



August 21, 2020

Dear TJS Families,

As promised, this next round of communication includes a variety of logistical aspects for our Phase One reopening that have been collaboratively developed by the members of our Pandemic Response Team (PRT). Please read through this letter in its entirety. The information included pertains to the many new procedures that have been put in place that consider the health and safety of all our students and staff.

### **Teacher Assignments and Maroon/Gold Cohort Placements**

A reminder that teacher and cohort placements will be emailed to you on August 25, in addition to the time scheduled for your meet and greet. There are many factors that are considered when creating and balancing class lists. The process for assigning cohorts was extensive as we carefully considered students with special programming (Special Education and ESL), siblings both within Torey J. and at MJS, bus riders, and boy/girl ratio. For your convenience, I have once again included the September cohort schedule below.

	Maroon Cohort In-Person Days		All Cohorts Remote Learning Days
	Gold Cohort In-Person Days		Schools Closed

	Monday	Tuesday	Wednesday	Thursday	Friday
	7	8	9	10	11
<b>September</b>	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

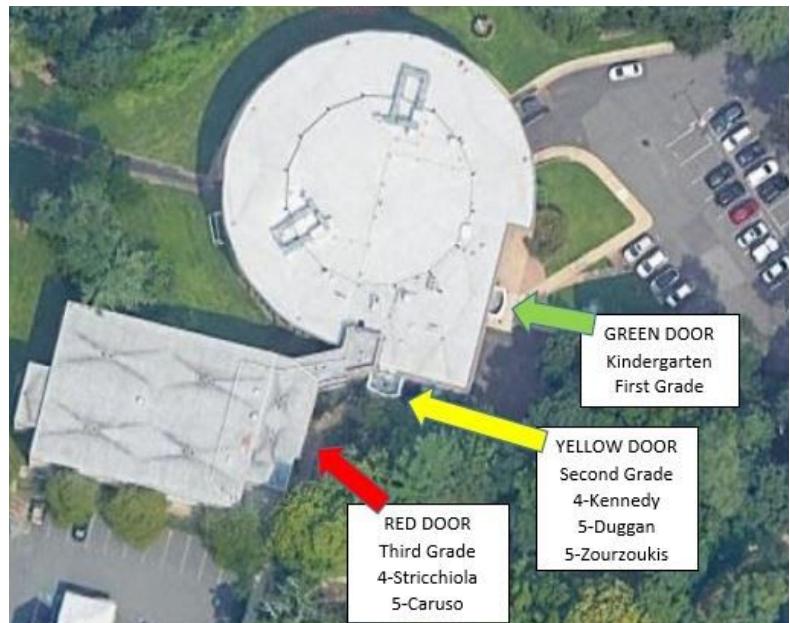
### **Visitor Policy**

On August 18, the BOE adopted a **no visitor** policy due to COVID19. We discourage early pick-ups from school but understand that at certain times they may be necessary for medical appointments. If you must pick-up your child from school, please contact Mrs. Empson in the main office and provide a written note (or email) designating the specific time and reason for picking up your child. We will continue to use the “drop-box” outside of the main office door in the event that you need to drop-off an item to your child. When dropping off an item, please make sure to buzz the main office door to let us know that you have put something in the “drop-box.” When dropping off an item or picking your child up for early dismissal, all parents/guardians are required to wear a mask at all times on school property.

## Morning Drop-Off Procedures and Designated Entrances

To limit congestion at morning drop-off, student arrival times will be staggered. All students and parents/guardians are required to wear a mask on school property. Families are reminded to maintain appropriate social distancing when outside the school. The Torey J. entrances are all extremely close to one another, therefore, we are kindly requesting that parents/guardians “kiss and drop” and not linger close to the school after your child has entered the building.

There will be two arrival time frames (**8:20 - 8:30 AM and 8:30 - 8:40 AM**) and three designated entrances. Your child’s time frame for arrival has been determined alphabetically by last name and their designated entrance by grade/class and location in the building. We have assigned a specific color for each of our entrances to help students remember where they are to enter school each day. We will be clearly labeling each door by their specific color. It is essential that families adhere to the following guidelines, as this process ensures an appropriate flow of students are entering the school and allows us to create a specific directional traffic pattern moving throughout our hallways. Students should not arrive at school earlier than 8:20 AM. The supervision of students begins at 8:20 AM.



ENTRANCE DOOR	CLASS	8:20 - 8:30 AM	8:30 - 8:40 AM
<b>Green Door (#2) (with awning)</b>	K-Pelkey K-Waryha 1-Jimenez 1-Perritt	Last Names A-K	Last Names L-Z
<b>Yellow Door (#19) (with awning)</b>	2-Madden 2-Niper 2-Robertson 4-Kennedy 5-Duggan 5-Zourzoukis	Last Names A-K	Last Names L-Z
<b>Red Door (#18) (no awning)</b>	3-Gambino 3-Lade 4-Stricchiola 5-Caruso	Last Names A-K	Last Names L-Z

## **Afternoon Pick-Up Procedures**

Student pick-up times will also be staggered by class. Teachers will dismiss their entire class by bringing them outside at their specific time and designated door. Since we are not dismissing students alphabetically, but rather by class, we understand that parents/guardians with multiple children may need to pick up more than one child at one or more designated doors (all are close in proximity). Adults waiting for multiple children should establish a specific “waiting spot” in clear eye-sight of your child’s designated door that your child can remember. Adults are encouraged to maintain 6 feet of distance during pick-up time. We ask that when parents/guardians have picked up all of their children, that they immediately leave the school property to avoid the typical dismissal congestion that occurs.

<b>EXIT DOOR</b>	<b>12:35 PM</b>	<b>12:45 PM</b>
<b>Green Door (#2) (with awning)</b>	K-Pelkey 1-Perritt	K-Waryha 1-Jimenez
<b>Yellow Door (#19) (with awning)</b>	4-Kennedy 5-Duggan 5-Zourzoukis	2-Madden 2-Niper 2-Robertson
<b>Red Door (#18) (no awning)</b>	4-Stricchiola 5-Caruso	3-Gambino 3-Lade

## **Bus Students**

Morning bus riders are expected to wait at their bus stops with their masks on while social distancing. Students are to file on the bus 6 ft. apart and sit in their own seat. Siblings must sit together in one seat, students without siblings should sit alone. Students must keep their masks on for the entire bus ride. Once the student arrives at school, they will be greeted by a staff member who will supervise them as they walk towards the building and into their designated colored door (noted on the previous page in the arrival procedures by grade/class).

## **Classrooms**

All classrooms will consist of student desks, a teacher’s desk, a filing cabinet, bookshelves, and supplies. Tables have been removed from each room. Student desks are placed in rows facing the same direction. Each classroom is equipped with the appropriate technology: Smartboard, projector, and FM system. Hand sanitizers will be available in every room. Rooms with sinks will also have hand soap.

## **Bathrooms**

All classes will be assigned a designated bathroom. Classes on the first floor of the new wing (3-Lade, 3-Gambino, 4-Stricchiola, 5-Caruso) will utilize the downstairs bathroom in their wing. Two additional second-floor classes (5-Duggan and 5-Zourzoukis) will also travel down the stairwell closest to their classroom to utilize the first-floor bathroom in the new wing as well. Classes on the second floor (2-Niper, 2-Madden, 2-Robertson, 4-Kennedy) will travel in the connecting hallway to the bathroom located in the circle across from the nurse’s office. One additional class (1-Jimenez) will also utilize the

bathroom in the circular hallway. The following classrooms have their own bathrooms (K-Pelkey, K-Waryha, 1-Perritt). There will be a hallway/bathroom monitor stationed outside of the select bathrooms in use. The staff member on duty will help ensure the flow of students is limited in and out of the bathrooms. Outside of the hallway bathrooms, we have stationed a standing hand sanitizing dispenser. Students are expected to sanitize their hands prior to entering the bathroom and after their visit. Students will be encouraged and reminded to be washing their hands as well. Upon return to the classroom, students should sanitize their hands with hand sanitizer. On the first day of school, all teachers will review with their students which bathroom is designated for their specific class and the best route to travel there.

### Hallways

Movement throughout the building will be generally limited (aside from bathroom visits). Students with special programming will be escorted by a staff member to travel to other locations in the building to receive select services (i.e Speech, OT, counseling, etc.). Our green floor decals state “Thank You for Practicing Social Distancing” and our hallways will be divided down the middle with black and yellow tape with green directional arrows to direct the flow of traffic. During morning drop-off and afternoon pick-up, our hallways will be one-directional. Throughout the school day, the limited student flow can travel in both directions following the green arrows.



### Food Consumption (Snack Time and Take Home Lunch Option)

A designated snack time (15 minutes) is included within every class schedule. Weather permitting we are encouraging snack time to occur outdoors. Areas for snack consumption will be identified with cones for classes. Snacks must be **nut-free** and carried to school in a disposable bag/container. Please avoid sending your child to school with a snack that may require assistance. Staff members will not be able to provide assistance with opening snack packages and/or with preparing food because of COVID19. Some ideas for snacks are fruit, pretzels, yogurt drinks, etc. Our district food service provider, Pomptonian, will be offering take-home lunches for students. Parents will receive information from the district at a later date about how to pre-order the take-home lunches. Students will be expected to wash and sanitize their hands prior to snack time and upon returning to the classroom.

### Family Handbook

The [TJS Family Handbook](#) contains general information about our school and our regular operating procedures, outside of these new COVID19 procedures. It is imperative that families take time to review this document as there is important information regarding notification of absences, student code of conduct, student support services, student safety, and so much more. In lieu of the “acknowledgment of receipt” parent/guardian signature page, we are requiring all families to complete [this google form](#) to acknowledge receipt of our handbook. The TJS Family Handbook can also be accessed on our [website](#).

## **First Days of School**

Although this year may feel different for many students, our goal as a staff is to maintain a love of learning and excitement around coming to school. Our TJS staff of educators recognizes the importance of creating an environment where all students feel safe, supported, cared for, proud of our school community, and empowered to learn in this new setting. We will continue to maintain high standards for academics while taking into account the development of the whole child, including their social and emotional needs as well. For the first few weeks of school, each of our staff members will be wearing a photo of their face (without a mask on) so that students can recognize us easier. We are already planning special events and activities to ensure the students have a memorable start to the new school year!

As previously mentioned, we are in the process of creating PSA videos on the topics of mask-wearing, hand washing and sanitizing, and social distancing in a school environment. Be on the lookout for these videos in the next few weeks! As a reminder, it is recommended that students wear one mask to school and bring one extra in a Zip-loc bag daily.

Thank you for taking the time to review this important information and assist your child with understanding our new procedures. Wishing your family a wonderful last few weeks of summer.

Kind regards,

*Ileana Sing*

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