

Hillside Elementary School

Hybrid Family Guide

2020 – 2021



(In alphabetical order)

AFTERCARE

The YMCA and JCC will provide aftercare programs for families who are interested in securing their services.

The YMCA aftercare will take place at Hillside in the upper gym. Students whose families enroll them in this program will be picked up by a designated staff member at 12:35 p.m. and escorted to the upper gym.

The JCC aftercare program takes place off site. The JCC will provide transportation for these students. These students will also be picked up by a designated staff member at 12:35 p.m. and escorted to the lobby near the main office to prepare to load the bus.

ARRIVAL

Doors will open for arrival at 8:00 a.m. and children will report directly to their home classrooms. Note that this is different from years past where the building opened at 7:35 a.m. Students must be at school by 8:15 a.m. to not be considered tardy.

Students will have their temperatures taken using a non-contact infrared thermometer before entering the building.

In addition, protocols will be in place for daily health screenings of all students and staff members. Along with temperatures, students will be screened using an electronic symptom checking survey. The survey reflects questions that are required by the New Jersey Department of Education (NJDOE) and Centers for Disease Control and Prevention (CDC) protocols for live school.

This electronic symptom checking survey must be completed by all students prior to departing for “in person” school. Detailed information regarding this electronic symptom checking survey and its functional use will be provided shortly. Note that all families will be asked to complete this survey, including those whose children are remote or whose cohort is not in school on a given day.

REMINDER: There is no parking or drop-off in the staff lot or on the property. Families must park off-site or drop off at the cross walks on Belmont Drive, Hillside Avenue or South Ashby Avenue.

Until further notice, we will have only ONE entry door for arrival. The “pillar” doors at entrance #9 will be the sole entry door until we welcome back students in grades 3-5 for hybrid learning.

ATTENDANCE

Students have been placed in homerooms, as well as in A or 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 cohort's day for any reason.

Attendance will be taken each day. When students are in-person, teachers will take attendance, traditionally, as students enter the room. When working virtually, teachers will take attendance during opening morning meetings. It is imperative that students show up to virtual morning meetings in a timely manner for attendance and to get their days started properly.

Call for Safety

If a student is unable to attend school on a given day due to illness or an 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 line to report your child's absence at 973-535-8000 ext. 7104. If a child is going to be absent or late, parents/guardians are required to leave a message on this extension before 8:00 a.m.

If a student is scheduled to attend in-person, but is unable to due to a mild illness or a need to quarantine, BUT can 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 line in advance indicating this request. The main office will notify the teacher, but families are encouraged to do the same.

Office staff will confirm all absences with families that have not been verified through phone calls and/or emails.

BATHROOMS

Communal student bathrooms will be open on both floors. Teachers will permit only one student per gender to leave classrooms at a time. Students in classrooms with restrooms must use those restrooms only, other than in emergency situations.

Lunch aides have been secured to assist with monitoring halls and bathrooms.

Bathrooms will be cleaned regularly throughout the day. Additional cleanings will be provided upon request by classroom teachers (for those who have bathrooms in classrooms).

BIRTHDAYS

Birthdays will be celebrated remotely. Students are not permitted to bring items to distribute (edible or not). Teachers are encouraged to work with families to celebrate birthdays with guest readers, "show and tells" or another activity that celebrates the birthday student.

BUS STUDENTS

Along with students who are transported to the JCC for aftercare, we do have district buses that pick up students at school for transit home. These students will also be picked up at 12:35 p.m. by a staff member and escorted to the main lobby.

DAILY SCHEDULE

The daily schedule will be unchanged between the hours of 8:05 and 12:30 p.m. Students will be required to meet with their teachers virtually at 2:10 p.m. In coming weeks, we expect for small group work to begin and students will be seen in small groups 2 to 3 times per week. Families can expect for the afternoon to look differently once small group work begins. This information is forthcoming.

DESKS

Students will be seated at least six feet apart from others in all directions. In grades K & 1, students will be seated one per table with at least six feet of distance from others in all directions.

DEVICES

Students will be required to bring devices to school daily and fully charged (chargers should come with them as well). Note that students who are in the YMCA and JCC aftercare programs will be required to use their devices during these programs for their afternoon instructional sessions.

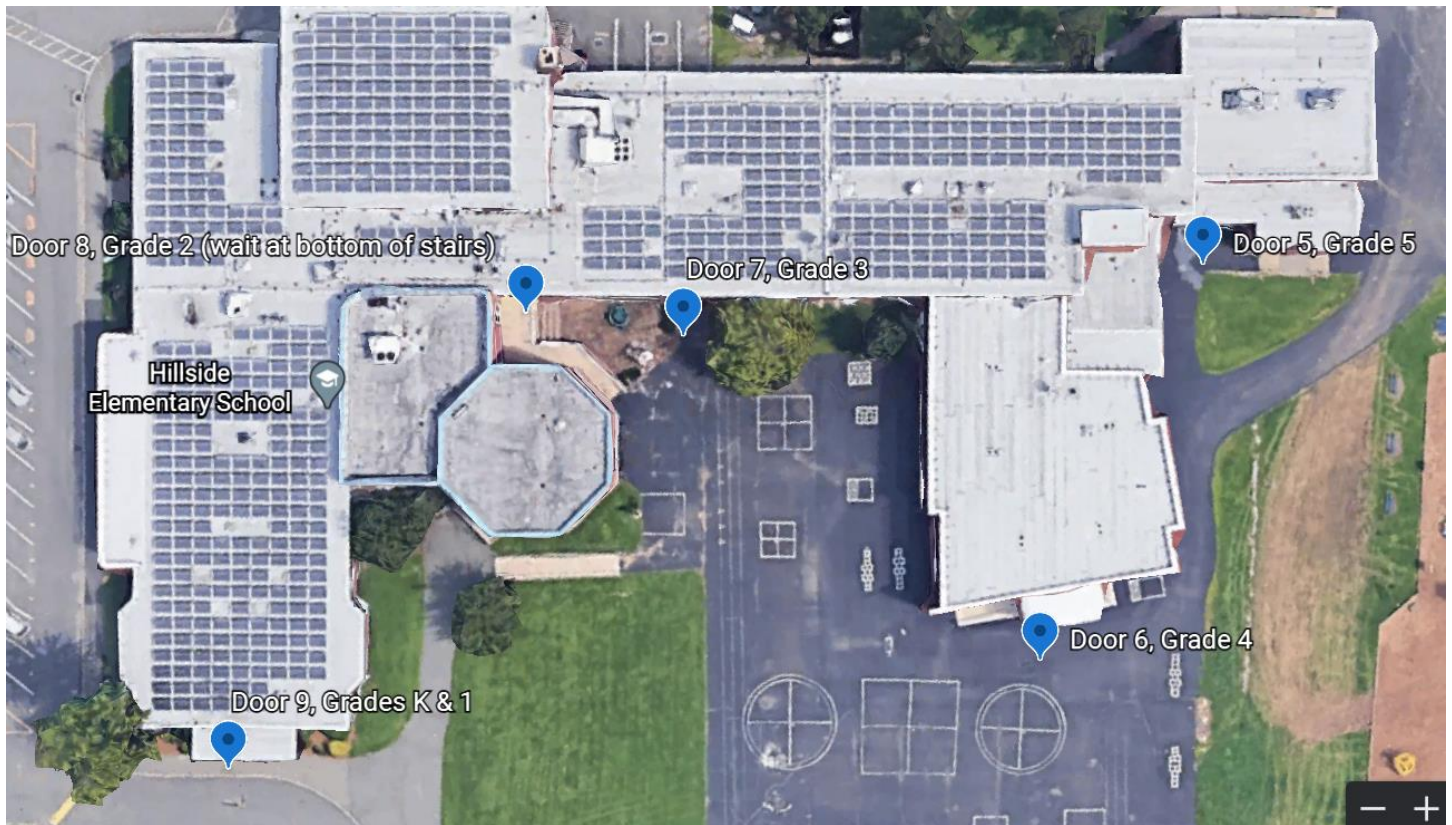
DISMISSAL

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 buses. Students will have assigned seats and masks must be worn on the bus.

Students will be escorted out of the building through their grade level doors by classroom teachers. Anyone who is waiting on school grounds to pick up their child should socially distance and wear a mask.

Grade	Dismissal Time	Dismissal Door
Kindergarten	12:30 p.m.	9
First Grade	12:40 p.m.	9
Second Grade	12:40 p.m.	8 (please wait at bottom of stairs)
Third Grade	12:40 p.m.	7
Fourth Grade	12:40 p.m.	6
Fifth Grade	12:40 p.m.	5

Please refer to the following school map for the locations of grade level dismissal doors.



Distribution of Materials

Materials can only be distributed to students by school staff. Students will not distribute items to their classmates.

DRILLS

Fire and security drills are required and will be held monthly. Procedures will be practiced as noted in the school's "Safety and Security Plan". This document is available to school staff only.

HALLWAY TRAFFIC

When travelling through halls, teachers will ensure that students are spaced six feet apart. Floor decals will be used as spacing references for students.

Hallway traffic will be two-directional (single directional hallways are not possible at Hillside School), and students/classes will be directed to stay the right. Blue arrow decals will be placed on the floors to indicate traffic flow.

HYBRID SCHEDULE

Students are grouped into two different cohorts (A and B). Students who have selected "all remote" have still been placed into a cohort should they return to the hybrid model in the future.

The cohort schedule is below and set through December. Note that the week of September 21st ends with "Cohort B". This schedule was sent to families over the summer and we wanted to be considerate of any advance planning that had already taken place (that's why the first week doesn't end with A). A paper copy of this schedule will be provided to students to bring home on their first hybrid day.

Hillside Elementary School Hybrid Cohort Schedule

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

MASKS

Other than during indoor snack time, students must wear face masks/coverings at all times. Families are asked to send in "backup" masks with their children that are to be kept in backpacks.

SCREENINGS

All students will be screened upon arrival. Temperatures will be taken before they enter the building and families will also have to complete the COVID screening form daily. Students with temperatures higher than 100.4 degrees will not be permitted into the building. Students with incomplete screening forms will need to complete these forms prior to entry.

SNACK

Students should report to school with a daily snack and bottled water. All classes will have snack from 10:20 to 10:40 a.m. Teachers are permitted to take students outside for snack. Families are encouraged to send children to school with an old towel to sit on when outside.

When snack is had indoors, students are permitted to remove their masks, provided they use the cardboard study carrels purchased by the district to serve as blockers. During indoor snack, students must remain in their seats for the duration until they are ready to put masks back on their faces.

SPECIALS

Until further notice, all specials will occur virtually. Special area teachers will “Zoom” into classrooms for art, library-media, Spanish, physical education and music.

SUPPLIES

Supplies of any kind will not be shared by students. Teachers will prepare individual caddies/baskets that are labeled with student names for their own, individual use. Families should send in supplies labeled with student names.

WATER FOUNTAINS

Students will not use communal water fountains in classrooms or hallways. Families are encouraged to send in bottled water with their children.