

**EAST ORANGE SCHOOL DISTRICT
DIONNE WARWICK INSTITUTE**

120 Central Avenue
East Orange, New Jersey 07018
Phone (973) 266-5930 Fax (973) 266-5935
<http://warwick.eastorange.schoolfusion.us/>
Proud Member of "The Leader in Me" Schools

Board Members

Ms. Terry S. Tucker- President
Mrs. Marsha B. Wilkerson - Vice President
Ms. Darlene Clovis
Mr. Cameron B. Jones, Sr.
Mrs. Tashia Owens Muhammad
Ms. Andrea McPhatter
Mr. Wayne R. Stackhouse, Jr.

Superintendent of Schools

Mr. AbdulSaleem Hasan
abdulsaleem.hasan@eastorange.k12.nj.us
Principal
Dr. Passion Moss-Hasan
Assistant Principal
Ms. Elizabeth Kelly

March 31, 2021

Greetings Parents/Guardians:

As we transition to the next phase of the Reentry Plan, Team Warwick is working diligently to prepare for a hybrid model, which will commence on April 19, 2021. In an effort to ensure that we are ready to receive our student leaders, we have been monitoring the following to ensure our school's preparedness: health and safety guidelines, students opting for in-person vs virtual/remote learning, staffing, and, most importantly, the effectiveness of our virtual master schedule. Under the guise of our plan, teacher and student leaders will continue to become acclimated to new procedures and protocols, while also adapting to a new model of instruction. Also, administration will continue to encourage all stakeholders to stay abreast of new developments pertaining to curriculum and assessments. Please thoroughly read follow-up information, which will make your child(ren) transition easier.

Procedural Information

When returning to school, upon entering the playground area, all student leaders will report for an 8:30am transition. To avoid a shortage of adult monitors, students cannot enter the campus prior to 8:00am. Students will be required to line up in their assigned area located in the playground. Said areas will be located near their assigned entrance/exit door. Students will be dismissed from school by 2:55pm. All walkers will be expected to transition off school premises immediately following their dismissal, while those requiring pick up will transition with designated family members. Students cannot be left on campus after 3:30pm. Students in grades 3-5 will line up behind administrative parking spaces, grades 1-2 will line up near door #9 and pre-k-dg will line up near door #11. Kindergarten students assigned to Ms. Blaskewicz and Ms. Gross will line up by their classroom doors. If students are dropped off to school or left at school outside of required time constraints on three occasions, the Department of Operations will be notified of parent neglect relating to child care. Please note that students who are in the afterschool program will return home to setup for supplementary instruction via their devices.

Week One Actions

When student leaders arrive during the week of April 19th, all teacher leaders will have poster sized signs with their name and grade level. Signs will be visibly held so that students and parents can see where classes are located on the playground. Parents/guardians will be expected to stay in their vehicles, drop students off at drop off location, then proceed to the grove street entrance/exit area. If/when there is an inclement weather day, grades 3-5 will line up in the gymnasium and grades pre-k – second will line up in the cafeteria area. Lunch tables will not be set up in the cafeteria area, so that social distancing can still be enforced. Moreover, parents/guardians will

still be engaged in a flow of traffic vs parking for safety reasons. Please be reminded that there will be no courtesy bus services this school year.

The Hybrid Model

The hybrid model of instruction will include both in-person and remote/virtual instruction (4) days a week. Everyone will work remotely on Wednesdays. All students who attend school for in-person learning will be assigned to one classroom only. Teachers will be required to push in to classrooms to minimize movement and help with contact tracing if necessary. All physical education classes will be modified to occur within each assigned classroom as well. Remote/virtual students will receive the same live instruction in real-time, as the in-person students are receiving. If there are instances whereby fire drills or safety drills occur, remote/virtual learners will be directed to go offline, while those in-person follow in-person procedures. Similarly, students will be required to eat breakfast and lunch from the confines of their classroom. Students still have the option of bringing their own breakfast and/or lunch too. If a student does not qualify for free lunch, payments should be handled via paypam <https://www.paypams.com> Staff leaders will assist with the clean-up process. Students who are working remotely/virtually, will turn off their cameras and audio during lunch time. Weather permitting, student leaders will have modified recess time outdoors, while practicing social distancing. Students will also have a (1) minute mask break at the end of each period, which will occur from their desk, behind their personal divider. Each student will also have one (5) minute mask break, which will occur outside weather permitting.

What is the hybrid model of instruction?

- Students continue to meet with their same teachers and classmates regardless of whether they participate from home or at school.
- Live instruction continues day-to-day using the same school schedules as the current virtual model.
- At all levels, one group of students will be present for in-person instruction while other groups of students follow the same schedule and attend live instruction from home through Google Meet or zoom.
- Both the in-person students and the virtual/remote only students are expected to log on to their courses according to the regular bell schedule.
- Schedules include asynchronous learning for student leaders, so as to avoid virtual learning fatigue.

What will the hybrid model look like for our students?

- Students will work at rectangular or circular tables, which are set up in accordance with social distancing guidelines.
- Some students will attend classes in-person at school on Monday, Tuesday, Thursday and Friday; virtual/remote learners will do the same.
- All students in PreK-Fifth will attend remote/virtually classes on Wednesdays.
- Modifications made to specified grade level schedules will still be in effect.
- Once students are logged on, they are encouraged to stay logged on.
- All attendance procedures are still in effect for the duration of the school year.
- Hand sanitizer and wipes will be available for students and staff to utilize regularly.
- Students are expected to wear a mask to school daily, no exceptions.
- Restroom visits will occur as a class group and a custodian will be responsible for immediate cleaning after each class occupies a restroom. Students with emergencies will be sent to restrooms with a pass. Custodians will refer to hourly restroom clean up.

Benefits of the hybrid model:

- Students will not have a change in teacher or classmates regardless of the option chosen.
- The schedule will remain the same, providing consistency for both staff and students.

- We can pivot back to virtual/remote-only or to a traditional day without changing schedules or assignments.
- Students will continue to have access to safety nets and enriched classes at all levels.
- Overall, there will be better consistency of program for students and staff.

Covid-19 Protocols

Security

(2) security guards will be assigned to conduct temperature checks for adult individuals entering the building. School Leadership Team members and other identified staff will be assigned to entrance doors to conduct student temperature checks. Temperature is taken upon entrance to the building.

Transitions

Staff Leaders will follow up and down staircases while transitioning in the hallways based on the posted signage. Staff will refrain from convening in small groups in the hallways. Staff will be expected to utilize hand sanitizer while transitioning. All staff will be required to wear masks at all times.

Student Leaders will follow up and down staircases while transitioning in the hallways based on the posted signage. Students will not be permitted to convene in small or large groups in the hallways. Students will be expected to utilize hand sanitizer while transitioning. All students will be required to wear masks at all times.

Identified visitors will follow up and down staircases while transitioning in the hallways based on the posted signage. Identified visitors will refrain from convening in small groups in the hallways. Identified visitors will be expected to utilize hand sanitizer while transitioning. The term “visitor” refers to central office staff, neighboring schools, community members, maintenance personnel and contractors. All visitors will be required to wear masks at all times.

Cleaning & Maintenance

All instructional staff will model expectations for cleaning and washing hands for students throughout the instructional day. Students will clean hands with sanitizer/wipes upon entering the classroom. Students will clean hands with sanitizing wipes upon exiting the classroom. Students will be escorted to the restroom as a class to thoroughly wash hands prior to lunch. Students will clean hands with a sanitizing wipe after lunch is completed. Grade’s pre-K -2nd restrooms are located in each classroom. Each student and staff member will be responsible for adhering to CDC guidelines pertaining to procedures for washing and cleaning their hands.

After school hours custodians will be responsible for thoroughly cleaning classrooms, hallways, restrooms, offices etc. CDC Guidelines pertaining to cleanliness will be applicable.

Wipe dispensers and hand sanitizers will be located throughout the building. Two bottle filler fountains will be accessible in building, as water fountains will not be used.

Technical Equipment

Students who return for in-person instruction will transport devices to and from school. Instructional staff and students will gently wipe their device at days end. Students will not be permitted to share devices under any circumstance.

Covid-19 Reporting Procedures

If your child is suspected of having covid-19 due to symptoms shown, please do not send them to school. If/when a child shows signs associated with covid-19 while in school, they will be placed in our isolation room, located outside of the main office and a parent/guardian, family member, or friend ***must*** pick them up

immediately, no exceptions. Prior to returning back to school, students must provide the school nurse with an original copy of a doctor's note and an authentic covid-19 test result, which states "negative."

Curriculum & Technology

We will continue to use the district platforms for ELA/ Humanities, Math, and Science as indicated below:

ELA/Humanities

- K-5- McGraw Hill Wonders
- Grades K-2- Freckle, Amira- *students must bring headphones daily.*
- Grades 3-5- Freckle, Newsela

*Students will continue to use our digital reading platforms: Epic and Learning Ally.

Math

- Grades K-2- Think Central
- Grades 3-5 HMH Ed Your Friend
- Grades K-5- Freckle

Science

- K-5- McGraw Hill Inspired Science

Technology

- Students will need to bring their District issued device **AND** charger to school every day.
- Student devices should be fully charged and ready for instruction in the morning.
- Students **MUST** carry their device in a cloth type of bag (i.e. bookbag, backpack, or tote bag). The device should **NOT** be carried in a plastic shopping bag.
- Students are **NOT** allowed to bring **ANY** personal technology device to school for learning. **Note:** Students will be able to borrow a school device each day for learning, if available. Students will not be able to take these devices home.
- If students were using headphones during remote instruction, they should bring those headphones every day for in-person instruction as well.

How will staff be prepared to instruct in this model?

The East Orange School District and members of our school-based leadership team will continue to provide staff leaders with support in the form of training and professional development. Teachers are beginning to become acclimated to incorporating the culmination of cameras, laptops, promethean board and technology-based programs into their instructional practice. Additionally, our student leaders in grades pre-k through fifth are doing a fabulous job of challenging themselves to **Know More** and **Do More** than we did at their age.

As we move closer to the April 19th return, I want to applaud you for entrusting us with your most precious asset; your children. We know that this has not been an easy process, as you've taken on the added role of teacher; nevertheless, we thank you for rising to the occasion. More importantly, we thank you for understanding that we too are parents and teachers who have been impacted by the pandemic. Let's continue to expand upon our successes together, keeping in mind the city's mantra... One City ~ One Community ~ One Goal Equals Progress!

Authentically Yours,
Dr. Moss-Hasan, Principal