



*Cherry Hill*  
PUBLIC SCHOOLS

## **WE RETURN TO LEARN PLAN**

### **2021 - 2022 Academic Year Reopening Plan**

**In Compliance with *The Road Forward*  
from The New Jersey Department of Education**

**Adopted by the Cherry Hill Board of Education on  
*September 14, 2021***

***Revised: October 4, 2021, October 15, 2021, October 26, 2021, January 5, 2022,  
January 28, 2022***

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<b>Tony Saporito</b>	<b>Director of Security</b>
<b>Barbara Wilson</b>	<b>Public Information Officer</b>

# **Cherry Hill Public Schools WE Return to Learn Plan Continuity of Learning Guide**

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July 27, 2021

Dear Cherry Hill Public Schools Community,

I am excited for the 2021-2022 academic year to begin in Cherry Hill!

Our district has certainly experienced the full set of challenges brought on by COVID-19. As we prepare to welcome the staff back on September 2, 2021 and the students on September 9, 2021, we are committed to:

- The health & safety of students and staff members.
- Regularly scheduled school days for all students.
- Breakfast and Lunch being available and scheduled for students.
- Working in partnership with the New Jersey Department of Education, New Jersey Department of Health, and the Camden County Department of Health to remain informed about the status of community health.
- Communicating information transparently with the students, families, staff members, and community.

This Continuity of Learning Plan is a living document and it will be updated as needed during the course of the year. School specific information will be shared by building principals and classroom teachers.

We will continue to focus on the physical and mental health of our students and staff members as we progress through the year.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Meloche". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Dr. Joseph N. Meloche  
Superintendent, Cherry Hill Public Schools

## **District Mission Statement**

We shall provide all children with an education that develops open-minded thinkers with the strong academic and interpersonal skills to thrive in an ever-changing world and make it a better place for all.

## **Strategic Goals 2020-2025**

*Building upon our strong foundations of academic excellence, inclusion, voice, and cultural proficiency, we will:*

### **Student Wellness**

Create frameworks of learning and supports for all students to develop the skills needed for social and emotional wellness.

### **Purpose & Passion**

Develop highly engaging learner-centered experiences within an environment that promotes voice, choice, and passion for learning.

### **Connecting Beyond Our Classrooms**

Provide resources, opportunities, and experiences for our students to connect to the world beyond their classrooms and to become informed and empathetic agents of change in the world.

## **Introduction**

Cherry Hill Public Schools (CHPS) is committed to providing a high-quality education for all of our students. With guidance from the New Jersey Department of Education (NJDOE), the New Jersey Department of Health (NJDOH), the Camden County Department of Health (CCDOH), our District has revised the WE Return to Learn Plan to ensure learning opportunities for students continue in an environment that is safe and that promotes community health..

We have approached this work with the health and safety of students, staff, and families as the number one priority. Thoughtful consideration was given to the guidelines as outlined by the Center for Disease Control, American Academy of Pediatrics, and the New Jersey Department of Education. We appreciate your understanding, patience, flexibility, and partnership in this process, as we adapt during these unprecedented times. It is our intention to continue to provide a comprehensive, high quality educational learning experience for students.

This outline of the CHPS WE Return to Learn Plan - The Road Forward is a living document and it will be adapted as circumstances impacting our schools, including federal, state, and local guidance, evolve. We strive to be as transparent as possible regarding the District's plan for maintaining the continuity of education. For more information, including our full WE Return to Learn Plan, please see our website at <https://www.chclc.org/Page/1720>.

## **Student Social, Emotional, Mental Health**

- All professionals are available to support students, staff, and families. This support network includes, but is not limited to, teachers, school counselors, Child Study Team, SACs, nurses, librarians, and contracted mental health professionals for targeted students.
- Counselors will continue to provide direct counseling as well as check-ins. Special consideration will be given to students who struggle to reacclimate to the in-person setting, students identified by teachers or parents for I&RS, students with underlying mental health issues, concerns or pre-existing mental health conditions.
- Counselors will continue to review 504 Plans and review accommodations that may be needed for the return to school. Counselors will also monitor plans and assure timelines are met.
- I&RS teams will meet routinely to review areas of student need or support.
- The district will provide targeted training to school counseling staff as we anticipate students will have needs beyond what has been traditionally addressed in the school setting. This yearlong training will increase the capacity of counseling staff to better address the mental health needs of students and help facilitate the transition back to school.
- The district will be offering a mental health concierge service via Care Solace which is a 24/7 multilingual Care Concierge team that connects students, families and staff with available, verified mental health providers and substance use treatment programs matched to their needs. Counselors, nurses, and child study team members will have access to internal referrals working with parents to quickly and effectively offer mental health supports. A link to Care Solace will also be available on our website to students, staff, and their families for confidential access to supports as needed.
- Counselors at the Elementary Level will continue to facilitate the Second Step Social and Emotional Learning curriculum in collaboration with classroom teachers.
- As a result of a competitive grant, transitional Coaches will be available at Barton, Carusi and West to work directly with students to provide academic, mental and emotional support.



**Staff Social, Emotional, Mental Health**

- The Employee Assistance Program remains available to support employees.
- The district will be offering a mental health concierge service via Care Solace which is a 24/7 multilingual Care Concierge team that connects students, families and staff with available, verified mental health providers and substance use treatment programs matched to their needs.

**First Days of School**

Schools will open following traditional daily schedules:

Elementary Schools - 9:00am to 3:30pm (September 9, 2021 is **9:00am - 1:00pm**)  
 Middle Schools - 8:00am to 3:00pm  
 High Schools - 7:30am to 2:30pm

Details on bus transportation will be shared with families.  
 Details on breakfast and lunch protocols will be shared by building principals.

There will be a heavy emphasis on the social, emotional and mental wellness of students, staff, and families.

<b>Social Emotional Learning</b>	<ul style="list-style-type: none"> <li>● School Counselors provide support and resources for Social Emotional Learning</li> <li>● Collaborate with School Counselors to identify and address trauma related concerns and to establish appropriate supports.</li> </ul>
<b>Engaging All Learners</b>	<ul style="list-style-type: none"> <li>● School Ready Plan to address and support students who need additional help and attention.</li> <li>● Establish a communication protocol</li> </ul>
<b>Classroom/Instructional Routines</b>	<ul style="list-style-type: none"> <li>● Establish Classroom Norms</li> <li>● Morning Routine/End of Day Routine</li> <li>● Movement around the classroom</li> <li>● Personal Belongings/Supply Expectations</li> <li>● Social Distancing in Classrooms</li> <li>● Small Group Instruction</li> <li>● Team/Community Building</li> <li>● Social Emotional Check-Ins</li> <li>● Use of formative assessments to determine students’ academic needs</li> </ul>
<b>Health and Safety Procedures/Routines</b>	<ul style="list-style-type: none"> <li>● Mask Expectations</li> <li>● Arrival/Dismissal Procedures</li> <li>● Moving around the building and between classes</li> <li>● Movement around the classroom</li> <li>● Social Distancing Expectations</li> <li>● Bathroom Expectations</li> <li>● Proper hand washing and use of sanitizer</li> <li>● Lunch Procedures/Expectations</li> <li>● Recess Expectations</li> <li>● Emergency Drills</li> <li>● Practice and learn school “Keep Safe” procedures. Use visual cues throughout the building to remind students of expectations.</li> </ul>
<b>Technology Expectations/Virtual</b>	<ul style="list-style-type: none"> <li>● Digital Citizenship Expectations</li> <li>● Live Instruction/Session Norms</li> </ul>

<p><b>Platforms</b> (See the Virtual Learning Platform)</p>	<ul style="list-style-type: none"> <li>● District supported virtual platforms</li> <li>● Username/Passwords</li> <li>● Google Classroom</li> <li>● Submitting Assignments</li> <li>● Checking Assignment Feedback</li> <li>● Instructional Platforms and Usage <ul style="list-style-type: none"> <li>○ Use online resources in school to familiarize students with the technology and set clear expectations. (i.e. Google Classroom, Zearn, Flipgrid, etc)</li> </ul> </li> </ul>
<p><b>Parent Communication</b></p>	<ul style="list-style-type: none"> <li>● Communicate daily schedule (including Encore)</li> <li>● Health &amp; Safety Protocols</li> <li>● Virtual Training Sessions for Families</li> <li>● Classroom Expectations</li> <li>● Navigating Google Classroom</li> <li>● Virtual Platforms (Usernames/Passwords)</li> <li>● Submitting Assignments</li> </ul>

### Grading

The standards based report card will be used to grade students at the elementary level. It is the expectation that all work submitted will be completed by the student, either independently or with minimal support. **Work that has not been completed in an independent manner or with minimal support will be returned.**

### Professional Development

In preparation for the 2021 - 2022 school year, teachers have access to participate in professional development sessions beginning in September 2021. These sessions are designed to educate teachers on a variety of topics and to support teachers as they plan for the academic year. Knowledge of different virtual learning platforms will only enhance the learning experience for students and staff. Additionally, time will be dedicated during the September 2021 in-service days to ensure that teachers are prepared to welcome students back to school.

### Student Flow, Entry, Exit, and Common Areas

Building principals will publish guidelines for arrival and departure locations at each school building. Locations will be identified to minimize large gatherings of students and staff and to promote unobstructed travel into and within the building. Appropriate signage will be displayed throughout the school buildings reminding students and staff to maintain social distancing of 3 feet apart, as often as is possible, while in school.

### Screening, Mask Expectations, and Personal Hygiene

The health and safety of our students and staff is our first priority. Our students and staff are the most important part of who we are as a community. Students and staff should always be cautious and should stay home if they are not feeling well or are exhibiting any symptoms related to COVID-19.

### Screening

All students and staff members are required to screen at home before leaving for school every day.

- Do you have any of these symptoms that are not caused by another condition?
  1. Fever, at or above 100, or chills
  2. Cough
  3. Shortness of breath or difficulty breathing
  4. Fatigue
  5. Muscle or body aches
  6. Headache
  7. Recent loss of taste or smell

8. Sore throat
  9. Congestion
  10. Nausea or vomiting
  11. Diarrhea
- Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms?
  - Close contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).
    - **Exception: In the K–12 indoor classroom 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.**
  - Have you had a positive COVID-19 test for active virus in the past 10 days?
  - Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

Any student or staff member who is exhibiting possible symptoms of COVID-19 will be sent to the nurse's office for additional screening and continuous monitoring of symptoms. Each school will have a medical isolation space for any student or staff member who is exhibiting possible symptoms of COVID-19. The individual will be monitored by the nurse and will be required to leave the school facility to see their primary care physician.

Any positive report of a case of COVID-19 for a student will immediately be reported to the school nurse. The school nurse will notify the Camden County Department of Health and will follow the direct guidance from the Department of Health regarding next steps. Compliance with the recommendations will be enforced. Staff members that test positive for COVID19 will report that information to Nancy Adrian or Keila Rosado in the Human Resource Department.

## Mask Expectations

Masks that cover the nose and mouth [must be worn](#) by staff, students, and visitors in all situations except as delineated in [EO 251](#).

In general, students or staff do not need to wear masks outdoors, including during outdoor physical education classes or school sports except during days 6-10 after completing a 5-day isolation or quarantine.

Students returning on days 6-10 must wear a mask when around others (indoors and outdoors) for an additional 5 days, limit participation in extracurricular activities to only those activities where masks can be worn consistently and correctly and eat in a separate space and maintain social distance from other students while eating in compliance with NHDOH guidance. Parents must acknowledge and agree to this requirement in writing prior to the student's return. Students who are not compliant will be returned to virtual instruction until the isolation window has closed.

However, schools may encourage the use of masks during outdoor activities that involve sustained close contact with other individuals or during periods of high community transmission.

Masks must be worn:

- By any adult in the building

- At all times, unless they are in a room by themselves
- By students
  - All times
  - On buses
  - In the hallway
  - In the cafeteria/APR (once seated and physically eating mask will be removed)
  - Going to, and in, the restroom
  - In classrooms
- Masks should be washed every day of use and/or before being used again, or if visibly soiled or damp/wet.
- Disposable masks will be available if needed.

Any visitor entering the school buildings during the academic day **must wear a mask** and will be screened, including a temperature check, upon arrival and before admittance to the school building.

Masks will be optional in the case of extreme heat inside the schools or outside the schools

- Students may remove their masks under certain circumstances
  - When the individual is exposed to extreme heat
  - When the individual is eating or drinking
  - When the individual is engaged in high-intensity aerobic or anaerobic activity
- As a District, we define extreme heat as a temperature or heat index above 79 degrees
  - Information about the [National Weather Service Heat Index](#) is available online.
  - Most of our classrooms are air conditioned; therefore, the most recent exception for masks in extreme heat indoors does not apply to most of our indoor spaces.

Appropriate and consistent use of masks may be challenging for some individuals, however mask use is required for all individuals in indoor school settings with the following exceptions:

- When doing so would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors;
- When the individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;
- When a student's documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes use of a face covering;
- When the individual is under two (2) years of age;
- When the individual is engaged in activity that cannot physically be performed while wearing a mask, such as eating or drinking, or playing a musical instrument that would be obstructed by a face covering;
- When the individual is engaged in high-intensity aerobic or anaerobic activity;
- When a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
- Where an individual is seeking a medical exemption from the masking requirement pursuant to the first or third bullet above, documentation from a medical professional supporting this exception is required pursuant to Executive Order No. 253.

### **Personal Hygiene and Respiratory Etiquette**

Healthy personal hygiene practices will be defined and reviewed with staff members so they can reinforce these practices with students. Appropriate signage will be displayed in school buildings reinforcing proper personal hygiene.

Proper handwashing strategies include:

- washing with soap and water for at least 20 seconds
- washing after using the bathroom
- washing before eating
- washing after nose blowing, coughing, or sneezing
- if soap and water are not available, students and staff will use an alcohol-based hand sanitizer

Hand sanitizer will be provided in all classrooms, at building entrances and other needed areas of the school building.

Hand hygiene should take place:

- upon arrival to school
- before and after snacks
- when entering/departing classrooms
- after blowing nose, sneezing, or coughing
- when hands are visibly soiled.

Students and families will be reminded to wash their reusable face masks to keep them clean.

Students and staff will be encouraged to cover coughs and sneezes.

### **Accommodations for Students and Staff**

Students and staff may request accommodations based upon a documented need. Parents are encouraged to contact the building principal to discuss the steps necessary to address the documented need. Staff are to contact the Director of Human Resources. Additional information for staff is available in the Staff Center on the District website.

### **Temporary Remote Learning - COVID Related**

Temporary remote learning will be available for students in grades Pre-K-12 for any COVID-related issue including but not limited to the following: students identified as close contacts, students awaiting access to a COVID test, students awaiting COVID testing results, students quarantining due to travel, students who have self-screened at home and are experiencing symptoms as specified on the [COVID-19 At-Home Screening Checklist](#), and students exposed to a COVID positive relative.

These students will have access to live remote learning. Each school will have a process for sharing assignments with these students and/or login information if attending classes via livestream. There will be a waiting period of 1-3 days (depending on the school/class) to begin live temporary remote learning so that teachers can properly prepare for students to join their classes remotely. If the classroom teacher is absent for an extended period of time and a substitute is covering the class, students will engage in asynchronous learning posted to the Google classroom.

Temporary live remote learning **will not** be available for students who are absent/home sick for non-COVID reasons.

### **Contact Tracing**

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases – such as measles, HIV, and COVID-19 – and is a long-standing practice in New Jersey and around the world.

Contact tracing goes hand in hand with testing. It is part of the process of supporting patients with suspected or confirmed infection. Here's how it works:

- When you test positive for COVID-19, in addition to providing you with support, the lab that tested you loads your test data onto the State's secure epidemiological surveillance system called the Communicable Disease Reporting and Surveillance System (CDRSS).
- Your positive case is then shared with your Local Health Department, who will call you to determine close contacts that you may have spread the virus to.
- A close contact is anyone you spent 15 minutes or more with over a 24-hour period and were within 6 feet of while you were infectious (2 days before onset of symptoms to 10 days after, or two days before your positive test if you didn't have any symptoms).
  - **Exception: In the K–12 indoor classroom 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.**
- Contact tracers – trained professionals from the community -- get in touch with your contacts to recommend next steps like self-quarantining and to share resources about how those people can get tested.
- NOTE: Your information is confidential. Your name will not be released to your contacts or your COVID-19 status
- Contacts are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, how they should monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.
- Local Health Departments across New Jersey have been conducting contact tracing for COVID-19 since the State identified the first case on March 4, 2020.
- The information that Local Health Departments are collecting is limited in scope, detail, use, and dissemination solely to what's necessary to identify, trace, contain, and treat COVID-19.

It is important to note that contact tracing is a decades-old common practice in public health. It is not the same thing as "exposure notification" or "digital alerting" tools. These consumer apps, such as those created with Google and Apple's API, are not contact tracing tools. These apps function as a way for the public to track if they have come into contact with a person who has tested positive and entered that information into their phone.

For more information, visit the [New Jersey COVID-19 Testing and Contact Tracing Information Page](#).

The school nurse will work with the Camden County Department of Health to assist in contact tracing. Families will be contacted directly by telephone if a child is considered a close contact.

## **Special Education and Related Services**

### **Self Contained classes**

Students in special classes will continue the programs of study as identified in their IEPs including related services. Students participating in a general education classroom for primary instruction will continue to do so as documented in the IEP.

Students in Out of District placements will continue to follow the schedule of their designated school.

Behavioral and therapeutic services will continue for students who have the service identified in the IEP or as part of their special education program.

## **Special Education - Mainstreamed students, In-class Resource, Pull Out Resource**

Students who are mainstreamed, have in-class resource and/or pull-out resource services will continue to receive special education services in the general education setting.

## **Related Services - OT,PT, Speech, CST**

Related service providers will continue to provide services as specified in IEPs.

## **IEP Meetings**

IEP meetings will be held both in person and virtually as agreed upon by the parent and the case manager.

## **Incorporation of IEP/504 Accommodations**

The District remains committed to providing meaningful access for all students including our students with disabilities. This includes providing a free and appropriate public education while recognizing the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services to these students. Students eligible for special education and related services or those with 504 plans will receive needed accommodations, supports and services outlined in these plans, to the maximum extent possible. Special education staff work with general education teachers on accommodations and modifications to assignments to ensure access to the general education curriculum. As appropriate, special education staff will provide instruction in areas identified within the student's IEP. Related Services such as Speech and Language Therapy, Occupational Therapy, and Physical Therapy will continue to provide services as specified in students' IEPs.

## **ESL Services**

Students will continue to receive services based on language development and acquisition levels from the ESL teacher.

## **Meals Access**

- Breakfast will be served Monday through Friday.
  - Building principals will share specific details of the meal distribution procedures for individual schools.
- Lunch will be served Monday through Friday.
  - Building principals will share specific details of the meal distribution procedures for individual schools.
  - Students may pack a lunch to bring with them.
- The community feeding waiver from the US Department of Agriculture has been extended through the 2021-2022 academic year. We will be able to distribute meals for all students without payment. Some limited ala carte items will be available for purchase.
- ALL FAMILIES are encouraged to complete Free and Reduced Meal applications, which may be found and completed [here](#).
- Students may bring a reusable water bottle with them to school.

## **School Aged Child Care (SACC)**

SACC, School-Age Child Care, offers before and after school programs for the children attending one of the K-5 schools in the district. Registration closed on June 1st. Complete this link to be added to the waitlist:

<https://signnow.com/s/yPBFzaxV>

Additional details about SACC are available on the District [website](#).

## **School Trips**

Approval for field trips will be determined on a trip by trip basis and will be considered based upon the community health status at the time of the trip.

Staff members will complete and submit the appropriate paperwork, adhering to appropriate time frames for review and consideration.

When we are in the High Risk (Red) category on the COVID-19 Activity Level Index (CALI) Report the following protocols will be in effect while we are in the High Risk category:

1. Field trips will be suspended while in the High Risk (Red) category.

## **Visitors to Schools**

Safety and security protocols will continue to be in place at all District facilities. There will be limited access for visitors to school buildings. This includes PTA, Art Goes to School, Bookmates, Assemblies. Meetings (504, IEP, guidance, etc) will be held both in person and virtually. Outside organizations will be able to use buildings or facilities after receiving approval following the submission of the appropriate forms. Building principals will share specific guidelines to families regarding contacting the school, dropping off/picking up materials, etc. Visitors are required to follow all mitigation guidelines in place for the district.

When we are in the High Risk (Red) category on the COVID-19 Activity Level Index (CALI) Report the following protocols will be in effect while we are in the High Risk category:

Visitors to Schools

1. There will be no access for visitors to school buildings. Meetings (504, IEP, guidance, etc) will be held in a virtual format. Building principals will share specific guidelines to families regarding contacting the school, dropping off/picking up materials, etc.

## **Science Labs**

Hands on science labs will be conducted. Appropriate accommodations will be made by the classroom teacher in preparing for and implementing each lab.

## **District Assessments and Standardized Testing**

The NJDOE will administer the Start Strong assessments in Fall 2021 to all students in English language arts (ELA) grades 4-10, Mathematics grades 4-8, Algebra I, Geometry and Algebra II, and in Science grades 6, 9, and 12. Start Strong assessments are shorter in length than the NJSLA, and will be administered in person, statewide, during the testing window of September 13, 2021 to October 22, 2021. It is expected that NJSLA will be administered in Spring of 2022, but the state has not yet released the schedule. Information about Fall Start Strong assessments and Spring NJSLA will be shared when made available. Information about the PSAT exams scheduled for Wednesday October 13, 2021 can be found at [www.collegeboard.org](http://www.collegeboard.org).



## **Athletics**

As a New Jersey State Interscholastic Athletic Association (NJSIAA) member school district, Cherry Hill Public Schools is following the NJSIAA protocols and procedures for the 2021-2022 school year. High school sporting activities under the jurisdiction of the New Jersey Interscholastic Athletic Association (NJSIAA) must abide by NJSIAA protocols, which shall consider NJDOH guidance. This “Guidance for Sports Activities” published by the New Jersey Department of Health (NJDOH) is intended to guide organizations that oversee sports activities as they resume operations to ensure the health and safety of staff, participants, and their families. The Guidance addresses skill-building drills and team-based practices as described in the Centers for Disease Control and Prevention (CDC) Guidance on Youth Sports. NJDOH also encourages organizers to keep informed of guidance from the CDC, which may change regularly. Note that this document does not apply to sports-related activities during school hours, such as physical fitness classes, which continue to be guided by Executive Order No. 175 and related guidance materials from the Departments of Education and Health.

<https://www.njsiaa.org/sites/default/files/documents/2021-07/njdoe-guidance-for-sports-activities-5-28-21.pdf>

- *The public health data on which this document is based can and do change frequently.*

When the COVID-19 risk level of community transmission is Very High [Red], the district will conduct COVID-19 screening testing of students and staff, regardless of vaccination status, twice weekly for participation in all extracurricular activities.

When the CALI Index changes to orange [high], then students who are not fully vaccinated and participating in higher-risk sports (sports that involve close, sustained contact between participants) or higher-risk extracurricular activities (activities in which increased exhalation occurs, such as activities that involve singing, shouting, band, or exercise, especially when conducted indoors without a mask) must be tested twice per week. Students participating in lower-risk sports who are not fully vaccinated must be tested at least once per week.

When the CALI Index changes to yellow [moderate], or green [low] then students who are not fully vaccinated and participating in all sports and higher-risk extracurricular activities (activities in which increased exhalation occurs, such as activities that involve singing, shouting, band, or exercise, especially when conducted indoors without a mask) must be tested at least once per week.

When we are in the High Risk (Red) category on the COVID-19 Activity Level Index (CALI) Report the following protocols will be in effect while we are in the High Risk category:

1. Athletic events will continue, however there will a limit of 2 spectators per player.

## **Performing Arts and other School Based Events**

Masks (made of appropriate material\*) will be utilized by all performers except wind players where the instrument itself will be masked. Wind Players may have a normal mask around the neck when playing the instrument which should be used to cover the mouth when not playing. NOTE: Flutes and Recorders do not need any covering as they do not generate aerosols. Indoor rehearsal time will be limited to 50 minutes\*\* followed by one air exchange

before resuming. Students will be socially distanced at a distance of three feet (measured center of seat to center of seat) when possible. **Proper hygiene and ventilation strategies will be a priority at all times.**

When we are in the High Risk (Red) category on the COVID-19 Activity Level Index (CALI) Report the following protocols will be in effect while we are in the High Risk category:

1. All school based events (i.e. concerts, Open Houses, etc...) scheduled for in person must be postponed or conducted virtually.

## **Physical Education**

Students will fully participate in Physical Education (PE) class including the sharing of equipment. Students should come to school dressed to participate in PE class as locker rooms will not be used. PE teachers will utilize the outdoors whenever it is feasible to do so. When indoors, teachers will engage students in relevant activities while emphasizing proper hygiene and safety. Students will be expected to sanitize their hands prior to and after all activities. Teachers will ensure that shared supplies are sanitized after use. **Proper hygiene and ventilation strategies will be a priority at all times.**

## **Attendance**

Student attendance will be taken daily at every school and by class periods at the middle and high schools. Attendance will be reflected in the Genesis Student Management System.

## **Communication**

**Between schools and families** - Google Classroom, Blackboard and Genesis Parent Portal are the best ways for families to keep up to date on their children's learning material, assignments, grades, schedule, and school updates. Teachers communicate via email, phone, and/or videoconferencing, depending on circumstances and need. Email is an efficient way to communicate with teachers. Families are encouraged to check their email regularly for communication from their school and the district.

**Between the district and community** - The district website will serve as the primary location for storing information related to the WE Return to Learn Plan and the reopening of schools. The district website, [www.chclc.org](http://www.chclc.org), provides access to all 19 schools.

## **Technology Support**

Students and families can request technical assistance by submitting an email to [studentsupport@chclc.org](mailto:studentsupport@chclc.org). When emailing for technical support, please provide the following information:

Your first and last name, phone number, child's first and last name, child's ID number, and a detailed description of the problem.

Teachers and staff can request technical support by completing a Request for Service (RFS) in the CHPS Staff Center. Please complete the RFS form in its entirety and provide a detailed description of the problem.

If students need a device or internet connectivity, please send an email to [studentsupport@chclc.org](mailto:studentsupport@chclc.org). The devices will allow access to a keyboard enabled device and which students require district support in achieving internet connectivity for their home. Devices will be distributed to all students who request them. Internet support will be provided through internet providers or mobile wifi devices to be distributed to families. Any students whose situation changes may contact the building principal or the technical assistance email address listed above to make

a new request to borrow a device.

***All families are required to have a completed Technology Chromebook Loaner Agreement 2021-2022 on file to receive a school issued device or hot spot.***

## **Devices**

If students have a district issued device they must bring the device with them to and from school. We are not a 2:1 district. Students who do not have a district issued device will be provided with a device at school.

## **Parent University**

To ensure that parents, guardians, caregivers, and those who have supported students during these unprecedented times are equipped to manage learning within an in-person/hybrid/ remote learning environment, we will be providing Parent Education Courses. The courses will be pre recorded and available online. The courses will be facilitated by the District Technology Coach. The courses will be posted beginning in September.

## **Pandemic Response Teams**

The Director of Operations will chair the district's Pandemic Response Team and will report directly to the Superintendent.

Pandemic Response Teams will continue to meet at all 19 schools. The Pandemic Response Team members will include: School Principal, Child Study Team Member, School Counselor, School Nurse, Member of the School Safety Team, Teachers, Head Custodian, Parent, student (at the high school level). The school based teams will report out to the district level team.

## **Transportation**

Transportation will be provided for all students who are eligible to receive transportation as established by the guidelines of [Policy 8600 - Transportation](#) and [Policy 8670 - Transportation of Special Needs Students](#).

Students MUST wear a facial mask at the bus stop.

All bus drivers, bus aides and students MUST wear a facial mask at all times while on the school bus. The District will provide masks to bus drivers in the event a student does not have one.

All routes will have assigned seating. Siblings or members of the same household will be seated together. Students are to remain in their assigned seats for the duration of their time on the bus. Assigned seats will not be maintained on late bus runs, however, a roster of students on the bus will be taken.

Bus windows will be cracked open for additional ventilation on all routes.

All high touch areas on the bus will be sanitized between routes and all busses will be completely sanitized each evening.

## **Facilities Cleaning Practices**

A revised cleaning procedure manual has been developed for use in all district facilities. This comprehensive

manual establishes schedules for increased clearing and disinfection, including targeted cleaning of high touch surfaces and objects. A sanitization schedule for restrooms will be used and there is a monitoring checklist that will be reviewed by supervisory staff.

The enhanced cleaning and disinfection protocols established for the 2020-2021 academic year will remain in place for the 2021-2022 academic year.

### **Cleaning and Disinfection**

- The District will continue its COVID cleaning protocols which includes daily traditional cleaning methods and the use of disinfecting/sanitizing misters for enhanced cleaning.
  - All District buildings will be cleaned daily in accordance with established custodial protocols and checklists.
  - All District buildings will be disinfected with misters after daily cleaning is completed.
  - Quality control will be maintained by the night time custodial supervisory staff using on site inspections and checklists.
  - At least twice daily, disinfecting misters will be used on high touch surfaces such as entrances, vestibules, door handles, nurse's offices, alternate nurse's offices, locker rooms and bathrooms.
  - Disposable sanitizing wipes will be available in all classrooms for wipe downs in between classes. They must be disposed of properly and not flushed in toilets.
  - Cafeteria tables and chairs and serving areas will be cleaned and sanitized in between each meal service.
  - High touch areas on buses will be disinfected in between District routes.
  - Playground equipment will be disinfected with misters at least once daily.
  - Use of shared items that cannot be cleaned or disinfected is discouraged.

### **Ventilation**

- The District will continue to maintain its HVAC equipment in accordance with manufacturer's guidelines and adhere to its Indoor Air Quality Plan.
  - Filters in unit ventilators and other HVAC equipment, that conform to the manufacturer's specifications, will be changed quarterly. Filter logs will be maintained.
  - Portable air purifiers will be placed in classrooms, instructional spaces, and offices for September of 2021.
  - Weather permitting, screened windows can be opened as long as indoor air temperature is maintained between 68 and 79 degrees.
  - In excessive heat, if air conditioners are cooling the room, the windows will remain closed.
  - Rooms with window air conditioning units can be used in fan only mode during cooler months.
  - All fresh air dampers located in unit ventilators will be open to the maximum to allow the most outside air mixture while maintaining indoor temperature, while not exposing the unit coils to freezing or allowing excessive humidity into the room.
  - HVAC Systems will run in the evening and on weekends to maximize air circulation.
  - The District is evaluating school building HVAC rooftop units, split systems, chillers and cooling towers for replacements, using ESSER and ARP funds.
  - A tentative bond referendum is in the planning stages to address univents (original to the buildings) and other HVAC equipment throughout the District.

### **Cleaning and disinfecting after notification of a confirmed case of COVID-19**

- As long as routine cleaning and disinfecting have been done regularly (at least daily), additional cleaning measures are not necessary unless the COVID-19 positive person is in school on the day school officials are notified of the positive test. Depending on when the person with COVID-19 was last on site, it may be difficult to know what areas they were in and what objects or surfaces they may have touched after they

became sick.

- If an individual becomes ill with COVID symptoms and meets COVID-19 exclusion criteria while in school (refer to COVID-19 Regional Risk Matrix):
  - Cleaning staff should clean and disinfect all areas used by the ill person such as offices, classrooms, bathrooms, common areas, and shared electronic equipment (like tablets, touch screens, keyboards, remote controls), focusing especially on frequently touched surfaces.
  - Once the area has been appropriately disinfected, it can be opened for use.

## **Diagnostic and Screening Testing**

All students and staff members are required to [screen at home](#) before leaving for school every day. Students who are sick should not attend school.

Do you have any of these symptoms that are not caused by another condition?

<b><u>Category A</u></b>		<b><u>Category B</u></b>	
Chills	Sore Throat	Fever (100.0 or higher)	Shortness of breath
Rigors (shivers)	Nausea	Vomiting	Difficulty breathing
Myalgia (muscle aches)	Fatigue	Diarrhea	New loss of smell
Headache	Congestion or runny nose	Cough	New Loss of taste

- Students and staff should stay home if they:
  - Have tested positive (viral test) for COVID-19.
  - Are sick.
  - Are not fully vaccinated and have had close contact with a person with COVID-19 in the past 14 days
- Students who are sick should not attend school in-person. If **two or more** of the fields under **Category A** are checked off OR at least **one** field under **Category B** is checked off, please keep your child home, notify their health care provider for additional guidance, and follow up with your school. For students with chronic illness, only new symptoms, or symptoms worse than baseline, should be used to fulfill these criteria
- Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms?
  - Contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on)
    - **Exception: In the K–12 indoor classroom 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.**
- Have you had a positive COVID-19 test for an active virus in the past 10 days?
- Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
- Any student or staff member who is exhibiting possible symptoms of COVID-19 will be sent to the nurse's office for additional screening and continuous monitoring of symptoms. Each school will have a medical isolation space for any student or staff member who is exhibiting possible symptoms of COVID-19. The individual will be monitored by the nurse and will be required to leave the school facility to see their primary care physician.

- Any positive report of a case of COVID-19 for a student or a staff member will immediately be reported to the school nurse. The school nurse will notify the Camden County Department of Health and will follow the direct guidance from the Department of Health regarding next steps.
- **Unvaccinated siblings of a student who has symptoms and meets COVID-19 Exclusion Criteria should be excluded from school until the symptomatic individual receives a negative test result. If the symptomatic individual tests positive, the sibling will need to quarantine.**
- **Unvaccinated individuals who have been diagnosed with COVID-19 in the past 90 days do NOT need to be excluded from school if: 1) they have engaged in domestic and/or international travel; or 2) if they have had close contact with someone with COVID-19 and are asymptomatic.**

### **Efforts to provide vaccinations to educators, other staff, and students, if eligible**

- The Human Resources Office worked with Rite Aid Pharmacy and the Camden County Department of Health to schedule staff members for their vaccinations, at local Rite Aids and at the Camden County Megasite in Blackwood.
- Students, 16 years of age and older, were provided the opportunity to be bused from HS East and HS West to the Burlington County Megasite to be vaccinated.
- Vaccination Clinics, for students above the age of 12, were held at:
  - Carusi Middle School on May 26, 2021 and June 16, 2021
  - Beck Middle School on May 28, 2021 and June 18, 2021
  - Barton Elementary School on July 28, 2021
  - Beck Middle School on July 29, 2021
 Clinics are currently scheduled for:
  - Barton Elementary School on August 18, 2021
  - Beck Middle School on August 19, 2021
- The Human Resources Department will continue efforts to provide available opportunities for staff and students to be vaccinated during the 2021 - 2022 academic year.

### **Travel Guidelines**

**Please see below for the quarantine recommendations for students who have traveled. The quarantine guidelines listed below must be observed prior to returning to school and or sports. Please contact your school nurse for more information. Please be advised that these recommendations are subject to change. Refer to the links listed below for the most updated information.**

#### **Domestic Travel Guidelines:**

<https://covid19.nj.gov/forms/njtravel>

New Jersey has lifted travel restrictions for vaccinated individuals, but continues to follow the CDC quarantine guidelines for unvaccinated individuals:

Travelers should consider getting tested with a viral test (not an antibody test) 1-3 days before the trip and again 3-5 days after the trip.

- If travelers test positive, they must self-isolate for at least 10 days and postpone travel during that time.
- If travelers test negative, they must quarantine for a full 5 days after travel.
- If testing is not available (or if the results are delayed), travelers must quarantine for 10 days after travel.

You no longer need to quarantine or get tested before/after domestic travel if you are fully vaccinated or have recovered from COVID-19 in the past three months, meaning:

- Age 12 and older and have received ALL recommended vaccine doses
- Age 5-11 and completed the primary series of COVID vaccines.

- Had confirmed COVID within the last 90 days (tested positive using a viral test).

Please note that for international travel, the federal requirement for testing upon return to the United States still stands for both unvaccinated and fully vaccinated travelers – additional details are listed below.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

## **Preparing for Illness**

Schools should ensure that procedures are in place to identify and respond to when a student or staff member becomes ill with COVID-19 symptoms.

- Closely monitor daily reports of staff and student attendance/absence and identify when persons are out with COVID-19 symptoms.
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- Designate an area or room away from others to isolate individuals who become ill with COVID-19 symptoms while at school.
  - An area separate from the nurse's office would be ideal for the isolation area so the nurse's office can be used for routine visits such as medication administration, injuries and non COVID-19 related visits.
  - Ensure there is enough space for multiple people placed at least 6 feet apart.
  - Ensure that hygiene supplies are available, including additional cloth masks, facial tissues, and alcohol-based hand sanitizer.
  - School nurses should use Standard and Transmission-Based Precautions based on the care and tasks required.
  - Staff assigned to supervise students waiting to be picked up do not need to be healthcare personnel and should follow social distancing guidelines.

## **COVID-19 Symptoms**

Those at increased risk to contract COVID-19 include:

- Older adults
- People who have serious chronic medical conditions like:
  - Cancer
  - Chronic kidney disease
  - COPD
  - Immunocompromised state from solid organ transplant
  - Obesity (body mass index of 30 or higher)
  - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
  - Sickle cell disease
  - Type 2 diabetes

Signs and symptoms of COVID-19 in children may be similar to those of common viral respiratory infections or other childhood illnesses. The overlap between COVID-19 symptoms and other common illnesses means that many

people with symptoms of COVID-19 may actually be ill with something else. This is even more likely in young children, who typically have multiple viral illnesses each year. Individuals with COVID-19 have had a wide range of symptoms reported – ranging from mild to severe illness. There is not a single symptom that is uniquely predictive of a COVID-19 diagnosis. A COVID-19 viral test is needed to confirm if someone has a current infection. Symptoms may appear 2-14 days after exposure to the virus and include the following:

- Fever or chills;
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting;
- Diarrhea.

### **Parents should not send students to school when sick.**

School staff have plans to isolate students with overt symptoms of any infectious disease that develop during the school day. For school settings, CDC recommends that students and staff with the following symptoms be promptly isolated from others and excluded from school:

- 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;
- **OR**
- At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder.
- If you are exhibiting the above symptoms it is recommended that you follow up with your healthcare provider. Do not come to school sick. The nurse is not at liberty to make a medical diagnosis.
- **For students with chronic illness, only new symptoms, or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.**

### **When Illness Occurs Within the School Setting**

Regardless of vaccination status, if a student or staff experiences COVID-compatible symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, and tested for SARS-CoV-2.

Children and staff with COVID-19 symptoms will be placed away from others and asked to wear a face covering/mask until they can be sent home. Per state policy, all students' (age 2 and older) noses and mouths should be covered with a mask or cloth face covering. If a mask is not tolerated by the ill student or staff member due to their illness, other staff should be sure to adhere to the universal face covering policy and follow social distancing guidelines (6 ft. away).

- Ask ill student (or parent) and staff about potential exposure to COVID-19 in the past 14 days:



- Close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Travel to an area with a high level of COVID-19 transmission
  - International travel advisory:  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>
- Individuals will be sent home and referred to a healthcare provider for evaluation on whether testing is needed. Testing for COVID-19 is recommended for persons with COVID-19 symptoms.
  - If COVID-19 risk is low (or COVID-19 Regional Risk Matrix, green), ill individuals without potential exposure to COVID-19 will follow the NJDOH School Exclusion List. No public health notification is needed UNLESS there is an unusual increase in the number of persons who are ill (over normal levels), which might indicate an outbreak.
  - If ill students have potential COVID-19 exposure OR if COVID-19 risk is moderate or high (COVID-19 Regional Risk Matrix, yellow or orange), they will be excluded according to the COVID-19 Exclusion Criteria.
- **For students with chronic illness, only new symptoms, or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.**
- Schools will notify the Local Health Department when students or staff are ill and have potential COVID-19 exposure, are ill when COVID-19 risk level is high (orange), or when they see an increase in the number of persons with compatible symptoms. Schools will be prepared to provide the following information when consulting with the LHD:
  - Contact information for the ill persons;
  - The date the ill person developed symptoms, tested positive for COVID-19 (if known), and was last in the building;
  - Types of interactions (close contacts, length of contact) the person may have had with other persons in the building or in other locations;
  - Names, addresses, and telephone numbers for ill person's close contacts in the school;
  - Any other information to assist with the determination of next steps.
- Clean and disinfect all areas used by the person who is sick as outlined in the cleaning and disinfection section, including the isolation area within 24 hours. Once the area has been appropriately disinfected, it can be opened for use.
- Notify the school community as per school protocol.

## **When Someone Tests Positive for COVID-19**

Schools will communicate to parents and staff the critical importance of notifying school authorities if they test positive for COVID-19. Schools will notify the Local Health Department and provide the following information, where available:

- Contact information for the person(s) who tested positive for COVID-19;
- The date the COVID-19 positive person developed symptoms (if applicable), tested positive for COVID-19 (if known), and was last in the building;
- Types of interactions (close contacts, length of contact) the person may have had with other persons in the building or in other locations;
- Names, addresses, and telephone numbers for ill person's close contacts in the school;
- Any other information to assist with the determination of next steps. As long as routine cleaning and disinfecting have been done regularly (at least daily), additional cleaning measures are not necessary unless the COVID-19 positive person is in school on the day school officials are notified of the positive test.

- Notify the school community as per school protocol.

## **COVID-19 Illness and Test Result Scenarios**

**Standard exclusion criteria:** If ill individuals have been given an alternate diagnosis by a healthcare provider, they will follow the [NJDOH School Exclusion List](#).

### **COVID-19 exclusion criteria:**

Students regardless of vaccination status, who test positive or individuals with COVID19 symptoms who have not been tested and do not have an alternative diagnosis from their healthcare provider will:

- Stay home for at least 5 full days after the onset of symptoms or if asymptomatic after the positive test (first day of symptoms is day 0; if asymptomatic, day the test was performed is day 0).
- If they have no symptoms or symptoms are resolving after 5 days and are fever-free (without the use of fever-reducing medication) for 24 hours, they can leave their home and will:
  - Wear a mask when around others at home and in public (indoors and outdoors) for an additional 5 days. For these additional 5 days, schools will have a plan to ensure adequate distance during those activities (i.e., eating) when mask-wearing is not possible. Time without mask being worn should be kept to minimum possible.
  - On days 6-10, limit participation in extracurricular activities to only those activities where masks can be worn consistently and correctly.

Students returning on days 6-10 will eat in a separate space and maintain social distance from other students while eating in compliance with NHDOH guidance. Parents must acknowledge and agree to this requirement in writing prior to the student's return. Students who are not compliant will be returned to virtual instruction until the isolation window has closed.

**An alternate diagnosis (including a positive strep test or influenza swab) without a negative COVID-19 test is not acceptable for individuals who meet COVID-19 exclusion criteria to return to school during periods of moderate, high, or very high community transmission.**

**Exception: During periods of [low community transmission](#) (green), ill individuals with COVID-19 compatible symptoms who are not tested and do not have a known COVID-19 exposure may follow [NJDOH School Exclusion List](#) to determine when they may return to school.**

CDC recommends an isolation period of at least 10 and up to 20 days for people who were severely ill with COVID-19 and for people with weakened immune systems. See Overview of COVID-19 Isolation for K-12 Schools for additional details.

### **COVID-19 exclusion criteria for close contacts:**

Exposed close contacts who have no COVID-19 compatible symptoms in the following groups should be excluded from school:

- Persons who are not fully vaccinated.

Exception – schools who are using a “Test to Stay” protocol may allow asymptomatic close contacts to return to in-person academic activities immediately so long as the contacts follow the protocol.

For determining a school-based close contact to a COVID-19 case:

- Individuals would be considered exposed during the period between 2 days prior to symptom onset (or positive test date if asymptomatic) and 5 days after.
- Individuals would NOT be considered exposed during the case's additional precaution period at day 6-10).

During quarantine, students and staff should follow recommendations and additional precautions outlined in DOH Recommended Isolation and Quarantine Timeframes for Non-Healthcare Settings regarding staying home, travel, and testing.

Exposed close contacts who have no COVID-19 symptoms in the following groups do not need to be excluded from school:

- Age 12 or older and have received recommended vaccine doses
- Age 5-11 years and completed the primary series of COVID-19 vaccines.
- Had confirmed COVID-19 within the last 90 days (tested positive using a viral test).

Everyone should:

- Wear a well-fitting mask around others for 10 days from the date of their last close contact with someone with COVID-19 (the date of last close contact is considered day 0).
- Get tested at least 5 days after having close contact with someone with COVID-19 unless they had confirmed COVID-19 in the last 90 days and subsequently recovered.
- Monitor for fever (100.4°F or greater), cough, shortness of breath, or other COVID-19 symptoms for 10 days after their last exposure.
- On days 6 through 10, limit participation in extracurricular activities to only those activities where masks can be worn consistently and correctly.

If any close contact experiences symptoms (regardless of vaccination status), they should isolate themselves from others, be clinically evaluated if indicated, and get tested for COVID-19.

### **Exceptions for household contacts:**

In all risk levels, students and staff who meet the criteria for quarantine and who are household members of a student/staff member with COVID-19 compatible symptoms that meets COVID-19 Exclusion Criteria should be excluded from school until the symptomatic individual receives a negative test result. If the ill person is not tested but an alternative diagnosis is established after clinical evaluation, household contacts can return to school.

Household contacts who can't isolate away from a household member with COVID-19 should start their quarantine period on the day after the household member would have completed their 10-day isolation period, UNLESS the household member is able to consistently wear a well fitted mask in the household through day 10, in which case the quarantine period would start on the day after the household member completes their 5-day isolation period.

In response to symptomatic students who have not undergone testing AND who have no known exposure to COVID-19, schools should not identify and exclude their close contacts from school. COVID-19 testing is strongly encouraged so this determination can be made.

Schools serving medically complex or other high-risk individuals should use a 10-day exclusion period for the exclusion of these individuals or those who work closely with them when identified as close contacts.

**Outbreaks:** While schools must report single cases to their Local Health Department, the Local Health Departments will work with schools to determine if there is an outbreak. An outbreak in school settings is defined as two or more laboratory-confirmed COVID-19 cases among students or staff with onsets within a 14-day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.

## **Closure**

COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools *Updated March 23, 2021*

As schools transition to in-person instruction, they should consider how best to structure educational services to minimize risk to staff and students in line with the New Jersey Department of Education (NJDOE)'s "The Road Back: Restart and Recovery Plan for Education" guidelines and Executive Order 175. The CDC's School and Child Care Programs page provides various resources and recommendations for school operations and is meant to supplement, not replace, any state or local health and safety laws, rules, and regulations with which schools must comply. This guidance document outlines NJDOH COVID-19 public health recommendations for school settings and is intended for use by local health departments (LHDs). This guidance is based on what is currently known about the transmission and severity of COVID-19 and is subject to change as additional information is known. Please check the NJDOH, NJDOE and CDC websites frequently for updates

**Period of closure:** After switching to remote learning due to high levels of viral transmission in the school or local geographic community, districts or schools should wait a minimum of 14 days before bringing any students back for in-person learning. This timeframe is sufficient so that most people in the school community who will develop symptoms as a result of a school exposure could be identified and self-isolate, as appropriate.

**COVID-19 Exclusion Table [Link](#)**



**Exclusion criteria for persons with COVID-19, COVID-19 compatible symptoms and close contacts <sup>1</sup>**

	<b>Low Risk</b>	<b>Moderate Risk</b>	<b>High Risk</b>	<b>Very High Risk</b>
COVID-19 positive (viral test), symptomatic or asymptomatic	<p>Exclude according to COVID-19 exclusion criteria</p> <p>Identify and exclude unvaccinated school based close contacts</p>			
<p><a href="#">COVID-19 - compatible symptoms</a> but not tested for COVID-19</p>	<p>If no potential exposure to a COVID-19 case in the last 5 days, individual can follow <a href="#">NJDOH School Exclusion List</a></p> <p>If person has potential exposure to COVID-19 in the last 5 days, exclude according to <a href="#">COVID-19 exclusion criteria</a></p>	<p>If no potential exposure to a COVID-19 case in the last 5 days AND has an alternative diagnosis from a healthcare provider, follow <a href="#">NJDOH School Exclusion List</a></p> <p>If no potential exposure to a COVID-19 case in the last 5 days but without an alternative diagnosis from a healthcare provider, exclude according to <a href="#">COVID-19 exclusion criteria</a></p> <p>If person has potential exposure to COVID-19 in the last 5 days, exclude according to <a href="#">COVID-19 exclusion criteria</a></p>		
<p><a href="#">COVID-19 - compatible symptoms</a> and negative COVID-19 test (viral test)</p>	<p>Follow <a href="#">NJDOH School Exclusion List</a></p> <p>Symptomatic individuals with high likelihood of COVID-19 (i.e., who are close contacts of a confirmed case or who have had suspected exposure to a person with COVID-19 AND who meet the criteria for quarantine AND have not had COVID-19 in the past 3 months) who test negative by rapid antigen test should undergo confirmatory testing with molecular test (i.e. RT-PCR).</p>			
<p>Close contact of staff or student with COVID-19</p>	<p>Close contacts who meet the criteria for quarantine should be excluded for 5 days<sup>4</sup> from date of last contact.</p>			

# 2021-2022 School Calendar

The [2021-2022 school calendar](#) is in effect, and thus weekends, holidays, and Winter Break (December 24-January 4) will occur as scheduled.

## CHERRY HILL PUBLIC SCHOOLS 2021-2022 CALENDAR

SEPTEMBER 2021						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

FEBRUARY 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

### September (15 Student Days)

- 2,3 Full Day Teacher in-service
- 6 Labor Day
- 7,8 Schools Closed
- 9 Students report—1st Day
- 16 Early Dismissal—Elementary Only
- Schools Closed

OCTOBER 2021						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### October (20 Student Days)

- 11 Full Day Teacher in-service

### November (18 Student Days)

- 4, 5 NJEA Convention
- 25,26 Thanksgiving Recess

NOVEMBER 2021						
S	M	T	W	TH	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

APRIL 2022						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December (17 Student Days)

- TBD Early Dismissal Elementary & Middle School Conferences
- 24 - 31 Winter Recess

DECEMBER 2021						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY 2022						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### January (20 Student Days)

- 1 Winter Recess
- 17 Martin Luther King's Birthday

JANUARY 2022						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2022						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### February (18 Student Days)

- 1 Full Day Teacher in-service
- 21 Presidents' Day

### March (23 Student Days)

### April (15 Student Days)

- 15-22 Spring Break

### May (21 Student Days)

- 30 Memorial Day

### June (15 Student Days)

- 17 Schools Closed
- 22 Graduation – East
- 22 Graduation – West
- 22 Last Day of School
- 23 Full Day Teacher in-service

### 182 Student Days/187 Teacher Days

### Inclement Weather Make Up Days:

- Feb 21st
- April 22nd
- April 21st
- April 20th

[Revised 6/30/2021]

If additional days are needed for either students and/or staff, they will be added to the end of the school year accordingly.

- No classes on days that are shaded.
- Circle indicates early dismissal for all students and staff.
- Last three days of school are early dismissal for elementary & middle schools. Schools will provide details.
- Early dismissal times: Grades Pre-K-5: 1pm; Grades 6-8: 12:15 pm; Grades 9-12: 11:45 am.

This calendar is subject to change! Check the district website ([www.chlc.org](http://www.chlc.org)) for updates.

# Contingency Plans

*If directed by an Executive Order from the Governor or a written directive from the New Jersey Department of Health/Camden County Department of Health, the Cherry Hill School District will be prepared to transition to:*

**Emergency Virtual or  
Remote Instruction**

**Emergency Virtual or Remote  
Instruction Plan**

**2021-2022**

***Adopted October 26, 2021***



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## **Ensuring Continuity of Educational Services**

The information detailed in the following plan has been outlined in a manner to ensure that the Cherry Hill Public School District (CHPS) follows P.L. 2020, Chapter 27. As such, the district is required to delineate a plan to move to virtual/remote learning, if we are required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure. Under this plan, a day of virtual or remote instruction commensurate with in-person instruction will count towards the district's 180-day requirement.

It is the intention of CHPS to provide learning opportunities commensurate with in-person learning including related services to the extent possible during these times of emergency closure. This plan may be implemented for all schools simultaneously or independently depending on the nature of the circumstances. The plan was developed by the CHPS administrators in conjunction with the Road Forward Committees. The plan was designed to reflect the unique and specific needs of the schools across the district (i.e. elementary schools, middle schools, and high schools). The plan will be posted on the district's website and will be readily accessible.

## **NJDOE Mandated Items**

### **Internet Access and Technology Availability**

Cherry Hill Public Schools is committed to ensuring that all students have access to the technology and resources needed to participate in full virtual learning. As such, all students will have access to a Chromebook to be used while participating in full virtual learning. The district will take the appropriate steps to ascertain the availability of students' access to technology and we will provide support for families in need of Internet access by providing a device to enable all children to learn while in a virtual setting.

If students need a device or Internet connectivity, they are directed to send an email to [studentsupport@chcl.org](mailto:studentsupport@chcl.org). Devices will be distributed to all students who request them. Internet support will be provided through Internet providers or mobile Wi-Fi devices to be distributed to families. Any students whose situation changes may contact the building principal, or the technical assistance email address listed above to make a new request to borrow a device.

### **Meal Access and Availability**

Cherry Hill Public Schools participates in the National School Breakfast and Lunch Programs. This year, all students are provided with a breakfast and lunch free of charge. The district will continue to provide students with access to meals in the event of closure. Meals will be made available for pick up at multiple locations throughout the district. These meals will consist of several breakfast and lunch items to be consumed throughout the course of the week. In the event of closure, the district will explore additional strategies and methods to increase the availability of meals to students.

### **Length of a Virtual or Remote Instruction Day**

The length of the virtual or remote instructional day will vary by age and grade level. Students will engage in synchronous live instruction daily with teacher support. Upper elementary and secondary students may also have asynchronous projects and tasks assigned as well. Teachers will communicate specifics regarding daily student class schedules. Students are strongly encouraged to have their camera on during live instruction. This allows for the teacher to sufficiently engage students in the instructional process. More importantly, it allows teachers to properly respond to student confusion when it occurs in the interest of clarifying their understanding.

### **Barclay School Remote Learning Schedule**

Students will participate in live instruction daily with the teacher. Teachers and parents will work collaboratively to determine when the student needs to log on for live classes.

Monday	Tuesday	Wednesday	Thursday	Friday
PLC for Teachers 8:15 - 8:45	PLC for Teachers 8:15 - 8:45	PLC for Teachers 8:15 - 8:45	PLC for Teachers 8:15 - 8:45	PLC for Teachers 8:15 - 8:45
In School AM – 9 -11:30 PM- 1 - 3:30 Full Day – 9:00 – 2:30	In School AM – 9 -11:30 PM- 1-:30 Full Day – 9:00 – 2:30	In School AM – 9 -11:30 PM- 1-3:30 Full Day – 9:00 – 2:30	In School AM – 9 -11:30 PM- 1-3:30 Full Day – 9:00 – –2:30	In School AM – 9 -11:30 PM- 1-3:30 Full Day – 9:00 –2:30

### Components of Schedule

- a. Full Class virtual meeting
  - o 20 - 30 minutes
  - o The full-class virtual meeting will include:
    - Content Introduction
    - Social-Emotional Health Check-ins
    - Relationship / Community Building Activities
    - Building and Maintaining the Classroom Community
    - Opportunities for Cooperative Learning
- b. Encore Classes
  - o 30 minutes
  - o Scheduled in accordance with established class schedules.
- c. Creative Curriculum/ AI's Pals (AI's Pals once per week)
  - o 30 minutes
- d. Conferring/Feedback/Small Groups/Conference with students and parents
  - o 30 minutes for ½ day; 90 minutes for full day students, including individual ABA up to 30 minutes daily
  - o Full day - Play goals 30 minutes per week
  - o Communicate with students and parents to support remote learning

### PLC Expectations

- o Teachers will confer with therapists, resource teachers, CST, and administrators. They will also analyze student performance data and conduct committee meetings.

### Instructional Design

- o An emphasis will be placed upon the use of visual techniques, such as Boom Cards, PowerPoints, interactive games, and multimedia.
- o Concepts taught during Large Group instruction will also be differentiated via small group lessons to meet the needs of the children.
- o Educational Assistants will aid via small group lessons, and 1:1 support.

## **Elementary School Remote Learning Schedule**

Elementary school students will participate in live streamed synchronous instruction daily. Students are strongly encouraged to have their camera on during live instruction. All students will attend the academic day from 9:00 am - 3:30 pm. This mirrors the traditional academic day and allows teachers to implement a variety of instructional

strategies. Time allocations for each content area/learning activity within the elementary daily schedule are designed to provide remote instruction that is reflective of grade level curriculum, while adhering to developmentally appropriate expectations for children ranging from kindergarten-5th grade. The instructional methods utilized will include direct instruction, guided instruction, guided practice, independent practice, small group instruction, and conferencing.

<b>Content Area/Activity</b>	<b>Kindergarten</b>	<b>Grades 1-2</b>	<b>Grades 3-5</b>
<b>Morning Meeting</b>	20 minutes min	20 minutes min	15 minutes
<b>Foundations</b>	30 minutes min	30 minutes min	N/A
<b>Reading</b>	Integrated ELA/Social Studies or Integrated ELA/Science- 45-60 minutes	30 minutes	45-60 min.
<b>Writing</b>	15-25 minutes	15 minutes	30 minutes
<b>Math</b>	30-40 minutes	35-40 minutes	45-60 minutes min. - Live whole group 15-25 min. - rotating small groups, ind. work
<b>Science/Social Studies</b>	Integrated into ELA	Science or Social Studies- 20-30 minutes	30 minutes min.
<b>I/E Intervention and Enrichment (no new instruction taught &amp; TAG)</b>	N/A	30 minutes	45 minutes (gr 3) 60 minutes (gr 4&5)
<b>Encore (following current schedule, unless adjustments needed to be made for district lunch period)</b>	40 minutes	40 minutes	40 minutes
<b>Lunch/Recess 12:00-1:00</b>	60 minutes	60 minutes	60 minutes

<b>Break</b>	30-40 minutes to occur throughout the day: *Breaks from screen time *Music/movement breaks *Bathroom *Snack	20-30 minutes to occur throughout the day *Breaks from screen time *Music/movement breaks *Bathroom *Snack	20 minutes to occur throughout the day
<b>End Of Day Closure</b>	10-15 minutes	5 minutes	3 minutes
<b>Rotating small group/1:1 (Math/Reading/Writing/IEP Goals)</b>	60 minutes min *All students will be scheduled by the teacher and receive 20-30 minutes of live instruction 2-3/week	60 minutes min *All students will be scheduled by the teacher and receive 20-30 minutes of live instruction 2-3/week	N/A

**Types of Remote Instruction**

<b>Direct and Guided Instruction</b>	This is a LIVE session where the teacher will be on Google Meet providing a lesson to students. The teacher will be instructing and explaining new grade specific content within a subject area. Teachers will be actively demonstrating and modeling skills and strategies, as well as guiding students through the process of understanding the new material. This is an opportunity for students to engage with the teacher and their classmates while learning new material. Students will have the opportunity to ask questions and receive feedback.
<b>Guided Practice</b>	This is a LIVE session where the teacher will be on Google Meet to guide students through the process of applying and practicing newly learned material. Teachers will prompt, observe, and provide feedback to students as they are asked to apply and practice new learning. The students will have the opportunity to practice the skills that were taught during direct and guided instruction. Students will have the opportunity to ask questions and receive feedback.
<b>Independent Practice</b>	This is an OFF-SCREEN time where the students will work independently on assignments following the direct instruction from the teacher. Students will be working on their own from a workspace at home. Teachers will communicate clear directions. The expectations for these assignments will be provided during live instruction and/or posted within Google Classroom. Students will complete the assignments and be asked to submit them to their teacher in a timely manner. These assignments must reflect the students work and will be used to provide evidence of student learning. The teacher will review the assignments and provide feedback.

	<p>These assignments will be used to help determine where students need support and for developing the next steps for instruction.</p>
<p><b>Small Group Instruction/ Conferring</b></p>	<p>This is a LIVE session where the teacher will be on a Google Meet providing an individualized lesson and/or conference with a small group of students. The instruction during this time will be individualized to target student needs within a subject area. Students will have the opportunity to ask questions and receive feedback.</p> <p>While the teacher works with small groups, the rest of the students in the class will be working independently OFF SCREEN on their daily assignments which will be posted in Google Classroom.</p> <p>Teachers will rotate small groups throughout the course of the week to meet with all students. Teachers will communicate their small group schedules in advance so that students know when to sign on for their LIVE small group/conferring session.</p>
<p><b>I/E Intervention and Enrichment</b></p>	<p>This is a LIVE session where the teacher will be on a Google Meet providing an individualized lesson and/or conference with small groups of students. The teacher will use this opportunity to review skills within a subject area and/or to provide enrichment that extends student learning based on previously learned information. Students will have the opportunity to ask questions and receive feedback.</p> <p>While the teacher works with small groups, the rest of the students in the class will be working independently OFF SCREEN on assignments that reinforce skills and those that extend their knowledge.</p> <p>Teachers will rotate small groups throughout the course of the week to meet with all students. Teachers will communicate their small group schedules in advance so that students know when to sign on for their LIVE small group/conferring session.</p>

**Middle School Remote Learning Schedule**

Middle school students will participate in live streamed synchronous instruction daily. Students will follow their regular class schedule (8 AM to 3 PM) with a scheduled break for lunch. Students will also complete assignments asynchronously. Students are strongly encouraged to have their camera on during live instruction.

There are various types of instruction that will occur throughout the school day during remote learning to intentionally balance and provide screen time that is developmentally appropriate for students. Students will be expected to engage in a combination of live sessions and off-screen tasks to ensure their stamina and engagement. This balance will vary depending on development appropriateness for each grade level.

- Teachers will connect live with students daily.
  - Students will continue to follow their assigned course schedule.
  - Advisory will meet synchronously everyday
  - PE/EX will resume A/B rotation--holding synchronous classes
  - All content areas (English, Humanities, Science, World Language, Math) will be taught synchronously daily
  - Music lessons will be scheduled with teacher
  - Students will be instructed in all virtual platforms to ensure proficiency in a fully remote schedule including
    - o How to access platforms
    - o Protocols in forgetting passwords
    - o The role/function of each platform.
- § How to turn in assignments

<b>Middle School Remote Schedule</b>	
<b>Period</b>	<b>Monday – Friday</b>
<b>Advisory</b>	<b>8:00 – 8:30 AM</b>
<b>Period 1</b>	<b>8:30 – 9:25 AM</b>
<b>Period 2</b>	<b>9:25 – 10:20 AM</b>
<b>Period 3</b>	<b>10:20– 11:15 AM</b>
<b>Lunch</b>	<b>11:15 AM – 12:15 PM</b>
<b>Period 5</b>	<b>12:15 – 1:10 PM</b>
<b>Period 6</b>	<b>1:10 – 2:05 PM</b>
<b>Period 7</b>	<b>2:05 – 3:00 PM</b>



## High School Remote Learning Schedule

High school students will participate in live streamed synchronous instruction daily. Students will follow their regular class schedule (7:30 AM to 2:30 PM) with a scheduled break for lunch. Students will also complete assignments asynchronously. Students are strongly encouraged to have their camera on during live instruction.

There are various types of instruction that will occur throughout the school day during remote learning to intentionally balance and provide screen time that is developmentally appropriate for students. Students will be expected to engage in a combination of live sessions and off-screen tasks.

- The high schools will follow the traditional Days 1-6 schedule.
  - Teachers will connect live with students daily.
  - Students will continue to follow their assigned course schedule.
  - Music rehearsals will be scheduled with teacher during the mid-day break.
  - Students will be instructed in all virtual platforms to ensure proficiency in a fully remote schedule including
    - o How to access platforms
    - o Protocols in forgetting passwords
    - o The role/function of each platform.
- § How to turn in assignments

REGULAR PERIODS	DAY 1	DAY 2	DAY 3	DAY 4	REGULAR PERIODS	DAY 5	DAY 6
<b>1</b> 7:30-8:27	<b>A</b>	<b>D</b>	<b>C</b>	<b>B</b>	7:30-8:57	<b>A</b>	<b>C</b>
<b>2</b> 8:31-9:28	<b>B</b>	<b>A</b>	<b>D</b>	<b>C</b>	9:01 - 10:29	<b>B</b>	<b>D</b>
<b>3</b> 9:32-10:29	<b>C</b>	<b>B</b>	<b>A</b>	<b>D</b>			
10:33 - 11:27	Break	Break	Break	Break	10:33 - 10:58	Break	Break
					11:02 - 11:27		
<b>4</b> 11:31 - 12:28	<b>E</b>	<b>H</b>	<b>G</b>	<b>F</b>	11:31 - 12:58	<b>E</b>	<b>G</b>
<b>5</b> 12:32 - 1:29	<b>F</b>	<b>E</b>	<b>H</b>	<b>G</b>	1:02 - 2:30	<b>F</b>	<b>H</b>
<b>6</b> 1:33 - 2:30	<b>G</b>	<b>F</b>	<b>E</b>	<b>H</b>			

## **Additional Items**

### **Attendance**

Student attendance will be taken daily at every school and by class periods at the middle and high schools. Students are expected to be punctual in logging into their virtual class sessions. Attendance will be reflected in the Genesis Student Management System.

### **Grading & Assessment**

It is of critical importance that rigor be maintained throughout the duration of any school closure that may occur. Students will be accountable for the submission of assignments in a timely fashion.

### **Guidelines & Expectations**

#### *Guidance for Children*

- Sit in a quiet spot in your house with limited distractions and background noises.
- Make sure to stay in one spot and sit still during the virtual meeting.
- Don't interrupt when someone is talking.
- Don't eat or drink during our virtual meeting. Help everyone hear each other and focus.
- Keep yourself on MUTE until it is your turn to speak.
- Be on time. Our meetings are timed.
- Make sure family members / pets know not to interrupt you during this time.
- Make sure you dress appropriately!

#### *Guidance for Parents*

- Please do not interrupt lessons.
- Remember direct instruction lessons may involve two-way camera and audio usage. (This means that the instructor will likely see and hear what is occurring in the home, including what is said, and worn.)
- If you have questions or concerns, please email your child's teacher *after* the lesson is complete. Doing so enables the teacher to focus on the instructional activity.
- Do not audio/video record lessons.

- Please maintain the confidentiality of other students if your child participates in a group lesson.
- Video-conferencing is integral in fostering student/teacher connections. We appreciate you being quiet observers. If there are technical difficulties, please help out. If you have questions or concerns, please reach out to your teacher via email.

## **Extra/Co-Curricular Activities**

The district will follow the guidance of the NJSIAA with respect to the athletics program. We will abide by the guidance dictated via the NJ Department of Health, NJ Department of Education, and/or the Governor's office with respect to the scheduling of extra/co-curricular activities.

## **Related Services**

CHPS remains committed to providing meaningful access for all students including our students with special needs. This includes providing a free and appropriate public education while recognizing the need to protect the health and safety of students with special needs and those individuals' providing education, specialized instruction, and related services to these students. It is the intention of the district to offer accommodations to students eligible for special education or those with 504 plans and related services, to the fullest extent possible. As appropriate, special education staff will provide instruction in areas identified within the student's IEP. Related Services such as Speech and Language Therapy, Occupational Therapy, and Physical Therapy will be provided remotely through virtual platforms in addition to consultation. Case managers will contact families weekly to ensure that concerns are being addressed and services are being provided.

## **Student Supports**

All professionals will be available to provide assistance and support for students, staff, and families throughout the duration of a closure. This support network includes, but is not limited to, teachers, school counselors, nurses, social workers, librarians, and mental health professionals. Communication may take place via phone, videoconference, and email.

Support teachers (e.g. Special Education, Math Support, Reading Support, English Language) will provide support through differentiated instruction and/or support plans. These supports are communicated directly from the Support teacher to the classroom teacher or *in special circumstances to the family*. Students and staff may request accommodations based upon a documented need. Parents are encouraged to contact the building principal to discuss the steps necessary to address any documented needs.

## **Technology Support**

Students and families can request technical assistance by submitting an email to [studentsupport@chcl.org](mailto:studentsupport@chcl.org). When emailing for technical support, please provide the following information: Your first and last name, phone number, child's first and last name, child's ID number, and a detailed description of the problem.

Teachers and staff can request technical support by completing a Request for Service (RFS) in the CHPS Staff Center. Please complete the RFS form in its entirety and provide a detailed description of the problem.