



CLIFFSIDE PARK SCHOOL DISTRICT

RE-OPENING PLAN

SEPTEMBER 2020

This plan was prepared by the Cliffside Park Restart Committee consisting of board members, administrators, staff, students, parents and community members with the understanding that revisions will take place, as necessary, to accommodate the needs of the Cliffside Park School Community. The committee met numerous times using the state’s “The Guide for Re-Opening”, data from our parent survey and ideas from other educational models across the country as a basis for our proposal. Our plan includes all mandated requirements as well as additional procedures and guidelines that address the needs of our schools. It has been approved by the Cliffside Park Board of Education and will be shared with staff, students, parents and community members.

Pandemic Response Teams

A Pandemic Response Team has been formed in each school to oversee the implementation of the district’s plan and to confirm that the minimum standards for re-opening set by the state are met. The chairperson of each team will meet with and report to the district superintendent on a daily/weekly basis to ensure that each school is carrying out all aspects of the district’s plan as well as NJDOE mandates.

Parental/Student Options

Parents and students may choose an in-person/virtual hybrid schedule or apply for a fulltime remote plan. Parents and students selecting a fulltime remote plan will be afforded the same services as those students who attend a hybrid in-person/virtual program. Parents who want their child(ren) to take part in our Remote Plan MUST complete the application in **Appendix A** and agree to all the guidelines and procedures outlined in **Appendix B**.

Guidelines for In-Person/Virtual Hybrid Plan

School Entry Procedures **Staff**

Prior to returning all staff will be required to complete a **COVID-19 Symptom Assessment Form** which will indicate their current health status. Upon their return to school, all staff will be required to attend professional development workshops on; school guidelines for students and



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staff, health procedures, guidelines and protocols, SEL (Social Emotional Learning) and other pertinent topics which will support the well-being and safe return of all staff and students.

Students (Returning)

Upon returning to school and each day moving forward students will have their temperatures taken and will be visually screened for symptoms of COVID-19. Parents who feel their child(ren) are compromised and unable to return for in-person instruction must submit an application for the all-remote plan. (See guidelines for all-remote entry and withdrawal).

Students (New to District)

Students who register after August 20, 2020 **MUST** quarantine for 12 days after proving residency. All new students must complete a **COVID-19 Symptom Assessment Form**. Parents, new to the district, who feel their child(ren) are compromised and unable to return for in-person instruction must submit documentation from their doctor. The board, school doctor and school lawyer will review this documentation and render a decision within 14 days as to whether the parent's request will be honored.

Daily Entry/Dismissal Procedures

Staff will have their temperatures taken when entering the school building and be visually screened for symptoms of COVID-19. The screening of staff will be conducted by the school nurse or her designee. If a staff member's temperature is above 100.4F, he or she will be required to visit his or her physician for an evaluation. If it is determined that a staff member has COVID-19 the district will follow guidelines set by the borough health department which will include but is not limited to 14 days of isolation. A negative test result and release from their physician will be required for reentry. If confirmed, contact tracing will take place.

Students when entering school will have his or her temperature taken on a daily basis. If there is a temperature reading above 100.4F, the parent will be called and the student will be excluded from school. **The current CDC guidelines do not currently recommend universal symptom screens be conducted by schools. Rather, parents and guardians are strongly encouraged to monitor their children for signs of infectious illness every day. If a child has a temperature of 100.4 F or higher, sore throat, uncontrollable cough, diarrhea, vomiting, abdominal pain or**



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onset of severe headache, they should remain home and see their family physician. Students who are sick SHOULD NOT attend school in-person.

Each school will manage student daily drop off and pick up in order to maintain social distance and to ensure that students and parents are wearing masks when approaching school grounds.

Visitors will enter a school building using the main door while satisfying all entry protocols with the school's security officer. In addition to providing valid identification, visitors must wear a mask and have a temperature reading below 100.4F. The school administration and guidance department will minimize the number of parents/guardians/visitors who request entry to a school building.

Classroom and Hallway Procedures

Teachers will wear masks at all times and strive for social distancing in their classrooms. Students (K-12) are encouraged to wear masks and are required if social distancing is not possible unless a mask would inhibit a student's health. Students and/or staff who are comprised and unable to wear masks must social distance and must be referred to the school nurse for additional guidelines that will prevent the spread of COVID-19. Additional class procedures: Moving of desks and furniture, limit movement in classrooms, limit of shared objects, provide adequate ventilation where appropriate and hand sanitizing stations in each classroom and building entrances, and when weather allows, windows should be opened to allow for greater air circulation.

Use of lockers, water fountains (except bottle filling) and vending machines prohibited.

Meal Plans During COVID-19

PreK-6

Grab and Go Breakfast and Lunch will be packaged individually and delivered to classrooms for distribution in grades K-6. Breakfast will be delivered to the classrooms and distributed. Group A students will receive a Grab and Go Lunch at 11:15am each day. Group B students will receive a Grab and Go Lunch at 12:30pm. Group A will bring lunch home, Group B will eat in classroom.

7-12

Grab and Go Breakfast and Lunch will be packaged individually and available for pick up by students upon arrival and dismissal. Locations will be determined. On Wednesday, Virtual Day, all students will be able to pick up breakfast/lunch at a designation to be determined.



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Face Masks and Temperature

School staff, students and visitors are required to wear face coverings unless it inhibits an individual's health or child is under two years of age upon entering the building, in hallways and at dismissal. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained in the classroom, unless doing so would inhibit the student's health. The enforcing of face masks for young children or special needs may be impractical.

In-Person/Remote Instructional Schedules

Student Schedule: **Regular and Special Education PreK, Half Day**

Group A - (Half of class); Group B - (Half of class)

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------------------|-----------------------------------|--------------|-------------|--------------|--------------|
| 8:25-9:05 | TEACHER PREP | | | | |
| 8:55-9:05 | AM ARRIVAL | | | | |
| 9:05-11:30 | AM GROUP "A" | AM GROUP "B" | ALL VIRTUAL | AM GROUP "A" | AM GROUP "B" |
| 11:30 | AM DISMISSAL | AM DISMISSAL | ALL VIRTUAL | AM DISMISSAL | AM DISMISSAL |
| 11:30-12:30 | CLASSROOM CLEANING & DISINFECTION | | | | |
| 11:40-12:20 | TEACHER LUNCH | | | | |
| 12:20-12:30 | PM ARRIVAL | | | | |
| 12:30-2:55 | PM GROUP "A" | PM GROUP "B" | ALL VIRTUAL | PM GROUP "A" | PM GROUP "B" |
| 2:55 | PM DISMISSAL | PM DISMISSAL | ALL VIRTUAL | PM DISMISSAL | PM DISMISSAL |



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**Student Schedule: Special Education Pre-K, Full Day
Group A - (Half of class); Group B - (Half of class)**

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------------|-----------------------------------|-----------|-------------|-----------|-----------|
| 8:25-9:05 | TEACHER PREP | | | | |
| 9:05-11:30 | GROUP "A" | GROUP "B" | ALL VIRTUAL | GROUP "A" | GROUP "B" |
| 11:30-12:30 | CLASSROOM CLEANING & DISINFECTION | | | | |
| 11:40-12:20 | TEACHER LUNCH | | | | |
| 12:30-2:55 | GROUP "A" | GROUP "B" | ALL VIRTUAL | GROUP "A" | GROUP "B" |
| 2:55 | DISMISSAL | DISMISSAL | DISMISSAL | DISMISSAL | DISMISSAL |

Student Schedule: Kindergarten – Grade 6

Group A (Half of Class) – In-person in mornings, Virtual in afternoons

Group B (Half of Class) – In-person in afternoons, Virtual in mornings

| | MONDAY - FRIDAY | |
|-------------|-----------------------------------|--|
| 8:25-9:05 | TEACHER PREP | |
| 8:55-9:05 | GROUP "A" ARRIVAL | |
| 9:05-11:30 | GROUP "A" - LIVE | GROUP "B" - VIRTUAL (SPECIALS & SUPPORT) |
| 11:30 | GROUP "A" DISMISSAL | |
| 11:30-12:30 | CLASSROOM CLEANING & DISINFECTION | |
| 11:40-12:20 | TEACHER LUNCH | |
| 12:20-12:30 | GROUP "B" ARRIVAL | |
| 12:30-2:55 | GROUP "B" - LIVE | GROUP "A" - VIRTUAL (SPECIALS & SUPPORT) |
| 2:55 | GROUP "B" DISMISSAL | |



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Student Schedule: **Middle School and High School**

Group A – Mon & Thurs, Group B – Tuesday & Friday – in-school instruction (Half of class)

Group A & B – Virtual Instruction on Wednesday (Staff report to designated buildings)

| Cliffside Park Middle School | | | | | |
|---|---|---------|--|---|--------|
| Hybrid Model- Where half a section reports on an A or B day- Lunch at the end of the day- 70 min per. | | | | | |
| AB EVEN/ODD | Monday | Tuesday | Wednesday | Thursday | Friday |
| | A-ODD | B-ODD | Virtual Period Schedule | A-EVEN | B-EVEN |
| 8:20-9:30 | 1 | 1 | 1 – 8:20 – 8:55 2 – 9:00 – 9:35 | 2 | 2 |
| 9:35-10:45 | 3 | 3 | 3 – 9:40 – 10:15 4 – 10:20 – 10:55 | 4 | 4 |
| 10:50-12:00 | 7 | 7 | 5 – 11:00 – 11:35 6 – 11:40 – 12:15 | 6 | 6 |
| 12:05-1:15 | 9 | 9 | 7 – 12:20 – 12:55 8 – 1:00 – 1:35 | 8 | 8 |
| 1:15 | 5th Period Grab and Go Lunch is available | | 9 – 1:40 – 2:15 Raider Period 2:20 – 3:10 | 5th Period Grab and Go Lunch is available | |
| 1:15-2:00 | Teacher Lunch | | | | |
| 2:00-3:10 | Common Planning, PD, Meetings, Extra help | | | | |
| Groups A and B when not in-person (M, T, Th, or F) will participate virtually with class. | | | | | |
| Letter = Cohort of students split by alphabet; Days of week can change | | | | | |
| Number under A/B Day = Period | | | | | |
| | | | | | |
| Cliffside Park High School | | | | | |
| Hybrid Model- Where half a section reports on an A or B day- Lunch at the end of the day- 70 min per. | | | | | |
| AB EVEN/ODD | Monday | Tuesday | Wednesday | Thursday | Friday |
| | A-ODD | B-ODD | Virtual Period Schedule | A-EVEN | B-EVEN |
| 8:20-9:30 | 1 | 1 | 1 – 8:20 – 8:55 2 – 9:00 – 9:35 | 2 | 2 |
| 9:35-10:45 | 3 | 3 | 3 – 9:40 – 10:15 4 – 10:20 – 10:55 | 4 | 4 |
| 10:50-12:00 | 5 | 5 | 5 – 11:00 – 11:35 6 – 11:40 – 12:15 | 6 | 6 |
| 12:05-1:15 | 7 | 7 | 7 – 12:20 – 12:55 8 – 1:00 – 1:35 | 8 | 8 |
| 1:15 | Grab and Go Lunch is available | | 9 – 1:40 – 2:15 Raider Period 2:20 – 3:10 | Grab and Go Lunch is available | |
| 1:15-2:00 | Teacher Lunch | | | | |
| 2:00-3:10 | Common Planning, PD, Meetings, Extra help | | | | |
| Groups A and B when not in-person (M, T, Th, or F) will participate virtually with class. | | | | | |
| Letter = Cohort of students split by alphabet; Days of week can change | | | | | |
| Number under Odd/Even Day = Academic Course not Period | | | | | |



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Health and Safety

If a student or staff member is diagnosed with COVID-19 the school district will follow the direction of the local health authority regarding the quarantining of other students, staff, entire class or school. The school nurse will provide the following information to the local and county health departments, superintendent of schools and other district principals;

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
- The date the person with COVID-19 or probable COVID-19 was last in the building.
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the class/school have developed any symptoms; and
- Any other information to assist with the determination of next steps.

Individuals who have symptoms consistent with COVID-19, should be sent home or denied entry to school, and;

- COVID-19 symptoms include cough, shortness of breath or difficulty breathing, fever (100.4° F or higher), chills, muscle pain, sore throat, new loss of taste or smell, or other signs of new illness that are not related to a preexisting condition (such as seasonal allergies).
- A suspected case is a person who shows symptoms of COVID-19 but has not yet been tested or is waiting for test results. A confirmed case is a person (with or without symptoms) who received a positive result from a COVID-19 laboratory test.
- If a suspected or confirmed case of COVID-19 infection occurs in **one defined class** within the school, the ill person should be sent home.
- Other staff and children in the class would be considered close contacts of that case and must be quarantined in their homes for 14 days.
- Parents/guardians and staff school-wide should be informed of the situation but the name of person should be kept confidential.
- The CDC guidance for cleaning and disinfection of classroom should be followed.
- Other classes within the school can continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to.
- If suspected or confirmed cases occur in **multiple classes** within the school, then all school operations within the school need to be suspended. (see Closure section).



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- The ability to keep classes small and static can be helpful in identifying close contacts and may aid in determining if a school-wide closure is necessary.
- Individuals who have recently had a close contact with a person with COVID-19 should stay home and monitor their health.

The Cliffside Park School District will follow CDC guidelines below regarding information on isolation and quarantine and when individuals can return to school.

| | |
|---|--|
| <p>Individuals who have symptoms of COVID-19 AND</p> <ul style="list-style-type: none"> • have tested positive (by PCR, rapid molecular or antigen testing) OR • have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until: | <ul style="list-style-type: none"> • At least 10 days have passed since their symptoms first appeared, AND • They have had no fever for at least 72 hours that is, three full days without the use of medicine that reduces fever, AND • Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved) |
| <p>Individuals who have NO symptoms and have tested positive should stay home and away from others until:</p> | <p><input type="checkbox"/> 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms.</p> |
| <p>Individuals who have symptoms and have tested negative should stay home and away from others until:</p> | <p><input type="checkbox"/> 72 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.</p> |
| <p>Individuals who are identified as a close contact* should:</p> | <p><input type="checkbox"/> Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if contact tested negative.</p> |
| <p>*Close contact is defined as being within 6 feet for at least a period of 15 minutes.</p> | |

Summary of COVID-19 Specific Practices

- Contact tracing will be conducted for close contacts (any individual within 6 feet of an infected person for at least 15 minutes) of laboratory-confirmed or probable COVID-19 patients.
- Remote communications for the purposes of case investigation and contact tracing should be prioritized; in-person communication may be considered only after remote options have been exhausted.
- Testing is recommended for all close contacts of confirmed or probable COVID-19 patients.
- Those contacts who test positive (symptomatic or asymptomatic) should be managed as a confirmed COVID-19 case.



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- Asymptomatic contacts testing negative should self-quarantine for 14 days from their last exposure (i.e., close encounter with confirmed or probable COVID-19 case)
- If testing is not available, symptomatic close contacts should self-isolate and be managed as a confirmed COVID-19 case.
- If testing is not available, asymptomatic close contacts should self-quarantine and be monitored for 14 days after their last exposure, with linkage to clinical care for those who develop symptoms.

Accommodations for High Risk Staff

As per guidelines, staff who may be high risk will submit medical documentation indicating his or her condition while stating the accommodations they are requesting. The district will forward all requests to our school attorney and medical doctor for review. A decision regarding the requested accommodation will be rendered within 14 days of submittal.

School Closure

A school may need to temporarily close for 2-5 days, if a child or staff member attended school before being confirmed as having COVID-19. This initial short-term closure allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school, perform contact tracing and cleaning and disinfecting the facility.

Contact Tracing

Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus. A contact tracing team from the Cliffside Park Local Health Department or the NJDOH will call anyone who has tested positive for COVID-19. They ask the staff member or parent of student questions about his or her activities within a certain timeframe, to help identify anyone they have had close contact. Those contacts might include family members, caregivers, co-workers or other staff.

Community Partnerships

It is at times like these when we are reminded of the importance of community and helping one another. Schools provide an invaluable service to our communities and should work with all existing local organizations that are also focused on supporting our families. As a result, we will;



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- Maintain, as necessary, communication with borough health official and county health officials.
- Build and maintain partnerships with mental health providers such as The Cliffside Park Child Study Team, Guidance Department and Jewish Family Counseling Services.

Transportation

Cliffside Park will maintain social distancing practices on buses to the maximum extent practicable and adopt best practices for cleaning and disinfecting. If social distancing is not possible, all students who are able must wear face coverings while on the bus.

Cliffside Park Transportation Department will implement the following protocols for the safety of our staff and students;

Temperature

- All staff members will have their temperature taken prior to be permitted to work
- All students will have their temperatures taken prior to entering the bus. If a student presents with a temperature* they will not be permitted on the bus.

Face Coverings

- If unable to maintain social distancing, everyone who is able must wear face covering, must wear one.

Hand Sanitation

- All buses will be equipped with hand sanitizer for staff & students.

Bus Sanitation

- A central disinfecting & cleaning area to be established
- All buses will be disinfected daily
- Buses will be sanitized after each use

Athletics and Extra-Curricular Activities

Cliffside Park Athletics will follow all guidelines issued by the NJSSIA regarding the daily screening of student athletes, practices and game parameters.

Fall Sports

Phase 1 - July 27th – August 6th

- Student must participate in Phase 1 to move on to Phase 2
- Groups of 10 with coach, only outdoor.



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- Daily temperatures and prescreening for coaches and students.
- 1.5 hours of training - morning/afternoon.
- Use of football, soccer balls will be limited.
- Volleyball – outside
- Outdoor bathroom facilities
- Students must have physicals.
- No morning intramurals.

Phase 2 - August 7th – August 28th

- Students must have participated in Phase 1 in order to move on to Phase 2.
- New students will need to complete Phase 1 for 2 weeks at this time.
- Daily temperatures and prescreening for coaches and students.
- Volleyball – to use indoor gym.
- Groups of 25 – 30 per coach.
- Outdoor bathroom facilities.
- No morning intramurals.

Phase 3 - August 29th – September 13th

- All activities must be virtual.
- No in-person activities.
- No morning intramurals.

Phase 4 - September 14th – September 30th

- Regular practices begin for all fall sports, will include Middle School.
- No locker rooms/limited use of indoor bathroom facilities.
- No morning intramurals.

Phase 5 - October 1st

- Games begin.

Extra-Curricular Activities/School Trips/After School Program

The district administration will determine which extra-curricular activities can be offered to students while adhering to all health guidelines and protocols.

Staff members requesting a school trip will complete a school trip form indicating the guidelines the intended destination follow, transportation procedures and will the number of students attending be able to social distance during the excursion. The school principal and superintendent will render a decision based upon the information provided.



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Our 21st Century After School Program for grades 4-8 and our tuition-based program for grades K-3 will be offered with limited enrollment. All health and safety guidelines will be enforced.

Cleaning of Facilities

Routine cleaning and disinfecting are key to maintaining a safe environment for staff and students. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

Clean and disinfecting will take place daily (or more, depending on use patterns) frequently touched surfaces and objects such as:

- a. Door knobs and handles
- b. Stair rails
- c. Classroom desks and chairs
- d. Lunchroom tables and chairs
- e. Countertops
- f. Handrails
- g. Light switches
- h. Handles on equipment (e.g., athletic equipment)
- i. Shared toys
- j. Shared telephones
- k. Shared desktops
- l. Shared computer keyboards and mice
- m. Computer keyboards are difficult to clean. Shared computers should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission.
- n. It will not be necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.
- o. Sanitize and clean bathrooms and hallways throughout the school day.
- p. Sanitize and clean elementary classrooms during lunch breaks.
- q. Sanitize and clean middle and high school classrooms during change of classes.
- r. If a sick child has been isolated in the school building, clean and disinfect surfaces in the isolation room or area after the sick child has gone home. If COVID-19 is confirmed in a child or staff member:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.



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- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas with an EPA-registered product for use against SARS-CoV-2.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Facilities should work with the [local health officials](#) to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

Recess/Physical Education

Recess and/or Physical Education will take place during in-person and remote instruction. During in-person activities, students will be required to social distance and if not active will be required to wear masks. Any equipment used must be sanitized and disinfected prior to its use in the next session.

Social Emotional Learning and Well-Being of Staff and Students

Social emotional learning is critical in re-engaging students, supporting staff, rebuilding relationships, and creating a foundation for academic learning. Cliffside Park's return to school is planned around the well-being of our staff and students.

Cliffside Park will attempt to identify individual students who are in need of extra support. We will provide universal screen for students, collaborative problem-solving and engage our families.

Cliffside Park will provide mental support, primary health and dental care, family engagement, and after school programs to support our families.



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**APPENDIX A-1
FOR ENTRY - ALL-REMOTE PROGRAM**

ENTRY REQUEST ONLY!! (PLEASE PRINT)
COMPLETE A SEPARATE FORM FOR EACH CHILD

DATE OF APPLICATION _____

STUDENT NAME _____

SCHOOL ATTENDING _____ GRADE (SEPT 2020) _____

PARENT/GUARDIAN NAME _____

ADDRESS/TOWN _____ APT NO. _____

HOME PHONE _____ CELL NUMBER _____

PARENT/GUARDIAN EMAIL ADDRESS _____

YES, I WOULD LIKE TO ENTER MY CHILD INTO THE CLIFFSIDE PARK SCHOOL DISTRICT'S REMOTE PROGRAM WITH THE UNDERSTANDING THAT HE/SHE WILL NOT BE ATTENDING IN-PERSON INSTRUCTION ON _____
(DATE OF ENTRY)

PARENT/GUARDIAN SIGNATURE

DATE

PLEASE NOTE: YOU MUST HAVE YOUR OWN DEVICE (LAPTOP OR DESKTOP COMPUTER) OR A SCHOOL ISSUED CHROMEBOOK TO TAKE PART IN THIS PROGRAM IN ADDITION TO YOUR OWN INTERNET SERVICE. ALL GUIDELINES IN APPENDIX B-1 MUST BE FOLLOWED.

Please mail, email or hand deliver a copy of this application to:
Michael J. Romagnino, Superintendent of School, 525 Palisade Avenue, Cliffside Park, NJ 07010 or EMAIL: mjr@cliffsidepark.edu

PLEASE NOTE: YOU WILL BE NOTIFIED OF YOUR CHILD'S ACCEPTANCE WITHIN 10 DAYS OF RECEIPT OF THIS APPLICATION.



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APPENDIX A-2
APPLICATION FOR WITHDRAWAL - ALL-REMOTE PROGRAM

WITHDRAW REQUEST ONLY!! (PLEASE PRINT)
COMPLETE A SEPARATE FORM FOR EACH CHILD

DATE OF APPLICATION _____

STUDENT NAME _____

SCHOOL ATTENDING _____ GRADE (SEPT 2020) _____

PARENT/GUARDIAN NAME _____

ADDRESS/TOWN _____ APT NO. _____

HOME PHONE _____ CELL NUMBER _____

PARENT/GUARDIAN EMAIL ADDRESS _____

YES, I WOULD LIKE TO WITHDRAW MY CHILD FROM THE ALL-REMOTE PROGRAM AND HAVE HIM/HER ATTEND THE HYBRID IN-PERSON/REMOTE PROGRAM AS PER THE GUIDELINES IN APPENDIX B-2. I UNDERSTAND THAT HE/SHE UPON APPROVAL WILL BE REQUIRED TO FOLLOW ALL GUIDELINES AND PROCEDURES OUTLINED IN THE CLIFFSIDE PARK REOPENING PLAN FOR THE HYBRID IN-PERSON/REMOTE PLAN.

(DATE OF WITHDRAWAL REQUEST)

PARENT/GUARDIAN SIGNATURE

DATE

Please mail, email or hand deliver a copy of this application to:
Michael J. Romagnino, Superintendent of School, 525 Palisade Avenue, Cliffside Park, NJ 07010 or EMAIL: mjr@cliffsidepark.edu

PLEASE NOTE: YOU WILL BE NOTIFIED OF YOUR CHILD'S WITHDRAWAL REQUEST WITHIN 10 DAYS OF RECEIPT OF THIS APPLICATION AND START DATE OF THE IN-PERSON/REMOTE PROGRAM.



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APPENDIX B-1 GUIDELINES FOR ENTRY INTO THE ALL-REMOTE LEARNING PLAN

Entry Guidelines

1. Parents must submit an application (Appendix A-1) to have their child take part in the all-remote program for the 2020-2021 school year.
2. Parents who are submitting a request for initial acceptance into the program must have an application (one for each child) submitted no later than Friday, August 14th.
3. Parents who miss the August 14th deadline will have to wait until in-person school begins (September 9th) to submit an application. Upon receipt of the application there will be a two-week waiting period for students to leave in-person and begin all-remote.
4. Students must have access to a home laptop or desktop computer or a school issued chrome book and have access to their own INTERNET SERVICE.
5. Students who are accepted and take part in the all-remote program will follow the same time schedule posted in the in-person/remote program for his or her grade level. For students in grades PreK-6, you will be assigned to either Group A or Group B and take part in live classes remotely in the am or pm. Any virtual instruction delivered to in-person students will also be delivered to all-remote students at the same time.
Students in grades 7-12 will be assigned to Group A or B and will take part in live classes while following the same time schedule as their assigned group. During Wednesdays they will take part in an all-virtual day along with their entire class.
6. Attendance and grading policies will follow the same guidelines for all students in the hybrid in-person/remote and all-remote.
7. Students taking part in the all-remote program will be provided the same services as the in-person/remote students. These services include but are not limited to: Speech, Title One, ESI and all services outlined in a student's IEP.



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**APPENDIX B-2
GUIDELINES FOR WITHDRAWL FROM THE ALL-REMOTE LEARNING PLAN**

Withdrawal Guidelines

1. Parents who have had students in an all-remote program must complete Application Appendix A-2 to request withdrawal from the all-remote and entry into the hybrid in-person/remote program.
2. Upon receipt and review of the withdrawal application, parents/guardians will be notified of their child's start date (two weeks) into the in-person/remote program.
3. Parents or students who withdraw from the all-remote program and enter the hybrid in-person/remote will not be allowed to re-enter the all-remote program during this school year.
4. Parents and students will be required to follow all procedures and guidelines outlined in the district's reopening plan regarding in-person/remote instruction, schedule, health requirements, etc. (Please refer to plan for all guidelines and procedures.)
5. Parents who have children in grades PreK-6 will be notified as to which Group schedule their child will follow. It is possible that a student could be all-remote Group A and when returning be assigned to Group B. This is dependent upon in-person class size. Students in grades 7-12 will follow their alphabetical assignments.