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# **Conditions for Learning**

## **Ten Critical Areas of Operation**

### **General Health and Safety Guidelines**

* 1. Understand and communicate current mitigation levels in Emerson/Bergen County
		1. Adjust Re-Entry/Pandemic Plan to current needs in community
			1. Continue meeting with Pandemic Response Team to tailor responses to local health picture
	2. Identify staff and students who are at higher-risk for severe illness
		1. Have parents respond to district survey regarding students’ pre-existing conditions that may preclude them from participating in onsite instruction.
			1. Work with the school nurse to develop an Individualized Health Plan that can be accommodated within the guidelines of the local learning plan.
			2. Provide synchronous virtual home instruction for students who are quarantined or unable, for medical reasons, to come to school for in-class learning.
		2. Have parents respond to district survey via Genesis SIS regarding choice to keep their child at home for a time not less than a full marking period (approximately November 15th).
		3. Faculty will be provided a discrete channel by which they can report pre-existing conditions that prevent them from returning to the workplace. Those reports will be submitted to the Central Office and reviewed by the district physician towards a final decision on the employees for a safe resumption of work.
			1. In necessary instances, provide for accommodation or telework to whatever extent possible.

* 1. Promote behaviors that reduce the spread of illness
		1. Use Bergen County Department of Health protocols/guidelines for students/staff that outline when to stay home for an illness/symptoms. Those protocols will be clearly communicated to all parties in the form of direct correspondence and district email. Coordinate response to specific situations via District Physician and local regional health authority.
		2. Conduct daily temperature checks at the school entrance.
			1. Students with a fever above 100.4 will not be permitted entry into the school building. Students will have a parent contacted to pick them up from school.
			2. District will consider the purchase of a canopy tent to shelter high-temperature students while the await pickup.
				1. Those same students will be forced to quarantine for a period determined by the CDC and NJ Department of Health.
		3. Post signage throughout building regarding hygiene and respiratory etiquette, review universal precautions and building expectations with students (virtual class meetings during week of Sept. 8th) and staff (convocation meetings)
		4. Post hand sanitizing stations inside of every classroom and throughout hallways and common areas of the building.
		5. Keep bathroom doors open to promote air ventilation and reduce the need to touch door handles.
			1. Privacy maintained with bathroom doors open.
			2. Consider mechanical solutions to increase bathroom ventilation.
		6. Provide face coverings for students (3 per student) and staff (2 per staff)
			1. All students/staff shall wear face-coverings throughout the school day.
			2. Other accommodations may be made for students unable to wear facial-coverings for a documented medical/health reason.
			3. Signage for face coverings will be hung in classrooms and hallways.
			4. School-provided facial coverings will be distributed along with parent education information. We will encourage parents to assist students in the normalization of wearing of facial coverings.
		7. Hallways will be one way only for all students and staff. Proper directions will be clearly marked in building with signage and a map will be provided to all students prior the first day of school.
			1. Lockers will not be available to students in between classes. Students may only access locker at start/end of school day to get coat or other personal belongings.

### Classroom, Testing and Therapy Rooms

* 1. In Phase I, students will be divided into A/B groups, reducing class size approximately in half.
		1. School administration will make efforts to balance individual class sections
		2. Families remain intact (siblings on the same A/B team)
	2. All student desks, tables will be facing the same direction.
	3. Students will be seated so that social distancing can be maintained as much as possible during instruction .
	4. Facial coverings will be required by all faculty/staff/students when in the building.
	5. Students will be provided with personal plexiglass carrels to take with them from class to class.
	6. Signage to maintain social distancing and properly wear masks will be hung in all classrooms.
	7. Students will be permitted to utilize lockers only for coats and personal items and will not be permitted to use them between class periods.
	8. All classrooms will have ventilation to provide fresh air. Additionally all instructional spaces to be utilized upon school opening will have air conditioning.
	9. Classroom doors will be propped open to allow for entry/exit without the use of door handles and for increased airflow.
	10. Windows will be kept open as much as possible to increase the circulation of outside air.
	11. Hand-sanitizing stations will be located at the entry/exit of each classroom.
	12. In classrooms with hand-washing stations, signage regarding proper hand hygiene will be provided at the sink area along with soap and hand sanitizer.
	13. All removable carpets will be removed from classrooms. All soft-surface seating, beanbags, etc., will be removed from each classroom.
	14. Students will be directed to wash hands with soap and water after using the toilet and after sneezing, wiping, blowing noses.
	15. Students will be directed to wash hands with soap and water or to utilize hand sanitizer throughout the school day.

### Transportation

* 1. Subscription bussing will be eliminated in Phase 1 and Phase 2.
	2. Facial coverings must be worn by all students upon entering the bus.
	3. Disinfectant will be applied to all buses between routes.
	4. Students will be given a morning assigned seat and an afternoon assigned seat based upon the route of the driver.
	5. Signage to reinforce social distancing and hygiene will be hung throughout the bus.
	6. Students will be seated in every other row and siblings will be able to be seated together.
	7. Hand sanitizer will be available on the bus for all students.
	8. Routine safety rules when riding the bus will continue to be expected and followed.
	9. BCSS Students will be transported by their LEA. They will follow policies/procedures put forth by the LEA transportation department.

###  Student Flow, Entry, Exit, and Common Areas

* 1. Students will enter the building through the Main Entrance between 7:40 and 8:00 each day. Students will enter through varied building entrances according to their grade level in order to minimize a backlogged queue waiting for entry.
		1. Temperatures of all students will be taken by an identified staff member prior to building entry. Staff member will be given faceshield, mask, gown, and thermal temperature scanner in order to manage student entry. Students with a temperature above 100.4 degrees will not be allowed to enter the building.
		2. Students must have masks on as they arrive on campus.
	2. Students may stop at locker to drop off coat, but should report directly to their first session classroom.
		1. Backpacks allowed during school day so students do not have to return to their lockers.
		2. Students should not put backpacks on desks or other common spaces as backpacks have been in contact with students’ bodies and the ground.
	3. One way hallway routes will be established throughout the building Signage will be utilized to denote this.
		1. Use counter-clockwise loop throughout the building to access classrooms
			1. School administrators will create a flow map to share with students and post signage throughout the building
			2. Lobby, 150s and 180s will be two-way hallways- student should stay to right and keep distance
	4. Hand-sanitizer will be provided at all school entrances, in each classroom, as well as hallways/common areas.
		1. Create map of sanitizer locations throughout the building.
		2. Water fountains/bottle filling stations status will not be used by students.
	5. General signage will be posted around the school building related to hand hygiene, social distancing, and facial coverings.
		1. School administration will create a signage map to plot out a spread of key public health messages.
	6. Schedules for cleaning of handles, walls, restrooms will be developed to increase the frequency and to set clear protocols. A record of cleaning will be maintained in the Main Office.
	7. Clear plexi-glass partitions are to be placed in all administrative areas and areas for related services: Main office, Principal’s office, School Social Worker Office, Speech Therapist, West Bergen Clinician, Occupational Therapist, and Physical Therapist. There will be plexi-glass partitions for all teacher desks and mobile plexiglass enclosures for teacher use as they navigate the building.
		1. CST and Counselors
			1. Google Meetings will occur during the morning and afternoon sessions to meet with students following our school counseling curriculum
				1. Teacher will call Donna at extension 1350 to notify that student is coming to Guidance Office.
				2. Donna will check student into Genesis and call counselor’s office that student is present to see them.
				3. Counselor will meet with student in back conference room, socially distant with a mask for both counselor and student.
				4. If the back conference is unavailable, the counselor will refer to the heat management plan to utilize a classroom.
	8. Dismiss students through the same exit points as entry points with 5-minute intervals between classes at the same grade level. Teachers will be expected to watch for appropriate social distancing between classes.
	9. In Phase 1, visitors will not be admitted into the building (past the vestibule) for any reason.
	10. In Phase 2, visitors may be admitted into the building with advance administrative approval.
	11. Parents coming to the building will be expected to conduct all business through the enclosed vestibule.
	12. In Phase 1 and Phase 2, parent meetings will be conducted virtually or over the phone.
	13. All visitors to Emerson JSHS are required to wear face coverings.
	14. **BCSS Students will enter the building through the doors at the back of the school. BCSS Teachers will complete temperature checks on students prior to entering the building. BCSS TA’s will monitor students outside the building in oreder to assure social distacncing as they wait to be screened.**
	15. **BCSS Students will exit the building through the doors at the back of the the school. BCSS TAs and teachers will escort students to their buses and assure social distancing.**

###  Screening, PPE, and response to Student and Staff Presenting Symptoms

* 1. Families will be provided access via the Genesis Parent Portal to verify their child’s asymptomatic, healthy status on a daily basis. Students will not be admitted without the signed and completed Screening Form. Faculty and staff will complete an independent self-reporting via the Genesis Employee Portal. This form must be completed by 8:00 AM each day.
	2. Students reporting to staff that they are COVID-19 positive, have a family member who tested COVID-19 positive, or are believed to be exhibiting symptoms must be sent directly to the Nurse’s Office. The school nurse will then direct the student, as needed, to the quarantine room, which will be the annex room of the Medical Office.
	3. The district will utilize procedures for symptomatic staff and students based on the guidance from the Bergen County Department of Health **(Note - District is still waiting for promised guidance.)**
	4. Parents/families will be directed to be alert to signs of illness in their children and to keep them home when they are sick with any illness.
	5. Students are expected to wear face coverings and are **required to do so when in the school** unless doing so would inhibit the student’s health. Face coverings will be provided by the school district, but students/families may choose to provide their own face coverings if desired.
	6. **BCSS Staff/Students will follow health screening procedures for both Emerson Public Schools and BCSS.**

###  Contact Tracing

* 1. The protocols and procedures will be set forth by the Bergen County Department of Health. **(Note - District is still waiting for promised guidance.)**

###  Facilities Cleaning Practices

* 1. Take advantage of student dismissal times to develop an enhanced cleaning schedule with the Director of Buildings and Grounds for increased routine cleaning and disinfection to include:
		1. Classroom desks and chairs
		2. Door handles and push plates
		3. Handrails
		4. Bathrooms
		5. Light switches
		6. Water-bottle filling stations
		7. Water fountains
		8. Walls
	2. Apply a disinfectant to bathrooms on an hourly basis
		1. Keep bathroom doors propped open where privacy shields make this possible.
		2. Close all water fountains and water bottle filling stations
		3. Hang signage in restroom related to hand-washing
		4. Install plexiglass barriers between sinks where six-feet of distancing cannot be maintained OR close every other sink so that greater distancing can be maintained.
	3. Disinfection procedures after a person has been identified COVID-19 positive
		1. **Deep clearing in accordance with the recommendations of the CDC and NJ Dept. of Health will be performed in any space found to be occupied by a COVID-positive individual.**
	4. Provide EPA-registered disposable wipes to teachers and staff so that commonly used surfaces can be wiped down before use.
	5. Provide gloves to teachers and staff to be used as needed.

###  Meals

* 1. In Phase 1, general lunch **will not** be served.
		1. Meals will be provided, grab and go, to students on the free/reduced breakfast/lunch program.
		2. In some circumstances (when unable to be accomplished in the regularly scheduled day) small groups of students may remain at Emerson JSHS for the purpose of receiving related-services or specialized programs beyond the planned instructional day ending at 12:00.
			1. In this case, students will be seated at least six feet apart and will bring their own meal from home or a pre-packaged meal from the free lunch program.
			2. If meals can be eaten outside, this will be done.
			3. Food will not be shared.
			4. All service items will be disposable.
			5. Hand-washing with soap and water will be required before and after eating.
	2. In Phase 2, lunch **may** be served.
		1. Meals will be served in the cafeteria, gym, and other large spaces throughout the building.
		2. Meals will be served in pre-packaged boxes/bags.
		3. All service items will be disposable.
		4. Students will wash hands or use hand sanitizer before eating and after eating.
		5. Disinfectants will be applied to tables between groups.

###  Recess/Physical Education

* 1. Physical education classes will be working with small groups of approximately 15 students. Teachers will direct students to participate in socially-distant activities such as walking/jogging, calisthenics, body weight exercises, yoga, meditation, etc.
	2. No student will be permitted to enter the locker rooms at any time. Students should arrive at school dressed for PE on days when it meets.
	3. No equipment will be shared between students.
	4. Classes will aim to utilize outdoor space as often as the weather allows.
	5. Students will wash hands or utilize hand sanitizer after all activities.
	6. Beyond physical activity, EJSHS’s physical education staff members will also incorporate lessons from the Character Strong program into their curriculum to promote positive mental, social, and emotional health.

###  Extracurricular Activities and Use of Facilities Outside of School Hours

* 1. In Phase 1, all onsite extracurricular activities are canceled or postponed.
	2. Emerson JSHS will follow the guidance of the NJDOE and NJSIAA in permitting students to participate in athletics.
	3. Consideration for the use of Zoom/Google Meet for some extracurricular activities will be made to whatever extent possible.
	4. Field trips, school-wide assemblies, and large gatherings will only be held virtually.
	5. In Phase 2, school-wide assemblies and larger gatherings may be considered outdoors.

##

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## **Other Considerations for Conditions for Learning**

### Educator Well-Being

* 1. Emerson will host faculty meetings designed to discuss upcoming plans to address concerns related to reentry.
	2. Begin to develop additional professional development opportunities for faculty and staff as we prepare for school opening.
	3. Emerson will encourage faculty to utilize outdoor spaces during non-instructional time for the purposes of refocusing and destressing.
	4. Emerson will offer the consultancy of the West Bergen Mental Health Clinician, and the Emerson Child Study Team for faculty and staff to maintain their own self-care.
	5. Encourage faculty and staff to practice social distancing and clean in/clean out practices.

### Trauma-Informed Social and Emotional Learning

* 1. Emerson will utilize the SEL program, [**Character Strong**](https://characterstrong.com), to provide an SEL/Advisory program for students. Topics include:
		1. Grief, loss, and trauma
		2. Bias, prejudice, and stigma
		3. Preparedness, hope, and resilience
		4. Maintaining feelings of self-worth and acceptance.
		5. Fear and anxiety
	2. Continue the routines and practices of the school related to Student of the Month, virtual pep rally, performing arts programming, etc.
	3. Communicate SEL vision to families and communicate what is being taught to students so there can be follow-through at home with families. Use the Character Strong platform to involve families in weekly/monthly SEL program goals.
	4. Continue to provide professional development to faculty and staff, as needed, related to the Character Strong program.
	5. Alongside West Bergen Mental Health Care prepare materials for parents and faculty and staff to assist in accessing mental health and trauma support for outside agencies.

### Multi-Tiered Systems of Supports (MTSS)

* 1. Universal Screener
		1. As reliable decision-making data will become more difficult to receive, we will want to have more information to make better decisions.
	2. Wraparound Supports
		1. Mental health support
		2. Arranging for primary health and dental care
		3. Encouraging family engagement
		4. Expanding after-school learning time in Phase 1, in-person or virtually
		5. Mentoring

### Quality Child Care

* 1. Families will be encouraged to contact their school counselor if there are obligations for childcare that need to be met by an Emerson JSHS sibling.
	2. Emerson faculty will be able to present child-care concerns to their building principals and strategize together to find acceptable solutions.

# **Leadership and Planning**

## **Emerson JSHS Pandemic Response Team**

## Emerson JSHS has met with its Pandemic Response Team on the following dates:

* + 1. July 6, July 13, July 20, August 6th, August 20th.
	1. Committee Membership
		1. Emerson JSHS has utilized a committee of 14 teachers, 3 school administrators and 10 parents to discuss issues related to our return. Faculty and parent team members represent all grade levels and departments within our school.

## [**Agenda Link**](https://docs.google.com/document/d/1G5Ioe5nv74cBJzdfB23F4yD4o1p6WpbN_QhOdQ7xoqA/edit?usp=sharing)

## Scheduling Proposal

### [Sample Schedules](https://docs.google.com/document/d/1c5dACV-bqXJO0atm8brrYAn4zdiCpRQl9EASDPXGPeY/edit?usp=sharing): The following schedules were shared with the Pandemic Response Team as potential options for Emerson JSHS.

* 1. **Proposed Schedule:**

EJSHS will use a 4-day rotation schedule for balanced A/B groups of students across all grade levels. All students will have the opportunity to engage with each teacher for synchronous instruction each day. In the morning, students will gather for four 55-minute instructional periods. These morning periods will be attended in-person by one of the two groups, with the opposing group viewing a livestream of the classroom instruction. After two days (when period 1-4 and 5-8 have met) the A and B groups will rotate to have the other half of students attend in-person morning instruction. Students will dismiss at noon and return home for the synchronous, virtual instruction for 2, 25-minute sessions beginning at 1:00. Students will then have a 1-hour period to engage with faculty for office hours (2 25-minute sessions).

**Hybrid, A/B Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **A1-4** | **A5-8** | **B1-4** | **B5-8** |
| **STUDENT ARRIVAL 7:30 - 7:50** |
| **8:05 - 9:00** | A1 | A5 | B1 | B5 |
| **9:05 - 10:00** | A2 | A6 | B2 | B6 |
| **10:05 - 11:00** | A3 | A7 | B3 | B7 |
| **11:05 - 12:00** | A4 | A8 | B4 | B8 |
| **STUDENT DISMISSAL at 12:00** |
| **12:00 - 1:00**  | Faculty Lunch | Faculty Lunch | Faculty Lunch | Faculty Lunch |
| **1:00 - 1:25** | Period 5 Virtual Learning | Period 1 Virtual Learning | Period 7 Virtual Learning | Period 3 Virtual Learning |
| **1:30 - 1:55** | Period 6 Virtual Learning | Period 2 Virtual Learning | Period 8 Virtual Learning | Period 4 Virtual Learning |
| **2:00 - 2:25** | Period 7 Office Hours | Period 3 Office Hours | Period 5 Office Hours | Period 1 Office Hours |
| **2:30 - 3:00** | Period 8 Office Hours | Period 4 Office Hours  | Period 6 Office Hours | Period 2 Office Hours |

## Implementation Strategy

* 1. **Communication** -- Plan will be communicated via Constant Contact to all stakeholders and through parent Zoom meetings.
	2. **Attendance** -- Student attendance will be monitored in the morning through the Genesis Parent Portal. Students receiving virtual instruction will be required to check-in for daily attendance through the Genesis Parent Portal.
	3. **Access to Technology --** All students will be issued a Chromebook and will have access to a Google log-on, a Google Classroom account and the Google Suite of tools and apps.
	4. **Feedback Loops --** Regular use of Constant Contact, parent Zoom meetings, Open Zoom office hours for teachers will continue into the 2020-2021 school year.
	5. **Contingency Planning --** Medically vulnerable students can receive synchronous virtual instruction daily from a grade level specialist within the Phase 1 plan. If full virtual instruction is required, teachers can move to synchronous virtual instruction following the current schedule of instruction.
	6. **Class Schedules** **--** The current Phase 1 schedule builds in multiple scenarios of developmentally appropriate instruction and hybrid instruction for students requiring alternative scenarios.
	7. **Accommodations --** Technology is being leveraged to provide virtual related services where possible and to address differentiated learning needs.
	8. **Learning Management Systems --** Google Classroom and Google Meeting will continue to serve as the main platform for learning management and virtual instruction delivery.

# **Continuity of Learning**

## Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

* 1. The CST will be responsible for making adjustments to student IEPs based upon the guidelines of the Phase 1 Instructional Plan and School Schedule.
	2. Students will be eligible to participate in additional programming after 12:00 on select days and to receive in-person related services or other programming within their IEP or virtual additional synchronous instruction to reinforce concepts taught during the school day.
	3. Students who are medically fragile or who require modifications for physical or health impairments will receive daily synchronous virtual instruction in Phase 1.

## Curriculum, Instruction, and Assessment

* 1. Professional development will be provided to assist teachers in managing a hybrid learning environment.
		1. Use of livestream technology (document cameras)
		2. Working with an A/B hybrid group
		3. Character Strong presentation
		4. Occupational Health Training
	2. Teachers will livestream or screen share their classroom instruction utilizing existing resources including (SmartBoard, Google Meeting, Zoom)
		1. School administration is in communication with other district about other tech resources to accommodate livestream
			1. Emerson should consider expansion of district bandwidth to accommodate livestream of classroom instruction.
	3. Common planning time both vertically and horizontally will allow for teachers to work for the common interests of all students and all content areas.
	4. Departmental meetings held in June will set the stage for continued planning to start the school year to ensure consistency across grade and content areas. Staff utilized those meetings to identify successes/challenges in navigating course curricula during the Spring 2020 distance learning period. A record of those identified areas and strategies for assistance in the 2020-21 school year is maintained by each department.
	5. Professional development in the areas of virtual and hybrid learning environments will be provided before the beginning of the school year so that teachers can be prepared to begin their courses. Additional PD opportunities will be provided during select afternoons throughout the school year.