

**Memorial Junior School**  
**Safe Return to School Guidebook**  
**2021-2022**



## **Overview**

The purpose of this guidebook is to provide everyone with information regarding our return to school for the 2021-2022 school year. The procedures outlined in our plan align with the NJ Department of Education guidelines, Governor Murphy's executive orders, and the NJ Department of Health/CDC recommendations. Additionally, the plan was developed in consultation with the Hanover Township Department of Health.

The plan provides specific information on the reopening of school and the anticipated structure of the school day. As has been the case, any plan is subject to change based on the circumstances related to the virus. The school, and district, will continue to assess conditions and provide further guidance on the school schedule, as needed. Thank you for reviewing this plan and for your continued support of Memorial Junior School. Please don't hesitate to contact the school should you have any questions regarding the start of this school year.

# Memorial Junior School

## Safe Return to School Guidebook

Topic	Key Considerations
Arrival Procedures	<ul style="list-style-type: none"> <li>● Students will enter school at the Main Office entrance at 7:52AM. During inclement weather, 6th grade students will be permitted into the Memorial Gym, 7th grade students into the Auditorium, and 8th grade students into the Cafeteria until the bell rings. Students walking to and from school must cross streets at guarded crosswalks only. Students must walk on the paths and sidewalks and should never walk through the parking lot or in the roadway for the obvious reasons of safety.</li> <li>● Approved AM Student Drop Off From Cars:             <ul style="list-style-type: none"> <li>○ Along the curb on the streets. Please follow all signs and traffic safety regulations including not parking or stopping in driveways, crosswalks, or too close to corners. Please do not drive on the black top/flag pole area near the Board Office. Parents may not enter the bus loop entrance between 7:45 AM and 8:10 AM.</li> <li>○ Students may be dropped off at the Auditorium side of the building. Cars should pull up to the crosswalk. Students should get out of the car, once they reach the sidewalk in front of the Auditorium.</li> <li>○ Students who arrive at the auditorium entrance will walk around the front of the school to the main office blacktop area, except during inclement weather.</li> </ul> </li> <li>● Students who arrive after 8:00 AM will report to the Guidance Office for a late pass. Students who arrive after 8:10 AM will report to the Main Office.</li> <li>● Students may not be dropped off before 7:30 AM.</li> </ul>

<b>Assemblies/School Plays and Concerts</b>	<ul style="list-style-type: none"> <li>● We will continue to provide experiences for our students and celebrate/showcase them in every way possible. We hope to bring back some of our in-person performances, though they may need to be modified (shortened) and there may be limits to the numbers of guests possible. We will communicate more information as events near.</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>● Regular in-person attendance procedures will be followed this coming school year. There will be no option to attend school “virtually.”</li> <li>● As always, parents need to report student absences on our absentee line by calling 973-515-2417, via email address at <a href="mailto:mjsattendance@hanovertpschools.org">mjsattendance@hanovertpschools.org</a>, or utilizing the <u>MJS Student Attendance Form</u>.</li> <li>● In the event of a long-term absence due to a COVID-related exclusion, arrangements will be made for remote learning as needed.</li> <li>● As much as possible, please schedule medical appointments and other services outside of school hours. Should you need to pick up your child early, please ring the bell at the front entrance.</li> </ul>
<b>Chromebooks</b>	<ul style="list-style-type: none"> <li>● Chromebooks will not be shared. They will be assigned specifically to each student and given to each student at the beginning of the school year.</li> <li>● In the event of technical issues, please contact the district’s Tech Department.</li> <li>● Students will be responsible for appropriately caring for their Chromebooks. In the event of intentional damages, students/parents will be required to cover repair costs.</li> </ul>
<b>Classroom Arrangement and Procedural Considerations</b>	<ul style="list-style-type: none"> <li>● Non-essential furniture has been removed from classrooms.</li> <li>● Desks will be separated, faced forward in the same direction towards the board, in rows, and spaced to allow for maximum social distancing.</li> </ul>

	<ul style="list-style-type: none"> <li>● Sharing of student materials will be limited. In these instances, the importance of hand sanitation before and after use will be enforced.</li> </ul>
<p><b>Cleaning/Custodial</b></p>	<ul style="list-style-type: none"> <li>● Hand sanitizer will be made available throughout the building and in classrooms. In many cases, hand wipes may be available as well.</li> <li>● All classrooms and bathrooms will be disinfected nightly, and as much as possible throughout the day.</li> <li>● “High touch” surfaces such as doorknobs, tables, countertops, shields, chairs, and desks will be disinfected regularly throughout the day, in addition to nightly cleaning.</li> <li>● All classrooms have windows that can be open or closed throughout the day or will be provided an air purifier.</li> <li>● All classrooms have a univent system that draws fresh air from the outdoors. All filters for these units will be replaced in alignment with the recommended schedule.</li> <li>● All classrooms are air conditioned.</li> </ul>
<p><b>Close Contact/Contact Tracing</b></p>	<ul style="list-style-type: none"> <li>● Close contact determination will align directly with the current CDC and NJDOH guidelines, and the guidance of the Hanover Township Health Department, in place at the time. <b>Exception:</b> In the K-12 indoor setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) where both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.</li> <li>● Contact tracing will be performed by the school nurse and principal, in consultation with the Board of Health.</li> </ul>
<p><b>Clubs/Athletics</b></p>	<ul style="list-style-type: none"> <li>● The Fall Athletics program will take place this school year.</li> <li>● Fall sports include: <ul style="list-style-type: none"> <li>○ Cross Country – Boys Varsity and Girls Varsity</li> <li>○ Field Hockey – Girls Varsity</li> <li>○ Soccer – Boys Varsity and Girls Varsity</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● A communication regarding fall sports, which included sign-ups, was sent to all families on August 2nd</li> <li>● Information regarding Winter and Spring Athletics will be forthcoming as we near the start of those seasons.</li> <li>● MJS after school clubs will take place during the school year. More information will be shared once the school year is underway.</li> </ul>
<p><b>Dismissal Procedures</b></p>	<ul style="list-style-type: none"> <li>● All students will be dismissed from their last period class, will exit out of the building, and are expected to leave school property in a timely fashion.</li> <li>● Bus students will proceed directly to their bus.</li> <li>● Students who are picked up by a parent/guardian will proceed directly to their parent's/guardian's vehicle. Parent's should arrive promptly to avoid students gathering in large groups outside.</li> <li>● Approved PM Pick-Up: <ul style="list-style-type: none"> <li>○ Along the curb on the streets. Please follow all signs and traffic safety regulations including not parking or stopping in driveways, crosswalks, or too close to corners. Please do not drive on the black top/flag pole area near the Board Office. Parents may not enter the bus loop entrance between 2:30 PM and 3:00 PM.</li> <li>○ Students may be picked-up at the Auditorium side of the building. Cars should pull up to the crosswalk. Students should get into the car, once their parent/guardian's vehicle reaches the sidewalk in front of the Auditorium.</li> </ul> </li> </ul>
<p><b>Face Coverings</b></p>	<ul style="list-style-type: none"> <li>● Per Governor Murphy's Executive Order #251, students, staff, and visitors will be required to wear face coverings when inside the school building and on the bus, unless doing so would inhibit the individual's health, as per the exemptions listed in the executive order.</li> <li>● Face coverings are optional when outdoors.</li> <li>● Face coverings will be optional during physical education classes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students will be provided with frequent mask breaks throughout the day.</li> <li>• The district understands that students or staff may have medical conditions that will preclude them from wearing a mask. If you feel that your child meets any of the outlined exemptions (see the district letter under Important Information at the end of this document), please submit a letter from your healthcare provider to your building principal that documents the projected need for an exemption to the mask mandate. Our district physician will make the final determination. As always, our teaching staff will take a child-centered approach to ensure that mask breaks will be provided throughout the school day.</li> </ul>																						
<b>Field Trips</b>	<ul style="list-style-type: none"> <li>• We do not anticipate having in-person field trips at this time. Teachers may consider virtual types of field trips/learning experiences.</li> </ul>																						
<b>Grade Term Dates</b>	<table border="0"> <tr> <td><b>Marking Period Dates</b></td> <td><b>Applied Arts – Grade 6</b></td> </tr> <tr> <td>1 = 9/8/21-11/12/21</td> <td>Q1 = 9/8/21-11/12/21</td> </tr> <tr> <td>2 = 11/15/21-1/28/22</td> <td>Q2 = 11/15/21-1/28/22</td> </tr> <tr> <td>3 = 1/31/22-4/8/22</td> <td>Q3 = 1/31/22-4/8/22</td> </tr> <tr> <td>4 = 4/19/22-6/22/22</td> <td>Q4 = 4/19/22-6/22/22</td> </tr> <tr> <td><b>Applied Arts – Grades 7 &amp; 8</b> (6-week cycles)</td> <td><b>Semesters – Grades 7 &amp; 8</b></td> </tr> <tr> <td>C1 = 9/8/21-10/22/21</td> <td>Semester 1 = 9/8/21-1/28/22</td> </tr> <tr> <td>C2 = 10/25/21-12/10/21</td> <td>Semester 2 = 1/31/22-6/22/22</td> </tr> <tr> <td>C3 = 12/13/21-1/28/22</td> <td></td> </tr> <tr> <td>C4 = 1/31/22-3/11/22</td> <td></td> </tr> <tr> <td>C5 = 3/14/22-5/3/22</td> <td></td> </tr> </table>	<b>Marking Period Dates</b>	<b>Applied Arts – Grade 6</b>	1 = 9/8/21-11/12/21	Q1 = 9/8/21-11/12/21	2 = 11/15/21-1/28/22	Q2 = 11/15/21-1/28/22	3 = 1/31/22-4/8/22	Q3 = 1/31/22-4/8/22	4 = 4/19/22-6/22/22	Q4 = 4/19/22-6/22/22	<b>Applied Arts – Grades 7 &amp; 8</b> (6-week cycles)	<b>Semesters – Grades 7 &amp; 8</b>	C1 = 9/8/21-10/22/21	Semester 1 = 9/8/21-1/28/22	C2 = 10/25/21-12/10/21	Semester 2 = 1/31/22-6/22/22	C3 = 12/13/21-1/28/22		C4 = 1/31/22-3/11/22		C5 = 3/14/22-5/3/22	
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	<p>C6 = 5/4/22-6/22/22</p>
<p><b>Health Screening (Daily)</b></p>	<ul style="list-style-type: none"> <li>● Students and staff will complete an individual health screening at home, daily, to assess symptoms. The rSchoolToday app will NOT be utilized this year. We ask that parents perform an individual health screening daily and look for the following symptoms: <ul style="list-style-type: none"> <li>○ At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose;</li> <li>○ At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder.</li> </ul> </li> <li>● As symptoms may appear 2-14 days after exposure to the virus, individuals with these symptoms listed above should be reported immediately to the school nurse and the individual should not come to school. In addition, if an individual is awaiting the results of a COVID-19 test, that individual should report their status to the school nurse and refrain from coming into school until a negative test result is received.</li> <li>● Students or staff identified as needing further assessment will be sent to an isolation room for assessment by the school nurse and will be sent home if the assessment warrants it.</li> </ul>
<p><b>Instructional Considerations</b></p>	<ul style="list-style-type: none"> <li>● All students will be issued a Chromebook.</li> <li>● Students will be required to bring Chromebooks back and forth to school each day. It will be important that they are charged at home, nightly. Students will be provided with a protective case. Their Chromebook should be housed in this case at all times when not in use.</li> <li>● In the event of a health incident requiring an individual, a classroom or the school to quarantine, we will communicate the arrangements.</li> </ul>

<p><b>Library/Media Center</b></p>	<ul style="list-style-type: none"> <li>● Students will be able to utilize the IMC to check out books, print documents, and to conduct research.</li> </ul>
<p><b>Lockers</b></p>	<ul style="list-style-type: none"> <li>● Students will have access to lockers to store materials including jackets, lunches, and school supplies.</li> <li>● Due to needing to carry Chromebooks daily, students will be permitted to utilize a backpack throughout the day.</li> </ul>
<p><b>Lunch</b></p>	<ul style="list-style-type: none"> <li>● To promote safety and social distancing, lunch has been expanded to three periods each day. Students will be socially distanced at lunch. The lunch times for each grade level are as follows: <ul style="list-style-type: none"> <li>○ Period 4A - 8th Grade - 10:33-10:55</li> <li>○ Period 4B - 8th Grade - 10:58-11:20</li> <li>○ Period 5A - 7th Grade - 11:23-11:45</li> <li>○ Period 5B - 7th Grade - 11:48-12:10</li> <li>○ Period 6A - 6th Grade - 12:13-12:35</li> <li>○ Period 6B - 6th Grade - 12:38-1:00</li> </ul> </li> <li>● Students are expected to bring their lunch to school daily.</li> <li>● We will not be beginning the school year with lunch service. We are currently working with the MJS PTA to begin phasing in lunch for the students.</li> <li>● <b>Microwaves will not be available at lunch.</b> If your child prefers a hot lunch, please use a thermos or other insulated container.</li> <li>● Having your child's lunch delivered to school is prohibited.</li> <li>● Students will sanitize their hands before and after eating lunch.</li> <li>● Students will be allowed to take off their face covering while eating but will be encouraged to put their face covering back on when they are done eating and/or moving about the cafeteria.</li> </ul>
<p><b>Music Offerings</b></p>	<ul style="list-style-type: none"> <li>● Band, Chorus, and Orchestra will be offered upon our return to school. Practices will take place outside or in larger spaces when available.</li> </ul>

	<ul style="list-style-type: none"> <li>● Because these are considered “high risk” activities, students will be socially-distanced and specialized face coverings will be made available to them.</li> </ul>
<b>Quarantine/Virtual Learning</b>	<ul style="list-style-type: none"> <li>● If a student or groups of students are excluded from school due to meeting the current NJDOH COVID-19 exclusion criteria (he/she develops COVID, is identified as a close contact, or is being tested for COVID), the district will provide virtual home instruction. The homeroom teacher/principal will communicate with the parents regarding the plan for instruction.</li> <li>● Please note, the virtual home instruction option is available ONLY to those that fit the COVID-19 exclusion criteria and not for a regular absence or illness. The child will be marked absent and catch up on missed work when he/she returns.</li> <li>● There is NO all-remote option for virtual learning this year.</li> </ul>
<b>School Supplies</b>	<ul style="list-style-type: none"> <li>● Kindly refer to the School Supply List shared on the MJS website. Click <a href="#">HERE</a> to access.</li> </ul>
<b>Security/Fire Drills</b>	<ul style="list-style-type: none"> <li>● All drills will take place in accordance with state law: <ul style="list-style-type: none"> <li>○ One security drill a month</li> <li>○ One fire drill a month</li> </ul> </li> </ul>
<b>Signage</b>	<ul style="list-style-type: none"> <li>● Appropriate signage will be placed throughout the building to promote social distancing and good hygiene practices.</li> <li>● Additional signage will be placed on the exterior of the building where appropriate.</li> </ul>
<b>Social and Emotional Learning</b>	<ul style="list-style-type: none"> <li>● We will continue with our character education program. This will begin in October, kicked off by the Week of Respect which is October 4-8, 2021.</li> <li>● Programs will be utilized throughout the school year that promote the student’s social and emotional well being.</li> <li>● Our guidance counselors are available to support students struggling with emotional situations.</li> </ul>

<b>Technology Platforms</b>	<ul style="list-style-type: none"><li>● Our technological platforms have been streamlined to make things easier for both students and parents/guardians. All assignments and resources will be posted in Google Classroom.</li><li>● The teachers will utilize the Google Suite and Google Meet for video conferencing.</li><li>● Students will have access to their school-issued email accounts, which are monitored.</li></ul>
<b>Visitors/In person gatherings</b>	<ul style="list-style-type: none"><li>● Access to the building by outside individuals will be permitted, provided the individual is willing to fill-out a health screening form and wear a face covering. As always, ring the front bell and let us know your reason for visiting and we will direct you on how to proceed.</li><li>● When access to the building is required, please wait outside the main office.</li><li>● We plan to hold events such as Back to School Night and Parent/Teacher Conferences in person, with accommodations, if needed. More information is forthcoming. (Back to School Night is Thursday, September 23, 2021).</li></ul>
<b>Water</b>	<ul style="list-style-type: none"><li>● All families are encouraged to send their children to school with water to drink. If students choose to fill their bottle using the station at school, he/she is reminded to NOT put the lip of their bottle flush against the unit. The unit will be sanitized throughout the day.</li></ul>



# Memorial Junior School Schedule

## Daily Schedule: 2021-2022

<u>Time</u>	<u>Period</u>
8:00-8:50	Period 1/Homeroom
8:53-9:40	Period 2
9:43-10:30	Period 3
10:33-10:55	Period 4a
10:58-11:20	Period 4b
11:23-11:45	Period 5a
11:48-12:10	Period 5b
12:13-12:35	Period 6a
12:38-1:00	Period 6b
1:03-1:50	Period 7
1:53-2:40	Period 8

# LEARNING EXPECTATIONS

*Your child's growth and development involves significant contributions from all members of the school community: the students, their parents, and their teachers.*

*The following is a helpful guide.*

## **Student Expectations...**

- Do your best work every day and work hard to stay focused.
- Seek help when needed and communicate with your teacher.
- Follow your daily period schedule and arrive to class on time.
- Use your student agenda to keep track of assignments.
- Complete and submit work as it is assigned, in a timely manner.
- Follow-through on any teacher given feedback or corrections.
- Follow the Code of Conduct, as well as any classroom rules.
- Demonstrate online learning etiquette and abide by our Acceptable Use Policy.
- Collaborate with peers using respectful language and behaviors.
- As it is important to establish good routines and habits, we strongly encourage you to go to bed at a reasonable time.

## **Parent Expectations...**

- Help your student establish a daily routine. Include time for homework, meals, physical activity, and down time. Be sure they go to bed at a reasonable time so they are ready for learning by 8:00 AM.
- Identify a work space for your child (separate space, clean and organized, with all the tools/items needed, with minimal distractions). Students work best with a clear separation between work and personal time.
- Ensure that your student has the technical tools they need.
- Students should complete the work on their own; however, your support and guidance will be needed at times.
- Utilize the online resources available on our website to help familiarize yourself with our different platforms.
- Contact the school if your student is sick and unable to attend school by calling the absentee line and stating the reason for your child's absence and symptoms, as applicable.
- Encourage your child to keep in touch with friends and teachers.
- Communicate productively with your child's teachers.

### **Teacher Expectations...**

- Maintain open lines of communication with all students and parents.
- Adhere to the safety protocols in place and work to balance this priority with providing a strong instructional program.
- Respond to inquiries on a timely basis, recognizing that if emails are sent after-hours, an answer may not be received until the next day.
- Record attendance for each class.
- Demonstrate professionalism in the home setting (should we all go virtual) by teaching in a distraction-free environment.

## WHERE TO FIND HELP

**School Website:** <https://www.hanovertwpschools.com/Domain/687>

**PowerSchool Parent Portal:** <https://https.powerschool.com/public/home.html>

**Technology Assistance:** Please contact Mr. Greg Matyola @ [greg.matyola@hanovertwpschools.org](mailto:greg.matyola@hanovertwpschools.org) or visit our website.

**Social/Emotional Support:** Contact our school counselor, Mrs. Dana Lothian @ [dana.lothian@hanovertwpschools.org](mailto:dana.lothian@hanovertwpschools.org).

**Administrative Assistance:** Please contact Mr. Michael Anderson @ [michael.anderson@hanovertwpschools.org](mailto:michael.anderson@hanovertwpschools.org) or Mr. Jacob Ziegler @ [jacob.ziegler@hanovertwpschools.org](mailto:jacob.ziegler@hanovertwpschools.org). As always, if your issue is specific to the classroom, be sure to communicate with the teacher first to try to solve the problem at that level.

**Child Care Assistance:** Please contact Miss Lauren Mead, Program Coordinator of HTSACC Program @ [lauren.mead@hanovertwpschools.org](mailto:lauren.mead@hanovertwpschools.org)

**Transportation Assistance:** Please contact Mr. Michael Raucci, Head of Transportation @ [michael.raucci@hanovertwpschools.org](mailto:michael.raucci@hanovertwpschools.org).

**Buildings & Grounds:** Please contact Mr. Thomas Gaveglio, Head of Maintenance @ [thomas.gaveglio@hanovertwpschools.org](mailto:thomas.gaveglio@hanovertwpschools.org)

**Special Services:** Please contact Mr. Gregory Margolis, Director of Special Services @ [greg.margolis@hanovertwpschools.org](mailto:greg.margolis@hanovertwpschools.org)

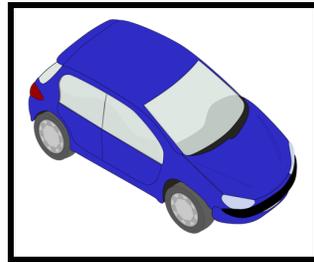
### Contact Numbers:

- Main Office: 973-515-2427
- Health Office: 973-515-2431
- Attendance Line: 973-515-2417
- Guidance Office: 973-515-2434
- Child Study Team Office: 973-515-2443
- Fax: 973-515-2481

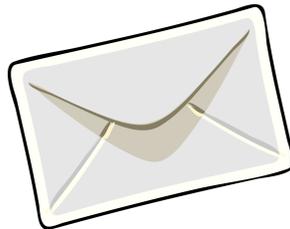
## **OTHER IMPORTANT INFORMATION**



Click [HERE](#) for 2021-2022 MJS Staff Directory



Click [HERE](#) for MJS Student Drop-Off Information



Click [HERE](#) for the district letter and comparison chart  
shared by Mr. Wasko