parent driving a child to school is being asked to park in the neighborhood and then have the child walk (with or without the parent) to the school to line-up in the designated location for that grade level. (Please see the chart below.) Parents are welcome to wait on line with their children in a socially distant manner. Please note that masks must be worn at all times.

For end-of-the-day pick-up, the students will stand at the designated grade level locations with their teacher or a teaching assistant and wait to be picked-up by the parent who arrives on foot. There will be no pick-up line while we are following the hybrid A/B schedule.





### **Entrance into the Building & Daily Temperature Checks**

Students should not arrive at school before 8:20 a.m. There will be no supervision before that time. The playgrounds and ballfields are also closed in the immediate before school hours.

At 8:20 a.m., adults stationed at each designated entrance door will scan each child's ID card to assure that the health/safety check was completed by the parent. Following this, an adult using a hand-held distance thermometer will take each child's temperature. Students who pass the health screening and temperature check will proceed directly into their classroom.

Students who do not have a completed health screening or who have a temperature will report to the school nurse who will be stationed inside the school cafeteria. For students who do not have a completed health screening, a parent must come to the school to complete the health screening report for the child before that child will be permitted to report to the classroom.

Students running a temperature must also immediately be picked up by a parent.

### **Hallway Signage & Movement**

Signs have been posted in the hallways and classroom reminding students to maintain social distance, wear masks, wash their hands, and follow other proper hygiene behaviors.

### **Hand Washing**

As students enter the school and classrooms, they will be required to use the hand sanitizer stations and/or wash their hands.

Teachers will also be discussing hand washing procedures and protocols within each classroom.

### **Masks & Face Coverings**

Masks will be worn at all times unless wearing a mask is not possible due to a health condition that is documented by a doctor and shared ahead of time with the school nurse.

Students are required to wear masks at all times at school, both inside and outside the building and on the school bus (except when having a snack (mask) break - most often outside.)

It is recommended that students bring several masks with them in the event that the one they are using breaks. All masks will be attached to a lanyard worn by each student.

The only permissible face coverings are masks; therefore, scarves, shirts, bandanas, gaiters, and the like are not acceptable. Face shields are also not an acceptable mouth covering and can only be used in combination with a mask.



### **Rain and Poor Weather Conditions**

Morning line-up will take place outside, as will pick-up at the end of the day. We also plan to get the students outside, as often as we can, each day. Please be sure to have your children dress appropriately for the weather. This includes coats, hats, gloves, boot, and umbrellas.

### **Recess**

The State of New Jersey has not relaxed the recess requirement for students. There will be time, at each teacher's discretion when students will participate in a socially distanced recess, most often outside (as weather allows).

### **Recommended Supply List Items**

Each student is required to bring their own supplies to school. This includes masks, writing instruments, notebooks, and a backpack or bag for carrying personal items and the school distributed Chromebook.

Classroom supplies will not be shared among students except when a cleaning plan is in place for those items (such as the kindergarten toy procedure that will be explained by the classroom teacher at the start of the year).

### **Snacks**

Students are permitted to bring a mess free and nut free snack to school each day. Weather permitting, snacks will be eaten outside with students socially distant from one another. In inclement weather, students will eat in the classroom at their desk, washing hands before and after snack. Students may bring a water bottle to school.

Most often the snack break will also be the mask break.

### **Socially Distant Classroom and Classroom Safety Protocols**

Students will each have an assigned desk to ensure social distancing.

At the end of the school day, teachers will spray each desk and chair and each child will wipe down his/her own space as the first step in our daily disinfecting of classrooms.

Masks are required while in the classroom except for snack time during inclement weather.

All classrooms are designed and set-up for socially distant learning.

Teachers working one-on-one with children may choose to work behind a Plexiglas shield.



### **Student Health**

If your child is sick or feeling ill he or she must stay home.

The symptoms of COVID-19 are similar to many other common illnesses; therefore, we ask that families be extra cautious in determining whether their child should be sent to school that day. Keeping a child who doesn't feel well at home is the best practice.

Please be sure to call the absence line to report your child's absence and his or her symptoms. It is important that we are aware of any and all illnesses.

As a reminder, a daily health screen must be completed at home for each child. No child will be permitted into the school who has not first passed that daily health screening.

Many families have asked about the protocols in place regarding suspected exposure to the virus that causes COVID-19. Each case will be handled individually with our health offices, school physician, and department of health. The NJDOH has published a detailed document full of information for local schools. You may wish to familiarize yourself with this document. Many questions can be answered by reading this fully.

[New Jersey Department of Health COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools](#)

### **Virtual Learning Expectations**

Students are expected to join all classes on time and participate in classroom activities as if they were physically in the classroom. Official attendance will be taken daily. Below are our expectations for participating in virtual learning:

- Come to class ready to learn. This is school, even if the child is home. Children should come to class dressed, not in their pajamas or bed clothes.
- Students should not use their bed as their place of learning. Students should be properly seated at a table or desk.
- Students should be focused on learning and not eating during the live sessions.
- All students must follow the schedule for class times. (The schedule propels us forward by providing structure.)
- All participants should remain muted unless asked a question or to actively participate in a discussion.
- Participation and attention should take place as if in a live classroom.
- The social media policy is in effect so there is no taking pictures, sharing images on social media, etc. during class time.
- Students may be asked to share your work with students in class.
- Some classes may post a video or an assignment in place of a live stream. Please complete the assignments on time during the assigned period.



### Visitors & Parent Meetings

Visitors will not be permitted into the school building.

Parents dropping off items to the school must place those items outside the building in the appropriate bins or areas and notify the main office that the items were dropped off.

All parent meetings will be conducted virtually.

### The Hybrid Schedule:

As a reminder, our hybrid schedule looks like the following generic prototype with slight changes based on grade levels/teachers; your child’s teacher will distribute their version of the schedule on the first day of school. Please note that the reading, writing and math portion of the ‘at-home’ day will be designed as independent work to build upon the prior day’s learning and/or introduce new concepts as a preview. Math lessons will require students to view the Visual Learning Bridge to continue the progression of lessons while at home and teachers will use the live afternoon check-ins to reinforce the instruction/ answer questions etc.

Time	Live Students	Time	Remote Students
8:20 - 8:45	Arrival		
8:45 - 9:00	Morning Meeting	8:45 - 9:00	Recorded Morning Message Online Tools
9:00 - 9:45	Word Study	9:00 - 9:45	Art / Music
9:45 - 10:30	Reading	9:45 - 10:30	Reading Activities <ul style="list-style-type: none"> <li>Independent reading and notebook work</li> <li>Follow up of previous conference</li> <li>Raz Kids</li> <li>New reading and questions, etc</li> </ul>
10:30 - 11:15	SS/Sci	10:30 - 11:15	Library/ PE
11:15 - 12:00	Writing	11:15 - 12:00	Writing Activities <ul style="list-style-type: none"> <li>Work on teacher feedback from conferring</li> <li>Complete graphic organizer</li> <li>Work on drafting, editing, revising, etc.</li> </ul>
12:00 - 12:45	Math	12:00 - 12:45	Math Activities <ul style="list-style-type: none"> <li>Math Lesson as per pacing guide</li> <li>Watch VLB</li> <li>Complete Guided Practice/Do You Understand?</li> <li>Enrichment/Support based on formative assessment</li> </ul>
12:45-1:30	Dismissal/Lunch		
		1:30-2:00	Virtual Check-in with Classroom Teacher (math focus) Attendance for the day
2:00-3:30	Teacher Prep/Plan	2:00-3:30	Teacher Prep/Plan



### The Full-Remote Schedule

Our schedule for students participating in the fully remote model looks like the following generic prototype with slight changes based on grade levels/ teachers; your child’s teacher will distribute their version of the schedule on the first day of school. As a point of clarification, the blue block indicates live teaching (teacher is available during the whole block but will not conduct whole group teaching throughout the whole block. Rather, there will be a 10-15 minute mini-lesson followed by small group instruction and/or extra help for those who need it. We recommend having students turn off mic and video and work near the computer so that they can access the teacher if needed). The green block indicates a pre-recorded video followed by an assignment. The yellow block is time for independent, assigned work such as Online Tools (Spanish, Raz Kids, Typing Pals), and other related learning activities.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 9:00	Attendance & Live Morning Meeting				
9:00 - 9:45	Word Study/ Handwriting	Word Study/ Handwriting	Music	Word Study/ Handwriting	Word Study/ Handwriting
9:45 - 10:30	Reading	Reading	Art	Reading	Reading
Read Aloud / Online Tools SS/Science 10:30 - 11:15	Read Aloud	Social Studies/ Science	PE	Online Tools	Read Aloud
11:15 - 12:00	Writing	Writing	Library	Writing	Writing
12:00 - 12:45	Math	Math	Word Study	Math	Math
12:45 - 1:30 Lunch					
1:30 - 2:15 Additional Small Group Support					
2:15 - 3:00 Prep					



### **Procedure For Changing Between Learning Models:**

If a parent elects to move their child from the hybrid model to the fully remote model, or vice versa, that parent should reach out directly to our guidance counselor, Dave Tashian at [dtashian@ridgewood.k12.nj.us](mailto:dtashian@ridgewood.k12.nj.us). Mr. Tashian will then begin the process of transferring your child to a new class, with a new teacher, and possibly in a new school building. This transition might take up to five days, so please be patient!

Please know that we discourage the changing of models because any change can impact class sizes and continuity of learning.

### **Logging Into Skyward**

To log into Skyward to find out your child's teacher, please follow these three simple steps:

1. Logon to Skyward Family Access
2. Click on the Student Info tab.
3. The right side of the screen will display your student's Advisor/Teacher and Guidance Counselor.

### **Teacher assignments will be released via Skyward at noon on Thursday, August 27.**

Please note that assignments may have changed from those released in June. Please also note that all class assignments are final.