



Back to School Frequently Asked Questions

How can I get in touch with someone at the school or find answers to my questions?

Depending on the nature of your question, there are multiple ways to get the information you need. We recommend that you follow us on Facebook, Instagram and Twitter (@BridgePrepSI) or visit our website, www.bridgeprepcharter.org, for important information, updates and happenings.

- **General Questions**
 - Reach out to our Family and Community Engagement Coordinator, Mrs. Illuzzi at rosemarie@bridgeprepcharter.org with general questions and inquiries.
 - Use our school wide communication system, Remind. Our school code is: **@bpcschool**.
- **Academic Related Questions**
 - Reach out to your student’s teachers with any classroom or academic questions or concerns.
- **Special Education Related Questions**
 - Reach out to our Dean of Specialized Instruction, Ms. Quattrocchi at alayna@bridgeprepcharter.org with any questions about your student’s IEP or mandated services schedule or programming.
 - Ms. Quattrochhi will provide you with next steps (if any) or direct you to the Committee on Special Education (CSE) for additional guidance or support if needed.

What days does my student(s) come to school for in-person instruction and which days are remote?

- When accounting for our existing and newly created instructional space and specific health and safety protocols, we are limited to having between 35-50% of our whole school capacity in our building at one time.
- Understanding these guidelines and assuring that we are doing our best to keep students and staff safe, families chose from **1 of the 3 instructional schedules** below. On Mondays, no students are in the building for instruction.
 - **BOLD** schedule- Students come to the school building for in person instruction on Tuesday and Wednesday and are home for remote learning Monday, Thursday and Friday.
 - **BRIGHT** schedule- students come to the school building for in person instruction on Thursday and Friday and are home for remote learning Monday, Tuesday and Wednesday..
 - **UNIQUE** Schedule- students have virtual instruction Monday-Friday.

		Monday	Tuesday	Wednesday	Thursday	Friday
Blended Learning Schedules	BOLD	Virtual Instruction	In-Person Instruction	In-Person Instruction	Virtual Instruction	Virtual Instruction
	BRIGHT	Virtual Instruction	Virtual Instruction	Virtual Instruction	In-Person Instruction	In-Person Instruction
Fully Virtual Schedule	UNIQUE	Virtual Instruction	Virtual Instruction	Virtual Instruction	Virtual Instruction	Virtual Instruction

Can I switch my schedule? If so, when and how?

- Yes. Families will not have to commit to any option for the entire school year.
- Any family that chooses the **BOLD** or **BRIGHT** schedule (blended learning), can choose to go to the **UNIQUE** schedule (all virtual) at **any time**. All other scheduling changes must be coordinated with the school. Please reach out to our Director of Operations, Ms. Ebanks, at fahron@bridgeprepcharter.org to discuss any schedule changes.



What should we expect from the academic schedule both in-person and virtually?

- Depending on a student's schedule, they will either be physically in a classroom with a small group of their classmates and teachers, or they will be at home and will be streamed into the classroom utilizing Zoom and our new technology, **Swivl**. This will allow all students to attend the live instruction with their peers.
- Each class will have its own Google Classroom housing all lessons, links, and materials for families' reference.
- Through the use of synchronous learning, we are able to mirror a typical school day, providing each student with the same opportunities to learn and develop their skills, honing in on our commitment to educational equity for every student.
- **All** students will receive **daily, live** instruction in our core content subjects(below) from 8:15am - 12:45pm whether they are in person or at home.
 - Orton-Gillingham
 - English Language Arts
 - Mathematics
 - Morning Meeting.
- When students are learning virtually, on any particular day, they will use their Google Classroom to access content that mirrors in-person instruction in the following areas:
 - Science
 - Leadership
 - Physical Education
 - Arts Based Enrichments
 - Social Emotional Learning.

What is Swivl?

- **Swivl** is a robotic mount for an iPad, camera, or smartphone that comes with a remote control, audio recording Marker that hangs on a lanyard from the teacher's neck. It is designed to track and, with the video capture abilities of the iPad, record videos of the teacher teaching a lesson.
- **Swivl** uses tracking, line of sight technology, and a 360° rotating platform to follow a teacher wearing the Marker.
- This form of technology allows videos to be uploaded into the Google Classroom for students who may have missed the live lesson. Importantly, it enables Bridge Prep to offer fully virtual or blended learning instructional schedules that allow for a switch between models as internal and external circumstances change.

What is the attendance policy?

- Daily attendance will be taken in-person or when students are streamed into Morning Meeting at 8:15 a.m.
- Students will be marked present if they are indeed present in-person or streamed into the classroom during Morning Meeting.
- Students will be marked absent if they are neither present in-person or streamed into the classroom.
- Absences will be considered excused if the family provides a doctor's note or calls the Main Office explaining the reason for the absence.

Does my student need to wear their uniform? If so, when?

- **In-Person-** Yes. Students are asked to be in full school uniform when attending school in the building.
- **Remote Learning-** Students are not mandated to be in full uniform when they are at home for remote learning. Students are asked to wear their Bridge Prep Gym T-Shirt during virtual learning whenever possible.



What technology will be available for my student(s)?

- In order to access all remote learning platforms and software for the 2020-2021 school year, all students will be provided a brand new Chromebook by the school for at-home school use. This will keep our instructional program and technology guidance streamlined and assure all students have access to the same technology.
- Each Chromebook is equipped with both a keyboard **and** a touch screen for multisensory learners.
- Student computers are meant to stay at home, and each student will have access to an individual iPad should they need technology in the building.
- Technology pickup is scheduled for the week of August 31, 2020. Families can sign up for a specific time slot to pick up their technology [here](#). Any questions about technology pickup should be directed to Ms. Ebanks at fahron@bridgeprepcharter.org.

What are the school's health monitoring and screening procedures?

- All students and staff will have their temperature checked using non-contact thermometers upon entry into their specific entry point of the building. Any student with a fever of 100.4°F or greater and/or symptoms of possible COVID-19 virus infection should not be present in the school building.
- **Any student with a temperature above 100.4 degrees will be sent to the school nurse for an assessment prior to accessing their classroom.**
 - If instructed by the school nurse, the School will contact the student's parent/guardian to come pick up their student immediately. The student will wait in the assigned isolation room until they are picked up.
 - If the nurse or the School is unable to get in touch with the parent or guardian, or if the parent is unable to come pick up their student, the School will call the emergency contacts listed on the student's Emergency Card to come pick up their student from school.
 - The parent or guardian will be instructed to call their health care provider, or if they do not have a healthcare provider, to follow up with a local clinic or urgent care center.
- Throughout the day, any student exhibiting signs or symptoms of COVID-19, with no other explanation for them, will be sent for an assessment by the school nurse. Any student who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition, such as asthma, allergies, chronic gastrointestinal conditions, etc., **must** be sent home.
- Should symptomatic students have emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, the school nurse or Bridge Prep administrative staff will call 911 and notify the operator that the person may have COVID-19.
- If a student or staff member reports having tested positive for COVID-19, Bridge Prep will notify the local health department to determine what steps are needed for the school community.
- Bridge Prep has designated multiple spaces to be used for school health purposes. One room will be for healthy students to obtain medications and nursing treatments and another will be a space for ill persons.

How do I report an illness?

- Families and staff are required to notify the school when they develop symptoms during or outside school hours and of positive COVID-19 diagnosis. This information can be reported via email to our dedicated email address: health@bridgeprepcharter.org or our direct health reporting phone line
- Bridge Prep will follow CDC, NYS Department of Health ("DOH") and NYC Department of Health and Mental Hygiene ("DOHMH") guidance for allowing individuals to return to the school building after exhibiting symptoms of COVID-19.



What are the school policies on facial coverings?

- Facial coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. We will wear facial coverings to limit the spread of the virus and slow unknowingly infected people from transmitting it to others.
- **Students and staff will be required to wear facial coverings when in the school building most notably in the classroom, hallways, and times when physical distancing is difficult.**
- The mandatory use of face coverings will be enforced for all individuals while **inside** the building at all times with the following exceptions: when students are eating or if/when they are receiving individual mandated special education services with the use of a protective partition to separate the provider and student.
- In the event that a student refuses to wear their facial covering, or refuses to put on their facial covering when directed by a staff member, the student's parent or guardian will be called to come pick them up and they will be sent home. If the parent or guardian is unable to pick up the student from school, the School will contact the emergency contacts on the student's Emergency Card. The student will remain in the isolation room until they are picked up.
- Students who cannot tolerate a face covering medically, including times where such coverings would impair student physical or mental health, may not be subject to wearing a face covering. Medical documentation from the student's healthcare provider will be required for students who cannot tolerate a face covering medically, including times where such coverings would impair student physical or mental health.
 - This information should be provided to the school at least 7 days prior to the first day of in-person instruction for consideration.

What facial coverings are acceptable and what will the school provide?

- Bridge Prep will provide 2 reusable/washable cloth masks with a specialized windowed panel at the mouth to each student. Each staff member will be provided with reusable/washable face coverings, with transparent, windowed panels near the mouth as well as a clear face shield for additional protection. Extra disposable face coverings will be kept on site. All reusable facial coverings provided by the school are hand or machine washable.
- Staff and students that are at increased risk and have medical conditions are eligible to receive an N95 mask (one per 30 days) upon submission of documentation from a medical provider to the school.
- Families will be asked to make sure that their student arrives at school wearing a protective face covering and that the two reusable facial coverings provided by the school are sanitized (washed) prior to return to school. Staff will also be asked to arrive at school wearing a protective face covering, sanitizing their school-provided face coverings before and after usage.

What is the plan for student's eating breakfast and lunch when in the building?

- All meals (breakfast and lunch) will be held in classrooms for health reasons.
- Meals will be available for breakfast and lunch each day, though students will also be permitted to bring their own lunch if preferred. Lunch will be delivered to students in classrooms, and pickup points within the school will be designated for student pickup of breakfast.
- There will be no food sharing of any kind.
- Garbage will be emptied and all surfaces will be cleaned after every meal.
- Every evening, the custodial engineers will be cleaning the entire building with COVID 19 approved disinfectant and specialized cleaning technology. Students will be expected to clean their hands repeatedly throughout the day, including before and after meals/snacks.
- Bridge Prep takes allergies, food safety, and student health very seriously. We cannot guarantee a nut, milk or "allergen-free" environment, but we do have an "allergen aware" policy. Students with allergies become aware of what they can and cannot eat, and staff members are alert and careful about each student's allergies.



- The nurse will work with the parent and the child’s health care provider to create an allergy response plan for each child that needs one. If a child has severe allergies, we request that parents have health care providers complete the Medical Review for Severe Allergies form and complete an Allergy Response Plan.

Will students be able to go outside during the school day at any point?

- Yes. Per guidance, playgrounds may continue to be used when proper safeguards are in place.
- Bridge Prep has confirmed that we will have exclusive access to both playgrounds outside our building and plan to provide students access to this space, as well as other outdoor spaces on campus as frequently as possible.
 - Our team is working to identify a schedule for student access to outdoor spaces, which will likely occur in the afternoon portion of a student’s in-person school day.
 - Bridge Prep, alongside our partners on the Petrides campus, are working to develop designated outdoor spaces to be used whenever possible, for other parts of a student’s day including lunch, afternoon arts based enrichments and specialized programming such as special education mandated services and science class.
- When using the playground and other outdoor spaces, small cohorts/pods will travel together to allow for interaction between small groups of the same students.
- When outside, students may be permitted to take off their facial covering for a “mask break”.

What are the procedures for student drop off in the morning?

- No students will be permitted to enter the building prior to 7:45 a.m. each day.
- Staff will be permitted to enter the building beginning at 7:25 a.m. each day.
- Students will have designated entry points assigned to specific classes, to allow for minimal movement throughout the building and to provide direct access from entry to a student’s classroom destination.
- All staff and students will use hand sanitizer upon entry into the school building.
- Students who arrive after 8:15 a.m. should report to the Main Entrance for temperature screening.

What are the procedures for student pickup?

- Specific locations on campus have been identified for dismissal. Families will need to stand and wait for their students at these designated waiting areas, which will include markings and signage.
- Staff will escort their socially distant cohort of students to their dismissal location.
- Families must contact the Main Office if they are picking up a student before dismissal time and must wait at the Main Entrance for their student.
- Dismissal Times are as follows: Tuesday and Thursday- 4:15 p.m; Wednesday and Friday- 3:15 p.m.

What happens in the case of a confirmed COVID-19 Diagnosis or if an individual has symptoms?

- If an individual receives a positive COVID-19 test or has been exhibiting symptoms and signs of COVID-19 and consults a healthcare provider, they should not be at the school building and should remain home for virtual learning until:
 - It has been 10 calendar days from when the individual first had symptoms;
 - It has been at least 3 calendar days since the individual has had a fever (without using fever reducing medicine); and
 - It has been at least 3 calendar days since the individual’s symptoms improved, including cough and shortness of breath; and
 - The individual presents clearance from a healthcare provider evaluation, provided to the School.



What are the procedures when the School has a positive case?

- If Bridge Prep is made aware that a student or staff member has tested positive for COVID-19, Bridge Prep will:
 - Report cases to all relevant stakeholders including the DOHMH, school nurse, co-located communities, and other required health agencies and take appropriate contact tracing measures.
 - Implement our normed communication protocol to staff and families while protecting the privacy of all students and staff.
 - Schedule exposed cohort(s) of students and staff to fully virtual learning with no in-person instruction for **14 calendar days**.
 - Close off areas used by a sick person until after cleaning and disinfection has occurred.
 - Opening outside doors and windows to increase air circulation in the area.
 - Wait at least **24 hours** before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
 - Reopen the area once it has been appropriately cleaned and disinfected.
 - Allow individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 to return to the area and resume school activities immediately after cleaning and disinfection.
- If Bridge Prep is made aware that two or more confirmed COVID-19 cases are linked in the school, but not in the same classroom, the entire school building will close for **14 calendar days** and all students and staff will transition to fully remote learning.
- If Bridge Prep is made aware that another person in the same residence of a student or staff member is diagnosed with COVID-19, the student or staff member will not attend school in-person for **14 calendar days** and will attend classes virtually. If someone is contacted via contact tracing and told that they have been in contact with someone who has tested positive, and are told to quarantine, they should do so.

What happens in the case of a non-confirmed COVID-19 diagnosis?

- If a person (student or staff member) **does not receive a positive COVID-19 test and is not diagnosed with COVID-19** by a healthcare provider (physician, nurse practitioner, or physician assistant) they can return to the school building:
 - It has been at least **24 hours** since the individual has had a fever (without the using of fever reducing medicines) and the individual has felt well for all **24 hours**;
 - If the individual has been diagnosed with another condition and has a written note from a healthcare provider stating they are clear to return to the school building.

What happens if me or my student has had exposure to COVID-19?

- Per the NYC Test + Trace Corps and DOHMH, any individual who has been in a classroom with a confirmed case are assumed to be close contacts and must be instructed to quarantine for **14 calendar days** since their last exposure to that case. Learning will continue remotely for all classes impacted by any quarantine.
 - Any individual who is considered a close contact of a positive case can only return to the school building when all the following criteria are met:
 - The individual has completed a 14-calendar day quarantine regardless of symptoms or test results since their last exposure to that case;
 - The individual presents clearance from a healthcare provider evaluation, provided to the School;
 - The individual has been symptom free for 24 hours without the use of medication.



What is Contact Tracing?

- Contact tracing is a key strategy and public health function performed by local health departments to trace all persons who had contact with a confirmed case of COVID-19 and prevent further spread of COVID-19. In order to protect students and staff during the COVID-19 pandemic, the DOHMH and the NYC Test + Trace Corps, will support all schools by investigating confirmed COVID-19 cases by performing contact tracing as recommended by the CDC.
- The DOHMH will support the rapid identification of close contacts within a school to identify individuals who need to quarantine. A positive case can be reported to a school in several ways:
 - NYC Test + Trace Corps finds through case interview
 - Staff or parent alert the School
 - Staff or parent alert the DOHMH hotline
 - The NYC Test + Trace Corps and DOHMH will begin investigating self-reported positive COVID- 19 test results from a school community within three hours.
- Bridge Prep will cooperate with the NYC's Test and Trace Corp. program and any other mandates required by the DOHMH and will assist public health departments in knowing who may have had contact at school with a confirmed case by:
 - Keeping accurate attendance records of students and staff members;
 - Ensuring student schedules are up to date;
 - Keeping a log of any visitors which includes date, time and where in the school they visited;
 - Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the NYC Test + Trace Corps
- Confidentiality will be maintained as required by federal and state laws and regulations.

What triggers a full school closure?

- Bridge Prep will work with the DOHMH to determine what conditions (i.e. number of positive COVID-19 cases in the building) would trigger a specific class cohort, whole schedule cohort, or full school closure and the amount of time of the closure. If absentee rates impact the ability of the school to operate safely, the Executive Director will consider closing school. Bridge Prep may choose to modify operations prior to closing to help mitigate a rise in cases. Bridge Prep will consult with the DOHMH when making such decisions.
- All schools in New York City will need to close if the percentage of positive tests are equal to or more than 3% using a 7-day rolling average.