

Runnemede Public Schools

Mary E. Volz

509 W. Third Avenue

(856) 931-5353



Runnemede, NJ 08078-1299

Fax (856) 931-1827

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**Steve Pili**  
Principal

**Steve Maloney**  
Assistant Principal

August 31, 2020

Dear Parents/Guardian,

I would like to welcome you and your child to another school year beginning on Tuesday, September 8<sup>th</sup>, 2020. I think we can all agree that these have been a challenging few months, but have all been working very hard this summer to develop the best and safest possible learning environment for your children. The first day of school is a full day for all students from 8:30AM to 2:00 PM for 4<sup>th</sup> through 8<sup>th</sup> grade and 8:45AM to 2:15PM for Preschool. Please be aware that no students will be permitted to enter the building before these scheduled times unless they are enrolled in the before care program. School will look different this year, but the staff is ready to make this a positive experience for all students. Please read the following changes carefully to ensure a smooth start to the school year. Please understand that all of these changes are being made to follow the guidelines set forth in the NJ Department of Education's guide to reopen schools.

**Student Arrival:** All students in 4<sup>th</sup>, 5<sup>th</sup> and preschool are permitted to be dropped off by the parking area closest to Hirsch Ave., and proceed to blacktop area. The 6<sup>th</sup> 7<sup>th</sup> and 8<sup>th</sup> grade students can be dropped off closer to the main entrance. The 6<sup>th</sup> grade students will gather on concrete path in front of the main entrance, while the 7<sup>th</sup> grade students will walk down the path in the main parking lot and line up behind the gym. Students in 8<sup>th</sup> grade will also walk down the path towards the gym, and line up on the path leading up to the gym. Preschool students will be dropped off using the preschool drop off line, but staff will not be reaching into cars to assist students. Once on school grounds all students will be asked to line up in their designated areas using the blue hawks painted on the ground, which are spaced 6 feet apart. Staff members will be available to assist students when lining up. All students will have their temperature checked upon entering the building. Once the students have registered a normal temperature they will transition to their classrooms. Please remember that all students must be wearing masks at all times once on school grounds. Please also remember that no students will be allowed in the building before 8:30 (8:45 for preschool), therefore plan accordingly for inclement weather days. An aerial map has been attached to help with student drop off and where the students will be lining up.

**Student Dismissal:** Students will be dismissed in the reverse of how they arrived. Staff will stagger their dismissal, and all students will be encouraged to maintain social distancing during this process.

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We ask that all drivers dropping off and picking up children work with the school to ensure the safety of our students and other drivers. During arrival and dismissal please drive carefully, be aware of students crossing the street, and please only drop students off on the school side using the passenger car door. The One Way traffic flow will be utilized again this year, and there is no parking along the yellow curbs.

**Masks:** All students and staff will be required to wear masks at all times once on school grounds. While eating or drinking they may remove them only when social distancing is possible. Mask breaks will be encouraged throughout the day when staff can take students outside and ensure social distancing. Please be sure your child brings 2-3 extra masks per day, and are encouraged to bring a small bag to store any used masks. Students who ride the bus will also be required to wear masks at all times.

**Schedules:** Students will receive their schedules on the first day of school. Once students enter their homeroom they will not be transitioning to other classrooms. The students will receive all their instruction in that room and the teachers will transition to them. Students in grades 4 through 7 will have only Science or Social Studies to begin the year. These students will also have an additional period named Hawk Time. This new class is taught by a certified teacher and will provide additional support to students for both in school and remote learning.

**Lockers / School Supplies:** Students will not be utilizing lockers to begin the school year. All of their school supplies will be maintained in their backpacks, therefore please only have the student bring minimal supplies in for the first day. (Please make sure they bring their Chromebooks every day).

**Special Area Classes:** Students will only have one special area class to begin the year. No students will have Physical Education since locker rooms cannot be used.

**Hallways / Bathrooms:** Hallways will be one way for arrival and dismissal. Bathroom use will be limited to two students at a time. Teachers may take entire classes to the bathroom while maintain social distancing, and allow students in two at a time. All bathrooms and hallways will be monitored by staff. The district has ordered portable hand washing stations for the hallways. There are also hand sanitizing station throughout the building.

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**Water fountains:** Traditional drinking fountains will be turned off, however the student will be allowed to fill their containers up using the censored water dispenser. It is strongly encouraged that you send your child in with a water container each day.

**Lunches:** Students will be eating in their classrooms. The school will NOT be serving lunches, so please be sure to send your child in with a lunch each day. Hand washing and hand sanitizing will be required before and after eating. In an emergency, if a student needs a lunch, a bagged lunch will be provided at a cost of \$2.85.

**Classroom set-up:** Classrooms have been set up in order to ensure student desks are 6 feet apart. The district will also be utilizing Plexiglass shields in some circumstances. Teachers will also establish seating charts for students.

**Temperature Checks:** All students and staff will have their temperature checked each day. If a student or staff member registers a temperature above 100.4 degrees, they will be asked to move aside and be rechecked after a few minutes. If their temperature is still above 100.4 degrees they will be evaluated by the school nurse.

**Resource Distribution:** The school will make arrangements to get materials such as class novels and textbooks to students who are doing 100% remote learning. The first week of school will be highly focused on getting students back into the swing of things.

**Social Emotional Learning (SEL):** The district will put a focus on the social emotional piece of student wellness this year. Staff will spend time every day in an age appropriate way to make connections and support the emotional piece of the current stresses they are under given the circumstances the world is facing today.

**Teacher Office Hours:** While teachers will have time in their schedule to support their virtual teaching, I ask that everyone be patient with the process. Please encourage your child to reach out via email to their teacher with questions.

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**Student Expectations:** The expectations for all students regardless if they are in school or learning virtually will be to conduct themselves in an appropriate manner at all times. The school's code of conduct is in place for all in-person and virtual lessons. Please remind all students to be thoughtful and kind during all interactions with staff and other students. While students are on school grounds they will be expected to follow all safety regulations. Staff members will encourage students to wear masks properly and maintain social distancing throughout the day.

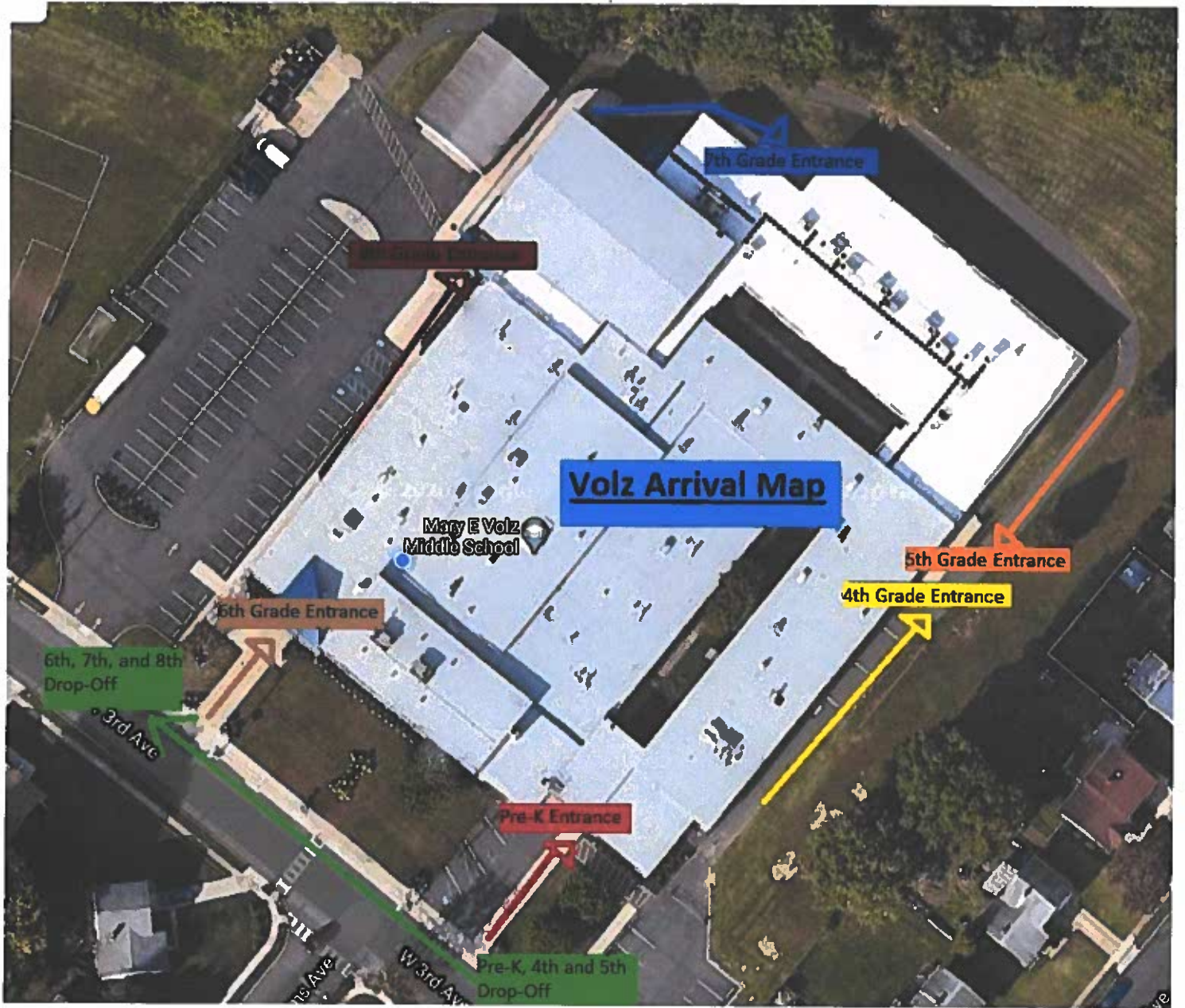
**Virtual Learning:** The virtual learning in all learning models (hybrid & remote) will be performed by the in-person teacher. Whether in school or virtually, your child's teacher will provide an instructional video to the students. The students will watch this video and then complete an assignment related to the instructional topic. The virtual learning students have the freedom to watch the instructional video and complete the assignment at their own pace that day. Teachers will also have office hours to support the students' needs. We will also have supplemental staff that will schedule office hours to support student learning across the grade levels.

**Before & After Care:** No students will be admitted to the Before and After Care Program if they have not been registered. If you have questions please reach out to Miss Root at [kroot@runnemedeschools.org](mailto:kroot@runnemedeschools.org).

I appreciate you taking the time to read this information, and there is even more information on the district website. We are all in this together, and while things are changing on a daily basis, we will get through this as a school and a community.

Sincerely,

Steve Pili  
Principal



## Arrival Procedures 2020-2021

Grade level entrance locations are as follows:

- a. **Pre-K** - doors in front of building by the small parking lot
- b. **4th** - Right side of building along black top
- c. **5th** - Right side of building along black top
- d.  - Main entrance
- e. **7th** - Back of the school - Gym offices
- f. **8th** - Gym entrance

### **Pre-K**

Pre-K students will be dropped off at the Pre-K entrance which is by the small parking lot on the right side of the building. Pre-K staff on hand to receive the students. Parents are asked to assist students with exiting the vehicle. Staff will not be permitted to assist students exiting the vehicle. Once the child safely exits the vehicle a staff member will take the child's temperature. At this point the staff will assist the students with lining up. Hawk logos have been painted on the grounds to assist with social distancing. Parents may also park their vehicles (do not park in the car line) and walk their child to the Pre-K entrance. A color coded map has also been distributed to provide a visual reference.

### **4th Grade**

Students in 4th grade are to be dropped off by the small parking lot on the right side of the building. Students in this grade are to utilize the small parking lot side of the building and walk along the blacktop to reach their destination at the normal 4th and 5th grade entrance. Hawk logos have been painted on the grounds. Students are to stand in line on these logos to help maintain social distancing. Staff members will be at each location assisting and supervising the students. A color coded map has also been distributed to provide a visual reference.

### **5th Grade**

Students in 5th grade are to be dropped off by the small parking lot on the right side of the building. Students in this grade are to utilize the small parking lot side of the building and walk along the blacktop to reach their destination at the normal 4th and 5th grade entrance. Hawk logos have been painted on the grounds. Students are to stand in line on these logos to help maintain social distancing. Staff members will be at each location assisting and supervising the students. A color coded map has also been distributed to provide a visual reference.

Students in 6th grade are to be dropped off by the main entrance. Students are to then proceed to the front doors of the building. Hawk logos have been painted on the grounds. Students are to stand in line on these logos to help maintain social distancing. Staff members will be at each location assisting and supervising the students. A color coded map has also been distributed to provide a visual reference.

#### 7th Grade

Students in 7th grade are to be dropped off by the main entrance. Students in this grade are to walk along the sidewalk that runs between the school and the large parking lot towards the back of the building. Please maintain social distance while passing the 8th grade line on the way to the 7th grade entrance. Students will line up outside the back gym entrance. Hawk logos have been painted on the grounds. Students are to stand in line on these logos to help maintain social distancing. Staff members will be at each location assisting and supervising the students. A color coded map has also been distributed to provide a visual reference.

#### 8th Grade

Students in 8th grade are to be dropped off by the main entrance. Students in this grade are to walk along the sidewalk that runs between the school and the large parking lot towards the gym entrance. This is the normal 8th grade entrance that has been used in the past. Hawk logos have been painted on the grounds. Students are to stand in line on these logos to help maintain social distancing. Staff members will be at each location assisting and supervising the students. A color coded map has also been distributed to provide a visual reference.

A map has been provided to offer a visual reference of the arrival procedure. Signs will also be posted outside to assist students. All students should be in line in accordance with the direction of the arrows and standing on a hawk logo to maintain proper social distancing.