



# **Essex County Newark Tech**

## **School Reopening Plan 2020-2021**

### **Guidance and Protocols**

**Principal**  
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**91 West Market Street, Newark, NJ 07103**

# School Reopening Plan 2020-21

## Essex County Newark Tech

### **A Message from your Principal:**

Greetings Terrier Family!

I want to start by saying thank you. Thank you for believing in us, being patient with us, and trusting in us as we move forward under these extreme conditions created by this epic event. The guidelines from local, state and federal agencies have helped frame our reopening plans for the Essex County Schools of Technology School District. Our top priority is the health and safety of everyone in our learning community promoting our inclusive spirit and appreciation for the diversity of our students we serve.

We are confident that we are addressing the many health concerns that are present with this virus. Our goal is to continue to do our very best to maintain a safe learning environment for all our students, faculty and staff at Essex County Newark Tech. Our safety plans are fluid to ensure refinement, if necessary, as we navigate the uncertainty of the moment, the day and even a given week.

This plan includes: (1) Changes to our school environment, (2) Enhanced cleaning protocols, (3) Safety measures dealing with COVID-19, and (4) Modified Bell Schedule - In Person and Virtual. It will take some time to acclimate to these COVID measures we are taking, which will allow our students to continue to excel in their school life.

We would love to hear your feedback regarding our reopening plan. Please feel free to contact me with any suggestions or concerns. My email is [cmorales@essextech.org](mailto:cmorales@essextech.org). I anxiously await for Essex County Newark Tech to reopen and look forward to yet another outstanding school year.

Yours in Education,

*Carmen J. Morales*

Principal

### **Important Dates:**

#### **Reopening Parent Informational:**

August 10, 2020 at 5:30 PM

Zoom ID: 932 8718 3576

#### **New Student Orientation:**

August 12, 2020 at 5:30 PM

Zoom ID: 999 4351 4872

Passcode: 2024

#### **Reopening Student Informational:**

August 11, 2020 at 1:30 PM

Zoom ID: 975 7727 6560

Passcode: terrier

# School Reopening Plan 2020-21

## Essex County Newark Tech

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### Changes to the School Environment

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#### General School Changes:

- A modified bell schedule has been created with the school day ending at 1:30 PM.
- Only 25% of the student population will be scheduled to come to school (physically) on their assigned day.
- Students will be divided into 4 cohorts, based on their CTE program, and will be assigned a day of the week where they will come to school (physically). The rest of the time students will be working virtually from home.
- Students will be required to immediately report to their homeroom upon entering the building. Students will not be able to congregate in the hallways before school or during passing periods.
- Hallway lockers **will not** be used until further notice. Book bags are permitted.
- Visitors will be limited to the building until further notice. Parents picking up their child will be required to wait outside.
- Upon dismissal of their class, students are expected to report immediately to their next class. Students will not be allowed to congregate in the hallway during passing periods.
- All students and staff will be required to wear a mask upon entering the campus and will not be permitted in the building without a mask. All students will be receiving a school-issued reusable mask. Students are expected to wear their mask during passing periods, no exceptions.

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#### Classrooms:

- Changes will be made to classroom seating arrangements to create more personal space. Desks will be set in rows facing the front of the classroom.
- Teachers will minimize the sharing of supplies, sanitize supplies between uses, or create individual kits.
- Teachers/staff will be required to wear mask while in close interaction with students.
- Locker rooms will not be used for Physical Education classes.

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#### Cafeteria:

- We will have 4 lunch periods to accommodate the 25% of students in the building and allow for social distancing.
- Students will be assigned to certain areas of the cafeteria that will be marked for seating. Students will not be allowed to move around the cafeteria. There will be sanitizing stations in the cafeteria.
- Capacity for each lunch period:
  - 9th grade lunch - 40 students
  - 10th grade lunch - 44 students
  - 11th grade lunch - 48 students
  - 12th grade lunch - 52 students

# School Reopening Plan 2020-21

## Essex County Newark Tech

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### Changes to the School Environment

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#### Visitors:

- No visitors will be allowed in the building due to health and safety concerns.
- Parent meetings will be held virtually when possible. Those meetings requiring physical presence will be scheduled.
- Parents should make all doctor appointments after the school day to avoid early dismissal.
- Any individual entering the school will have their temperature checked and must wear a mask at all times.

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#### Arrival & Dismissals:

- Staggered where possible to prevent crowding.
- Designated exit/entry points for car riders, bus riders, and drivers etc.

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#### Breakfast & Lunch:

- Breakfast
  - Grab & Go with designated seating in socially distanced eating areas or classrooms
- Lunch
  - Grab & Go with designated seating in large cafeteria which will hold no more than 50 students. (Cafeteria capacity is 250)

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#### Distance Learning:

- Distance learners will follow the academic calendar of the school district.
- Distance learners must adhere to all grading, graduation, academic requirements.
- Distance learners will consist of a scheduled school day including required login times for scheduled instruction.
- Daily attendance will be recorded based on student's daily login and participation in live instruction.
- Live instruction will be delivered by the student's teacher, providing asynchronous and synchronous instruction.
- Students must follow deadlines provided by their instructor and submit work on time. Make-up work will be at the discretion of each instructor.

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#### Wellness:

- Staff and students should not report to school when sick.
- Parent's should check their child's temperature daily before reporting to school.
- Staff must check their temperature daily before reporting to work.
- Staff and students with temperature of 100.4 or above should not report to school and if already at school will be sent home.

# School Reopening Plan 2020-21

## Essex County Newark Tech

### Enhanced Cleaning Protocols

Increased number of hand sanitizer stations in key locations in the building. Hand sanitizer stations at the entrance of the school.

Throughout the school day classrooms, cafeteria, and other common areas will be disinfected and cleaned. Enhanced cleaning protocols will be implemented each evening by custodians.

Wednesday will be a virtual school day for all students. Custodians will perform a deep cleaning and sanitizing of the school building.

### Health and Safety Protocols



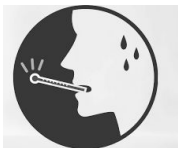
#### Masks

Students and staff will be required to wear a mask at all times. There may be situations where masks may be lowered such as to eat lunch. Social distancing is required during passing periods.



#### Seating Charts

Staff will be required to assign seats in the classroom and in sections of the cafeteria. Students must strictly adhere to these seating arrangements.



#### COVID Symptoms

Students and Staff must be fever-free for 72 hours without the use of fever reducing medication before returning to school and be COVID symptom-free for 10 calendar days before returning to school.



#### Hand Washing

Staff and students must practice good handwashing practices throughout the day.



#### Training

Professional Development will be provided to all staff at the start of the school year on symptoms and screening measures.



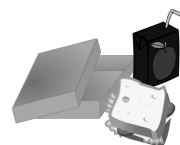
#### Water Bottles

Students will be allowed to carry water bottles. Students are responsible for their own water bottle, no sharing. Water fountains will be monitored and limited for safety reasons.



#### Separate Quarantine location

A designated location will be created for students displaying symptoms and waiting to be picked up by a guardian.



#### Cafeteria/No Outside Food

Locations will be created to promote social distancing. Students will not be allowed to have food delivered during the school day.

# School Reopening Plan 2020-21

## Essex County Newark Tech

### Information about Wearing Masks While In School

#### Students must wear a mask when:

- In the hallways
- Waiting in the cafeteria line
- Working with other students
- In a special event where they are instructed to do so by a staff member

#### Students can remove mask when:

- Sitting at their classroom desk facing the front for a brief minute air break/water break
- When performing tasks that can not be completed while wearing a mask (eating, drinking, etc.)

#### Teachers must wear a mask or face shield when:

- In the hallways, during student interaction
- Working directly with a small group or an individual student
- Closely interacting with a student

#### Teachers can remove mask/face shield when:

- In their classroom alone during their prep period
- When performing tasks that can not be completed while wearing a mask (eating, drinking, etc.)



# School Reopening Plan 2020-21

## Essex County Newark Tech

### Modified Bell Schedule In-Person and Virtual

Modified Bell Schedule 2020-21	Start Time	End Time	Minutes
<b><i>Homeroom</i></b>	8:20	8:31	11
Period 1	8:31	9:02	31
Period 2	9:02	9:33	31
<b><i>Passing/Break</i></b>	9:33	9:38	5
Period 3	9:38	10:09	31
Period 4 (11th gr. Lunch)	10:09	10:40	31
<b><i>Passing/Break</i></b>	10:40	10:45	5
Period 5 (9th gr. Lunch)	10:45	11:16	31
Period 6 (12th gr. Lunch)	11:16	11:47	31
<b><i>Passing/Break</i></b>	11:47	11:52	5
Period 7 (10th gr. Lunch)	11:52	12:23	31
<b><i>Passing/Break</i></b>	12:23	12:28	5
Period 8	12:28	12:59	31
Period 9	12:59	1:30	31

# School Reopening Plan 2020-21

## Essex County Newark Tech

### Cohort Breakdown

Monday	Tuesday	Thursday	Friday
<i>25% each grade</i>	<i>25% each grade</i>	<i>25% each grade</i>	<i>25% each grade</i>
Cohort A	Cohort B	Cohort C	Cohort D
9th = <b>40</b>	9th = <b>40</b>	9th = <b>40</b>	9th = <b>40</b>
10th = <b>44</b>	10th = <b>44</b>	10th = <b>44</b>	10th = <b>44</b>
11th = <b>48</b>	11th = <b>48</b>	11th = <b>48</b>	11th = <b>48</b>
12th = <b>52</b>	12th = <b>52</b>	12th = <b>52</b>	12th = <b>52</b>
<b>Total = 184</b>	<b>Total = 184</b>	<b>Total = 184</b>	<b>Total = 184</b>

We will determine the Cohort assignment based on student's CTE.

### CTE Enrollment Numbers per Grade Level

	9th	10th	11th	12th
<b>Business</b>	36 (¼=9)	39 (¼=10)	41 (¼=10)	34 (¼=9)
<b>Health Careers</b>	50 (¼=12)	60 (¼=15)	56 (¼=14)	61 (¼= 15)
<b>Eng/Robotics</b>	39 (¼=10)	44 (¼=11)	64 (¼=16)	66 (¼=17)
<b>Auto</b>	20 (¼=5)	15 (¼= 4)	16 (¼=4)	19 (¼=5)
<b>Welding</b>	8 (¼=2)	8 (¼=2)	5 (¼= 1)	13 (¼=3)
<b>Carpentry</b>	8 (¼=2)	9 (¼=2)	12 (¼= 3)	13 (¼ = 3)
<b>Total per day</b>	<b>40</b>	<b>44</b>	<b>48</b>	<b>52</b>



# School Reopening Plan 2020-21

## Essex County Newark Tech

### Hybrid Learning Model

In-Person



E-Learning



Monday

Cohort A:  
Attend In-Person

Cohorts B, C, D:  
Independent Learning  
at home

Tuesday

Cohort B:  
Attend In-Person

Cohorts A, C, D:  
Independent Learning  
at home

Wednesday

No In-Person

Cohorts A, B, C, D:  
Independent Learning  
at home

Thursday

Cohort C:  
Attend In-Person

Cohorts A, B, D:  
Independent Learning  
at home

Friday

Cohort D:  
Attend In-Person

Cohorts A, B, C:  
Independent Learning  
at home

Every effort is being made to keep siblings in the same cohorts at all grade levels.

#### Independent Learning at Home:

Work on assignments, view pre-recorded lessons from teacher, join live online instruction from teacher.

# School Reopening Plan 2020-21

## Essex County Newark Tech

### Technology Support



#### Staff Device

Ensuring that teaching staff have access to a working device (Chromebook, laptop, desktop computer, document camera or other).



#### Student Device

Ensuring that every student has access to a working device (Chromebook or laptop)



#### ECST Internet Access

Internet HotSpots are available for remote learning. Contact the District Technology Director to help assist a student with securing internet access through the use of district HotSpots. Applications and directions will be provided through the school or district technology department.



#### Curriculum/Instruction

Working closely with central teams to ensure all new content and curriculum is integrated as best as possible to enable smooth and efficient learning.



#### Connectivity

Ensuring ECST systems are updated and ready for the dual modalities of education delivery.



#### Tech Support

Ensuring that students have access to the IT department to troubleshoot tech issues from school or home.

**Technology HelpDesk: 973-412-2295 or 972-412-2283**



#### Schoology - Learning Management System

Schoology is like a teacher's website or an extension of their classroom online. Announcements, special dates, pictures, newsletters, discussions, lessons, videos, etc. could all be on a teacher's Schoology page. Students are enrolled in Schoology by the school through our PowerSchool, student information system.



#### Online Learning Credentials

Students will receive login credentials for each of their courses on their schedule when they are learning remotely. Access will be seamless.

**Technology HelpDesk:**  
**973-412-2295 or 972-412-2283**

# School Reopening Plan 2020-21

## Essex County Newark Tech

### Parents/Students Getting Ready



#### Early Dismissal

Dismissal due to illness or a medical appointment will be expected to call the front office when they arrive at the school and remain in their vehicle in front of the main office. A staff member will bring the child to the vehicle, check your identification, and assist you in signing out the student. There is no dismissal within 15 minutes of the regular end of the school day, and only parents, guardians, or other individuals identified on the student's contact list, with appropriate identification, will be allowed to leave with the student.



#### Student Illness

The school nurse will have a designated isolation area in the event that a child or a staff member comes to school and presents COVID-19 symptoms. Parents will be contacted to pick ill students up immediately. Contact tracing will be used to identify students or staff members who may need to self-quarantine for 14 days. Students will transition to digital learning during the self-quarantine period using the Schoology platform.



#### Temperature Checks

Before leaving for school, parents are encouraged to check your child's temperature and assess symptoms. If your child has a fever of 100.4 or higher, a cough, shortness of breath, or loss of taste or smell, or have been in contact with someone who has COVID-19, they are to stay home and contact a healthcare provider.



#### Public Transportation

When waiting for public transportation and riding on public transportation, students will practice social distancing and wear their face covering.

Students will get their temperature checked for the first two weeks of school upon arrival.



#### School Counseling Services

Counselors are available to help you work through school, social, and personal problems, even in the digital learning format. School Counselors are available through phone, email, or other digital tools to meet and counsel. Please contact your school counseling office to connect with your assigned counselor.



#### Opting Out

Parents have the choice to opt out of in-person learning. A survey will be sent to all parents so that you can inform the school of your decision.

Please complete the survey on our website: [essextech.org](https://essextech.org) - COVID-19 tab

# School Reopening Plan 2020-21

## Essex County Newark Tech

### Academic, Social, and Behavioral Supports

#### **Mrs. Marbely Perez-Sorrano**

- 11th grade caseload
- English Learners caseload
- Summer School Counselor
- [mperez@essextech.org](mailto:mperez@essextech.org)

#### **Ms. Toniann Percontino**

- 10th grade caseload
- 12th grade caseload
- College Counseling
- [tpercontino@essextech.org](mailto:tpercontino@essextech.org)

#### **Mr. Andrew Turner**

- 9th grade caseload
- 12th grade caseload
- College Counseling
- Summer School Counselor
- Working Papers
- [aturner@essextech.org](mailto:aturner@essextech.org)

#### **Mrs. Alghashlyah Murray**

- Student Support Services
- Social/Emotional well-being
- Senior Mentoring program
- Family Support Services
- [amurray@essextech.org](mailto:amurray@essextech.org)

#### **Mental Health Guidance**

Students, staff and families have encountered additional stress and anxiety over these past few months. The Essex County Schools Technology has been providing assistance to identified students through its Social and Emotional Learning Program.

Mental wellness support is offered by:

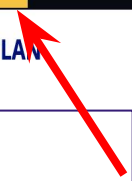
- Triaging needs and providing support to families and educators
- Modifying schedules as needed for students and staff
- Ongoing consultation to school-based teams on mental health, threat assessments and suicide assessment
- Crisis Intervention Team ready for response, when needed
- Enhanced partnerships with network of mental health professionals to provide services
- Providing a blended model of support, inclusive of in-person and virtual deployment of mental health services

Protecting our teachers and staff is a top priority for the district as we head back to traditional face-to-face classroom learning. It will take a partnership of accountability from the staff member, the school and the District to keep our teachers and staff healthy during this uncharted time.

The District remains committed to promoting physical, emotional, social, and financial well-being of all staff.

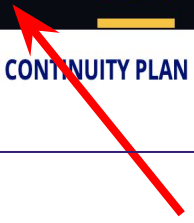
# www.essextech.org

Our district website will have all the information regarding reopening.  
Make sure to click on the tab **COVID-19**.



# www.essextech.org

For more information about your child's school, click on the tab **OUR SCHOOLS**.  
Click on **NEWARK TECH** and check out all our information.  
We will have a tab for reopening/COVID-19. You can find this document in that tab.



# Uniform Information

## Uniform Vendors

The Uniform Shop @ KIDS PLACE  
126 Broad St. in Elizabeth, NJ

KIDS PLACE  
311 Ferry Street, Newark, NJ  
908-355-0600

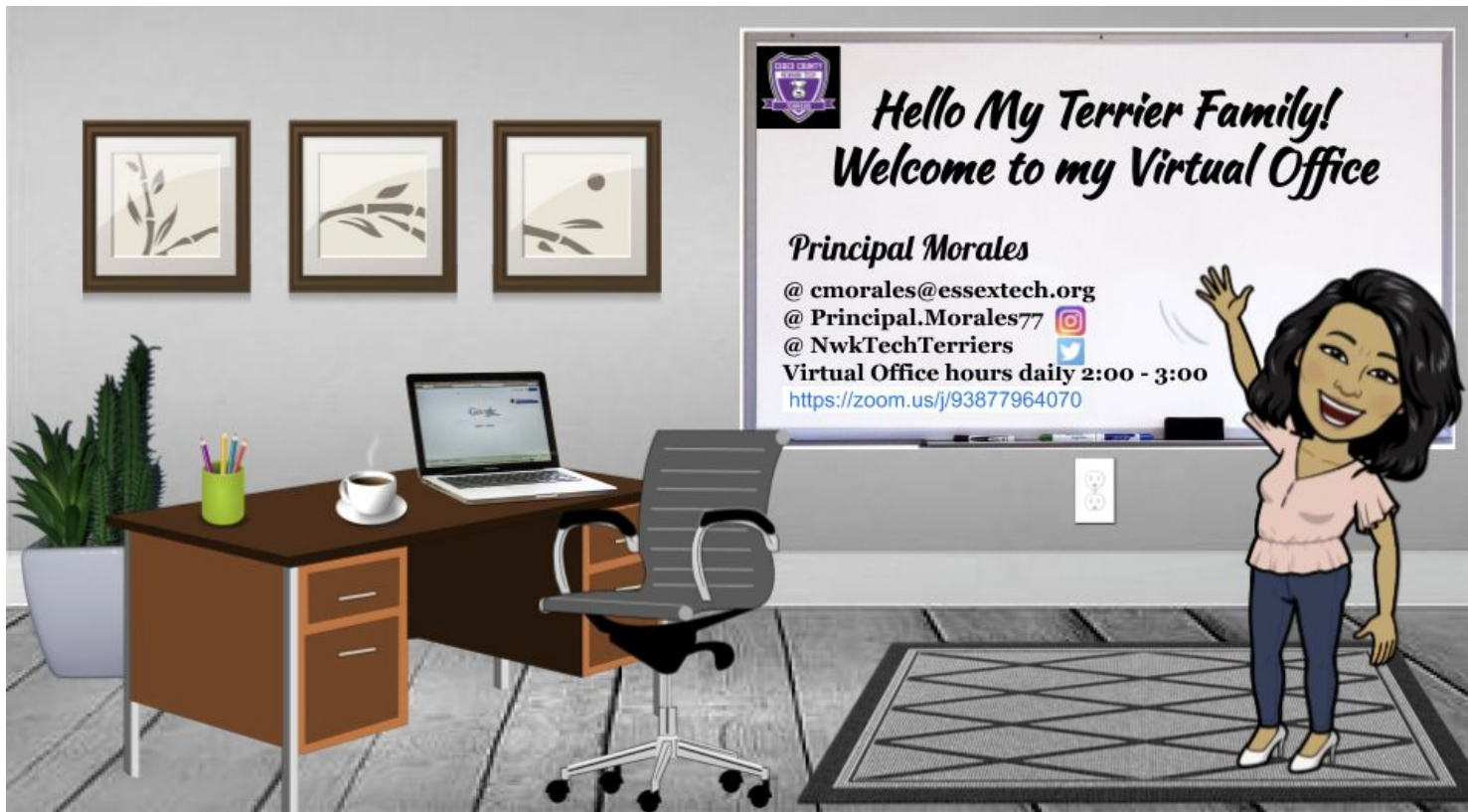
<u>Uniform Description for 9th, 10th, &amp; 11th Grade:</u>	<u>Uniform Description 12th Grade:</u>
Grey Pants, Skirts, Skorts, Shorts	Grey Pants, Skirts, Skorts, Shorts
White Long or Short Sleeve Oxford shirts	Black Embroidered Polo Shirt from the uniform store only
White Blouse	Black Embroidered Zip Up Fleece from the uniform store only (Optional for cold weather)
<b>Belts:</b> All pants or shorts must have a black belt	<b>Belts:</b> All pants or shorts must have a black belt
Grey, Purple, White tie from Uniform Store	Black Shoes, Sneakers
Black Shoes, Sneakers	White, Grey, Purple, or Black Knee-hi's
Black Embroidered Blazer from the uniform store	White or Black Tights

### Gym Uniform

On the day that students have gym, they will be allowed to come to school with their gym uniform.

**Gray Logo T-shirt (Purchase from Uniform Store)**

**Black Logo shorts (tights can be worn under the shorts) or Black or Gray sweatpants (does not have to have the logo and can be purchased from any store)**



## Virtual Office Hours

Beginning September 2, 2020 we will have virtual office hours for immediate questions and concerns.

We will be available from 2:00 pm- 3:00 pm daily.

**Join Zoom Meeting**

**<https://zoom.us/j/93877964070>**

**Meeting ID: 938 7796 4070**

Also, please follow us on all our social media accounts for up to date information and staying in touch with everything Terrier related!

**Main Office**  
**(8:00 am - 3:00 pm)**  
**973-412-2266**