



PATERSON PUBLIC SCHOOLS



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Ms. Eileen F. Shafer
Superintendent of Schools

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Dear Paterson Public School Staff,

I hope that you and your families are safe and healthy. Thank you for all you do for our students and district. As you know, the safety of all staff and students is our top priority. The purpose of this communication is to provide updated information about the District's reentry plan, Keeping the Promise, for September 2020. Our intention in developing the plan was to ensure the continuation of safety for all students and staff in our buildings. I want to thank each and every stakeholder who volunteered for the numerous committees and provided input in the development of this plan.

"Keeping the Promise" was created with the intention of opening schools for in-person instruction as per the Governor's statement in June. The plan adhered to all the guidelines released by The New Jersey Department of Education in "The Road Back: Restart and Recovery Plan for Education" as well as the New Jersey Department of Health and the Center for Disease Control and Prevention (CDC).

On August 12th, the Paterson Board of Education voted to revise the plan and begin the school year remotely for students from September 8, 2020 - October 31, 2020. The Commissioners and District Administration will assess health data, ensure PPE equipment is available for all staff and students, assess staff availability, determine isolation areas in all buildings, ensure coverage of nurses and adequate number of custodial staff are in place at each building.

Based on the aforementioned requirements, a determination to return to in person instruction utilizing a Hybrid Schedule will be made by October 15th. In accordance with the District's reentry plan, Keeping the Promise, the tentative start date will be November 2nd.

Central Offices Schedules

- **September 1- 18th (September 4th the District will be closed)**
 - Regular contractual Hours
 - Monday - Friday
- **September 21st**
 - Regular contractual hours
 - Monday - Thursday in person
 - Fridays remote

**All staff members are expected to fulfill their job responsibilities as per their job description*

September 1st, all staff will report to their assigned schools/location for the following but not limited to:

- Preparing rooms for opening of schools for in-person instruction (tentative November 2nd)
- Retrieving supplies and materials needed for remote instruction
- Preparing any materials ordered for students (i.e., books, journals, etc.)
- Retrieving classroom rosters and student contact information
- Partaking in Principal Meetings

September 2nd and 3rd, staff* will participate in:

- Remote Professional Development (schedule will be provided by Principals)
*Principals, Vice Principals, Supervisors, Registrars, Schedulers, School Secretaries, Child Study Teams, Guidance Counselors and Nurses will be on site

September 4th (Closed):

- The district will be closed. This day will be made up the day before we are slated to reopen for full day in person staff professional development. In the event the district remains remote the entire school year, this day shall be added to the end of the school year.

September 2nd - 18th:

The following personnel shall report to their assigned buildings Monday through Friday as per contractual hours to complete essential work that cannot be done remotely:

- Child Study Team Members must be on site to schedule and continue Special Education testing.
- Guidance Counselors need to be on site to separate PCTI and incoming freshmen student information for high schools and transfer I&RS/504 files. Once on-site responsibilities have been fulfilled, then Guidance Counselors can work remotely.
- Nurses need to be on site to review incoming student files and file them. Review current students that are missing immunizations and physicals. Once on-site responsibilities have been fulfilled, then Nurses can work remotely.
- Schedulers must be on site to ensure that High School students' schedules are completed and to address any student concerns.
- Principals, Vice Principals, Supervisors, Registrars and School Secretaries need to be on site for the following but not limited to:
 - Parent concerns
 - Student and staff attendance
 - Instructional packet submission and distribution
 - Household surveys
 - Parent portal sign up
 - Student transfer in/out
 - Student transcripts
 - New enrollments
 - October 15th count (ASSA State report-funding)
 - Distribution of teacher/student supplies
 - Chromebook distribution
 - Facility readiness
 - Travel plan for the building in preparation for in person instruction
 - Work with Principals on daily operations

September 2nd - 18th:

- As per staff requests, apart from the titles noted above, staff may go into their school buildings to work. All safety precautions must be followed. Requests should be made to the Principal.

September 21st - October 30th:

Mondays - Thursdays:

Principals, Vice Principals, Supervisors, Registrars and School Secretaries will report to one of the 6 satellite locations: (Dr. Hani, School 16, Dr. Martin L. King, School 2, School 27 or School 9) to work their contractual hours. Building assignment shall be forthcoming. According to their developed schedule, Child Study Team will be on site for student testing.

If Nurses and Guidance Counselors have not completed their on-site work, they must report to their satellite location to complete unfinished work.

Principals will have access to their buildings by appointment (Tuesday and Thursday). To schedule building access please call your Sector Supervisor.

Fridays:

Principals, Vice Principals, Supervisors, Registrars, Nurses, CST, Guidance Counselors and School Secretaries will work remotely as per their contractual time.

Teachers and students will follow a Monday-Friday instructional week utilizing the schedule below during remote learning from September 8, 2020 - October 30, 2020.

Teachers will have a total of two preps a day for a total of one hour. Lunch will be one hour, divided into two 30-minute periods.

Teacher Schedule

Period	Times
Prep period	8:15 am – 8:45 am
Homeroom	8:45 am – 9:00 am
1	9:00 am – 9:30 am
2	9:30 am -10:00 am
3	10:00 am -10:30 am
4	10:30 am - 11:00 am
5	11:00 am -11:30 am
6	11:30 am – 12:00 pm
7	12:00 pm -12:30 pm
8	12:30 pm – 1:00 pm
9	1:00 pm -1:30 pm
Building/District Activities	1:30 pm – 2:30 pm
Additional time for teachers (duty free)	2:30 pm - 3:00 pm

From 2:00 pm – 3:00 pm, teachers will participate in one or more of the activities listed below in a five-day window:

Monday	Common Planning Time/Parent Outreach
Tuesday	PLC/Parent Outreach
Wednesday	Common Planning Time/Parent Outreach
Thursday	VAM/GLM /Parent Outreach
Friday	PD (School-based or District) or Parent Outreach

These activities are recommendations for Principals; Principals can alter the activities in the afternoon, except for Fridays. Fridays will be utilized for PD or parent outreach.

Student Schedule

Period	Times
Homeroom (mindfulness, SEL activities)	8:45 am – 9:00 am
1	9:00 am – 9:30 am
2	9:30 am -10:00 am
3	10:00 am -10:30 am
4	10:30 am - 11:00 am
5	11:00 am -11:30 am
6	11:30 am – 12:00 pm
7	12:00 pm -12:30 pm
8	12:30 pm – 1:00 pm
9	1:00 pm -1:30 pm

Students will work on their assignments and intervention programs from 1:30 pm – 3:00pm daily.

Please read the District’s Remote Plan posted on the District Website. Below are highlights and additional information that should be noted for the 2020-2021 school year.

Staff Attendance:

- Daily Logs must be completed by all Paterson Public School Staff and submitted to Principal/Vice Principal or Direct Supervisor at the end of each day.
- If a log is not submitted, the day will count as an absence.
- AESOP shall be used to account for daily attendance when KRONOS is unavailable for use.

Staff Expectations:

- During remote instruction, it is imperative that all staff maintain communication with all students on roll (via phone calls, emails and Google Meets) to ensure they are completing assignments, are actively engaged and maintain their social and emotional wellness.
- Should staff not have access to resources (ie, devices, internet access or phone) to work remotely or communicate with parents, the District will make provisions for school buildings to be open daily, staff will be assigned to buildings so all necessary tools and resources are accessible for remote learning. All necessary PPE will be provided to staff in the event they choose to work in district buildings. Contact your Principal for your location assignment commencing September 21st.
- All instructional staff must create a Google Classroom for the students they teach or support (i.e. Reading Specialists, Intervention, Special Education, Bilingual/ESL, Related Services, Child Study Team, Guidance). These google classrooms will be monitored by building.
- All students will be assigned to Intervention(s) to address learning loss in the content areas. Students must be scheduled to work on intervention(s) daily from (1:30pm- 3:00 pm). District digital platforms (i.e. Achieve 3000, ALEKS, Imagine Learning, etc.) must be utilized by students. Principals and teachers must progress monitor and review usage data on a weekly basis.
- Synchronous learning will take place for each subject daily. Teachers must set up Google Meets with their students every day for a minimum of 20 minutes per course that is normally scheduled for 40 minutes and a minimum of 40 minutes per course that is normally scheduled for 80-90 minutes.

- During the time teachers are not providing synchronous instruction, teachers must work with students in small groups via Google Meet, contacting students that you have not heard from, grading assignments and lesson planning.

Staff Safety Screening:

- Employees must answer a series of health screening questions daily before walking into the building each day. Questions will be posted near building entrances and on the District’s website. An assigned security guard or other staff member at the door will ask each employee whether they successfully completed their self-assessment that day. Employees who answer “yes” will be admitted into the building right away; those who answer “no” will not be allowed to enter until they take the self-assessment online or get their temperature taken. Employees who are experiencing symptoms of illness, or recently travelled to a restricted state/country, or are COVID-positive or awaiting test results must return home and notify their direct supervisor or principal immediately.

The electronic version of the Health Screening can be accessed at <https://forms.gle/siKlf5jJcf9PMEsGA>. The survey consists of six (6) questions. After completing the survey, click “View Score”. A score of “6/6” means all 6 questions were answered correctly. Any person who scores less than 6/6 must stay or return home to self-quarantine and notify their Principal immediately.

Although, this upcoming school year is filled with a great amount of uncertainty, we know that working together and maintaining constant communication will be most effective in our commitment to providing our students with the best educational experience.

Wishing you the best of health until we are together again.

Educationally yours,



Eileen F. Shafer,
Superintendent of Schools