



MONTCLAIR PUBLIC SCHOOLS

Return to School Plan

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our schools where 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 cannot be a 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.

This plan is subject to change as conditions warrant.

SOURCES

NJDOH September 8 COVID-19 Guidance for K-12 Schools

Center for Disease Control:

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

New Jersey Department of Education:

<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

Please Note:

Required Medical Forms: All routine required medical forms must be on file with your child's school nurse prior to re-entry. This includes health history and physical examination forms, updated immunization forms, medication forms, life-threatening allergy, diabetes, seizure and asthma for the 20-21 school year.

All forms are located on the district website. Please call your child's school nurse with any questions.

Influenza vaccinations (flu shots) are strongly recommended for all students and staff.

Parents and caregivers are the first line of defense. Parents/caregivers are urged to do a daily COVID-19 symptom check of their child prior to leaving home for the school bus or on the walk or drive to school. If your child displays any of the symptoms below, please keep your child home. Notify the teacher and your child's healthcare provider. Please wait at the bus stop, in your car or outside the school building until your child enters through the hand sanitizing and temperature checking process.

COVID-19 SYMPTOMS

Sore throat, new uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline), diarrhea, vomiting or abdominal pain, new onset of severe headache, loss of taste or smell.

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 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 (hearing impaired students, speech therapists etc.). 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.

The K-2 student population may remove masks for snack-time. Snack-time should occur outside with 6 ft. distancing as weather permits. During inclement weather, a large snack room will be designated by the principal. Distance of 10 ft. will be required for indoor snacks. 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.

HAND WASHING/HAND SANITIZING

Soap and water will be used whenever available. When soap and water is unavailable, the CDC recommends alcohol-based hand sanitizer that is minimally 60% alcohol.

DESIGNATED TIMES FOR HAND WASHING/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 use hand sanitizer in the classroom.

At a minimum, additional times for handwashing are:

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

PHYSICAL DISTANCING

Classrooms, hallways and common areas will be 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.

WALKERS

Parents are urged to do a daily Covid-19 symptom check of their child prior to leaving the home to walk or drive to school. If your child displays any of the following symptoms below, please keep your child home. Notify the teacher and your child's healthcare provider. Please wait in your car or outside the school building until your child enters through the hand sanitizing and temperature checking station.

Sore throat, new uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline), diarrhea, vomiting or abdominal pain, new onset of severe headache, loss of taste or smell.

Each student and staff member will be required to use hand sanitizer upon entering the school building. Daily temperatures will be taken by a staff member with a no-touch thermometer, or the student/staff member will walk through a thermometer scanner observed by a staff member. Students/staff will not be allowed in the building with a temperature of 100.4 degrees or above.

BUSING

Students will be separated into two groups, Mounties and Bulldogs as part of our hybrid school schedule. Masks must be worn while on the bus, and unless there are siblings, only one person will be allowed in each row of the bus. Bus windows will be open for ventilation.

Student temperatures will be checked before they are allowed to enter the bus. If a student has a temperature of 100.4 or above, the student will not be allowed to take the bus. The driver will not be allowed to deviate from this policy. Parents/caregivers are asked to remain with their child at the bus stop until the child has been cleared for bus entry. Eating and drinking is prohibited on the bus. Students may not remove their masks on the bus.

ENTERING THE BUILDING

Students will not be allowed to enter the building until 10 minutes before their scheduled start time. Any student arriving before that will have to wait outside of the building. Entrances to the building will be designated by each building administrator.

ISOLATION/USE OF NURSE'S OFFICE

Students or staff members with a fever of 100.4 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 student's 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.

The nurse may choose to isolate and exclude any student or staff member based on her medical judgement.

To maintain a sanitary and safe nurse's office, physical distancing will be maintained. Students/staff should stop at the door of the nurse's office prior to entry. Students/staff may not use the nurse's office for phone calls, snacks, naps or any reason other than medication, first-aid, injuries or illness. Routine health screenings such as height and weight will not be performed this school year. Please contact your child's school nurse with any specific concerns.

RETURN TO SCHOOL

Students/staff members who have been **excluded** from school by the nurse with an illness other than COVID-19, may return to school with a clearance letter from their primary healthcare provider.

Our medical team will address a positive case of COVID-19 of a student, staff member or close contact (generally household) on a case by case basis, respecting the privacy of the individual and protecting all other students and staff in the classroom/school. We will require a combination of strategies including symptom and time (quarantine) and healthcare provider's clearance to return to school.

Please contact your child's school nurse if your child is absent from school for medical reasons.

HALLWAYS AND COMMON SPACES

All classroom doors and windows will remain open during the school day when class is in session.

All hallway and stairwell doors will remain open during the school day. Students at MHS will not be allowed to utilize lockers.

FACILITIES CLEANING

The safety of our staff and students are our first priority. Upon reopening, our district has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before staff and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect staff and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated above.

RESTROOM USAGE

Montclair Public Schools will have a maximum bathroom capacity of 2 students per restroom. Students will be required to use the restroom that is closest to their classroom. Students will be required to follow the rules for cleanliness that are posted in all bathrooms.

VISITORS ON CAMPUS

During the school day, no visitors will be allowed to enter the building.

COMMUNICATION

In order to communicate effectively with our community we ask that you please make sure to take the following steps:

1. Teachers, students, and parents need to check their email often.
2. Visit the school website.
3. Follow our social media platforms.
4. Make sure your contact information along with your emergency contacts are kept up to date on the Contacts Tab in Genesis Parent Access.
5. Check Google Classroom/ SeeSaw.
6. Check Genesis, Student Information System. Parent and Student Access for grades 6 - 12 contains latest grades along with each day's bell schedule and schedule of classes.
7. Answer calls and emails from the MPS School Messenger System.

HYBRID MODEL

In order to keep our school population safe and to allow for more efficient social distancing, we will split our students into groups. Students will be divided in a way that enables each class to have enough space between students in the classroom.

Live-streaming through Google Meet or Zoom platforms will be utilized to allow students at home to access the class remotely and synchronously while retaining some of the social aspects of being inside the classroom.

"MOUNTIES" will come to school for in-person learning on the designated "MOUNTIES" Days, while "BULLDOGS" will attend classes virtually by logging into Google Meet or Zoom from their computer.

"BULLDOGS" will come to school for in-person learning on the designated "BULLDOG" Days, while "MOUNTIES" will attend classes virtually by logging into Google Meet or Zoom from their computer.

"ALL-REMOTE" will attend classes virtually by logging into Google Meet or Zoom from home.

MONDAYS AND TUESDAYS - "MOUNTIES" Day -"MOUNTIES" in school; "BULLDOGS" and "All-REMOTE" will attend in-person classes virtually from home by web-conferencing (Google Meet or Zoom) into the class from their computer.

WEDNESDAYS - "MOUNTIES", "BULLDOGS" and "ALL REMOTE" have virtual instruction together as a whole class. Students in grades Pre-K (DLC) through grade 5 will alternate between in-person and remote learning.

THURSDAYS AND FRIDAYS - "BULLDOGS" Day -"BULLDOGS", in school; "MOUNTIES" and "ALL REMOTE" will attend in-person classes virtually from home by web-conferencing (Google Meet or Zoom) into the class from their computer.

If a student was issued a MPS device, the student should come to school on their hybrid days with the MPS device. If a student did not receive a MPS issued device, one will be provided for them.

The schedule for the hybrid model is outlined on the following pages.

SCHEDULING- Grades Pre-K through Grade 5

1. Families will have the option to choose from the hybrid or all-remote models.
2. Every effort will be made to assign siblings and families that share housing to the same day in the rotation.
3. Under the hybrid model, students are grouped into cohorts based on the number of students returning. Students will attend in-person school two days in a row. MOUNTIES will attend Monday and Tuesday most weeks, and BULLDOGS will attend Thursday and Friday. The remaining day (Wednesday) will be an in-person day and rotate between the two cohorts. School days will operate on a 4-hour day schedule. Students will attend school, in-person two to three times per week. Siblings within the elementary schools will be on the same schedule.
4. Google Meet or Zoom will be utilized to allow students at home to have synchronous learning virtually with their in-person counterparts and retain some of the social atmosphere of being inside the classroom.
5. Virtual instruction for students participating in both the hybrid and all-remote models will consist of scheduled times where a student logs in to take part in synchronous instruction with classmates in the building as well as asynchronous instruction. Students not scheduled for in-person instruction are expected to log in to participate in both synchronous and asynchronous instruction throughout each day.
6. Lunch will not be served at school. Grab and go lunches will be available to take home.
7. Class assignments and expectations for all students will be posted in Seesaw or Google Classroom.
8. Attendance will be taken each morning.

Sample Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Mounties	Mounties	Mounties	Bulldogs	Bulldogs
Mounties	Mounties	Bulldogs	Bulldogs	Bulldogs
Mounties	Mounties	Mounties	Bulldogs	Bulldogs
Mounties	Mounties	Bulldogs	Bulldogs	Bulldogs

* Students may be split into 3 groups if the number of students returning exceeds the maximum allowed following social distancing guidelines.

SCHEDULING- Middle School

1. Families will have the option to choose the hybrid or all-remote models.
2. Every effort will be made to assign siblings and families that share housing to the same day in the rotation.
3. Under the Mounties/Bulldogs hybrid model Google Meet or Zoom will be utilized to allow students at home to have synchronous learning virtually with their in-person counterparts and retain some of the social atmosphere of being inside the classroom.
4. In-person instruction will be based on the school's 4-hour schedule.
5. Virtual instruction for students participating in both the hybrid and all-remote models will consist of scheduled times where a student logs in to take part in synchronous instruction with classmates in the building as well as asynchronous instruction. Students not scheduled for in-person instruction are expected to log in to participate in both synchronous and asynchronous instruction throughout each day.
6. Lunch will not be served at school. Grab and go lunches will be available to take home.
7. Class assignments and expectations for all students will be posted in Google Classroom.
8. Attendance will be taken each morning.

Monday	Tuesday	Wednesday	Thursday	Friday
Mounties	Mounties	All Remote	Bulldogs	Bulldogs
Mounties	Mounties	All Remote	Bulldogs	Bulldogs
Mounties	Mounties	All Remote	Bulldogs	Bulldogs
Mounties	Mounties	All Remote	Bulldogs	Bulldogs

* Students may be split into 3 groups if the number of students returning exceeds the maximum allowed following social distancing guidelines.

SCHEDULING- High School

1. Families will have the option to choose the hybrid or all-remote models.
2. Every effort will be made to assign siblings and families that share housing to the same day in the rotation.
3. Under the hybrid model, Google Meet or Zoom will be utilized to allow students at home to have synchronous learning virtually with their in-person counterparts and retain some of the social atmosphere of being inside the classroom.
4. Virtual instruction for students participating in both the hybrid and all-remote models will consist of scheduled times where a student logs in to take part in synchronous instruction with classmates in the building as well as asynchronous instruction. Students not scheduled for in-person instruction are expected to log in to participate in both synchronous and asynchronous instruction throughout each day.
5. Lunch will not be served at school. Grab and go lunches will be available to take home.
6. Class assignments and expectations for all students will be posted in Google Classroom.
7. Attendance will be taken at the start of each class period.

Monday	Tuesday	Wednesday	Thursday	Friday
Mounties	Mounties	All Remote	Bulldogs	Bulldogs
Mounties	Mounties	All Remote	Bulldogs	Bulldogs
Mounties	Mounties	All Remote	Bulldogs	Bulldogs
Mounties	Mounties	All Remote	Bulldogs	Bulldogs

* Students may be split into 3 groups if the number of students returning exceeds the maximum allowed following social distancing guidelines.

All-Remote Model

Students who elect to take “virtual classes only” will follow Montclair High School’s daily schedule. Attendance will be taken in all classes every day. Students will be expected to attend every class every day. Students who opt to solely take virtual classes will be responsible for all work assigned by the teacher, as well as taking all assessments when they are scheduled. If a student is having an issue with technology, accessing the internet etc., it is the responsibility of the parent to contact the main office to alert the school of the problem. This should be done as soon as possible.

Grading and Attendance Policy

To receive full credit for the courses they are taking students are expected to complete all assignments and attend class within the parameters of our school attendance policy. The grading and attendance policies are located in the student handbook.

Clubs and Activities

During this time, we feel it's important for our students to have a sense of community and to be involved in as many school activities as possible. We hope to continue to offer as many of these activities as possible, both virtually and in-person following social distancing guidelines.