

**MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT
PK-5 SCHOOLS**

**Reopening of Schools Parent/Student Handbook
2021-2022**

****Please review the school's Student Handbook uploaded for your review and acknowledgement on Genesis. Please note that any procedures or information outlined in this document supersede those in the original document until further notice. Please also be advised that the [MERS Safe Reopen Plan](#) can be accessed [HERE](#). It is important that you familiarize yourself with that document as well as this document.**

- **Arrival and Dismissal Procedures/Parent Drop-off/Pick-up (School Specific):**
 - **Bus Arrival:** Buses will be unloaded at the school's official start time for the day. Students will walk directly to their classrooms. Staff is present to assist with and monitor student arrival.
 - **Bus Dismissal:** Bus dismissal is at the conclusion of the student day.
 - **Parent Drop-off:** Please review your child's school's drop-off procedures. Parent drop-off will begin at school's official start time for the day. Staff will be present to assist with and monitor student arrival and will signal when students can begin to be exited from cars.
 - **Parent Pick-up:** Please review your child's school's parent pick-up procedures and time. Be sure to have proper ID with you or your designee to sign out a student. Approved persons picking up will be required to wait outside, and your child will be brought out to you.

- **Assemblies:** To minimize large groups from gathering, virtual assemblies have been booked for the first half of the school year. A plan will be developed for our school-based performances. We will re-evaluate the possibility of in-person assemblies for the second half of the year.

- **Attendance:** Attendance will be taken each day for all students and the district will be adhering to its attendance policy.

- **Back-to-School Night:** For the 2021-2022 school year, and to minimize large gatherings where social distancing cannot be maintained, Back-to-School Night will be held virtually via a Google Meet. More information will be forthcoming in September from the school.

- **Contact Tracing/Notifying Families of a Case:** Procedures regarding such will be guided by the Department of Health. More information is available in the [MERS Safe Reopen Plan](#).

- **Early Dismissal:** For the 2021-2022 school year, we will not be permitting visitors inside the building for parent pickup; staff will bring your child out to you. Please be prepared for the weather. Be sure to have a proper ID with you for pickup of the student.

- **Face Coverings (Masks):**
 - **Schools and Offices:** All staff and students regardless of vaccination status must wear a mask.

 - **Transportation:** Per Order of the CDC, passengers and drivers must wear masks on school buses, including on buses operated by public and private school systems, subject to the exclusions and exemptions in the [Order](#). Students and staff are not required to wear a mask when wearing a mask would be considered unsafe, i.e., excessive heat, blocked vision for drivers.

 - **Mask Behavior:** Staff and students will have access to additional disposable or cloth masks in case a back-up mask is needed (e.g., mask is soiled or lost during the day).

- **Field Trips:** There will be **no field trips** during the 2021-2022 school year.

- **Hand Washing/Sanitizing and Respiratory Etiquette:**

Handwashing and Hand Sanitizing

 - CDC signage on proper handwashing technique to be posted in bathrooms.
 - Posters or signage will be displayed on the exterior and interior of each classroom door as a visual reminder for persons to sanitize their hands.
 - Hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol) will be located in each classroom; near lunchrooms; and near bathrooms.
 - Hand hygiene will take place upon arrival at school; before and after meals and snacks; after going to the bathroom; before leaving for the day; after blowing nose, sneezing, or coughing into a tissue; and when hands are visibly soiled.

Respiratory Etiquette

 - Posters or signage will be displayed as a visual reminder for persons to cover their sneezes and coughs.
 - Individual student desk shields will be provided upon the request of the parent or student.
 - Staff and students will be encouraged to cover coughs and sneezes with a tissue if not wearing a mask. Used tissues should be thrown in the trash and hand hygiene should be performed immediately.

- **Health Screening Protocol:**

The district will follow recommendations of the local health department. Note: All applicable federal and state requirements regarding privacy of educational records (e.g., FERPA) will be adhered to. With guidance from the local health department, schools will be responsible for notifying parents and staff of the close contact exposure and

exclusion requirements while maintaining confidentiality.

- Parents/Guardians are encouraged to monitor their children for signs of illness every day. Students who are sick or who have been identified as close contacts should not attend school.
 - Suspected COVID cases will be determined by state criteria. State isolation and quarantine guidelines will be followed.
 - If the school district becomes aware that a COVID positive individual has spent time in a district facility during the contagious period, the district will follow the Contact Tracing procedures.
 - Based on current guidelines, full-day sessions with lunch and three-foot social distancing may lead to more close contacts. This means that an entire cohort *could* need to quarantine.
 - More information regarding this area is in the [MERS Safe Reopening Plan](#).
- **PTO/PTA Events & PTO/PTA Meetings**
 - Large gatherings with mixing of cohorts and where social distancing cannot be maintained will be put on hold until further notice. Virtual PTO/PTA events can be scheduled.
 - A walk-a-thon can be scheduled outside if cohorts are kept separate and socially distanced.
 - At the discretion of the PTO/PTA Board in collaboration with building administration, PTO/PTA meetings can occur in person in the school setting depending on the number of persons who RSVP to attend and if social distancing can be accommodated.
- **Lunch and Recess:**
 - Lunch**
 - Lunches will be held in the cafeteria. To reduce the number of persons in the lunchroom, lunch times may be staggered, additional lunch periods may be added, or additional lunch locations may be created.
 - To the extent possible, there will be maintained distancing between students and staff, and students will be seated with their cohort.
 - If possible, students may be seated in a unilateral direction (facing the same direction).
 - Students will not be able to use self-serve food options, will be discouraged from sharing food, and routine cleaning between groups will occur.
 - Recess**
 - Students will have recess throughout the school day. This can be conducted outdoors, to the extent possible and weather permitting.
 - Playground equipment, cafeteria/lunch recess materials, and classroom recess kits (if classes have such), can be utilized by a cohort.
 - Playground equipment will be sanitized daily; cafeteria/lunch recess materials will be sanitized between lunches; and classroom recess kits will be sanitized daily.

- When recess occurs concurrent to lunch time and is supervised by lunch assistants, students can play with other classes as this time is about 10 minutes (This is less than the 15 minutes together which could result in the need for contact tracing in the event of a positive COVID case.).
 - When recess occurs with the teacher/class (cohort), students can play with persons in their cohort, and each cohort will be assigned its own recess location separate from other cohorts.
- **Six-Day Schedule:** Schools will follow a six-day calendar rotation schedule. Instead of defining a week as Monday through Friday, staff and students will follow a six-day rotation where each day is labeled as A, B, C, D, E, or F (NOTE: This does not mean there are six days of school each week.). The six letter days cycle throughout the year. It is important to know the letter day for each calendar date, so students are properly prepared for their special subject. [The Six-Day Schedule Calendar for 2021-2022 is accessible HERE.](#)
 - **Sharing of Materials:** The sharing of materials will be limited to the extent possible between cohorts; and when needed, will be sanitized between usage between cohorts. Items within a cohort will be sanitized daily, when necessary. Books no longer need to be quarantined.
 - **Special Events - New Student Orientation, Preschool Visitation (ELC), Kindergarten Visitation (ELC/MB/TM/WB), & First Grade Orientation (CM/LM/WB):**
 - These events can occur in person with smaller cohorts being coordinated.
 - New Student Orientations will be coordinated by the building administration.
 - Preschool Visitation (ELC) will occur on September 2nd.
 - Kindergarten Visitation (ELC/MB/TM/WB) and First Grade Orientation will occur on September 3rd. Information will be distributed to parents in mid-late August with additional details.

Back-to-School Night (School-Specific)

- This will occur virtually for the 21-22 school year.
- Dates are outlined on the [MERS District calendar](#) for each school. Information will be distributed to parents in September with additional details.

Parent-Teacher Conferences (Districtwide in December)

Parent-Teacher Conferences can occur in-person. Parents/Guardians will be given the option to schedule an in-person conference or a virtual conference.

Dates for Parent-Teacher Conferences are on the [MERS District calendar](#) for:

- **December 6, 2021** - School is closed for students; conferences will be scheduled in the afternoon/evening (more information will be distributed in November).
- **December 7, 2021** - A 4-hour student day is scheduled; conferences will be scheduled in the afternoon (more information will be distributed in November).

- **Snack**: Students will wash or Purell their hands before and after snack. As always, snacks should not be shared.

- **Social Distancing in Instructional and Non-Instructional Rooms**: Schools in the district will allow for social distancing within the classroom to the maximum extent practicable. This will be achieved by ensuring, to the extent possible, that students within a cohort are three feet apart. When a need occurs to mix cohorts, to the extent possible, students should be six feet apart (e.g., for instrumental music lessons, pull-out enrichment, intervention, etc.). If a school in the district is not able to maintain this physical distance, additional modifications will be implemented which can include using physical barriers between desks, and/or having students sit on only one side of the table, spaced apart.

- **Water Bottles**: It is recommended that all students bring a reusable water bottle filled with water each day for personal use. Disposable bottles can also be sent in for your child's use. Please ensure personal use water bottles are labeled with your child's first and last name.

- **Welcome Letters from Teachers/Google Classroom Codes**: Please look for the Google Classroom codes from the teacher welcome letter. Please ensure your child's school email is linked to this Google Classroom. Directions will be provided.

- **Visitors and Volunteers**: To ensure the safety of staff and students, volunteers and visitors will be limited.
 - IEP meetings, 504 meetings, ESL Parent Advisory groups can be held in person when social distancing can be maintained.
 - At the discretion of the building principal, parent meetings can be held in person when social distancing can be maintained.
 - Classroom Mystery Readers (i.e., parents, grandparents, etc.) will be conducted virtually.