



Roger León
Superintendent

East Ward Elementary School

Rosa Monteiro-Inacio, Principal

March 22, 2021

Dear Parents/Guardians,

We trust you and your families are safe and well. As we are planning for the April 12th re-opening, it is extremely important that you read this letter carefully as it will contain a great deal of information regarding the school year.

In accordance with CDC guidelines and the New Jersey Department of Education, Newark Board of Education is providing a hybrid model of instruction, which will consist of either in-person or virtual instruction. Some students will attend school in-person while others will receive virtual instruction at home. Do note that if you elect full-time virtual instruction for your child/children, you will remain virtual until this hybrid plan expires. For the most part, those that elected to return to school will only attend school two days a week: Group A (Monday and Tuesday) and Group B (Thursday and Friday) from 8:25 AM to 1:30 PM. You will be notified what group your child is on by Friday, March 26th. All students and staff will remain virtual on Wednesday to allow for a deep clean of the school building. Both groups of students will be afforded the same quality and scope of instruction and related services. Students in both groups will be required to adhere to length of school day requirements, attendance policies, and all other policies and expectations. We will adhere to the NJ DOE re-opening guidance regarding physical spacing measures in classrooms, hallways, and other common areas. We have created a 6-feet of social distancing space whenever possible and **ALL** students and staff are required to wear masks in the building at **ALL** times. Additionally, the custodial and maintenance staff members will be disinfecting frequently touched surfaces (desks, faucets, doorknobs, bathrooms, etc.) throughout the day and evening. Students will undergo a health screening process prior to entering the school building in the morning which will consist of a temperature check and any student with a temperature of 100.4 or higher will not be allowed to enter the building. There will be **NO EXCEPTIONS** to the procedures or guidelines. Please download the App: **RST Activity Scheduler** to complete the daily screener and report your child's temperature prior to the start of the school day.

Please keep in mind that everyone's safety is our number one priority. In order to further ensure safety for all, students are allowed to bring a water bottle. School water fountains are off limits to all students. Students must also wear a mask except during breakfast and lunch time. Kindly send your child with an extra mask in case the one they are wearing gets damaged.

Please join us for a mandatory parent meeting on Thursday, March 25th beginning at 6 PM for more information. Classroom teachers will share the flyer with you.



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East Ward Elementary is committed to the education of all students and will do everything possible to create a safe learning environment for all students regardless of instruction method selected.

Educationally Yours,

Rosa M. Inacio
Principal



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Please review the following information to assist you in getting ready for the upcoming school year:

Re-opening School For Students: The first day of the school year is April 12, 2021. ALL students must be in attendance...we expect 100% attendance on Day 1 regardless of instructional choice. All students attending in person must be in uniform. Breakfast and lunch will be provided for all students as grab and go (bagged meals). CDC guidelines will be followed for safety.

Student Arrival Procedures:

Upon arrival all students will follow Health and Safety Procedures:

- **Step 1:** Symptoms Screening App by Parent **RST Activity Scheduler** –
- **Step 2:** Temperature Check – Students will have their temperature checked using a non-contact thermometer. Anyone with a temperature of 100.4 degrees or higher will not be permitted into the building. **NO EXCEPTIONS WILL BE MADE!!!**
- **Step 3:** Footwear Sanitizing – Students will stand in a rubber tub with disinfectant solution to sanitize their shoes. (Everyone must wear closed shoes.)
- **Step 4:** Hand Washing/Sanitizing – Students will be provided foaming hand sanitizer or will wash their hands with soap and water before entering the building.

Arrival Locations:

- **Students Pre-K, Kindergarten, 1st Grade, and Bus Students Ingress Procedures**
 - Pre-K, 1st Grade, and Bus Students will enter through the Oliver Street side gate (Everyone must adhere to the entry times and parent or guardian should remain present with child) at **8:25 AM**
 - Bus Students will enter as busses arrive
- **Kindergarten Students Ingress Procedures**
 - Kindergarten students will enter via Oliver Street gate via Door 2 at **8:25 AM**
- **Students 2nd and 3rd Grade Students Ingress Procedures**
 - 2nd Grade students will enter through the East Kinney side gate via Door 3 at **8:25 AM**
 - 3rd Grade students will enter through the East Kinney side gate via Door 3 at **8:25 AM**

Student Egress Procedures:

- Bus Students will exit via Oliver Street gate and proceed to bus
- Pre-K Students egress at Oliver Street gate at 1:25 pm
 - Homerooms will social distance during egress
- Kindergarten Students egress at Door 2 at 1:25 pm
 - Homerooms will social distance during egress
- 1st Grade Students will egress on Door 1 at 1:25 pm
- 2nd Grade Students will egress on Door 3 at 1:30 pm
 - Homerooms will social distance during egress



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- 3rd Grade Students will egress on Door 3 at 1:30 pm
 - Homerooms will social distance during egress
- **ALL STUDENTS ARE TO BE PICKED UP AT 1:30 PM.**
- **We have the right to decide whether or not students will remain/return to virtual instruction if procedures and expectations are not followed. This includes being picked up and dropped off on time.**
- **Due to CDC guidelines, there will be no early ingress procedures due to weather. Please ensure students are dressed appropriately if cold or raining in the morning. Noone will be allowed in the building early.**

Please note that these procedures are subject to change depending on circumstances.

- **Attendance:** Students are to attend school on a daily basis. We will strictly adhere to District policy and reinforce attendance. Attendance will be monitored by attendance counselor, administration, teachers, and clerks. Failure to attend school daily can have severe consequences such as meeting with a court representative and retention. Anyone with more than 10 unexcused absences will be put on an attendance improvement plan and failure to adhere to such a plan can result in court appearance and retention.
- **Emergency Contact Information:** It is imperative that we have updated contact information for you in case of an emergency, school closing, or other need to communicate with you quickly and effectively. This information should be updated in your SchoolMint Account. Please ensure this information is uploaded immediately and updated regularly.
- **School Uniforms:** Newark Public School students are required to wear school uniforms. Our school uniforms consist of maroon tops and gray bottoms. We encourage everyone to purchase minimally 1 shirt with the school's name on it. Uniforms can be purchased at Kids Place on Ferry St.