

# **Immaculate Conception School**

## **RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*

## School Reopening Taskforce

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Teacher  
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Dear Immaculate Conception School Families,

In this unprecedented time, and against a backdrop of rapidly evolving circumstances, we have made the decision to open our school as planned, 5 days a week in September, although it will be a school year like no other. Our school family, our parish community, and the Diocese of Metuchen schools office are aligned on one goal: to safely and securely enable learning, to the extent possible, in a faith-filled setting where we can focus on the whole child – spiritual, academic, social and emotional.

We recognize that we must be prepared to offer a virtual learning environment as well, to immediately address the needs of families for whom an in-school setting is ill advised, and in the possible event that we must close our physical facility for a short-term or longer-term period. To more adequately prepare for this environment, we have built up to two “virtual primer” days per month into our calendar. A virtual primer will be a day that the entire school will operate from home in a virtual environment similar to what was done during the spring.

I am proud of the work our staff has done to ensure our facilities and our plans attend to every situation it is possible to predict. That said, we know that we must also allow for the unpredictable, and we have done our best to envision circumstances that would change our schedule and how we would address them. You will see areas of the plan that will require more detailed communication to parents and families as the start of school approaches. Finally, we ask that you recognize that this plan was developed at a specific point in time, under a specific set of circumstances, and is subject to change up and until the start of school.

We hope you find this plan reassuring, and that you will be confident that your children’s safety and security are in good hands at ICS in September. We have begun and ended each planning session throughout this summer in prayer to our patroness, the Blessed Mother, and ask that you keep us in your prayers as we implement this plan. See you in September!

With Peace,

Jeffrey Martinelli  
Principal

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# INTRODUCTION

## Sources

This plan is based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

Center for Disease Control: [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor\\_1589931942037](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037)

New Jersey Department of Education: <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

## Phases and Timelines

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"> <li>Supplies, equipment</li> <li>Prepare detailed work schedule for phases</li> <li>Prepare building and transportation for reopen with thorough cleaning</li> </ul>
Phase 1	August	<ul style="list-style-type: none"> <li>Implement social distancing protocol and open facilities with limited access/use</li> </ul>
Phase 2	August	<ul style="list-style-type: none"> <li>Expand use of school, based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies</li> </ul>
Phase 3	September	<ul style="list-style-type: none"> <li>Open school</li> <li>Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies</li> <li>Determine what restrictions/guidelines stay in place</li> </ul>

## **CATHOLIC IDENTITY**

Every effort will be made to express our Catholic identity, whether students are in school or learning remotely. Every Friday, select class groupings, in rotation, will report to Church for Friday Mass. The Eucharist will be distributed at the end of mass, and teachers and students will immediately exit the church. No family members will be permitted to attend until further notice.

Service learning opportunities will remain a priority in our schools. We will continue to partner with SHIP in appropriate ways throughout the school year.

## **HEALTH AND SAFETY**

### **Family Commitment**

Every family will receive a waiver/assurance document that asks for families to perform a symptoms check (see checklist below) daily before sending their child to school. The document is to be signed and returned to the school on or before the first day of school, Wednesday, September 2. Students will not be permitted to attend school if the form is not received.

### **Daily Health & Safety Protocols**

All ICS staff and students will be temperature checked upon entering the building daily with a non-contact thermometer. Students will be designated a specific entry point based on where their classroom is located.

In addition, staff will visually check students upon arrival every day for COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit

- Known close contact with a person who is lab confirmed to have COVID-19

For more information on the symptoms associated with COVID-19 please click on the following link. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

A second temperature screening will be performed before lunch each day. Any student that has a temperature of 100.4 will be sent to our isolated area, sick dismissal protocols will be enacted.

Students will be assigned designated entry ways based on the location of their classrooms, where a temperature check will be performed. Students must then report directly to their classrooms directly. Details on entry points will be provided before school starts.

Student dismissal will be staggered in stages. Students will be dismissed by floor, bussing, and then walkers/or getting picked up by a family member. All dismissal locations will be utilized. Student dismissal will start at 2:40. All students are expected to be masked through dismissal. For students on busses, they must adhere to the guidelines of the sending district or in the case of independent busses, the students will follow their individual protocols.

### **Staff Safety Protocols**

- School staff are required to wear face coverings unless doing so would inhibit the individual's health. Face Shields are not substitutions for masks. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
- If an employee or staff member becomes ill while at work or shows symptoms of COVID-19, they will be asked to leave to go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact the school administration. They will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID19, the school, Office of Schools, and local health department must be contacted. The health department will determine the next steps.

## Student Safety Protocols

- Parents are advised to monitor children and keep them home when they are sick or exhibiting signs of possible illness. To accommodate this, we will have a flexible attendance policy through the year.
- Students in grades 1 – 8 are expected to wear a mask or a face covering through the day. Students in our Pre-K and Kindergarten programs will be strongly encouraged to wear a mask throughout the day. Each student should wear a mask each day and bring a back-up mask to school. Face Shields are not substitutions for masks.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>. **If mask-wearing inhibits an individual's health, a discussion with the Nurse and school administration must take place prior to the start of the school year.**
- Student health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed. Appropriate protocols outlined by the State and Dept. of Health will be followed accordingly.

## Social Distancing Protocols

Social distancing is an effective way to prevent potential infection. Immaculate Conception School employees, students, and parents should practice staying approximately 6 feet apart from others when applicable and eliminating contact with others while not wearing a face mask.

- Social distancing (even with a mask) will occur in all settings where possible, and will be practiced during outdoor activities including:
  - class mask breaks that will be taken throughout the day
  - gym class
  - recess
- Classroom desks will be spaced as best fits each classroom.
- *All student desks will be outfitted with plastic desk shields that will provide a layer of covering between every student.*
- When weather allows, windows will be open to allow for greater air circulation.
- Traffic Flow:
  - Taped lines on the floor will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet.

## Visitors

Until further notice, with the exception of parcel delivery and occasional provision of services, there will be no visitors in the school building. The aforementioned visitors will adhere to all of the safety protocols that have been established for all staff and students within the building.

A drop off station for students/guardians will be set outside the building.

- When a family member is looking to drop off items, they are to ring the bell and announce themselves to the front office staff indicating what they are dropping off. After the item has been dropped off, a school representative will then come and pick up the item.
- A lock box will be provided for school forms and other important items.

## **FACILITIES**

### Classrooms

- In Pre-K, tables used for snack, lunch, small group work will be outfitted with plastic shields. Groupings will be limited by number and tables without shields marked with visual reminders. Distancing of 6 feet will be practiced during rest time and in all scenarios possible.□□
- As part of our curriculum, students in our PreK-K classes will review aspects of proper hygiene and health by washing hands or sanitizing. Additional protocols and guidelines for PreK-K can be found in their specific plan documents.
- Classroom desks for grades 1-8 will be outfitted with plastic shields and positioned as far apart as possible, taking classroom size and student population into consideration.
- Students will transition only to the cafeteria, outside for recess, or to the restrooms with these exceptions:
  - Until further notice, most specials will take place in the students' homeroom.
  - Computer class will be in the homeroom classroom for grades 3-8, using their Chromebooks at their desks. Students in K-2 will travel to the computer lab with their own keyboard skins, transitioning appropriately through the halls. The computer lab tables will be outfitted with their own shields and the computer lab will be disinfected before/after each class.
  - In some cases, such as the Accelerated Math classes, students may have to transition appropriately through the halls to go to their classes.
- When possible, classes may be held outside if the weather permits and the teacher wishes to conduct the class outdoors. In such instances, should a

class be held outdoors, masks are not required to be worn if social distancing is being appropriately enacted.

- Hand sanitizer will be provided for students in all classrooms as well as the cafeteria. Cleaning procedures and protocols will precede and follow every transition during the day.

### **School Entrances/Exits, Hallways, and Common Spaces**

- At the start of the day, students will enter in specific designated areas based on the location of their classroom. Students cannot enter the building until a temperature check has been done. At that point, students will report to their classrooms directly. Details on entry points will be provided before school starts.
- Hallways will be directionally designated and floor markers will indicate the appropriate flow of traffic.
- Students will not travel through the hallways to the office for administrative tasks.
- Grades 3-8 will remain in their classrooms for computer instruction, using students' Chromebooks; grades K-2 will use the computer lab, where plastic shields will divide workstations and sanitation procedures will be undertaken between each transition. Pre-K will utilize the computer lab at the start of the second semester.

### **Cleaning**

Before school reopens, ICS will be completely deep-cleaned and disinfected, and we will thereafter continue to adhere to all necessary safety precautions. Deep cleaning will be triggered when an active employee or student is identified as positive for COVID-19 based on testing.

ICS has contracted Cintas, a business services company, to sanitation supplies including:

- Non-contact paper towel and soap dispensers for student bathrooms
- Paper products for bathrooms (paper towels & toilet paper)
- Sanitizing stations in the cafeteria
- Brooms
- Dust brooms
- Wet mops
- Spray bottles
- Disinfectant concentration stations that will be located in the basement, first floor and second floor.

All cleaning supplies meet the standards outlined by the EPA, FDA and WHO in safely sanitizing and disinfecting the school building from all bacteria.

ICS has purchased a dense fog cleaner that will be used when the school is not in session. While the school is in session, ICS has purchased 2 electrostatic cleaners: a handheld cleaner for Pre-K and K classroom furniture, hard manipulatives and playground equipment, and a backpack cleaner for the cafeteria and 1-8 classrooms.

Students should wash hands for at least 20 seconds at regular intervals, including before and after eating, after using the bathroom, and after blowing their nose, coughing, or sneezing. Hand sanitizing stations with alcohol-based hand sanitizers will be located:

- At entrances and exits of the building.
- Near lunchrooms and toilets.
- In each classroom.
- At existing Kindergarten classroom handwashing stations

In addition to the broad cleaning measures outlined below, there will be a full time cleaning crew member in the building, cleaning all common areas and bathrooms throughout the day.

### General Disinfection Measures

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, Keyboards	At the end of each use/day and/or between use
<b>Commonly Used Objects</b>	Handles, light switches, sinks, restrooms, railings	Several times a day
<b>Buses</b>	Bus seats, handles/railing,	At the end of each use/day *To be done by busing company in

	belts, window controls	accordance with district guidelines
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gym, Common Areas	At the end of each use/day; between groups

**Covid-19 Suspected/Positive Staff and Students**

- Staff members who exhibit symptoms related to COVID-19 will be asked to leave immediately and see a healthcare professional. Staff members will not be permitted to return to the building until they are symptom free for 48 hours and have followed up with a healthcare professional for documented clearance.
- Students who exhibit symptoms of COVID-19 will be placed into a supervised isolated area. Parents will be notified and asked to pick up the student **within 1 hour**. Students will be asked to see a healthcare professional and may not return to the school building until they are symptom free for 48 hours and have received documented clearance from a doctor to return to the building.
- If a family member residing in the same household as a student contracts COVID-19, that student must quarantine for 14 days before returning to school. In this event, students will take advantage of our remote learning option.
- ICS will follow the current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If the school becomes aware that an individual, student or staff member, has spent time in the school and has tested positive for COVID-19, school officials will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

While in the isolation area, staff and students will wear masks and gloves (provided) to protect other employees and students as well as prevent the spread of the potential virus. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).

- The nurse and principal will identify persons who may have come in contact with the suspected infected person.
- The isolation area and suspected employee’s or student’s work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

When an individual tests positive for COVID-19, the school will immediately notify the Somerset County health officials, staff and families of a possible or confirmed case while maintaining confidentiality of the individual who has tested positive.

## Re-admittance Procedures After Recovery from or Potential Exposure to COVID-19:

Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may return to school under the following conditions:

- At least 10 days\* have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved.

Written consent from a doctor to return to school. This may require a follow-up COVID-19 test.

Please note, in order to receive a written consent to return from a doctor, the student or staff member may need to take a follow up COVID-19 test.

For more information regarding discontinuation of isolation please visit

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

If a student comes into close contact with someone who has a positive diagnosis of COVID-19 (exposure within 6 feet of infected person for at least 15 minutes) he or she should remain home for up to 14 days and receive clearance from a medical healthcare provider to return to school. <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html> if a student has traveled to another state for any reason and the state is on the list of hot-spot states, the student will be required to self-quarantine at home for 14 consecutive days before returning to school.

## OTHER CONSIDERATIONS

### DROP OFF PROCEDURE

- Pre-Kindergarten: Parents will walk their child to the entrance of the Church closest to the Pre-Kindergarten classroom.
- Kindergarten: Parents may begin the school year by walking their child to the doors closest to the Kindergarten classrooms near the Parish Center, however, parents may not enter the school building.
  - As Kindergarten parents become more comfortable, they may transition to using the car drop off loop in our school parking lot.
- We ask that students in grades 1 - 8 please be dropped off at school via the car loop. For this reason, the loop will be slightly larger than past years' to accommodate more vehicles and prevent traffic on West End Avenue.

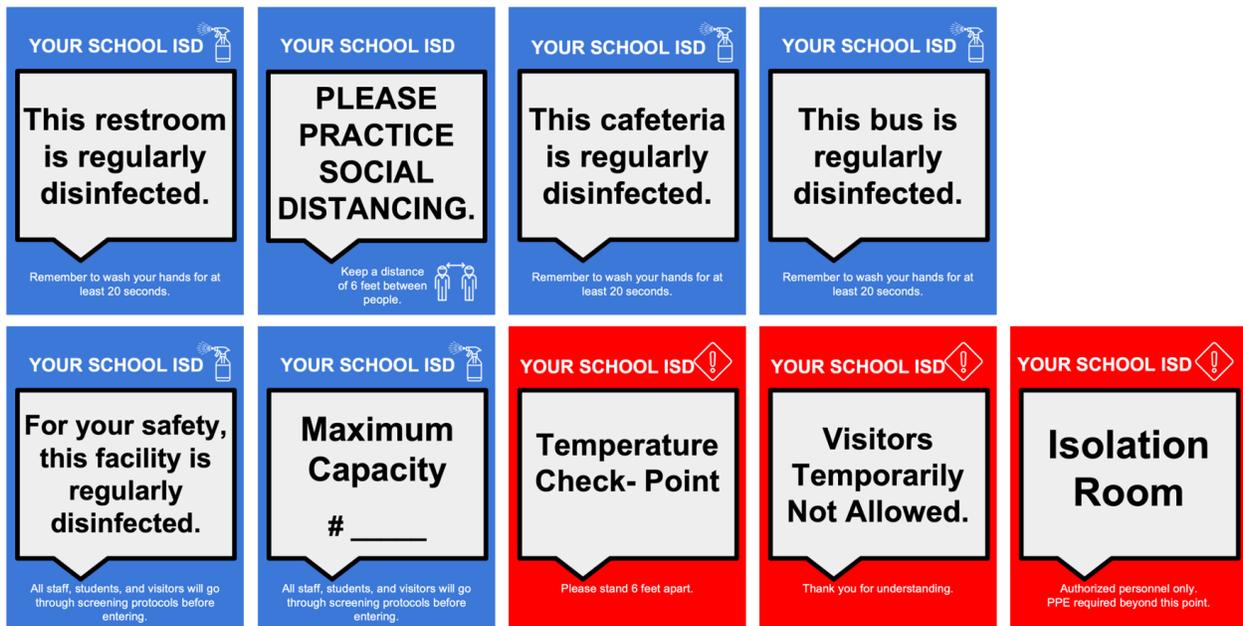
- **Drop off and screening will begin at 7:30am and end at 7:50am.**
  - **Students will be screened at the doorway and travel straight to their classroom following.**
- Students will enter the building in the following manner:
  - Kindergarten & 4th Grade: Doorway located closest to the Kindergarten classrooms.
  - Grades 1-3, 5 & 6: Doorway located closest to Mrs. Wojas’ classroom.
  - Grades 7 & 8: Doorway located closest to Mrs. Gaffney’s office.

**End of Day/Dismissal Overview**

Student dismissal will be staggered beginning at 2:40, with students being dismissed by floor to buses, followed by walkers and those being picked up by family members(not necessarily in this order). All dismissal locations will be utilized. All students are expected to be masked through dismissal. For students on busses, they must adhere to the guidelines of the sending district or in the case of independent busses, the students will follow their individual protocols. All designated bus protocols must be followed.

**Signage**

The following signs will be placed through the school building as a point of reference. Each sign will be made signature for ICS and may be designated for specific rooms within the building.



**Transportation**

ICS will follow the protocols outlined by the local district providing busing.

### Restroom Usage During the School Day

At ICS, we will establish maximum capacity for no more than 4 students at a time in the facility. A sign will be posted indicating the maximum capacity that will be posted on the door.

Classes will be designated specific times for class use of the restroom. We understand emergencies can happen at any time and a student may need immediate use of the restroom. At that time, students will be permitted to go into the restroom and asked to maintain appropriate distance within the facility. Students are expected to wear their masks while in transition to and while in the restroom. Students are encouraged to use the facility in closest proximity to their classroom.

### Recess and Physical Education

- Recess times will be staggered throughout the school day. Individual classes will be given designated areas within the parking lot to maintain distance from other classes.
- Cones and traffic horses will be used to divide the lot for the different class groups.
- Hand washing and sanitizing will take place before and after recess time.
- The playground will only be used by our Pre-K and Kindergarten classes. Each class will have separate times to use the playground. After each use, the playground will be sanitized by the staff and allowed time to dry before the next use.
- Students who have physical education will arrive to school wearing their gym uniforms.
- All Phys Ed. classes will be conducted outside, weather permitting, or in the gym with appropriate social distancing enacted. Students will not wear masks while taking part in gym class. Students will be expected to wear their masks while in transition to and from their gym class.
- If gym class cannot be conducted at any given time, the students may take part in relevant classroom work during their class session.

### Snacks and Food Delivery

\*Due to the changes in our eating procedures, **ICS WILL BE NUT-FREE (TREE NUT AND PEANUT) FOR THE ENTIRE SCHOOL YEAR.\***

Bringing refreshments to share during school is prohibited in order to limit the risk of contamination. Snack time is permitted, but students must bring their own snack items and drinks to school. The school will **not** provide snacks to students until further notice. We ask that there be no food delivered and that food be kept at assigned spaces. Personal deliveries such as packages should not be delivered to the school.

We understand the aforementioned change to our policy may cause an inconvenience to families. However, the danger that nut exposure may pose to students when eating in small environments, such as the classroom, is real. This policy change will provide the safest environment for all of our students.

### Cafeteria and Meal Periods

**\*Due to the changes in our eating procedures, *ICS WILL BE A NUT-FREE (TREE NUT AND PEANUT) FACILITY FOR THE ENTIRE SCHOOL YEAR.*\***

ICS will continue to provide students with the opportunity to purchase lunch through Maschio's Food Services. Throughout the week, lunch will be offered either in the classroom up to three days a week, or in the cafeteria up to two days a week. There will be a scheduled rotation for classes designating the time when they will be having lunch in the classroom versus in the cafeteria.

Maschio's has agreed to offer the following services to us:

- Pre-Packed Lunch deliveries to the classroom.
- Pre-Packed Lunch deliveries in the cafeteria.

For students eating in the cafeteria:

- Tables are organized to be spaced apart and limit close interaction. Due to spacing and seats per table (2), we will have a capacity of 72 students in two lunch sessions. Students will be given assigned seating to expedite the delivery process and also seat and organize the lunch session as quickly as possible. A schedule for lunch will be provided to the students at the start of the day.
- Three sanitizing stations will be located within the cafeteria. Students will be instructed to use a station before their lunch period and after their lunch period. The two bathrooms located near the cafeteria will also be accessible for students to wash their hands or use the restroom.
- Students who wish to purchase lunch through Maschio's will be asked for their order at the start of the day. Pre-ordering procedures will be reviewed

with students when the school year starts. Each pre-packaged lunch will be labeled with the student's name and delivered to the student during the lunch session.

- Students are prohibited from sharing food with one another.
- In addition to pre-packaged lunches, pre-packaged condiments will be prepared and distributed to the students along with their lunch. Further, all cutlery will be packed in a sealed plastic sleeve including a fork, knife, and/or spoon along with a napkin.
- The cafeteria will be thoroughly cleaned between lunch periods. Cleaning will consist of sanitizing tables and chairs as well as cleaning any spills. All cleaning materials used within the cafeteria have been approved to be used around areas that will be serving food by the Environmental Protection Agency (EPA).
- All Maschio's employees will be required to wear facemasks, along with gloves. Each employee that enters the building will have to go through a health screening that has been reviewed and approved by the school and agreed upon by Maschio's. All Maschio's employees will adhere to strict hygiene and sanitizing guidelines throughout the day.

For students eating within the classroom:

- The classroom teacher will establish a procedure for students that will include saying Grace before meals, hand sanitizing, and final preparations to eat.
- Students will not be required to wear a facemask while eating.
- Students who have pre-ordered food from Maschio's will have their food delivered to the classroom from a member of the Maschio's staff. All pre-packaged materials will be packaged and presented exactly the same way whether a student is eating in the cafeteria or the classroom.
- Students will eat their meals in a timely fashion and dispose of their materials in a garbage can within the classroom. After lunch, the garbage bags will be removed and discarded to be replaced by a new bag.

### Communication with Families

In order for families to be up to date on all matters, the following communication lines will be utilized:

- Email
  - Teachers, students and parents should check their email multiple times a day.
- School website.
- ICS' Facebook page & Instagram account.

- Teachers will communicate with students on how assignment information will be distributed on a daily and weekly basis. Tools may include: classroom website, Google Classroom, SeeSaw. Please refer to the classroom teacher for more information.
- PowerSchool for up-to-date academic information.
- School Messenger will be our primary facilitator of communication. Most correspondences will be via email. However, sometimes additional notices will be sent via phone call or text message. Please ensure all information on PowerSchool is updated accordingly, as the school messenger database pulls contact information from PowerSchool.

## ACADEMICS AND HOME-BASED LEARNING

We are offering two options for learning this school year, traditional and remote, in conjunction with state and local health guidelines.

**A traditional 5 day a week** classroom setting will involve students attending and taking part in the classroom activities throughout the entirety of the day.

- Presently, the State of New Jersey is returning to traditional face to face classroom instruction in September 2020.
- Operating hours will be 7:30 – 2:40.
- Each month, **up to two “virtual primer” days** will be built into the calendar to allow our cleaning crew to sanitize the building using our dense fog mist cleaner.
  - On these days, our building will be closed and our school community will work through a virtual setting.
  - These virtual primer days will also allow our teachers and students to establish virtual guidelines, routines, and adjust any areas of need in the event we are required to transition to an all virtual format.
  - The virtual primer days will be indicated on the school calendar so that families may make any appropriate preparations for child care in advance.

**A remote option** allows a student to take part in classroom activities remotely using their computer for access. Any student that opts into remote learning is expected to follow the guidelines provided by the classroom teacher at the beginning of the school year.

- Classrooms will be outfitted with a digital camera for grades 1 - 8 which will be focused on the front of the room front of the room. Students working remotely in grades 1 - 8 will be expected to log into a Google Meet/Zoom session that will be created by the teacher to take part in the classroom instruction and activities.

- During the lesson activities:
  - students will be expected to maintain attention through the entirety of the session and submit assignments when they are due. During the session
  - students will have access to the teacher to ask questions and allow the teacher to check for understanding.
- Class sizes and differentiation in activities may have an impact on the reaction time a teacher may have in addressing questions or comments from students working remotely.
- Adjustments and changes to procedures should be expected through the first quarter.
- For students working remotely, the support and cooperation of our parents, particularly in younger grades, will be paramount in the success of this option for their child.
  - This includes providing support for the student tech access support or other related items.
  - While we ask for parent support in this capacity, we **strongly discourage and request that you do not** provide answers (typing or writing) for your child or take part in any formative or summative assignments/assessments throughout the learning process.
  - Teachers will communicate with families in a timely fashion if there are any academic or behavioral concerns in remote learning

Our goal is to design flexible instructional plans that work best in both traditional face to face and remote environments. The following should be considered:

- Teachers will create plans that facilitate meaningful, interdisciplinary units that can be delivered face to face or remotely.
- All instructional experiences include modeling, guided instruction, collaborative work, and independent work will be utilized in both a face to face and remote environment.
- Students will be offered synchronous (working in real time) and asynchronous (working independently, away from group session) instruction to meet student needs and engagement.
- ICS has a school counselor and partners with the Educational Services of New Jersey to make adjustments to school-based service plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment. All supplemental teachers will make contact and develop a plan with teachers and families to provide appropriate support for students during this time.

- Teachers will communicate timely with families to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.

## **GRADING AND ATTENDANCE POLICY**

To receive credit for courses this school year, students are expected to complete all assigned material whether they participate in class physically or remotely. The ICS grading policy outlined in the handbook still applies, regardless of the learning format a student takes part in.

The attendance policy for the '20 – '21 school year will be flexible to support families in making appropriate decisions on whether their child will attend school if they are showing symptoms of illness. For this school year, awards WILL NOT be offered for perfect attendance.

To be counted for attendance while in-person, a student must be present at the start of the day and actively participate throughout the school day. To be counted for attendance while working remotely, a student must be logged into the interactive sessions throughout the day. Submission of daily assignments may also be taken into consideration when determining the marked attendance for students while working remotely.

## **WHOLE SCHOOL VIRTUAL INSTRUCTION**

In the event that the state of New Jersey mandates a school closing, the whole school will transition to virtual instruction. Please refer to the updated ICS Virtual learning plan which will be released and published to our website by September. The online instruction plan will outline what procedures will be expected should the school face an extended closure.

## **EXTRACURRICULAR ACTIVITIES AND AFTERCARE PROGRAMS**

- Our **CARES** after school program will run and operate through the 2020-2021 school year. Enrollment will have a maximum capacity of 72 students (capacity for the cafeteria).

- Students will stay assembled in the cafeteria and/or outside in designated areas while maintaining appropriate social distancing. Students will be expected to wear masks when in doors. If outdoors, students may remove their mask if maintaining appropriate distance.
- Students will be offered access to their Chromebook to work on their homework. There will be a designated clean up time that will require students to return their Chromebook back to their classes before departing for the day.
- For recreational purposes, students may bring their own toys or recreational material in plastic bags labeled with their name. The bagged items can be stored on site at the end of the day or be brought home with the student. **All items must be brought home at the end of each school week.**
- Pick up procedures:
  - Parents should approach the cafeteria entrance in the back lot and announce themselves to the staff.
  - The staff will assist the student in packing up and walk them to the door where they will then depart with the parent.
  - \*Families are expected to maintain appropriate distance while waiting to pick up their child.\*
- **All other extracurricular activities, before or after school (including basketball and cheerleading), are postponed at this time.**
  - If activities may be fulfilled utilizing online interaction, moderators may choose to do so. Communication regarding any digital alterations will be relayed after the start of the school year.
  - Parents will be notified of any changes throughout the school year.
- Home and School Association events will appropriately meet the guidelines of indoor and/or outdoor attendance and participation.