

PROCEDURES FOR HYBRID STUDENTS

Daily Health Screening

Protocols will be in place for daily health screenings of students, teachers, secretarial staff, administrators, and all other staff members.

The first of these screenings will be through the use of an electronic symptom checking survey. This initial screening will be used to complete the necessary questions as per the New Jersey Department of Education (NJDOE) and Centers for Disease Control and Prevention (CDC) protocols for live school.

This check-in system must be completed by all students/parents/guardians prior to departing for “in person” school. See below for information regarding this electronic symptom check survey and its functional use. All parents must complete this **daily** survey before their child(ren) come to school.

An in-person screening will also occur on school grounds prior to entry into the school building. This screening will be a temperature check utilizing a non-contact infrared thermometer.

Staff will be stationed at the entrances as well as throughout the drop-off line in order to screen the temperature of each child before they exit the car and/or enter the building. No one with a temperature of **100.4** or greater will be admitted into the building and must be sent home.

Early Morning Before School

Covid Morning Form: Parents and Guardians will be sent a COVID health form via email which must be filled out each morning before your child comes to school.

This form requires parents to give information regarding their child’s current health, exposure to Covid and whether they have traveled to a state which requires quarantine upon return.

Once the form is completed the parent/guardian will be sent a GREEN check which they will be asked to show to the teacher at their entrance.

Students will not be admitted if a parent has not completed the form.

ARRIVAL 8:00

School begins at 8:05. Our doors will open at 8:00. Please make every attempt to be on time.

***Bus:** Students will have their temperature taken before entering the building and will use the main entrance. Students will be monitored coming from the bus and as they walk to their classrooms.

***Car:** Parents of students who are driven to school will show their green check to the staff member opening the car door. The students will have their temperatures taken before exiting the car and will use the Old Gym Door to enter the building.

***Walking Families:** Parents will show their green check to the staff member at either the main entrance or the 3rd Grade Door located on the Middle Blacktop. They will also have their temperatures taken before entering the building.

***Kindergarten Students:** Families may walk their K children to the Kindergarten door. Parents will show their green check to the staff member at the door. The children will have their temperatures taken before entering the building.

***Students with a temperature of 100.4 will not be allowed to enter the building.**

***Parents may not enter the building.**

***All children will be monitored as they proceed to their classrooms.**

ENTRANCES

- MAIN DOOR
- DROP OFF-LINE ~ OLD GYM
- KINDERGARTEN DOOR ~ ALL K STUDENTS SHOULD ENTER HERE.
- THIRD GRADE DOOR ~ MIDDLE BLACKTOP

SCHOOL BUS PROTOCOLS DURING COVID-19

Social distancing practices (at least six feet of distance between riders) must be maintained on school buses the maximum extent possible. There shall be one student seated per row, skipping the row behind the driver.

Students in the same household may be seated in the same row. Students shall not sit within six feet of the bus driver.

School buses shall have physical partitions or visual cues, e.g., floor decals, colored tape, or signs to indicate where students should not sit near the bus driver.

Students, bus drivers and any other staff member must wear a face covering upon entering the school bus unless a student is unable to wear a face mask or doing so would inhibit the individual's health.

As students enter the bus, their temperature will be taken. If the student's temperature is at 100.4 degrees or higher, they will not be accepted on the bus.

School buses shall be cleaned and sanitized including seats, windows, rails, and highly touch surfaces daily after AM & PM routes.

To limit possible physical interaction among students, students will board the school bus by filling the back rows first, and then progressing forward. When leaving the bus, students should exit in the opposite order. Students will have assigned seating on the bus.

Windows will be opened, whenever possible. Signs will be displayed in the bus to reinforce social distancing and hygiene rules, such as staying home when sick, covering coughs and sneezes, washing hands often, and avoiding touching eyes, nose, and mouth.

Bus drivers shall practice all safety actions and protocols as indicated for other staff, e.g. hand hygiene and face coverings.

A bus driver and/or staff member shall immediately notify the principal and the school nurse when he/she observes a student on the bus with symptoms consistent with COVID-19.

Student Attendance

Overview

Students have been placed in homerooms as well as in A/B cohorts. We cannot accommodate changes to cohorts and students are not able to attend school in-person on a different day if they are not available on their cohorts' day for any reason.

Attendance will be taken each day during the morning meeting. Office Staff will confirm all absences with families.

Call for Safety

As always, if a student is unable to attend school on a given day due to illness or appointment, the parent/guardian is required to report the student's absence.

Students who attend school virtually either as part of the Hybrid or Fully Remote programs will be considered absent if they do not attend their assigned sessions.

Please use our Call for Safety to report your child's absence at 973-535-8000 ext. 7103. If a child is going to be absent or late, parents/guardians are required to leave a message on this extension before 8:30am.

If a student is scheduled to attend in-person but is unable to attend school due to a mild illness or a need to quarantine, but is able to participate virtually, that student may join the class remotely. The child will be considered present, in this scenario, if a parent/guardian contacts the attendance office in advance.

Dismissal

Students will NOT be dismissed to the PICK-UP LINE this year.

Bus: Staff members will accompany bus students as they report directly to their assigned bus area. Bus attendance will be taken before the children board their bus. Students will have assigned seats and masks must be worn on the bus.

Car: Students will be escorted out of the building through their grade level doors in a staggered manner. Staff members will monitor dismissal. Anyone who is waiting on school grounds to pick up their child should socially distance and wear a mask.

DISMISSAL LOCATIONS & TIMES

Kindergarten	K Door	12:30
First Grade	1st Grade Door	12:35
Second Grade	2nd Grade Door	12:40
Third Grade	3rd Grade Door	12:40
Fourth Grade	4th Grade Door	12:45
Fifth Grade	5th Grade Door	12:45

Please refer to the attached school map for the location of the grade level doors.

Hallway Movement

We have installed floor decals to assist the children in maintaining social distancing to allow for safe spacing in hallways while entering and exiting the building.

When entering the building at the beginning of the day, students will report directly to their homeroom. At the end of the school day, students will be escorted to their assigned exit locations by a staff member.

Restrooms

Students will be excused from class individually to use the restroom. Teachers will only allow one student to leave class at time.

Kindergarten classrooms have restrooms.

Routines will be established so the children wait outside the restroom if it is already occupied.

In the event of an emergency, students will be permitted to use the restroom in the nurse's office.

All students will have lessons regarding the importance of good health habits and handwashing.

Restrooms will be monitored by an adult.

Restrooms will be cleaned hourly by our custodians.

Social Distancing and Mask Protocols

As students arrive on school property and enter the building, they must maintain appropriate social distancing and wear a mask.

All students and staff will be required to wear masks throughout the instructional day both inside the classroom and during transit in the building.

It is expected that parents will provide masks for their children. Students should wear clean masks each day and bring a back-up mask in their backpack.

Snack

There will be time for each child to have a snack each day. Weather permitting, snack time will take place outdoors. Please send your child in with a beach towel so they can comfortably sit on a grassy area while socially distanced.

During inclement weather, classes may rotate through the tented area or eat at their desks utilizing personal study carrels.

We encourage you to send a healthy snack each day to sustain your child until dismissal. Masks can be removed while children are eating their snacks.

Students learning at home will also have a break/snack time each morning. We are going to set schedules to decrease the amount of time the children leave their virtual classroom for snacks, etc. The children should have breakfast before school begins.

Building Security and Communication

School Visitors

All doors are locked for security reasons. Staff members will supervise the appropriate doors during arrival and dismissal. Visitors will not be permitted into the school building for any reason.

Late Students

Students who arrive late to school will need to be walked by a parent/guardian to the front door. A staff member will meet them outside.

Students arriving late to school will need to comply with screening procedures prior to entry and still must be signed in by a parent/guardian.

Forgotten Materials

We will not be able to accept forgotten materials through the front office. If there is the need to bring something to school, please call the office and drop the materials into the bins inside our vestibule. (The main door always remains locked.) We will retrieve materials when appropriate.

Please contact the nurse's office for medical-related deliveries. Do not drop medicines into the bins.

State Safety and Security Standards

We have a detailed Crisis/Emergency Plan and continue to train our staff in this plan.

Our district works closely with both the LPD and LFD to ensure your child's safety.

Hybrid Schedule -September/October/ November/December

September/October 2020

Monday	Tuesday	Wednesday	Thursday	Friday
21 Cohort A	22 Cohort A	23 Cohort B	24 Cohort B	25 Cohort B
28 Yom Kippur School Closed	29 Cohort A	30 Cohort A	Oct. 1 Cohort B	2 Cohort B
5 Cohort A	6 Cohort A	7 Cohort B	8 Cohort B	9 Cohort A
12 Cohort A	13 Cohort A	14 Cohort B	15 Cohort B	16 Cohort B
19 Cohort A	20 Cohort A	21 Cohort B	22 Cohort B	23 Cohort A
26 Cohort A	27 Cohort A	28 Cohort B	29 Cohort B	30 Cohort B

November/December 2020

Monday	Tuesday	Wednesday	Thursday	Friday
Nov. 2 Cohort A	3 Cohort A	4 Cohort B	5 No School	6 No School
9 Cohort A	10 Cohort A	11 Cohort B	12 Cohort B	13 Cohort B
16 Cohort A	17 Cohort A	18 Cohort B	19 Cohort B	20 Cohort A
23 Cohort A	24 Cohort B	25 All Remote	26 No School	27 No School
30 Cohort A	Dec. 1 Cohort A	2 Cohort B	3 Cohort B	4 Cohort B
7 Cohort A	8 Cohort A	9 Cohort B	10 Cohort B	11 Cohort A
14 Cohort A	15 Cohort A	16 Cohort B	17 Cohort B	18 Cohort B
21 Cohort A	22 Cohort B	23 All remote	24 No School	25 No School