



## FREQUENTLY ASKED QUESTIONS

THESE FAQs AND ANSWERS ARE BASED ON THE BEST INFORMATION AVAILABLE AT THE TIME THEY WERE WRITTEN. STATE REQUIREMENTS AND PUBLIC HEALTH GUIDANCE MAY CHANGE, AND KENILWORTH WILL ADAPT QUICKLY. WE WILL WORK TO KEEP THESE FAQs UPDATED, ALTHOUGH OUR PRIMARY FOCUS WILL BE ON EDUCATING STUDENTS IN A SAFE ENVIRONMENT.

### THESE CORE VALUES ANCHORED KENILWORTH'S REOPENING PLAN

A skilled and thoughtful collection of staff and volunteers came together to quickly absorb information, consider our community, and develop a reopening plan that embodies the Kenilworth way. A set of guiding principles emerged from the hard work of those nine committees, and they formed the basis for our decision-making.

- We believe the physical health of our school community members is our top priority.
- We believe we must continue to provide a rigorous academic program that provides for the continuity of learning.
- We believe it's our responsibility to tend to the social and emotional needs of our students and staff.
- We believe in equitable access to technology.
- We believe that if we can safely account for athletics and extracurricular activities, we need to provide them for the whole-child experience.

### WHERE ELSE CAN PARENTS FIND INFORMATION?

We created a streamlined set of Fact Sheets in the areas of:

- Health and Wellness
- Scheduling
- Academics
- Student Personnel Services (including special education, social and emotional health, etc.)
- Physical and Extra-Curricular Activities
- Technology

We also compiled the most pressing issues from a parent perspective into a Fact Sheet titled "What Parents Need to Know."

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## **LEARNING**

### **How will Kenilworth combine in-person and virtual learning?**

Our preliminary plan for Harding includes in-person learning on a five-day modified schedule. At Brearley, student attendance must be staggered to stay within social-distancing guidelines. Those older students will learn in-person two days and from home three days each week. They'll be grouped into the Blue or Gold cohort, based on last names. On the days their cohort is learning remotely, there will be a combination of live instruction and assigned work. Brearley students will be involved in synchronous learning (teachers and students use video-conferencing to “meet” online at scheduled times) and asynchronous learning (students operate more independently to complete assignments or connect with small groups of peers).

Gov. Phil Murphy also has required school districts to offer an all-remote option for students whose parents want an alternative to in-person instruction. We will share more details in August about what this full remote option looks like in the upcoming weeks. It will involve a combination of synchronous and asynchronous learning. On page 9 of this document, you will see an outline of protocols you will need to follow if you are exercising your right to an all-remote option.

### **What will a day at Harding Elementary School look like?**

Our plan calls for in-person learning on a five-day modified schedule at Harding Elementary School. Harding's school day will start at 8:30 a.m. Drop-off times and doors used for entrances and exits will be varied to accomplish our social distancing goals. Dismissal will start at 12:50 p.m. For more details, refer to the Scheduling Fact Sheet.

Our already reasonable class sizes will make it possible to continue education while meeting social distance recommendations. We will clear classrooms of unneeded furniture and equipment to allow for more distance. Our measurements show that we can accommodate 16 people in a 20-foot by 20-foot space, and our classrooms are at least that large. If needed, we will reassign personnel to create additional grade-level sections.

Lunches will not be scheduled as part of Harding's modified school day, but “grab-and-go” meals will be available. Students will have specials on a modified schedule, and specials teachers will interact with students via Zoom online. We are still working through a scheduling construct for specials, and it's possible that specials will happen outside of the modified school day. Teachers will plan for brain breaks, mask breaks, and mindfulness activities. Harding will have a social-emotional/wellness task force.

### **Will students in Harding School be able to have a snack?**

The district will provide students with the opportunity to have a working snack, and our school nurse will provide families with standard guidance and protocols.

### **How will recess work at Harding School?**

While the playground equipment will remain closed, we're actively thinking about the best ways to provide for a more organized recess experience that still reflects the benefits and goals of that daily break: for students to exert energy, relax and recharge.

### **What will a day at Brearley Middle and High School look like?**

Brearley students will participate in in-person and remote learning on alternate days, because we can accommodate half the students on-site at a time and still meet social distancing guidelines. Students will be assigned to Blue or Gold cohorts, based on last names. On the days their cohort is learning remotely, the students will have a combination of live instruction and assigned work. Brearley students will be involved in synchronous learning (teachers and students use video-conferencing to “meet” online at scheduled times) and asynchronous learning (students operate more independently to complete assignments or connect with small groups of peers).

Lunch will not be scheduled at Brearley, but “grab-and-go” meals will be available. To eliminate high-traffic and multiple touch-point areas, students will not use hallway lockers or locker rooms. Under the New Jersey State Interscholastic Athletic Association, student-athletes can participate in official practices starting Sept. 14. Competitions will start Oct. 1 or Oct. 2 with seasons that wrap up early. To address social and emotional needs, Brearley will have a Pandemic Response Team, and the K-6 program called “Second Step” will expand to Grade 7.

### **What did Kenilworth learn about distance learning in Spring 2020?**

We surveyed students, parents and teachers to collect valuable feedback as we planned for the 2020-21 school year. More than 80% of student respondents said they were able to manage the change to distance learning, and they cited Flexible Fridays, check-ins, and live instruction sessions as the most useful components. Parents agreed that those same components were helpful, plus daily/weekly lessons plans for younger children and small group instruction for older children. Teachers said they found online learning platforms to be helpful. They also noted student attendance as somewhat of an issue, but an overwhelming number of teacher respondents said student behavior during live instruction was not a problem.

### **What online learning tools will help support students?**

We will heavily rely on Seesaw in grades K-2 and continue to use Google Classroom in grades 3-12. These learning management systems will allow for ongoing communication among teachers, families and students. Teachers will also leverage other technology tools to meet the learning needs and goals of their students and courses. These tools include, but are not limited to: Study Island, Think Central, Flipgrid, Kami, Quizizz, and Google Apps for Education. Additionally, we will provide all students in grades 7-12 with Chromebooks to take home as part of our 1:1 program to ensure technology equity and support 21st Century teaching and learning. Kenilworth will survey K-6 families to determine who needs a device and/or assistance in acquiring internet access. To support students and staff even more, the district’s new technology facilitator will coach all our teachers to make virtual learning as user-friendly and effective as possible for both students and staff.

### **Why can’t we continue 100% remote learning for all students, like we did in the spring?**

We understand that some families feel more comfortable with remote learning, but the [state’s guidance](#) specifically directs school districts to have at least some in-person instruction. It does allow districts to use remote learning in tandem with in-person instruction, and our planning committee has carefully considered how to make that work best in Kenilworth. Our survey -- which sought input from students, parents and teachers -- provided valuable feedback as we planned for the 2020-21 school year, and we are very encouraged that more than 80% of student respondents said they were able to manage the change to remote learning. The 2020-21 school year will reflect lessons we learned and best practices we identified.

### **What’s the best way for a parent to address a concern about procedures or academics?**

Kenilworth has a defined [Communication Protocols/Chain of Command](#) process for addressing parent concerns. It lists the contact points for questions about curriculum, discipline, special education and other areas, and outlines the next point of contact for any issues that still need resolution. By following that protocol, parents bring their specific concerns to the people who are most capable of addressing them.

### **How will Kenilworth address social and emotional needs?**

We recognize that academics are a primary objective, but also that students can’t really engage in formal learning if they feel physically and/or emotionally unsafe. A similar truth applies to our staff: They cannot perform at peak capacity if they are weighed down by emotional drags. One of our reopening committees focused on Student Personnel Services including social and emotional learning (SEL). It addressed state guidance that required every district to plan for targeted staff development to integrate SEL; to develop a system of identifying and supporting students in need; and to proactively provide access to mental health and trauma support for students as well as adults. Each building will have a Pandemic Response Team that addresses social and emotional needs. A concerned parent would start with a phone call to the school’s main office or an email to [Dawn\\_Cuccolo@kenilworthschools.com](mailto:Dawn_Cuccolo@kenilworthschools.com).

Additionally, Kenilworth Public Schools contracted [CarePlus](#) to provide additional behavioral health assistance. That service will equip our schools with two licensed therapists who will work with our students and faculty to provide social and emotional support.



We will also provide SEL support via our formal K-6 SEL program called “Second Step,” and we’ll implement an SEL cycle in Grade 7 for the first time this year. The Department of Student Personnel Services will continue to identify and work with students across the grade levels who are in need of SEL support. For more information, see the Student Personnel Services Fact Sheet.

### **How will Kenilworth continue to serve students who have special needs?**

Students who are identified as having special needs will receive services with as little disruption as possible. Individualized Education Programs (IEPs) will be adjusted as necessary. Evaluations will be completed in person with appropriate precautions of face coverings and social distancing. Students will receive the services outlined in their IEPs whether they choose the in-person or full-remote learning option. Parents who have questions about their child’s IEP should send an email to the student’s case manager and copy [Dawn\\_Cuccolo@kenilworthschools.com](mailto:Dawn_Cuccolo@kenilworthschools.com).

### **What kinds of support are in place for students who are struggling academically?**

Already, Kenilworth relies on inter-department coordination to make sure we meet the schedule, staff and service needs of students in our Basic Skills, English as a Second Language (ESL), and Multi-Tiered System of Supports (MTSS) programs. Parents of students with 504 Plans should expect to be contacted by a guidance counselor to review and revise plans as necessary. Parents who have questions about their child’s academic supports should start with a phone call or email to their child’s guidance counselor.

### **What are the contingency plans in case we must return to 100% remote learning?**

While we prepare for the current status in New Jersey, we're also cognizant that there are changes and scenarios out of our control. We need to remain flexible and nimble in our approach in case we need to pivot to a 100% remote learning mode this year for either a short or extended period of time with very little notice. We are actively preparing for that, and we suggest parents also prepare by planning for such a scenario and taking into account childcare and other logistical considerations.

If we must close our buildings and return to full remote learning, we know we have enhanced that process as a result of lessons we learned in the spring. We are developing a Distance Learning Guidebook to outline how we will embed more live instruction, structured office hours, and additional district, teacher, student and parent responsibilities if we are ordered to enter full distance learning mode.

### **What other supports are available in the event we return to 100% remote learning?**

To support students and staff even more, the district's new technology facilitator will coach all our teachers and oversee the rollout of our 1:1 Chromebook effort at Brearley Middle-High School. That facilitator's goal is to make virtual learning initiatives as user-friendly and effective as possible for both students and staff.

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## **HEALTH AND SAFETY**

### **Will students have to wear face coverings at all times?**

Every student will be required to wear a face covering (unless doing so would inhibit his or her health) at all times when in a school building, as well as when entering and exiting the buildings. This is a rule instituted by the Governor on Aug. 3, although "mask breaks" are allowed.

### **Will teachers facilitate breaks from wearing face coverings for students?**

Teachers will look for, and even create opportunities for students to take breaks from face coverings, especially for our elementary students. We will rely on the [Centers for Disease Control guide for school administrators](#) to determine when those breaks can be worked into the school day, just as we will pay close attention to the needs for movement and mindfulness. Given the Governor's announcement Aug. 3 that face coverings will be required when students are in the school buildings, Kenilworth will make use of the outdoors for breaks.

### **Will every staff member wear a face covering at all times?**

Every school staff member is required to wear a face covering (unless doing so would inhibit his or her health), in accordance with the NJ Department of Education's [school reopening guidelines](#).

### **Will the district provide face coverings?**

The district will keep an extra supply of face coverings available for any student who doesn't have one. We encourage students to take ownership over their face coverings. Parents should help their students find comfortable coverings that they can put on and take off independently, and have a supply of back-ups on hand.

### **What other steps are being taken to reduce risks for both students and staff members?**

The district realizes that COVID-19 policies are intended to mitigate, not eliminate, risk. No single action or set of actions will eliminate the risk of transmission, but the implementation of several coordinated interventions can greatly reduce the risk.

In addition to extensive cleaning regimens, the district's Health and Wellness Committee has developed guidelines for proper ventilation throughout school buildings. All mechanical systems will receive new filters by September, and will be replaced throughout the year in accordance with a new maintenance schedule. More details are in the Fact Sheet: Health and Wellness.

Social distancing will be another key to a safer school environment. Non-essential equipment and furniture are being removed from classrooms to give students more room to spread out. In bathrooms, touchless fixtures and dispensers will be added wherever possible, and partitions will be installed between sinks and urinals. Students and staff will have access to hand-sanitizer dispensers at building entrances and throughout hallways, in gyms, cafeterias and bathrooms; and in other high-traffic areas. Classrooms and offices also will be supplied with disinfecting wipes and hand sanitizer.



### **What changes are being made for visitors to the schools?**

The Board of Education's strict visitor policy already addressed security. Now additional guidelines will require visitors to wear face coverings; a supply of face coverings will be available in the main office for visitors who arrive without them. Hand-sanitizing stations will be set up at main entrances. Virtual meetings or calls will be encouraged to keep visitors to a minimum.

### **What's being done to improve ventilation in buildings?**

Each room of every building is being evaluated to address the need for adequate ventilation. To provide additional ventilation in classrooms, custodial staff will open windows before school starts and close them at the end of the day. Teachers are encouraged to take students outside as lesson requirements and weather allow. New filters on all mechanical systems also will enhance air quality.

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## **PERSONNEL SUPPORT**

### **What additional staff members were added to help with new responsibilities and protocols?**

Two custodians were added to ensure that high-touch areas such as handrails, doorknobs and bathrooms are cleaned throughout the day. Another school nurse will join the team as part of our focus on wellness. And a new technology facilitator will be key to coaching teachers and making virtual learning initiatives as user-friendly and effective as possible for both students and staff.

Additionally, Kenilworth Public Schools contracted [CarePlus](#) to provide additional behavioral health assistance. That service will equip our schools with two, consistent licensed therapists who will work with our students and faculty to provide social and emotional support.

## **How will Kenilworth teachers adapt to this 2020 approach to learning?**

Our teachers quickly rose to the professional challenge during the Spring of 2020 to adjust to the new normal of remote learning. We offered a plethora of professional learning opportunities for teachers during this time to advance our future-ready practices and to help meet the new needs of our students. This summer, many of our teachers attended a professional learning institute we held, and we will continue to work to provide teachers with job-embedded professional development by leveraging the knowledge of our technology facilitator, teacher leaders, and the district's Curriculum, Instruction & Assessment Department.

## **What are other ways the district is supporting faculty and staff?**

Faculty members' needs also are being addressed as part of our reopening committee work. The Student Personnel Services committee, in particular, is planning for social and emotional supports for teachers, too. To help them prepare, we plan to adjust our school calendar to incorporate an additional day of professional development before the school year begins. Additionally, through the office of the Superintendent, we are addressing faculty members' requests for accommodations on a case-by-case basis. The leadership of the Kenilworth Education Association are active participants in our reopening planning.

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## **BUILDING & BUSES**

### **What are the enhanced plans for cleaning school facilities?**

Custodial staff members will be trained in enhanced cleaning and disinfecting techniques, and will thoroughly clean classrooms before school starts each day. Extra care will be taken with high-touch areas such as handrails, doorknobs and bathrooms; additional custodial staff will be hired to clean these areas throughout the day. The district has purchased hydroxyl air processing units, [electrostatic disinfectant sprayers](#), HEPA filtration vacuums, and misting surface disinfecting systems, all of which are designed to combat COVID-19.

### **How can we accommodate students in the classrooms and still provide the recommended distance between them?**

At Harding, our already reasonable class sizes will make it possible to continue education while meeting social distance recommendations. Clearing classrooms of unneeded furniture and equipment will allow for more distance between students. In general, items such as beanbag chairs and couches will no longer be in classrooms. Teachers will be asked to keep only the items essential for daily instruction in their classrooms as a way to maximize open space. If needed, we will reassign personnel to create additional grade-level sections. Our measurements show that we can accommodate 16 people in a 20-foot by 20-foot space, and our classrooms are at least that large.

At Brearley, we grouped students into Blue and Gold cohorts, with only one of those groups on-site per day. That reduction in the in-person student population will allow us to meet social distancing guidelines.



### **How will distancing be maintained in hallways and other common areas?**

Signage and floor markings will remind students to keep a safe distance from others. One-way routes might be created in some areas to meet distancing guidelines. Locker rooms are high-traffic areas with multiple surfaces; they will be closed to student use. Hallway lockers -- where students could potentially gather -- will not be used; the elimination of high school lunch as part of the school day makes them less necessary. We'll reevaluate the use of lockers as the weather gets colder and students come to school with jackets. There is little need for students to use the hallways at Harding throughout the school day, and at Brearley, the aforementioned strategies, as well as active adult supervision, will help maintain social distancing.

### **What precautions are planned for bus transportation?**

The BOE uses contracted services for transportation. The bus companies will be required to follow specific guidelines, including keeping windows open for circulation, weather permitting; making hand sanitizer available on all buses; sanitizing buses between the morning and afternoon runs; and at the end of the day, using approved cleaning products known to combat COVID-19. Hand sanitizers will be available on all buses, and hand-sanitizing stations will be set up at the bus stops at Harding School. Students must wear face coverings on the bus. The district also recommends that contractors establish assigned seating to allow for contact tracing if needed. Students will be instructed to maintain social distancing at bus stops.

### **What changes can parents expect for drop-off and pick-up?**

We've given careful thought to the ways we can work around having large groups in one place at one time. To meet that social distancing goal, there will be slightly staggered start times for drop-offs and pick-ups. Additionally, students will be required to wear face coverings during the transition into and out of school, and parents will need to follow a sort of "kiss-and-go" protocol to avoid congregation. As the start of school draws closer, principals will communicate detailed drop-off and pick-up procedures to parents.

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## **ATTENDANCE**

### **If I'm uncomfortable sending my child to school, what are my options?**

Parents have 2 options if they are uncomfortable sending their children for in-person instruction, which, for Harding students, means a modified school day as described on page 2 and for Brearley students, means a hybrid of in-person and virtual learning on Blue and Gold Days, as described on page 2.

Full remote-learning option, as required by the Governor, will offer Kenilworth students the option of staying home all the time, and participating in synchronous and asynchronous learning in line with their peers. See the next FAQ for details about that option's notification deadline.

Homeschool option. This requires parents to sign their child(ren) out of the Kenilworth Public School system. The district is not responsible to, nor will we, provide or share curriculum, instruction or assessment materials or support. Parents should contact the main office of their school to start the process of transferring their child out of the district.



### **Is there a deadline for deciding whether a student will choose the full remote learning option?**

We understand that, despite our health and wellness measures, some parents will not feel comfortable returning their children to the school setting. Parents who do not want a child to attend school in-person must sign and return an [acknowledgement and release form](#) no later than Friday, August 14, 2020. Due to scheduling difficulties, a student who enrolls for the full-remote learning will not be able to transition to in-person instruction until Monday, November 16, 2020. That decision to transition must be communicated to the district by Friday, October 30, 2020. In the upcoming weeks, we'll communicate additional timeframes when students are eligible to return from full-remote instruction to our in-person learning model.

### **How could travel affect my child's ability to start school right away?**

The State of New Jersey has issued a travel advisory for all individuals coming from certain states based on their rates of COVID-19. People who have been in [those states](#) should quarantine for 14 days, even if they have had a negative diagnostic test. "[Quarantine](#)" means those individuals should stay at home or another location, except to seek medical care/treatment or to obtain food and other essential items. They should not come to school. Parents should then reach out to their school nurse and building principal for next steps.

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## **BEYOND THE CLASSROOM**

### **When will sports start again?**

The New Jersey State Interscholastic Athletic Association, which regulates school sports, has delayed the fall athletics season by about a month. Under the [Return to Play plan](#), student-athletes will be able to participate in summer workouts, but will then take a two-week hiatus from in-person activity from Aug. 29 through Sept. 13; virtual meetings may continue during that time. Official practices will resume Sept. 14. Competition is scheduled to start on Oct. 1 for all sports except football, which begins Oct. 2. Student-athletes can expect shortened seasons and limited postseason play. We anticipate a rapidly changing athletic environment, so this information is subject to change. You can access our [Return to Athletics](#) rules and protocols here.

### **When will indoor after-school activities begin?**

We realize after-school activities and clubs offer the sense of belonging and community that young people need. We're committed to offering these opportunities to students, although we anticipate that they may look different. Some clubs and activities may happen in a virtual environment. In September, each school's principal will share information about after-school activities as our planning takes shape.

### **Will before-school and after-school childcare be available?**

The district will provide childcare options, for a fee, for Kenilworth's students. The program will need to have more structure in place than in recent years, but hours should be similar. The program will be structured to accommodate COVID-19 guidelines. We will share more details as they are available.

### **Will lunch be part of the school day?**

Lunches will not be scheduled as part of the modified school day. Even with staggered schedules, our school buildings cannot accommodate lunch within social distancing guidelines. All students will have access to "grab-and-go" meals.

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## **SCREENING & RESPONSE PROTOCOL**

### **What are the protocols for screening staff/students and preventing the spread of the virus?**

The school district has been focused on the learning and facilities requirements for reopening schools while awaiting further guidance from the medical community. District leaders are in regular contact with public health officials and neighboring districts, and anticipate using those connections to develop screening and response protocols before the start of the school year. We will communicate those to parents through an email and our website.

We do know, already, that parents will need to pre-check their students daily for symptoms that could indicate COVID-19, and to self-report to confirm their children are symptom-free. We will follow up in school as needed with active monitoring of students using symptom checklists, etc. Teachers/staff members will be trained to visually look for symptoms, and may ask a nurse to complete a more thorough check. That could include a contactless temperature scan.

For staff members, daily screenings will be part of our school health protocols. The state's guidelines indicate that staff must visually check themselves for COVID-19 symptoms daily. We'll have more information later in August about how pre-screening and symptom check protocols will work.

### **What symptoms of illness should cause a student or staff member to stay home from school?**

The Centers for Disease Control and Prevention reports that people with COVID-19 have had a wide range of symptoms. They have included fever, chills, cough and/or shortness of breath, fatigue, aches, sore throat and more. Complete CDC guidance regarding symptoms is [here](#).

### **What are the protocols around quarantining and criteria for the circumstances that call for quarantining?**

At this time, such decisions will be governed by the guidance that the Kenilworth Health Officer will share with us. We anticipate that guidance shortly and will share it with you when we have it.

### **Is someone within the district responsible for keeping track of students and staff who show symptoms of COVID-19 and/or test positive for infection?**

Our school nurses will work in tandem with the principals and Superintendent of Schools to keep track of students and staff who show symptoms associated with COVID-19, or test positive for infection. We will work with the NJ Department of Education's County Office, along with the Kenilworth's Department of Health to engage in the contact tracing process.

**WHERE CAN I FIND MORE SPECIFIC INFORMATION ABOUT THE  
INFORMATION FOUND IN THESE FAQs?**

**UNDER THE [FALL REOPENING TAB](#) ON OUR WEBSITE, YOU WILL FIND  
DETAILED FACT SHEETS WITH ADDITIONAL INFORMATION.**