



# **PROCEDURES FOR THE 2020-2021 RE-OPENING OF SCHOOLS: PARENT MANUAL**

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## **Mount Vernon Avenue Elementary School**

**Dr. April Vauss**  
Superintendent of Schools

**Nicole Gilmore**  
Principal

**Yolanda Dentley**  
Vice Principal

**District Information**  
**2020-2021 Irvington Board of Education**

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Alberta Sharif ..... Acting Director of Human Resources

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TBD ..... Mathematics and Assessment  
John Amberg ..... Media Services/Technology  
Patricia Dowd ..... Special Services  
Tawana Moreland ..... Early Childhood  
Dr. Pedro Ruiz ..... ESL/Bilingual/World Language

**Supervisors**

Lia Skibniewski ..... Early Childhood  
Trudy Harte ..... Visual and Performing Arts  
Celeste Banks ..... Government Programs  
Teesha Davis-Drain ..... English Language Arts, K-5  
John Doherty ..... English Language Arts, 6-12  
Frantz Meronvil ..... Mathematics  
John Severs ..... Science  
Teresa Steele-Hunter ..... Social Studies  
Lystrea Crooks ..... Special Services  
Keith Perkin ..... ESL/Bilingual/World Language  
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Dr. Deniese Cooper ..... Grove Street Elementary School  
Malikita Wright ..... Madison Avenue School  
Nicole Gilmore ..... Mt. Vernon Avenue School  
Andrea Tucker ..... University Middle School  
Stacey Love ..... Thurgood Marshall School  
Muller Pierre ..... Union Middle School  
Oge Denis Jr ..... Irvington High School

## **Table of Contents**

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	<b>Page Number</b>
Overview	4
Goals	4
Health and Safety	5
Face Coverings	5-6
Visitor Policy	6
Learning Expectations	6
Cohorting	7
Remote Learning Guidelines	7
Attendance Policy	8
Special Circumstances	8
Entering Schools	9
Exiting Schools	9
Early Dismissal	9
Late Pick-Up of Students	10
Students Travel in Building	10
Classroom Expectations	10
Water Fountains	10
Bathroom Procedures	10
Physical Education Expectations	11
Specials	11
Support Services	11
Busing	11
Contact Tracing	11-12
Student Symptom Screening Checklist	13
Daily Schedules	14
Daily Procedures At-a-Glance	14-15
Important Links	16
Mt. Vernon Avenue Staff Listing and Email Addresses	17-18

## Overview

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Creating a connection with the Irvington School Community has never been more important. The past year has required us to work together and communicate to best serve our students and support their learning. Irvington Public Schools is committed to ensuring all students have the necessary resources to stay connected. We will continue to update you with information as we progress through the school year. It is important that you feel part of this process and confident in your child's education.

To maintain a strong sense of family and to keep you updated, please make sure you update your most recent contact information, including your email address and cell phone number with your child's school.

Although the COVID-19 pandemic continues to create uncertainty, we remain committed to working with local and state health partners to develop a layered set of safety measures and protocols to help keep our family safe. The district may need to shift between learning models based on direction from our local and state public health officials and real-time health data. Therefore, it is important to understand some basic terminology found in this plan.

### **COVID-19 Terminology**

**100% In-person/Synchronous:** All students attend classes physically in-person.

**Hybrid:** Students attend classes at home, in real time, simultaneously with peers who attend in-person.

**Remote Instruction:** Where the students and teachers are not physically present in a classroom environment, rather instruction is through technology tools such as Chromebook.

**Asynchronous:** Students learn from home, using a variety of tools, when other learning options are not available due to outbreaks and/or quarantining.

**Quarantine:** Used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their doctor and state and local health departments.

**Isolation:** Used to separate people infected with COVID-19 (those sick and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and use a separate bathroom (if available).

**Confirmed Positive Case:** An individual case of COVID-19 that has been verified/confirmed by public health or another healthcare provider.

### **Goals**

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1. Implement protocols and structures that protect the health and safety of students and staff.
2. Develop sound educational learning options for students and parents.
3. Maximize academic and social emotional growth opportunities for students.

## Health & Safety

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For the IPS hybrid model to be successful, it is imperative that staff members, students, and families continue to follow the social distancing guidelines set by the State of New Jersey and the CDC outside of school hours. In-person learning is dependent upon our school community following the guidelines with regularity and attentiveness. We must continue to do our best to support one another in adhering to these guidelines, and we ask that families emphasize the importance of these procedures through discussion with your child.

## Prevention Measures

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### Parents and Guardians - Daily Health and Safety Expectations

Take your child's temperature before they leave for school to ensure they do not have a fever.

Review health and safety expectations with your child.

Send your child in every in-person day with a clean face covering that securely covers the nose and mouth.

### Student - Daily Health and Safety Expectations

All students must practice proper **CDC infection control measures**:

If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.

Avoid touching their eyes, nose, or mouth.

Avoid touching any surfaces unnecessarily.

Refrain from physical contact, including hugs and hand-shakes.

## Face Coverings

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Face coverings are required for all students and staff in all Irvington Public Schools. In accordance with guidance from the CDC, the NJDOH and the NJDOE, the following requirements are in place until further notice.

A multi-layer cloth face covering that covers the nose and mouth and secures with ear loops must be worn at all times by all individuals in school buildings, on school grounds, and on school transportation, **except** in the situations listed below. In all cases, appropriate three-six feet physical distancing is required:

- While drinking
- During physical education classes when outdoors, when activities can occur with proper social distancing between individuals.
- Eating snacks

Exceptions to mask/face covering requirements may be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. A medical note must be signed by your child's primary professional care provider. The exemption must be approved by the building principal in consultation with the school nurse. Face shields or physical barriers may be utilized as an alternative in some instances.

The district will provide 2 reusable masks to each student. A supply of disposable face coverings for \_\_\_\_\_

individuals/students who arrive at a district building without one, or while boarding school transportation will be provided one by the district. In the event a mask is damaged during the day, one will be provided by the school. **Gaiters, bandanas, and masks with one-way valves, and comparable items**, do not comply with this CDC guidance and are not permitted in district buildings or buses.

If the student is not willing to comply with the mask/face covering policy, they will be sent to the main office. Appropriate support and education on the importance of wearing a mask/face cover at school will be reviewed with the student. Every effort will be made to have students comply with these requirements so they may remain in school. *If the student still refuses to comply, parents will be called and the student will be sent home.*

Students who fail to comply with the mask/face covering policy will be re-assigned to remote instruction for the remainder of the school year.

## **Visitor Policy**

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Visitors will be limited from entering the school building except for contracted service providers and those deemed necessary by building administrators. All visitors must make appointments before entering any district buildings. To keep our students and faculty safe, visitors who are permitted to enter the building must adhere to the following safety protocols:

- Enter and exit only through the front entrance of the school
- Required to enter through the temperature scanner
- Verify that they are symptom-free
- Wear a mask/face cover at all times
- Apply hand sanitizer upon entry
- Maintain all social distancing guidelines while in the building

A visitor log will be maintained by security personnel or greeter. The log will include the date of visit, contact phone number, arrival/departure times, and the areas visited within the building.

Parents dropping off items for students during the school day can leave a clearly labeled item in the designated drop area in the main entrance vestibule.

Please note that anything of value is not the responsibility of the school district.

## **Learning Expectations**

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All students are expected to meet deadlines as set by their teachers. If there are special circumstances, please notify the teacher and/or administration.

Students will be expected to fully engage in learning for the entire duration of each school day.

### **Classroom Environment**

Classrooms are arranged to maximize space between seating and desks while maintaining compliance with the CDC guidelines. Clear desk shields have been placed on every teachers' desk, as well as students' desks, to increase safety between students and staff members.

Teachers will implement distance procedures into classroom routines.

## Cohorting

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To assist with contact tracing and to minimize contact, students will be divided into two cohorts.

**Cohort A** will receive in-person instruction at the school on Monday and Tuesday of each week and will continue with remote learning Wednesday, Thursday, and Friday facilitated by both synchronous and asynchronous learning. **Cohort B** will receive in-person instruction at the school on Thursday and Friday of each week and will receive remote learning on Monday, Tuesday, and Wednesday, facilitated by both asynchronous and synchronous learning.

Wednesday of each week will be 100% remote learning for *all* students and staff.

Cohorts are scheduled to change based on the multiple variables such as class size. A cohort letter will be released to parents identifying your child(ren) cohort group no later than **April 1, 2021** so families can plan and arrange for childcare and transportation.

## Remote Learning Guidelines

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During remote learning sessions the following guidelines will be in effect:

Students in the hybrid setting must utilize the chrome books given by the district. Personal devices are not allowed in the building.

Students must attend the entire class: remote session, and return digitally when directed, and/or complete the asynchronous learning activity.

Students will be encouraged to have their camera on in whole-class sessions, breakout sessions, and support sessions unless agreed upon by the teacher.

Students will have their first and last names as identifiers during each live session and use their Irvington Public School account. Students may be denied access to class if they do not login with their district email account.

Students will have blank or non-descript backgrounds. Students with distracting backgrounds will be asked to remove them.

Students will set up a workspace and commit to a location for the entire session. The workspace should have all materials needed and ready for use.

Recording of live lessons by students is prohibited. Any use of teacher, or student, images is prohibited.

Students will abide by the class rules and expectations their teachers have outlined.

## Attendance Policy

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The IPS Attendance Policy applies to both in-person and virtual learning classes. All students are to be present at all times during a live lesson. Staff will take attendance utilizing PowerSchool for both in-person/hybrid and virtual students. As you already know, please call and/or email the school main office if your child will be absent. Always report your child's absence daily. Call the main office at (973)-399-6875 ext. 1414 between 7:05 and 9:45 a.m. Only parents/guardians may call the main office to report attendance.

To assist us in preventing learning loss, to the best of our ability, it is important that students are actively engaged in the learning process.

### ***COMPULSORY ATTENDANCE***

New Jersey's compulsory education laws continue to apply to all persons between the ages of 6 and 16.. **A student who does not participate daily in either in-person instruction or remote learning shall be deemed absent by the District** in violation of compulsory education laws. Board Policy 5113, "Attendance, Absences, and Excuses," continues to apply. Daily participation in remote learning may include but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between District employees and students or parents/guardians.

The District has developed the following tiered re-engagement strategies for students who are absent from remote learning for more than three (3) of the instructional days in a school week:

1. Verification of current contact information for each enrolled student.
2. Daily notification to parents/guardians of absences;
3. Outreach from the District to determine student needs including connection with health and social services as necessary and, when feasible, transitioning the student to full-time in-person instruction.

The District shall document daily participation for each student on each school day, in whole or in part, for which remote learning is provided.

### **Special Circumstances**

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There will be students who can't always log into their virtual classroom at specific times because of family situations and needs. Parents **must** notify the classroom teacher if their child is unable to attend or participate in the lessons/assignments on any given day.

Students should be given the opportunity to demonstrate that they are engaged and involved in their academic work in other ways via an alternate assignment, **either** online or offline. These assignments must be differentiated to accommodate the missed live instruction using platforms such as I-ready, Brain-pop, Khan Academy, paper-based choice board, etc.



## Entering School

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Students must wear a mask/face covering when entering the building.

All students will arrive at **8:30 a.m.** and enter through designated doors.

- Grade 3 through Grade 5 will enter through Exit 3 (back of playground)
- Kindergarten through Grade 2 will enter through the Main Entrance on Mt. Vernon Avenue (lining up near Rosehill Avenue)

\*Times and locations are subject to change. Families will be notified of any changes.

In order to expedite the arrival process, please make sure your child is wearing a mask prior to arriving at the building and approaching the temperature scanner machine.

Floors and hallways are marked for safe student and staff movement. These markings should be followed during entrance to school, exit from school, and walking through the hallways.

Students must properly wear masks while on school grounds. ***No student should enter the building without properly wearing a mask.***

Students should maintain a proper social distance when they are in the parking lot, on a sidewalk, entering the building, and walking through the hallways.

Students who arrive late must enter through the main entrance and check in at the security desk.

Lockers will not be utilized in the building. Please have your child(ren) wear a coat or layered clothing due to cold classrooms for ventilation purposes.

## Exiting School

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Students will dismiss through designated areas.

All students will exit at 12:30 p.m.

- Grade 5 will exit through Exit 2 and line up near the playground area
- Grade 4 will exit through Exit 3 and line up near the playground area
- Grade 3 will exit through Exit 3 and line up near the playground area
- Kindergarten through Grade 2 will exit through Exit 2 and line up near the cafeteria area

\*Times and locations are subject to change. Families will be notified of any changes.

## ***Early Dismissal***

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Parents requesting an early dismissal must contact the building main office prior to 12:15 p.m. at (973) 399-6875. Students being dismissed early by a parent must sign out at the security desk in the lobby before exiting the building. Parents must wait in the vestibule for their student. Verification of ID and student information will be conducted through the vestibule intercom. Parents are asked to update those persons authorized to pick-up their children.

## **Late Pick-up of Students**

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Students are expected to be picked up on time at their designated pick-up location. Parents who arrive late will receive:

- 1st offense-verbal reminder
- 2nd offense-written correspondence/conference with building administration
- 3rd offense-student will be transferred to remote instruction for remainder of school year

## **Students Travel Within Building**

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Students are expected to meet the social distancing guidelines at all times while entering, exiting, and moving throughout the building. Students are not permitted to gather in the hallways, cafeteria, library or common areas at any time. Students will walk on the right side of all hallways and staircases and will take the most direct route to their destination.

## **Classroom Expectations**

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Teachers must maintain assigned seating to assist with contact tracing should a student be identified as being diagnosed with COVID-19. All seating should maintain guidelines for distance, face the same direction, and be six feet from the front of the room where the teacher is located.

- Students will not be permitted to share any textbooks, computers, snack, or any other materials. When applicable students will receive individualized resources for classroom use.
- All teachers will maintain a bathroom sign out form to assist with contact tracing should a student be diagnosed with COVID-19.
- Seating should not be moved by students at any point unless directed by the teacher.
- When entering the school students must go directly to their classroom.

## **Water Fountains**

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Water fountains will not be used until further notice. Students are encouraged to bring their own water. To drink from their desk with minimal risk, students should be encouraged to use a bottle that they can sip from while pulling the mask up to expose their mouths while still covering their nose, rather than pull it down completely.

## **Bathroom Procedures**

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No more than one student can leave the classroom at a time for any reason that does not involve the main office, nurse's office, or counseling office. All hallway travel, and time out of the classroom, will be recorded by the teacher to help with contact tracing. Each teacher will have a log for this purpose. Students will use hand sanitizer before leaving, and after re-entering their classrooms. This will be in addition to handwashing.

Students must practice good hand hygiene by washing with soap and water for more than twenty seconds.

## **Physical Education**

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During in-person learning, Physical Education (PE) teachers have been tasked when possible to create activities, games, and exercises that allow for social distancing and minimal usage of equipment while keeping their students active and safe. All PE activities will take place outside weather permitted.

## **Specials**

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### **Music, Art, World Languages, Computers/Library-Media, and Health**

All in-person specials will either be in your child's classroom or in a remote experience with the students. PE will be the only class in which students will travel to the gym.

## **Support Services**

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School counselors, Health and Social Services Coordinators, and Parent Coordinators will continue to support and remain available for all remote and hybrid students. Our support personnel will work with parents, teachers and students to create a supportive environment that will help each student achieve to the best of his/her ability. The counselor, Ms. Chris Ann Karsen is also available to speak and meet virtually with any parent to discuss concerns and can be reached at 973-399-6875, ext. 1403. The Health and Social Services Coordinator and Parent Coordinator can be reached by calling the schools main office.

## **Busing**

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Students will be required to wear a mask the entire time they are on the school bus. A mask will be provided for students who do not have one.

The driver will load the bus rear to front. The driver will unload the bus front to back to ensure physical distancing. School bus drivers will make sure the bus is set up and labeled for proper social distancing.

Students are to remain in the same seat during the entire ride. As weather permits, windows will remain open to increase air circulation. Buses will be cleaned after each transportation run is complete.

## **CONTACT TRACING**

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Contact tracing is the process used to identify persons who have come into contact with someone who has tested positive for COVID-19.

The school nurse will notify parents/guardians whose students have been identified as being in "close contact" of a person with a positive case. Public health officials will also contact those individuals to outline next steps the student's family should take.

It's important to note that not all families will be notified of every case related to a school community. Families whose children are directly affected by the cases (such as if their child was a close contact of the person with the positive test result or if the impact of the case or cases is more extensive) will be notified.

Contact tracing is a confidential and private process. The Irvington Public Schools and public health employees

cannot and will not release the name or other private information about a student or staff member who may have come in contact with someone at school with a verified/confirmed case of COVID-19.

If the impact is widespread or if a cluster is identified by public health officials, parents and staff members at the affected school will be notified by the principal via the district's mass notification system.

### ***IMPORTANT FACTORS:***

If the IPS becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify local health officials, as well as staff and families as appropriate, of a confirmed case while maintaining confidentiality.

Upon notification that a student or staff member has tested positive for COVID-19, the local health department will work in conjunction with the District Contact Tracer and building principal to determine the close contacts of the individual.

All close contacts will be contacted and health department recommendations to quarantine will be advised.

- A close contact is defined as being within 6ft for a period of at least 15 minutes with or without a mask.

**District Contact Tracer** will be provided with the following information when collaborating with the Health Department

- Identity of person
- Date the person with COVID-19 was last in the building(s) and what type(s) of interactions the person may have had with other people, how long their interactions were with other people in each building, and if other persons in the buildings have developed symptoms.

### ***Nursing Plan***

- Students and staff are highly encouraged to stay home if they are sick. If an individual arrives to school with COVID-19 symptoms, they will be sent home until CDC clearance criteria for return to school is met.
- Updated sick day rules to adhere to CDC guidance outline when students are allowed to return to school after an illness-time (extended to 72 hours).
- Isolation room will be made available for students and staff with symptoms of COVID-19 while waiting to be picked up from school. Plexiglass will be installed in the isolation room.
- Plexiglass barriers will be installed in the nurse's office.
- Hand sanitizer dispensing units will be placed at each health office entrance.
- Students and staff must clean hands before entering and leaving nurse's office.
- The school nurse will notify the custodian when the isolation room has been used-must be sanitized between each use.

### **Student Symptom Screening Checklist**

- **Have any of the students had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any Health Department or Health Care Provider been in contact and advised you to quarantine?**

**No contact.** Your student can be at school if they are not experiencing symptoms.

**Yes, contact.** Your student should not be at school. The child can return 14 days after the last time the child came in contact with someone with COVID-19, or as listed below.

- **Do any of the students have any of these symptoms?**

*Fever, Chills, Shortness of Breath/Difficulty Breathing, New Cough, or New Loss of Taste/Smell, Nausea, Upset Stomach, Diarrhea, Headache, Dizziness.* **No, symptoms.** Your student can be at school.

**Yes, symptoms.** If yes, your student should stay home, be quarantined, and a family member should call the child's healthcare provider or public health.

- **Since they were last at school, have any of the students been diagnosed with COVID-19?**

**No, diagnosis.** Your student can be at school if not experiencing symptoms.

**Yes, diagnosis.** If your student is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, the student should not be at school.

## Elementary School Schedule

\*Homeroom or Convocation

Teacher		8:30-8:37	Period 1 8:37-9:06	Period 2 9:11-9:40	Period 3 9:45-10:14	Period 4 10:19-10:48	Period 5 10:53-11:22	Period 6 11:27-11:56	Period 7 12:01-12:30	Dismissal 12:30	45 min. Teacher LUNCH 12:45-1:30	40 min. Office Hour 1:30-2:10	40 min. PLC Online Prep 2:10-2:50
<b>SAMPLE SCHEDULE</b>  Period -29 min.  5min. Transition between classes	M	C/HR	ELA	ELA	PREP	SS	MATH	MATH	SCI	Dismissal	Lunch	Office Hour	Online Prep
	T	C/HR	SS	PREP	ELA	ELA	SCI	MATH	MATH	Dismissal	Lunch	Office Hour	Online Prep
	W	C/HR	SCI	MATH	MATH	ELA	ELA	PREP	SS	Dismissal	Lunch	Office Hour	Online Prep
	Th	C/HR	ELA	ELA	SS	PREP	MATH	MATH	SCI	Dismissal	Lunch	Office Hour	Online Prep
	F	C/HR	SS	SCI	MATH	MATH	ELA	ELA	PREP	Dismissal	Lunch	Office Hour	Online Prep

**\*Schedule only confirms class period times, your child's courses may not be in this order.**

## Daily Procedures At-A-Glance

### Arrival:

1. Hybrid students may be dropped off no earlier than 8:30 a.m.
2. Check-in for all hybrid and remote students will be from 8:30 a.m. to 12:30 p.m.
3. All students will enter through their designated entrances, wearing a mask and a temperature check.
4. All students and staff will use hand sanitizer when entering and leaving the building.
5. Students will proceed directly to their assigned classroom.

### Lunch Distribution: Starting April 19, 2021

1. Bagged lunches will be distributed at each classroom for any student wishing to receive a lunch.
2. Remote students can pick up their lunches at their home school:  
Mt. Vernon remote students may pick-up their breakfast/lunch at the main entrance on Mt. Vernon Avenue.

### Visiting the Nurse:

1. Limit visits to nurse's office for non-medical conditions.
2. Staff will call the nurse's office when a student is in need of assessment. The staff member will provide the following information over the phone. Students will stop at the nurse's office door and wait for a temperature check.
3. Students will stand in the appropriate social distancing floor markings outside of the office.
4. If the student has a temperature of 100.4 degrees Fahrenheit or greater, or displaying any of the identified COVID-19 symptoms he/she will be instructed to go directly to the isolation room where parents will be notified and children will be monitored.
5. Parents should pick up the student within 60 minutes once notified by the nurse.

### Bathroom:

1. No more than 2 students at a time will be permitted in the bathroom.
2. Students should use the bathroom with their mask on, and thoroughly wash their hands afterwards.

**Hallway Movement:**

1. Students will sanitize their hands upon entering, and leaving any office or classroom.
2. Please try to bring essential supplies and materials only, as storage space is limited.
3. Students and staff will always stay to the right when moving through the building. There will be no passing in the hallways.
4. There will be signage in the building indicating the flow of pedestrian traffic. Teachers will review these procedures with students.

**Dismissal:**

1. Parents, and authorized adults, will legally park their cars and follow all local municipality parking enforcement laws.
2. Students should not loiter after dismissal and should depart the school grounds as quickly as possible.
3. Staff will be monitoring dismissal procedures to ensure that all safety protocols are being followed.

## **IMPORTANT LINKS**

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### **Federal**

[CDC guidance for schools](#)

[CDC Guidelines on Cleaning and Disinfecting](#)

### **CDC Training Videos**

[How to Wear a Mask](#)

[Handwashing](#)

[Social Distancing](#)

[COVID-19 Stop the Spread of Germs](#)

[11 Symptoms of COVID 19 \(Coronavirus disease\) - Updated CDC guidance](#)

[Taking Care of Your Daily Health During COVID-19](#)

### **State**

[New Jersey COVID-19 Information Hub - Testing & Vaccination Information](#)

[New Jersey Department of Health](#)

[New Jersey Department of Education COVID-19 Guide](#)

<https://www.njmentalhealthcares.org/>

<https://www.nj211.org/mental-health-resources>



**MT. VERNON AVENUE SCHOOL  
INSTRUCTIONAL/SUPPORT STAFF LISTING & EMAIL ADDRESSES**

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Ms. Tamie Adamafio	2-2	tadamafio@irvington.k12.nj.us
Mrs. Karen Adams-Parker	K-1	kadamsparker@irvington.k12.nj.us
Mrs. Cathy-Anne Alvaradous	3-1	calvaradous@irvington.k12.nj.us
Ms. Mia Appling	1-1	mappling@irvington.k12.nj.us
Mrs. Safiya Bashir, HSSC		sbashir@irvington.k12.nj.us
Mrs. Alicia Bynoe-Ferrell	Art	abynoe@irvington.k12.nj.us
Mrs. Vilma Charlery	2-1	vcharlery@irvington.k12.nj.us
Mrs. Jessica Chila	K-3	jchila@irvington.k12.nj.us
Mrs. Vedalyn Chuck	3-3	vchuck@irvingtonk12.nj.us
Mrs. Kandace Clarke	4-1	kclarke@irvington.k12.nj.us
Keisha Domond	1-4	kdomond@irvington.k12.nj.us
Mrs. Fonda Dortch-Taylor, Inclusion/ELA		fdortchtaylor@irvington.k12.nj.us
Mrs. Geraldine Emeh	4-4	gemeh@irvington.k12.nj.us
Mrs. Christina Girvin, Music		cgirvin@irvington.k12.nj.us
Mrs. Iman Haddia, ESL/ELL		ihaddia@irvington.k12.nj.us
Mr. Terrance Henry	4-2	thenry@irvington.k12.nj.us
Ms. Chris Ann Karsen, Guidance		cakarsen@irvington.k12.nj.us
Ms. Vendetta Keyes	2-4	vkeyes@irvington.k12.nj.us
Mr. Abdelkader Laib Physical Education		alaib@irvington.k12.nj.us
Ms. Rose N. Magny	5-2	rmagny@irvington.k12.nj.us
Mrs. Gail McNeil	5-3	gmcneil@irvington.k12.nj.us
Ms. Diana Moreno	2-3	dmoreno@irvington.k12.nj.us
Ms. Marianne Mroz, Instrumental Music		mmroz@irvington.k12.nj.us
Mr. Victor Munoz, World Language		vimunoz@irvington.k12.nj.us
Ms. Renee Nixon	5-1	rnixon@irvington.k12.nj.us
Mrs. Jennifer Ostrega	ESL	jostrega@irvington.k12.nj.us
Ms. Nadia Palma, Media Specialist		npalma@irvington.k12.nj.us
Ms. Stacy Sanchez	1-3	ssanchez@irvington.k12.nj.us
Ms. Deborah Sanders	1-2	dsanders@irvington.k12.nj.us

<b>Ms. Zenobia Saunderson, Inclusion Math</b>		<b>zsaunderson@irvington.k12.nj.us</b>
<b>Ms. Regina Sauveur</b>	<b>K-4</b>	<b>rsauveur@irvington.k12.nj.us</b>
<b>Mr. Perry Schatzow</b>	<b>Tech</b>	<b>pschatzow@irvington.k12.nj.us</b>
<b>Mrs. Shayna Scott</b>	<b>5-4</b>	<b>sscott@irvington.k12.nj.us</b>
<b>Mr. Sundjata Sekou</b>	<b>3-2</b>	<b>ssekou@irvington.k12.nj.us</b>
<b>Ms. Michele Wallace</b>	<b>3-4</b>	<b>mwallace@irvington.k12.nj.us</b>
<b>Ms. Thelma Watson Building Substitute Teacher</b>	<b>4-3</b>	<b>twatson@irvington.k12.nj.us</b>
<b>Mrs. Tashira Wheeler</b>	<b>K-2</b>	<b>twheeler@irvington.k12.nj.us</b>
<b>Mrs. Talesha Williams-Jones</b>	<b>1-5</b>	<b><a href="mailto:twilliamsjones@irvington.k12.nj.us">twilliamsjones@irvington.k12.nj.us</a></b>