

**UPPER DEERFIELD TOWNSHIP SCHOOLS**  
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October 8, 2020

Dear Upper Deerfield Parents/Guardians:

I hope everyone is doing as well as can be and keeping up with all the changes as we continue to get through this period of time. With October 13 approaching, we are excited but remaining cautious as we get set to greet students for in-person instruction while attending to those remaining on remote. Please remember that tomorrow, October 9 is scheduled in-service day and Monday, October 12 is a scheduled legal holiday for Columbus Day with no students reporting on-site or virtual those days. In addition, with the health and safety of our students and staff remaining our priority, all guidelines of the CDC and Health Department remain at the forefront in guiding our plan. The remote option has been chosen by fewer students than in the prior survey and we remind everyone that we are adhering to our seven- day notification of changing your option from remote to on-site instruction as an added precaution.

As we know all too well from the past few months, things can change rather quickly and we ask that you be prepared at any time for a closure and return to full remote instruction for any reason beyond our control. This would include, but not be limited to an Executive Order from the Governor, Outbreak of the virus, or possible positive test results that would require us to close a building, grade level, or our entire district for safety concerns and quarantine.

Some of the items below may be new, repetitive or updated from previous information provided, but they remain important and are provided for your information to address the following:

### **The Learning Environment**

In a previous letter it was shared we would start our school year in a hybrid learning environment with both on-site and remote instruction. When students are at home, they will be learning via lessons that have been recorded by the teachers and posted on canvas. Accessing the recorded lessons will be available on the platform to at any time. Teachers will also have time for the remote learners to address any questions and these times will be posted on their page as previously done while we were on all remote instruction. The canvas platform offers the discussion as well as the email to address concerns and questions as well. This will provide an opportunity for students to have any questions or concerns addressed by the teacher. In addition, those students in the on-site environment will take their Chromebooks home daily in the event of a closure necessitating a return to remote.

### **Student Attendance - On-site / Remote**

Attendance will be taken via the login for remote students and on-site via the temperature checks and homeroom each day upon arrival at school. Please note, there is no option to just take a day off and come in at your leisure given the contact tracing requirements and other necessary precautions. If your child is not well and stays home as a precaution, that is a different circumstance. We ask you to keep your child home if they are not well. However, please notify us of any illness as a precaution. Calls will also be made home when students are absent as well.

## **Student Arrival and Departure**

- **Bus Students:**
  - It is important for students on the bus to wear a mask. No students will be permitted on the bus without a mask due to the CDC and Health Department Guidelines established that masks be worn when the social distancing requirements cannot be met.
  - Students on the buses should have their bus passes as they were mailed out to all students. We ask for patience with the times these first few days as everyone is getting acclimated to a new system during this time.
  - We ask that families share the same seat on the bus.
  - Seats will be assigned on the buses in the event contact tracing becomes necessary due to a possible exposure to the virus.
- **Parent Drop Off:**
  - If you are bringing your child to school please drop off in the designated zones for drop off in the morning.
  - Please note that the entrance to school grounds on route 77 immediately after Moore School and just prior to Complete Care will be for students in Preschool, Kindergarten, Grade 3, Grade 4, and Grade 5. This is the regular drop off entrance that is in the parking lot in front of the Seabrook School Gym entrance.
  - Students in Grades 1 and 2 will be using the entrance to the school grounds just past Complete Care (White Building) and will proceed to the parking lot of Seabrook School turning left and proceeding to the yellow line to begin the drop off.
  - Woodruff School Students will use the same drop off area that has been in effect in previous years by using the entrance off route 77 and proceeding to the parking lot to the drop off area at the cafeteria entrance.
  - One item of importance with the drop off is that we will be taking temperature checks at the drop off points. If your child has a temperature of 100.4 or greater you will have to re-enter the drop off line so we can take the temperature again (after 5 to 10 minutes per the guidelines). Should the second temperature check be at 100.4 or greater, you will be asked to take you child home and the protocol of being fever free for 24 hours without any Tylenol or other fever reducer will be in effect for a return to school.
  - Due to the guidelines we are following we cannot have parents walk their children into the buildings.
- **Parent Pick Up:**
  - The Parent pick up will be the same as the drop off at Woodruff School and will be the same area as the drop off for the preschool, kindergarten, and Moore School for grades preschool through grade 5. Please note this change for the afternoon pick up as there will only be two pick up points.
  - For the parents picking up students for the preschool through grade 5, we will mark off areas for you to wait for your child(ren) in order to maintain some semblance of order and safety precautions. In the past everyone congregated and waited on the grass and sidewalk, but we will be implementing this procedure in order to provide safety and order. There will be signs and cones/bollards to designate the grade level area of student pick up.
- **School Day**
  - The students will arrive between 7:40am and 8:05am with temperatures being taken as they enter the building and in the drop off area. If your child arrives late to school, please remain until the temperature is taken in the event your child has a temperature of 100.4 or higher as they would need to go home.
- **School Day Continued:**

- All schools will use the same virtual format tailored to the specific grade level for consistency and information about contacting teachers via the platforms will be provided. The grade level specific instructional programs will remain in effect on the platform.
- Dismissal is 2:15pm.

### **Health and Safety (Masks/Social Distancing/Building Access)**

- While each classroom does not afford the opportunity for social distancing of the six-foot recommendation, desks will be spaced apart and desk shields will be in place on each desk as well to provide additional safety measures. Depending on the number of students electing on site, there could be the opportunity for the six-foot social distancing that will be employed in the cafeteria for lunches.
- Per the order of Governor Murphy, each staff member, student, and everyone else in the buildings will be required to wear a mask at all times while on campus. Students will also need to wear a mask while on the school buses.
- Mask breaks will be incorporated at the discretion of the teacher and will be in accordance with all health department and CDC guidelines. In addition, there will be times, weather permitting, for outside instruction and for breaks outside as well.
- Students will be permitted to keep their back pack with them as we will not be using the lockers or locker rooms at the onset of our return. This will be re-evaluated as we progress if it is feasible to provide the safety measures necessary to implement locker use in the daily routine.
- Water bottles will be permitted for students to access throughout the day.
- Visitors will not be allowed in the building for anything other than ‘emergent’ reasons and will be **required to wear a mask at all times.**
- There will be tables in the entrance of each school should items need to be dropped off for students. Even dropping off items would require a mask given the vestibules are part of the entrance to the buildings.
- The CDC and County Health Department, as well as our Governor’s guidance for schools continues to guide our planning. If the guidance changes, we will modify our plan to ensure that we remain in compliance with the most recent updates from the CDC in addition to the local and state health departments’ and Governor’s recommendations.
- **All immunizations must be up to date.**
- **Please return all forms, even if you elect to stay remote by Tuesday, October 13.**
- We are planning for the students who signed up and completed physical forms for soccer and field hockey to have a skills program. Please note that the physical is required to participate in this program since it was slated as a team sport. More information will be provided on this program.
- We are also looking to continue our academic assistance and ACE Music/Theatre after school programs and additional information on this will be provided as well. There are some logistical considerations to provide these programs and we are working on them in order to provide another extracurricular opportunity for our students.

### **Transportation**

- With regard to transportation, we have received confirmation that the buses will be sanitized by our contractor and we ask that you be patient with the bus times as they may be delayed a few minutes for this safety measure.
- Students will be required to wear a mask on the buses at all times and we ask that families sit together on the buses and that students sit in their assigned seats.
- All students will be required to keep their mask on as they enter the building upon arrival from the bus, car, or as a walker.

### **Home Instructions for Parents/Guardians:**

- Please check your child's temperature daily and if 100.4 or above your child will need to stay home.
- Refer to the COVID 19 List of Symptoms on our Website
- If your child has a fever or is complaining of any of the symptoms on the list provided, they must stay at home for at least 24 hours and be symptom free before returning to school and the fever free is without the use of Tylenol or other fever reducers.

**Health Office:**

- If a student has a temperature of 100.4 or higher upon arrival, they will have a re-take and if it is lower they may proceed to class and additional checks on the student will take place. If 100.4 or higher on the re-take, the student will proceed to a quarantine room and parents will be notified to pick up their child.
- All students will proceed to class as long as their temperature is below the 100.4 mark.
- Any student who has an elevated temperature or complains of two or more COVID 19 symptoms will be sent to an isolation room and the parents will be notified to pick up the student. The nurse will also inform the parent the student must see a healthcare provider and provide a note to clear student to return to school.
- **If you take your child for a COVID 19 Test, please do not send your child back to school until the results come back negative. If students are exposed to someone who tests positive for COVID 19 (Within 6 feet of someone for 10 minutes or longer) they must quarantine for 14 days at home.**
- **Should we receive notice of a positive case of COVID 19, we will contact trace and notify bus riders and those in the classes notifying of the positive case and that those within the close proximity of the potential exposure to COVID 19.**

**Please know we are taking the precautions based on the recommendations received from the health department and CDC in working to mitigate as much as we can.**

One other item of importance is that we will be offering CER after school Monday through Thursday. This program will be for the Pre-K 4 year old and above students.

We ask everyone for their patience as we adjust to the setting of virtual and on-site instruction. In particular, we understand that the first few days will be chaotic for everyone, especially with the buses and parent drop off. As we do each year, we will adjust things if needed based on what we observe. Your support and patience throughout this period continue to be appreciated and we will get through each day by working together as a school community. These times continue to present new challenges and we have managed to make the best of our circumstances to this point by remaining flexible and adjusting our plans.

As has been previously stated, the choice you make with regard to whether you elect remote or on site instruction will be fully respected. In addition, going from on-site to remote can take place with immediate notification, but the remote to on-site needs a seven-day notification for safety. Any decision made on your part will have risk and we certainly understand the difficulty in the decision. To reiterate, we respect whatever you decide as we are in uncharted territory and understand that safety for our students, staff, parents, and community is paramount.

Thank you for your support and flexibility and stay safe.

**Peter L. Koza, Ed. D.**

Dr. Peter L. Koza, Superintendent