



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 consisting of team members (as per state guidelines) 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 ALL-Remote Plan OR move from one plan to another must complete the applications in **Appendix A or Appendix B.**

Residency Requirements

In order for students to take part in the all-remote option they must be domiciled in Cliffside Park or Fairview as per our residency policy. Students whose parents plan a vacation during the school year or relocate to a temporary location outside of Cliffside Park or Fairview as per past practice, will be marked absent from school and will not be allowed to participate in remote learning until they show proof that they are physically domiciled in Cliffside Park or Fairview.



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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 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.



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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 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

All staff and students must will wear masks at all times, unless doing so would inhibit the student's health, and strive for social distancing in their classrooms. 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 (6ft apart), 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. Rooms that do not have adequate ventilation will have a portable air purifying filter installed. Additional hallway procedures: Students in the MS and HS will move through the hallways on a scheduled basis following one-way directions provided by the administration. Elementary students will follow social distancing and when using hallways upon entry and dismissal.

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



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Meals

PreK-6

Grab and Go Breakfast and Lunch will be packaged individually and delivered to classrooms for distribution in grades PreK-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 have the option of eating in the classroom or at home.

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 Wednesdays, Virtual Day, all students will be able to pick up breakfast/lunch at a designation to be determined or we will issue a double breakfast/lunch on Tuesdays.

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 at all times. Students must wear face coverings at all times (Governor's order, August 3, 2020) unless doing so would inhibit the student's health. The enforcing of face masks for young children or special needs may be impractical.

School Year/Day

In-Person/Remote Instruction and All-Remote-180 day school year, Minimum of 4 hours per day of combined instruction, in-person/remote.



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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

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



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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	2
			2 – 9:00 – 9:35		
9:35-10:45	3	3	3 – 9:40 – 10:15	4	4
			4 – 10:20 – 10:55		
10:50-12:00	7	7	5 – 11:00 – 11:35	6	6
			6 – 11:40 – 12:15		
12:05-1:15	9	9	7 – 12:20 – 12:55	8	8
			8 – 1:00 – 1:35		
1:15	5th Period Grab and Go Lunch is available		9 – 1:40 – 2:15	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	2
			2 – 9:00 – 9:35		
9:35-10:45	3	3	3 – 9:40 – 10:15	4	4
			4 – 10:20 – 10:55		
10:50-12:00	5	5	5 – 11:00 – 11:35	6	6
			6 – 11:40 – 12:15		
12:05-1:15	7	7	7 – 12:20 – 12:55	8	8
			8 – 1:00 – 1:35		
1:15	Grab and Go Lunch is available		9 – 1:40 – 2:15	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 mandatory 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 for Middle and High School 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



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- Groups of 10 with coach, only outdoor.
- 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 and field trips 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 intended destination, transportation procedures and the number of students attending. All guidelines followed during in-person instruction must be followed during a school trip including



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transportation guidelines. The school principal and superintendent will approve a school trip based upon the information provided.

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 for in-person instruction will be in place and enforced during the after school program.

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.



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- 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.
 - 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.
- s. Deep cleaning of classrooms, offices, bathrooms, all-purpose room and other areas of use will take place at night and weekends.

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. Recess times will be staggered within each building to allow for social distancing. MS and HS Phys Ed will take place during scheduled periods and staff will provide activities that only allow for social distancing. Any equipment used during recess or Phys ed will 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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Digital Divide

A district survey to parents indicated that 98% of our students have Internet capability. Those parents who do not have access can request a school issued hotspot to be used during the 2020-2021 school year. In addition, every student in grades K-12 will be issued a chrome book that can be used both at home and in school. Parents are encouraged to notify their teacher, principal and CP tech support with any technology issues that would prevent them from taking part in any type of remote learning.



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APPENDIX A-1

GUIDELINES FOR ENTRY INTO THE ALL-REMOTE LEARNING PLAN

Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 14 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
2. The student may only begin full-time remote learning within 14 school days after receiving written approval or at the discretion of the Principal.
3. The written request for the student to receive full-time remote learning shall include:
 - a. The student's name, school, and grade;
 - b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
 - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
 - d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
 - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.

4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the



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same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.

a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.

6. The Principal's written approval of the request shall be provided to the parent within 5 calendar days of receiving the parent's written request.

a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.



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**APPENDIX A-2
FOR ENTRY - ALL-REMOTE PROGRAM**

**COMPLETE A SEPARATE FORM FOR EACH CHILD
(PLEASE PRINT)**

DATE OF APPLICATION _____

STUDENT NAME _____

SCHOOL ATTENDING _____ CURRENT GRADE _____

PARENT/GUARDIAN NAME _____

ADDRESS/TOWN _____ APT NO. _____

HOME PHONE _____ CELL NUMBER _____

PARENT/GUARDIAN EMAIL ADDRESS _____

I WOULD LIKE TO ENTER MY CHILD INTO THE CLIFFSIDE PARK SCHOOL DISTRICT'S ALL-REMOTE PROGRAM WITH THE UNDERSTANDING THAT THERE IS A 14 DAY WAITING PERIOD OR A PERIOD DETERMINED BY THE BUILDING PRINCIPAL. IN THE MEANTIME, I UNDERSTAND THAT MY CHILD SHOULD CONTINUE IN-PERSON INSTRUCTION OR HE/SHE WILL BE MARKED ABSENT;

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 the school's Principal or Michael J. Romagnino, Superintendent of School, 525 Palisade Avenue, Cliffside Park, NJ 07010 or EMAIL: mjr@cliffsidepark.edu



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**APPENDIX B-1
APPLICATION FOR WITHDRAWAL FROM ALL-REMOTE PROGRAM**

Procedures to Transition from Full-Time Remote Learning to In-Person Services

1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least 5 calendar days before the student is eligible for in-person services.
2. A student is only eligible to transition from full-time remote learning to in-person services commencing within 14 school days after receiving written approval or at the discretion of the Principal.
3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
 - a. The student's name, school, and grade;
 - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
 - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least 14 school days in remote learning before being eligible to transition into the school district's in-person program.
 - a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the



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student a written approval of the student entering the school district's in-person program.

- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.



**CLIFFSIDE PARK SCHOOL DISTRICT
RE-OPENING PLAN
SEPTEMBER 2020**

**APPENDIX B-2
APPLICATION FOR WITHDRAWAL FROM ALL-REMOTE PROGRAM
COMPLETE A SEPARATE FORM FOR EACH CHILD**

(PLEASE PRINT)

DATE OF APPLICATION _____

STUDENT NAME _____

SCHOOL ATTENDING _____ CURRENT GRADE _____

PARENT/GUARDIAN NAME _____

ADDRESS/TOWN _____ APT NO. _____

HOME PHONE _____ CELL NUMBER _____

PARENT/GUARDIAN EMAIL ADDRESS _____

I WOULD LIKE TO ENTER MY CHILD INTO THE CLIFFSIDE PARK SCHOOL DISTRICT'S IN-PERSON HYBRID PROGRAM WITH THE UNDERSTANDING THAT THERE IS A 14 DAY WAITING PERIOD OR A PERIOD DETERMINED BY THE BUILDING PRINCIPAL. IN THE MEANTIME, I UNDERSTAND THAT MY CHILD SHOULD CONTINUE ALL-REMOTE LEARNING OR WILL BE MARKED ABSENT;

(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.