

School Reopening Handbook for Boynton Families & Staff

Ithaca City School District
October 2020

Ithaca City School District
400 Lake St., NY 14850 |
<https://www.ithacacityschools.org/>

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Letter from Dr. Brown

Dear Ithaca Families and Caregivers,

I am excited to welcome you back to Ithaca City School District for the 2020-2021 school year. We have missed you and the energy that your students bring to our physical and virtual learning spaces.

It is my hope that this handbook will serve as an important and user-friendly tool for all families navigating this school year. In this handbook you will find much information about how our team of educators plan to address health, safety, and instructional delivery within each of our buildings.

I appreciate your patience and support as we move forward together in-person and virtually as one Ithaca City School District community. It is an honor to be on this journey with you.

Regards,

Luvelle

Superintendent of Schools
Ithaca City School District

Letter from Building Principal

Dear Boynton Students and Families,

We are thrilled to welcome you into the 2020-2021 school year at Boynton Middle School. We have spent a great deal of time planning in preparation for your arrival, whether in-person or virtually. Regardless of how you are engaging in school this year, we want all students to have a positive and meaningful experience this year.

This guide will help to explain some of the new procedures and protocols that are in place for our school. Please read through this carefully in preparation for the year. We will of course review this material with students as well. As a community, our commitment to the health and safety protocols, outlined here, are key to a successful school year. If you have any questions or concerns, please reach out to us. Your partnership is greatly appreciated.

Sincerely,

Lauren Wright
Principal of Boynton Middle School
Ithaca City School District

School Contacts

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TBD, Attendance Secretary (607) 274-2241

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Students' Return to Instruction



The 2020-2021 school year began for all students PreK - 12 **VIRTUALLY** on **Monday, September 14, 2020.**

All buildings will use the first few days of virtual instruction to serve as orientation for staff and students to build relationships and understanding of online tools for teaching and learning.

New students should contact Wanda Wells in Student Services. She will set up a time to create a schedule, provide a building tour and issue a Chromebook.

Prior to welcoming students who chose to be back in person, our school will hold trainings for students around health and safety practices. **Key topics included:**

- Masks
- Physical distancing
- Hand washing
- Walking through the halls
- Breakfast and Lunch
- Bathrooms

Beginning **Monday, October 5, 2020**, students PreK-12 that chose the **IN PERSON** option will be welcomed back to campus and our classrooms. *Students will engage in a hybrid schedule. Hybrid students will attend school in person based on the district's red and gold day rotation system.*

- *Gold Day = last name A-K, Monday and Tuesday*
- *Red Day = last name L-Z, Thursday and Friday*

Students that chose the **DISTANCE LEARNING** option will continue their studies online. *Students will attend 8 blocks on an A/B rotation. Wednesdays will be a day for asynchronous learning and time to meet with their teachers in small groups.*



School Hours:

8:45-9:00- Arrival times. Students will enter the building through various entrances based on the mode of transportation (walkers, bus riders, drop-offs etc.) If you are dropping off/picking up your child, please use the side parking lot. We ask that you remain in your car and wait for your child to come out.

9:00-3:10- Classes

Staggered Dismissal by Grade level

3:10- 6th grade dismisses

3:15- 7th grade dismisses

3:20- 8th grade dismisses

Daily Student Schedule

Homebase: 9:00 - 9:10

Period 1: 9:15 - 10:20

1a: 9:15 - 9:45

1b: 9:50 - 10:20

Transition Time:

6th grade: 10:20 - 10:25

7th grade: 10:25 - 10:30

8th grade: 10:30 - 10:35

Period 2: 6th grade 10:25 - 11:30

7th grade 10:30 - 11:35

8th grade 10:35 - 11:40

Lunch: 6th grade 11:30 - 12:00

7th grade 11:35 - 12:05

8th grade 11:40 - 12:10

Office Hours 6th grade 12:05 - 12:50

7th grade 12:10 - 12:55

8th grade 12:15 - 1:00

Transition Time:

6th grade: 12:50 - 12:55

7th grade: 12:55 - 1:00

8th grade: 1:00 - 1:05

Period 3: 6th grade 12:55 - 2:00

3a: 12:55 - 1:25

3b: 1:30 - 2:00

7th grade 1:00 - 2:05

8th grade 1:05 - 2:10

Transition Time:

6th grade: 2:00 - 2:05

7th grade: 2:05 - 2:10

8th grade: 2:10 - 2:15

Period 4: 6th grade 2:05 - 3:10
 7th grade 2:10 - 3:15
 8th grade 2:15 - 3:20
 4a: 2:15 - 2:45
 4b: 2:50 - 3:20



Arrival and Dismissal Procedures:

Arrival

8:45-9:00- Students will arrive during that time period through three different locations.

Drop-offs: Please use the side parking lot to drop your child off. They should enter the building through the flagpole door.

Bus Routes: All students riding a bus will enter through the main entrance or the technology wing door. Students will be assigned a door based on the route that they ride.

Walkers: All walkers will enter through the Lake Street entrance near the basketball courts.

Once inside of the building, students should stop by a grab and go breakfast station in the cafeteria and then head directly to their

Dismissal

Students will be released from classes at the time stated below based on their grade level. You will need to exit at the time stated based on your grade level.

3:10- 6th grade dismisses

3:15- 7th grade dismisses

3:20- 8th grade dismisses

It is important to remember:

- Families must drop students off outside of the building
- Drop-offs must be as brief as possible
- Wash your hands before drop-off, prior to pick-up
- Visitors (including families and caregivers) to our buildings is limited
- Pen and paper sign-in/sign-out sheets have been eliminated and will instead be catalogued by staff

Health and Safety Information:



Ithaca City School District COVID-19 Coordinators

Lily Talcott, Deputy Superintendent of Schools: lily.talcott@icsd.k12.ny.us

Kari Burke, Coordinator of Health Services and Wellness: kari.burke@icsd.k12.ny.us



Daily Health Screening

Daily screening of students by caregivers is required every day for in person learners at least 20 minutes before school begins. If your student's screening results do not show up in the daily report prior to arriving at school, your student will have their temperature checked upon arrival to the building. These students will be directed to the nurse's office to complete the screening questions and temperature check. Expectations and protocols for daily screening as well as information about the Screening App will be communicated to families prior to the start of in person instruction, with regular reminders provided throughout the year.

Currently, the screener will inquire whether your child has experienced any symptoms consistent with the [CDC's Symptoms of COVID-19](#) as well as their temperature, known exposures, and a positive test result:

- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- headache
- muscle aches or pains
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting two or more times in the last 24 hours
- diarrhea in the last 24 hours

If your child is experiencing symptoms as noted above, please do not send them to school and call the school to alert them that they are staying home. We encourage you to reach out to your doctor prior to returning to school. If you have any health questions or concerns, please reach out to your school nurse.



If Symptoms Develop While at School

Students or staff who develop symptoms suggestive of COVID-19 or those with a positive response to the questionnaire during the school day will be assessed by the school nurse, with the district medical director available for consultation, as needed.

[Following assessment by the school nurse](#), any students or staff with a temperature of 100.0°F

(37.78°C) or higher, signs of illness, and/or a positive response to the screening questionnaire will be directed to a dedicated isolation area, where students will be supervised prior to being picked up or otherwise sent home. The isolation room will be D141 which is down the hallway from the nurse's office.



Masks

Students are **required** to bring and wear a mask at all times, to the extent practical, if medically capable of doing so. If a student or staff forgets their mask or does not have a mask, a disposable mask will be provided. All students will be provided with [mask breaks](#). Staff will facilitate regularly scheduled mask breaks throughout the day, ensuring that students maintain 6 feet of physical distance when removing their masks.



Students are encouraged to bring their own mask(s) from home. The most effective masks are made with at least 2 layers of fabric which cover their nose and mouth without large gaps and include ear loops or ties for adjustments. Please note, the following types of masks are not recommended as they are less effective in blocking respiratory particles:

- Bandanas and gaiters
- Masks with a breathing valve or "button" vent

If a student forgets their mask or does not have a mask, disposable masks are in plentiful supply and will be provided as often as needed. Each entry point will have a supply of masks that will be provided for student/staff use.



Hand Washing

All who enter the building must wash their hands or use hand sanitizer. In addition to bathroom and outdoor sinks, many learning spaces are equipped with a sink and hand soap for routine hand washing. If a sink is not in a learning space, signage and frequent reminders will be given so that students are encouraged to wash their hands frequently. All hand dryers in district buildings have been replaced with disposable paper towel dispensers. Hand sanitizer stations are also located throughout the building and in classrooms for staff and students to use.

Bathrooms



All students will wear their masks while using the bathroom, and wash their hands and/or use hand sanitizer after bathroom use.

Bathrooms will be sanitized nightly and frequently throughout the day. All bathrooms with two stalls will become single occupancy only. All larger bathrooms will have every other stall closed to create social distancing. There will be signage on the floor outside of all bathrooms to show students where to wait, in the event that the bathroom is full. There is signage in each bathroom reminding students to wash their hands. Teachers will only allow one student out of class at a time to decrease the number of students utilizing the facilities at any given point.



Hallway Movement

Most passing periods are staggered by grade level to reduce the number of students in the hallway. Unidirectional traffic flow has been established in the main hallways of the school. Staff will monitor students as they travel and help maintain 6 feet of distance between students. Decals have been placed on the floors throughout the building to remind students to maintain distance.



Playgrounds, Green Spaces and Recreational Areas:

Outdoor spaces will be used as much as possible, weather permitting. Adults will be present to support small groups and their physical distancing during both learning and play as well as to encourage hand washing at our portable outdoor sink units. Students will wear masks unless they are engaged in activities which allow them to maintain physical distance.

Outdoor spaces have been designated for grade levels to use at their discretion.

School Nutrition



All students have the opportunity to receive school meals in a safe and comfortable environment so that they are ready to succeed in academic and social activities. The district will continue the healthy school nutrition program our families rely on to both in school students and remote learners. Meals will be free to students who qualify for Free/reduced priced meals, and fee based for students not qualifying for Free/Reduced priced meals. Please note that all students are eligible for free meals through December 31, 2020. After December 31, 2020, the meal pricing (below) will resume to pre-distance learning fees.

Meal pricing for the 2020-2021 School year

Elementary Breakfast \$1.75

Elementary Lunch \$2.85

Middle Breakfast \$2.00

Middle Lunch \$3.10

High Lunch \$2.25

High Lunch \$3.35

If you are a distance learner: The ICSD will utilize the online forms developed during spring of 2020 for caregivers to make their meal choices and dates requested known to the ICSD. Sites will be set up throughout the district, based on responses generated, so the greatest number of families will be able to comfortably travel to a nearby site. Attention will be given to remote areas, as well as areas that have a higher percentage of families reliant on public transportation. If you have any questions please feel free to call Child Nutrition at 607-274-2302.

If you are an in-person learner, students will be supervised to wash hands before and after eating all meals: Most students will travel with their classroom cohort, at staggered times from other classroom cohorts, to the building's cafeteria, be provided their meal, and travel back to their classroom (or outdoors, weather permitting) to consume their meals. Proper sanitation protocols (handwashing or sanitizing prior to consumption: appropriate containers for food waste; physical distancing; not sharing food/drink) will be followed. The use of the cafeteria itself will be determined on a case-by-case basis. For students unable to navigate to the cafeteria, their meals will be delivered by appropriate school personnel to the learning location of the student. The ICSD has eliminated "self-service" items (e.g., salad bars). Pre-packaged items will be utilized whenever appropriate. Students will eat at desks in the cafeteria, a classroom or another large designated space. Flexi Wipes will be provided to clean desks after lunch.

Paying for meals and snacks Cashless Funding for School meals for Paid eligibility as well as a la carte drinks and snacks should be funded online in the secure hosted platform SchoolPay.com. Ithaca City School Nutrition Program is committed to providing meal service that is as contactless as possible. Funding on this platform assures no transfer contact between cashiers and students. Funds may be deposited with credit card or checking account encrypted information hosted by SchoolPay.com or checks can be handed to school foodservice staff.

Remote Learning days meal ordering Meals for all students are available for remote learners and onsite learners for free. The USDA free funding ends on December 31, 2020. At that time meals will be available for all students and will follow the paid/reduced and free eligibility status.

Physical Education and Recess



Physical Education (PE)

The District will make every effort to hold Physical Education (PE) classes outdoors. In the event that PE cannot be held outdoors, classes will take place in a gym, weightroom, or a classroom with 12 feet of physical distancing for aerobic activities, while also wearing a mask.

Middle and High School students will no longer change their clothes for participation in PE and the locker rooms will not be accessible. Please wear proper athletic footwear and attire, regardless of the location. Students should also be prepared to participate in outdoor classes by wearing proper outdoor attire (jackets, sweatshirts, long sleeve shirts, sweatpants, etc.). During PE classes, all physical distancing guidelines and practices will be followed. During indoor classes, if physical distance guidelines pertaining to physical activity cannot be followed, classes will focus on the cognitive and affective domains of PE. Examples of these types of lessons would be presentations, reading articles, class discussions, or other methods of learning that do not require physical activity.

All students will be required and encouraged to participate in their assigned PE class, regardless of the class being administered in the live, synchronous, or asynchronous format. Grading criteria will be presented and reviewed by each student's teacher.



Daily Schedules and Routines

Middle School Details

Our building will be reopening on a hybrid schedule which will allow for students to attend a combination of in person classes and remote learning classes. All students will receive a student schedule from the guidance department, those who opted to receive instruction through the strictly remote model will also receive a student schedule in the mail.

- *All students will receive a class schedule regardless of the “learning status” they declared. (Hybrid vs. Strictly Remote)*
- *Hybrid students will attend school in person based on the district’s red and gold day rotation system.*
 - *Gold Day = last name A-K*
 - *Red Day = last name L-Z*
- *The school day starts at 9:00 am and ends at 3:20 pm. The building will open at 8:45a.m. for students to enter and go to their classrooms.*
- *All classes at the middle school will run within the parameters of the building’s master schedule.*
 - *Faculty, staff and students will follow the blocked 4-period day schedule.*
 - *Students will receive “real time” instruction during their assigned period, whether they are learning in the classroom or learning remotely.*
- *All of the building entrances will be utilized for arrival and dismissal. We will stagger the groups entering and exiting by grade level to avoid crowding.*
- *Hall changes will be staggered in order to minimize traffic. Physical distancing will be enforced while students rotate from class to class.*
- *Students will eat lunch at their own desk in the cafeteria or a classroom.*
- *Attendance for in person and remote students will be recorded in SchoolTool.*
- *Weather permitting, outdoor classroom usage will be encouraged.*
- *Students will not use lockers and paper/material exchanges will be minimized.*
- *Students will be allowed to carry backpacks from class to class while in the building.*
- *Physical Education (PE) will take place outdoors with indoor safeguards for inclement weather; students should dress appropriately for PE, as changing and locker room access will not be permitted.*
- *Elective classes will be offered.*
- *Bathrooms will be monitored regularly throughout the day and sanitized regularly throughout the day.*
- *Sanitizing wipes will be available for wiping down desks between classes.*
- *Water bottles will be filled by students and handles/buttons wiped down frequently.*

Special Education Plan



We are so excited to be serving our students and families this year. Please reach out to us if you have any questions.

Administration:

Tara Caiza, Master Educator for Inclusion (tara.caiza@icsd.k12.ny.us)

Jenn Gondek, Director of Special Education (jennifer.gondek@icsd.k12.ny.us)

Special Education Programs:

All special education services including integrated co-taught classes, resource rooms, related services, and accommodations/modifications will be in effect as per the student's IEP or 504 plan, in addition to following a Virtual Learning Plan (if applicable). Wednesdays are flexibly scheduled and may be used for face-to-face testing, if applicable, 1:1 related services as per IEP recommendations, and check-ins through Google Hangout with their teacher to provide additional support.



Technology

Middle School Devices

Students in the middle school will be issued a 1:1 Chromebook and must bring their devices to and from school each day. Students already enrolled in the district were directed to keep their Chromebooks over the summer. New students should fill out a [student/family help ticket](#) if they did not receive a Chromebook on the first day of school.

Malfunctioning/Damaged Chromebooks

Students that have an iPad or Chromebook that is malfunctioning and/or damaged should fill out a [student/family help ticket](#) for assistance in getting the device repaired or exchanged.

Campus Visitors



The District campus will be closed to all visitors without prior appointment and completion of an online health assurance screener. Parents/guardians visiting campus for any reason other than arrival and dismissal must also follow these procedures.



Building Readiness

Cleaning

All spaces have been cleaned and disinfected, and equipped with Flex Wipes for adult use. All spaces will be sanitized nightly with a sprayer. Spaces will also be disinfected several times throughout the day.

HVAC

The HVAC systems have now been calibrated to provide fresh air at volumes that exceed those recommended in response to COVID-19. All Air Handling Units (AHUs) at Boynton are working properly, all transducers that needed to be replaced have been replaced, all exhaust fans are in working order. District-wide, all air filters will be replaced with MERV-13 models prior to October 5th.