



Wendy McNeill *Director*

- **ELEMENTARY SCHOOL**
- **HIGH SCHOOL**
- **LIFE ACADEMY**
(Ages: 18-21)

ELEMENTARY SCHOOL
Wendy McNeill *Principal*
12 Hollywood Avenue, Fairfield, NJ 07004
(973) 439-1919
wmcneill@banyanschool.com

HIGH SCHOOL & LIFE ACADEMY
Marguerite Freeman *Principal*
471 Main Street, Little Falls, NJ 07424
(973) 785-1919
mfreeman@banyanschool.com

Banyan High Schools' Reopening Plans

Dear District Representatives:

August 6, 2020

This letter contains the weekly school schedule, in-person/hybrid vs. virtual learning plans, health and safety precautions and preparedness, as well as general changes in protocol. The full Banyan School Reopening Plan is posted on our website www.banyanschool.com.

It is anticipated that school will open for students: Wednesday, September 2, 2020.

A gradual phase-in of students will take place over three days, September 2, 3, and 4 in small groups, so your student will attend **ONLY ONE OF THE FIRST THREE DAYS**.

Information as to which students will attend on which of those three days will be forthcoming, but the phase-in will allow us to orient students to new routines and expectations in small groups, as well as to teach and practice hygiene practices that will be expected. Effective Tuesday, September 8, all in person students will attend together.

- Daily schedule will be: 8:15 -12:15 (no lunch period)
- We will allow students to bring a snack, and ask that parents send snacks in brown bags, completely disposable. (We do apologize to the environment, but we believe this is a better practice for now.)
- 8:15 - 12:15 - Students will report to Period 1 and follow their individualized schedules. Days will be designated as A Days and B Days, to afford longer class periods. A Days will be Mondays and Thursdays, B Days will be Tuesdays and Fridays. Wednesdays will be all virtual learning, and A/B Days will rotate weekly.
- The instructional periods will focus on the following subjects (individualized for students):
 - o Reading (Wilson Reading; Lindamood-Bell), Language Arts, Math, Science, History, Physical Education.
- 12:15 - 1:45 Travel time and lunch break.
- 1:45 - 2:30/2:00-2:45 (Time approximate) At the end of the day, a daily period will be held virtually to provide for: special subject area classes, electives, enrichment activities, academic support as needed, and/or related services:

High School Instructional Options:

In-Person Learning Plan	Distance/Virtual Learning Plan
<p>Students will be grouped by ability in pods of up to 4 students and assigned to a classroom. Students will remain with their pod for the duration of the day. Room size will determine the total number of students and adults in each room.</p>	<p>Students will be grouped by ability and will follow the same schedule of class periods. If and where able, students will attend classes with their peers via live stream, to benefit from the interaction with classmates.</p>
<p>Whenever possible, students will remain in one location and teachers will travel to them. When movement to another classroom is necessary (to access specialized teaching materials), students will move according to social distancing procedures, and all work areas will be cleaned between class groups.</p>	<p>In the event that an established class pod is not appropriate, a virtual group may be taught separately via zoom. Google Classroom will remain the platform of communication, scheduling and link sharing.</p>
<p>Students' movements through the building will be minimized where possible. Of course, work areas will be cleaned after each use prior to the next use.</p>	
<p>Students will be distanced appropriately within their classrooms. Students will have bags in which all of their personal items will be containerized: lesson materials, snacks, jackets, etc. Wearing of masks will be required, according to the newest directive from the state, unless it poses a health risk, which should be documented with the School Nurse.</p>	<p>Lesson materials and supplies will be prepared for students to use at home. Packets may be picked up at the main office by appointment.</p>
<p>Students will be reminded of handwashing and proper hygiene. Hand sanitizer stations will be in each classroom, outside of rest rooms, and in other critical locations. Adults will monitor to assist students, and will assist in wiping tables and high touch surfaces frequently.</p>	

REQUIRED DAILY ENTRY PROCEDURES-

Health Screening will take place via multiple means.

- Parents will assert that they have checked temperatures and answered the prescribed questions prior to sending students on the bus, or leaving home..
- The CDC standard questionnaire must be answered and provided to the school daily. This will likely be accomplished via an “app” or other similar communication method, PRIOR to students boarding busses, or leaving home in the morning.
- All students and staff will have temperatures taken prior to entering the building.

PROTOCOLS FOR ILLNESS:

- Anyone displaying symptoms of COVID-19 will be sent home. Parents **MUST BE READILY AVAILABLE** to pick up their child **PROMPTLY** if the School Nurse detects any potential symptoms of COVID-19. That child will be isolated from others in an "isolation room" under supervision until the parent arrives. Unfortunately, we can no longer accept nor tolerate delays in waiting for parent pick-ups, as we trust you will understand.
- **If anyone (students/staff) should test positive to COVID-19:**
 - Parents of students in that pod will be notified of the exposure.
 - The school will close for a minimum of 3 days for cleaning.
 - That pod and all involved will have to quarantine for 14 days.

Technology access remains an ongoing need. As such, a survey will be sent and must be returned to confirm that every student has access to a computer and internet connection.

We must be ready at any time to return to full virtual learning, if circumstances require that we close.

Anticipated challenges to consider and keep in mind:

- Substitute teachers will be scarce and we will do our best to provide coverage for classes within our own staff group.
- The initial days of school will undoubtedly take longer to get started, as everyone adjusts to the routine of disembarking busses, building entry in single file while maintaining 6’ intervals, and being scanned for body temperature upon entry.
- We will learn as we go, and may need to adjust plans accordingly.

Other General Information:

- In the classroom, we have minimized the number of desks, taken out extra furniture and removed area rugs and cloth-covered furniture. (Soft shared items that are difficult to sanitize, such as beanbags, rockers, and carpets effectively, have been removed from the classrooms.)
- Students will have their own set of assigned materials for classroom use. These materials will be cleaned regularly by the classroom staff. Any shared equipment will be sanitized between uses by the classroom staff or related service providers.
- We have purchased a wide range of PPE equipment for the staff, including masks, face shields, and gloves.
- Visual signs and markers will designate traffic flow in hallways and stairwells, and will designate 6-foot spacing for social distancing.
- We are installing special air purifying systems in our HVAC forced air ventilation systems, UV Light air purifying systems in each classroom, and touchless faucets and toilet fixtures in bathrooms. Additionally, we are investing in specialized UV Light Cleaning Systems and Foggers to enhance daily cleaning and sanitization of classrooms.
- We are redesigning and creating specific spaces to enable additional spaces for therapy and instruction, including the gym, media center, kitchen space, as well as outdoor learning spaces.
- We have hand sanitizing stations in every room and supplied each classroom with disinfectant for cleaning between classes.

General Information regarding Building Practices:

- Visitors to the buildings will be prohibited, unless related to matters of student health.
- Parents will only be permitted to enter if picking up a child who is ill, and that child will be escorted to the entry foyer by the school nurse.
- Intake visits, IEP team meetings, and all related meetings will be held virtually rather than in person.
- Deliveries will be left outside the entry door.

Extracurricular activities:

- Field Trips, Extra-Curricular activities will be suspended unless these can be implemented through virtual learning activities.
- Outside community organizations have been notified of school facilities' health and safety protocols.
- Use of technology will be used to continue with virtual extracurricular activities, excluding in-person contact.