

Bradford School

Hybrid Plan



**Bradford Elementary School – The University Magnet
87 Mt. Hebron Rd.
Montclair, NJ 07043**

School Office Hours 8:00 a.m. – 4:00 p.m.

Phone 973-509-4155

<https://bradford.montclair.k12.nj.us/>

Principal: Naomi Kirkman

Introduction

We have created this plan based upon the Montclair Public Schools Return to School document to aid in navigating Bradford's reopening so that employees, students and families feel safe, and to reduce the impact of COVID-19 conditions upon returning to the school. Multi-tiered efforts to mitigate risks for our students and staff will be in place. While there is no guarantee against the spread of COVID-19, the guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the State of New Jersey Department of Education (NJDOE), The Road Back and the New Jersey Department of Health (NJDOH), in consultation with our school district physician and the Montclair Health Department. Regular updates will be made to this plan based on information provided by the CDC, NJDOH, and applicable federal, state and local agencies.

Mounties/Bulldogs Assignments

- Mounties attend school on Mondays and Tuesdays. Bulldogs attend school on Thursdays and Fridays. Wednesdays alternate between the two groups. The first week we are back in person (the week of Jan. 25th), Mounties attend on Wednesdays. The following week (the week of Feb. 1st), Bulldogs attend on Wednesdays, with the alternating Wednesday plan continuing from there.

Mask Policy

- All students and staff members are required to properly wear a mask (over the nose, mouth and chin) at all times.
- The Montclair Public Schools will distribute 2 cloth 3-ply masks to each student and staff member one time only on the first day back.
- Please make sure your child always has an extra mask in his or her backpack.
- One face shield will be provided to each staff member to wear with his/her mask. Face shields may only be worn alone by students or staff with permission from the Medical Team, as deemed necessary on a case by case basis.
- Students and staff may wear their own 2-ply or above cloth masks or surgical masks from home.
- Bandannas, gaiters, scarves, fleece and masks with valves will not be permitted.
- The school will not supply daily surgical masks to staff or students. They will be available for emergencies only.

- Students may remove masks for snack-time.

Snacks and Water

- Snack time should occur outside (weather permitting) with 6 ft. distancing between students.
- During inclement weather, a large snack room will be designated by the principal.
- Distance of 10 ft. between students will be required for indoor snack time.
- All students must wash their hands or use hand sanitizer before and after snacks.
- Adherence to our district Food Regulation will remain in effect.
- Students may lift their masks for quick sips of water (from personal water bottles) if social distancing is maintained.
- Water fountain spouts will be unavailable for use.
- Students may refill their water bottles at designated stations in each building.
- The indoor snack area will be cleaned by custodial staff in between groups of students.

Hand Washing/Hand Sanitizing

- Every 90 minutes, on a schedule, students should be taken to the bathroom to wash hands for 20 seconds with soap and water, or should be prompted to use hand sanitizer in the classroom. At a minimum, additional times for handwashing/hand sanitizing are:

- Upon entering the school bus
- Upon entering the school building
- Before and after snacks
- After toileting, wiping nose, sneezing
- When coming in from outdoor snack or playtime
- When hands are soiled

Physical Distancing

- Classrooms, hallways and common areas are set-up to maximize physical distance to the greatest extent possible for students and staff (6 ft. or greater).
- Students and staff are required to follow physical distancing signage in the hallways, stairwells, outside the bathrooms, main office and nurse's office and outside on school property to help maintain physical distancing when outside the classroom.

Student Arrival

- Bussers
 - Busses will pull up in the front circle and students will enter the doors to the left of the gym by the old nurse's office. Staff members will help stagger student entry. Student temperatures will be manually taken at that door.
- Walkers and Students Arriving by Car
 - Students will enter through Courtyard Door F.
 - Staff members will help stagger students exiting their vehicles to ensure social distancing. There will also be staff members in the courtyard to ensure social distancing as students walk into the building.
 - Staff members will not open car doors. Students should open car doors on their own, or if necessary, an adult from the same car may assist.
 - The car line is located on College Ave. College Ave. is one way going north at arrival and dismissal time. Cars may not park on the car line in the cut out area on College Ave.
 - The car line is a "drop and go" system in which cars need to pull up as far as possible into the cut out, let children out of the car, and continue north on College Ave. or make a right onto Brainard St.
 - Staff members will staff the car line from 8:40 – 8:50 a.m. only. Do not let your child(ren) out of the car if you do not see a staff member on the car line. If you arrive after 8:50, you must drive your child to the front entrance of the school on Mt. Hebron Ave. as the Courtyard Door F will be locked.
 - All walkers and students being dropped off will have their temperatures checked daily upon their entry to the school building.
 - A student who presents a temperature of 100.0 degrees or higher will be escorted to the isolation area in the nurse's office.

Before Care

- The Montclair YMCA will provide before care to students, and registration is now open. For more information, please call Rob Casale at (973) 415-6117 or email him at rcasale@montclairymca.org. You can also click <https://montclairymca.campintouch.com/ui/forms/application/camper/App> to register.

Nurse's Office

- The Nurse's Office has been moved to the former Teachers' Lounge to allow for a safer, larger environment that allows for social distancing.

- Students or staff members with a fever of 100.0 degrees or above will be sent to an isolation space until they leave the building. Staff will go to an isolation space designated by the principal. Students will be sent to an isolation space within the nurse's office.
- Parents/caregivers are urged to update their child's emergency contacts so a designated person is available to pick-up the child within 30 minutes of receiving the call.
- All students or staff members without a fever, but with any symptom of COVID-19 during the school day, will be assessed by the school nurse.
- The school nurse will use medical judgement, as well as a COVID-19 screening algorithm approved by our medical team, to make the decision if a student/staff member must be immediately isolated and excluded from school, or may receive treatment and rest pending a rapid resolution of the problem.
- If the problem is rapidly assessed and treated by the nurse, the student/staff member may return to class.
- Positive cases of COVID-19 will be addressed on a case-by-case basis. We will follow all guidelines from the CDC, Montclair Health Department and the district medical team with respect to contact tracing, notification, quarantine periods, and class and/or school closure. If someone is excluded from school because of COVID-19, we will require several factors to be met before allowing return, such as symptoms, quarantine time, and medical clearance note.
- If you have any questions regarding our COVID-19 health and safety protocols, please contact our School Nurse, Patricia Dowling [here](#).

Hallways & Stairwells

- Hallways will be split down the middle and students will walk through the hallways remaining on the right side of the hallway while staying 6 feet apart.
- Stairwells will be designated one way (up or down).

Restrooms

- Only 2 students will be allowed in the bathroom at any one time.
- Students in K-2 will either use a bathroom in the classroom or be taken to the hallway bathroom by their teachers.
- We will review expectations with all students in Grades 3-5 as they will need to determine how many children are in the bathroom upon their arrival. Students may need to wait in the hallway if the bathroom is at capacity.
- Custodial staff will increase the frequency of bathroom cleaning during the school day.

Visitors

- No Visitors will be allowed in the building.
- If parents need to drop off an item that a student forgot, they will ring the bell and then place the item in the bin outside of the front door. Please make sure the item is labeled with the student's name and teacher.

Ventilation

- The CDC recommends that we provide as much fresh air as possible. Our classrooms will be ready for students and staff either through one or more of the following: mechanical ventilation, air purification, windows being opened, and reduced class sizes. Currently our school has 25 rooms identified as having mechanical ventilation and 16 rooms which will have the air purification systems installed. We will continue to update you as repairs are made to the ventilation systems. You may wish to review the district Facilities FAQ [here](#).

Cleaning

- A deep cleaning of all school areas will occur each day after students leave.
- Shared group spaces will be cleaned between student groups.

Classrooms

- Students will enter the classroom and immediately go to their desk.
- Students will hang their backpacks, coats, and any personal belongings on the back of their chair.
- Desks are set 6 feet away from each other in all directions.
- All classrooms have either sink and soap or a hand sanitizer pump.
- All instruction will follow District guidelines.
- Materials will not be shared.
- Windows should be left partially open. Please dress your child appropriately for the weather.
- Please do not send any notes or materials to school with your child that need to be handed to a teacher. Any communication with your child's teacher should be done via email or by calling the office.
- Students will bring their district-issued device to and from school each day. Please make sure your child charges his or her device in preparation for the next day's learning.
- Students who have not been issued a district device will be supplied one for the day.

Related Arts

- Although Related Arts will take place while the students are in the building, classes will remain virtual.

Special Education

- Students will continue to receive special education services as mandated by their Individualized Education Plans (IEPs). Depending on a student's IEP, special education teachers will provide in-class support and/or will pull students out to another area of the building for resource support.
- Paraprofessionals will continue to support both in-person and remote students.

Related Services (Speech, OT, PT):

- Related Services will continue to be delivered virtually.

Grade 5 Departmentalized Rotation:

- Grade 5 will remain departmentalized, but the teachers will move from room to room. Students will remain in their homeroom.

Sample Schedule

- All core instruction (including related arts) will occur between 8:50 a.m. and 12:50 p.m. Students and teachers will eat lunch from 1:10-2:00; teachers will then have their prep period from 2:00-2:40, with the last twenty minutes of the day being available for teacher office hours.

Time	Grades K-4
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8:50-9:00	Homeroom
9:00-9:40 (Period 1)	Core Instruction*
9:40-10:20 (Period 2)	Core Instruction*
10:20-11:00 (Period 3)	Core Instruction*
11:00-11:40 (Period 4)	Core Instruction*
11:40-12:20 (Period 5)	Core Instruction*
12:20-12:50 (Period 6)	Core Instruction*
12:50-1:10	Dismissal
1:10-2:00 (Period 7)	Lunch
2:00-2:40 (Period 8)	Asynchronous Work for Students (Teacher Prep)
2:40-3:00	Teacher Office Hours

*Core Instruction Grades K-4 includes Reading, Writing, Math, Science Social Studies, Related Arts, Social Emotional Learning

Time	Grade 5
8:50-9:05	Homeroom
9:05-9:55 (Block 1)	Core Instruction*
10:00-10:50 (Block 2)	Core Instruction*
10:50-11:00	Break/Snack
11:00-11:40	Related Arts

11:40-12:00	Social Emotional Learning (SEL)
12:00-12:50 (Block 3)	Core Instruction*
12:50-1:10	Dismissal
1:10-2:00	Lunch
2:00-2:40	Asynchronous Work for Students (Teacher Prep)
2:40-3:00	Teacher Office Hours

*Core Instruction Grade 5 includes ELA (Reading/Writing), Math, Science Social Studies

Lunch

- A grab and go lunch will be available free of charge to students as they leave the building.

Dismissal

- Student dismissal will be staggered by grade level in order to make sure that students, teachers and parents can remain at the recommended distance to ensure safety.

Walkers/Carpoolers

K – 2: Will begin dismissing at 12:40 out of the following doors:

- KC** - Classroom Outer Doors onto the field
- KM** - Classroom Outer Doors onto the field
- KB** - Courtyard Door F
- 1G** - Front Door O (Gym Door)
- 1B** - Door K onto Brainard St. sidewalk
- 1R** - Door L onto Brainard St. sidewalk
- 2B** - Courtyard Door D
- 2R** - Courtyard Door C
- 2C** - Front Door B (by Music Room)

3 – 5: Will begin dismissing at 12:50 out of the following doors:

- 3Ec** - Courtyard Door E
- 3E** - Courtyard Door G
- 3C** - Courtyard Door F
- 4M** - Library Door J (onto library courtyard)
- 4L** - Courtyard Door D
- 4F** - Courtyard Door D
- 5D** - Front Door Q (by old Nurse's Office)
- 5F** - Courtyard Door C
- 5K** - Front Door B (by Music Room)

Bussers

- K-1 bussers will be picked up and walked to the front door by a staff member (by individual bus).
- 2-5 bussers will be dismissed from the classrooms in staggered intervals and must use the front door only to board busses.

After Care

- The Montclair YMCA will provide after care to students, and registration is now open. For more information, please call Rob Casale at (973) 415-6117 or email him at rcasale@montclairymca.org. You can also click <https://montclairymca.campintouch.com/ui/forms/application/camper/App> to register.

Student Early Dismissal

- If you know that your child will need an early dismissal, please consider keeping your child home for remote instruction that day.
- For an emergency situation, please call the office upon your arrival in the front circle at the school. We will call your child's classroom and have your child sent to the office. An office staff member will escort your child to the front door where you will sign your child out.

Changing from Hybrid/Virtual

- You may request to change your child from hybrid to virtual at any time by notifying Ms. Kirkman. A change from virtual to hybrid is only allowed at the end of a trimester in Grades K-5.