

# Logan Township School District

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January 14, 2021

Dear Logan Township School District Families in Grades 2 - 8,

As we have so many times over the last year, we are starting with a huge THANK YOU to all of our families. We understand the hardships this has caused for so many and we are truly grateful that you continue to support us by helping us provide quality instruction each day. We are once again looking forward to hybrid instruction for our students in grades 1 - 8.

We wanted to review the plans for students to return for in person learning two days a week - students in grades 1- 5 will attend on Mondays and Tuesdays while students in grades 6 - 8 will attend on Thursdays and Fridays. Grades 2-5 will begin on Tuesday, January 19 and grades 6-8 will begin on Thursday, January 21. The school day will begin at 8:15 a.m. and dismissal will be at 12:15 p.m. Students should not arrive on school grounds before 8:10 a.m. On Wednesdays the physical building will be closed to all staff except custodians and maintenance so that we can ensure the very best cleaning between cohorts. The following outlines the procedures we will be following at school. We know it is lengthy but we ask that you read it through a few times to familiarize yourself and your family with the expectations we are putting forward. You will also be receiving a video for your child to watch that will put some of these words into practice! We ask that you pay specific attention to the arrival and dismissal procedures as they are very different from our typical practices.

## RUVNA Screener

Each morning at 7:00, parents will receive a text message and an email from Ruvna. The text message comes from 365-98 and the email comes from Logan Township School District. This screener asks a few questions about the health of each of your children. Please complete this as soon as possible each morning. School personnel do not keep a record of exactly what is filled out for each student but rather an overall list of who has completed it, who has been cleared to come to school, and who has been asked to stay home. A few important things to remember about this screener:

- While we want students to be able to come to school each day, if the screener says your child needs to remain at home, they need to remain at home.
- If your child arrives at school without a completed screener, they will have to be screened by school personnel and you will be contacted.
- If your child arrives at school without a completed screener three times, they will need to transition to all remote learning instead of hybrid. We certainly do not want this to occur,

but not completing the screener impacts the health and safety of all those who are in the school building.

### Arrival

There are three main modes of arrival and dismissal from school. Please pay closest attention to the one that is applicable to your family's needs.

Students who arrive at school on a bus will disembark one at a time and use one of the front entrances based on the location of their classroom. Students will proceed through the door that will be open and monitored by a staff member and go directly to their classroom. Once one bus is emptied and pulls away, the next will begin. This process will begin at 8:05 each morning. Please keep in mind that all students will be assigned a seat that they MUST sit in.

Parent drop-off will remain at the South Entrance in the back of the building. There will be a staff member assigned to the back. When the staff member is on duty, one car at a time may drop off students. As this car proceeds to exit the lot, the next car will pull up and students can disembark. Students will go directly into the building and proceed immediately to the homeroom. There will be staff inside the building guiding students as well. It is very important that only ONE car at a time drop students and that no students may be dropped off until the staff member is on duty. We appreciate your cooperation with these procedures. (See attached map)

While this is not recommended because of safety concerns in the parking lot area, if you choose to park and walk your child to their wing door, you must park in the district office parking lot in the back of the building. By doing so, you are not disrupting the flow of traffic in the drop-off line of cars and minimizing the risk of an accident.

Walkers will report directly to the wing doors closest to their homeroom. A staff member will be posted there and will admit students as they arrive. Please be aware that no students should be arriving on school grounds prior to 8:10.

All students will use hand sanitizer as they enter the classroom to start the day.

### Room Information

As you know, most students in a homeroom will be separated into two physical classrooms to ensure social distancing and adhere to room capacity. If the results of the most recent survey allow, students will be in one classroom. Your child's specific information is included in this email. Students stay in one room for the time they are at school so you will receive this and the hallway in which it is located. This information will help students know which entrance to use (LES or LMS) or what wing door to go to for walkers. Again, staff will be available each morning to assist students.

### Snacks and Water at School

We will not be serving lunch at school during hybrid learning and the day itself is four hours. When transportation time is included the time from leaving home to returning could be almost 5 hours so we felt that it would be helpful for students to have a snack while at school. Please be aware of the following procedures:

- Any snack that is sent to school should require no preparation to eat. Please consider things like grapes, a granola bar, or a small package of crackers.
- Students will be required to use hand sanitizer both before and after eating their snack.
- Snacks will be eaten during a time when students are not talking. They cannot have their mask off indoors and talk with their peers or their teacher.
- Please send a water bottle with your child as the water fountains have been turned off.

### Bathroom Use

Each set of hallway restrooms will be monitored by a staff member at all times. This person will be at a table in the hallway. When a student comes to use the bathroom, the staff member will record their name and the time in and out of the bathroom. This information will only be used as needed for the purposes of the contact tracing if necessary. The following procedures will be in place for all students:

- Only one student will be allowed out of any particular classroom at a time.
- Only one student will be allowed in a bathroom at a time.
- If there is more than one student waiting for the bathroom, they will wait in the hallway in a socially distant manner.
- The staff member on duty will remind students to wash their hands on the way in and the way out of the bathroom.
- All students will be asked to use hand sanitizer upon return to the classroom as an extra precaution.

### Dismissal

Dismissal from school each day will be done in stages by means of transportation.

Students who attend Amazing Place for after school care will be escorted to the library where they will meet the Amazing Place staff. They will then walk to Amazing Place from Logan Elementary School.

Students who ride busses will be dismissed first. An announcement from the main office will call one hallway from each side of the building (LES and LMS) at a time. Students will be dismissed from the classroom one at a time on a staggered basis and will exit the building through the same door they entered. They will go directly to their assigned seat on the bus. This will continue until all hallways have been called.

Parent pick up students will be dismissed next. This procedure will be very different from what is typically done.

- Parents who are picking up students will be asked to park in one of the two lots in the back of the building - the South Entrance or the District Office Entrance.
- Parents will proceed to the wing doors of their child's assigned classroom. If you have two children to pick up, please go to the wing entrance of the youngest child first.
- Teachers will bring all parent pick up students to the wing doorways to be released to parents.
- Please have a piece of paper with your child's name written on it so the staff is able to easily identify which child you are picking up.

While we understand this procedure is cumbersome and causes some inconvenience for parents, we feel it is the only way that we can ensure that students remain socially distant during dismissal and are adequately supervised in the parking lot at all times based on the staffing we have available.

Walkers will be at the end of the line with the parent pick up students and will be dismissed to walk home one at a time. Please keep this in mind as you calculate the time your walker should be arriving at home.

#### Main Office Procedures

In order to maintain our focus on health and safety, we respectfully ask that parents/guardians refrain from picking up their child during dismissal via the main office. However, if you need to pick up your child early for an appointment etc., please notify the main office and your child's teacher. Visitors may use the designated visitor parking spots in the parking area on the Logan Elementary School side. You must show a Photo ID in order to pick up your child. When visitors enter the building, they must wear a mask and use hand sanitizer.

#### Access to LEMS Building by Vehicle

Please use School Lane to enter and exit the school grounds during arrival and dismissal times. The access road that the buses utilize for pick-up and drop-off is closed at these times. There is visitor parking on the Logan Elementary side of the building which can be used at other times of the day when entering the building to pick-up your child.

#### LES Dismissal Instruction Survey

In November, Logan Elementary School families received a Google form survey regarding the manner in which your child will be getting home from school each day. This survey information is used particularly for students who are able to walk home alone or will be meeting their siblings/neighbors and walking home together. We will use the information you provided in November. However, if your plans have changed, please reach out to Stephanie Parry at [sparry@logantownshipschools.org](mailto:sparry@logantownshipschools.org) and your child's homeroom teacher to let us know your new

plan. We appreciate your assistance with this so that we know how each student is getting home each day.

### General Reminders

A few more things that we thought it was important for families to know but did not necessarily fit under one of the headings about:

- All staff and students are required to wear a mask that covers their nose and mouth at all times while on school property and on a school bus (including the bus stop). Face shields can be worn but only in addition to a mask. Please keep an extra mask in your child's book bag.
- All students will keep their backpack at their desk with their own supplies inside of it. They should have the materials they are using at home and their Chromebook needs to arrive at school each day with a full charge. No materials may be kept in their desk at school. Please label your student's supplies with their first and last name and don't forget to check the supply list on the website if you haven't already.
- All students should have a sweatshirt or coat with them each day depending on the weather. Teachers will have the option of taking their class outside for a break or to have class discussions, weather and class content permitting. Students should always be prepared for this. All coats or sweatshirts will be kept on the back of their chairs when in the classroom.
- We respectfully ask that children not bring their own hand sanitizer to school.
- All teachers will have a plexiglass shield that can be used when meeting 1:1 with students as an added level of protection for all.
- All hallways have decals in the center that help students gauge the six foot social distancing requirement.
- Colorful signage is placed throughout the hallways, classrooms and bathrooms to remind students of hand washing, wearing a mask, and preventing the spread of germs.

### Sample Schedule

**Sample Hybrid Schedule for Grades 1-5**

Time	Monday In-Person Day	Tuesday In-Person Day	Wednesday Remote	Thursday Remote	Friday Remote
<b>8:15-8:25</b>	Homeroom/Attendance				
<b>8:25-8:45</b>	8:25-8:45 Sanford Harmony/Morning Meeting				
<b>8:45-10:15</b>	ELA or Math/Science/SS  <i><b>Break from 10:15 - 10:30</b></i>	ELA or Math/Science/SS  <i><b>Break from 10:15 - 10:30</b></i>	ELA or Math/Science/SS	ELA or Math/Science/SS	ELA or Math/Science/SS
<b>10:45-12:15</b>	ELA or Math/Science/SS	ELA or Math/science/SS	ELA or Math/science/SS	ELA or Math/Science/SS	ELA or Math/Science/SS

	<i><b>This class begins at 10:30</b></i>	<i><b>This class begins at 10:30</b></i>			
<b>12:15-1:15</b>	Lunch/Recess				
<b>1:15-2:05</b>	ELA i-Ready (25 minutes)	Math i-Ready (25 minutes)	ELA i-Ready (25 minutes)	PE: Asynchronous Instruction	Math i-Ready (25 minutes)
<b>2:15-3:05</b>	Special Area: Asynchronous	PE-Asynchronous	Special Area: Asynchronous	<b>Special Area: Live</b>	<b>PE: Live</b>

Two things to note about the schedule, on Monday and Tuesday, the second class begins at 10:30 and your child's afternoon schedule will remain the same as it is now. Wednesday, Thursday, and Friday will remain exactly as they are.

For grades 6 - 8, Monday, Tuesday and Wednesday will remain exactly as they have been all year. Thursday and Friday 8:15 - 12:15 will be as follows with the afternoon schedule being as it is in virtual.

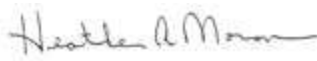
<b>Thursday and Friday</b>	<b>Sixth Grade</b>	<b>Seventh Grade</b>	<b>Eighth Grade</b>
8:30 - 9:45	Science/SS	Math	ELA
9:45 - 11:00	Math	ELA	Science/SS
11:00 - 12:15	ELA	Science/SS	Math

Again, please know how much we appreciate your support as we navigate this next phase of learning! Thanks for being our partners!

Stay well,



Catherine Kelly  
Principal, LES



Heather Moran  
Principal, LMS