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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 Principals

Dear Enfield Elementary School Families and Caregivers,

We are looking forward to continuing to provide remote learning for some students and welcoming other students back into the building. Either way, we will meet students where they are and partner with you to engage, educate, and empower 100% of our learners. There are many changes for sure. Remote instruction is new. Our in person class sizes will be smaller. Wearing masks and being physically, but not emotionally, distant is new. But we got some practice with all of these things in the spring, during summer school, and even recently. Our staff community is strong, limber, and ready to help.

Some things are always true, and this one for sure; we are so grateful for your partnership, your flexibility, and your support to help make Enfield Elementary School the exemplary place for all of our students. Whether in person or virtual, we continue to be one fantastic community.

Sincerely,

Keith and Aileen

Principal and Associate Principal
Enfield Elementary School
Ithaca City School District
## School Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>Judy Fernandes</td>
<td>607-274-2221</td>
<td><a href="mailto:jfernand@icsd.k12.ny.us">jfernand@icsd.k12.ny.us</a></td>
</tr>
<tr>
<td>Principal</td>
<td>Keith Harrington</td>
<td>607-274-2221</td>
<td><a href="mailto:kharrington@icsd.k12.ny.us">kharrington@icsd.k12.ny.us</a></td>
</tr>
<tr>
<td>Associate Principal</td>
<td>Aileen Grainger</td>
<td>607-274-2221</td>
<td><a href="mailto:aileen.grainger@icsd.k12.ny.us">aileen.grainger@icsd.k12.ny.us</a></td>
</tr>
<tr>
<td>Nurse</td>
<td>Patricia Stoiko</td>
<td>607-274-2335</td>
<td><a href="mailto:patricia.stoiko@icsd.k12.ny.us">patricia.stoiko@icsd.k12.ny.us</a></td>
</tr>
<tr>
<td>Social Worker</td>
<td>Sheila Kissiloff</td>
<td>607-274-2100</td>
<td><a href="mailto:skissilo@icsd.k12.ny.us">skissilo@icsd.k12.ny.us</a></td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Stephanie Colombo</td>
<td>607-274-8854</td>
<td><a href="mailto:Stephanie.Colombo@icsd.k12.ny.us">Stephanie.Colombo@icsd.k12.ny.us</a></td>
</tr>
<tr>
<td>Educator for Inclusion</td>
<td>Karen Rachetta</td>
<td>607-227-0870</td>
<td><a href="mailto:karen.rachetta@icsd.k12.ny.us">karen.rachetta@icsd.k12.ny.us</a></td>
</tr>
</tbody>
</table>
Students’ Return to Instruction

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.

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-5 that chose the **IN PERSON option** will be welcomed back to campus and our classrooms.

Students that chose the **DISTANCE LEARNING option** will continue their studies online.

School Hours:

The school day is from 8:00am-2:00pm. Students may enter the building beginning at 7:40 and proceed to their cohort classrooms.

Arrival and Dismissal Procedures:

Kindergarten and 1st grade students will use the Main office entrance.

Pre-K, 2nd grade, 3rd grade, and 4/5th graders will use the bus loop entrance.

We will start welcoming buses at 7:40. Each bus will pull up to the bus loop entrance one at a time and students on that bus will disembark separately. The bus loop is closed to other traffic during school hours.
Student drop off is in the parking lot between 7:40-8:00. One car will be directed to drop off at a time. Staff members will be stationed at the front of the building and throughout the halls to help students move through the appropriate entrance and keep 6 feet of distance. Please make sure you have completed the screener for your student(s) by 7:15 am.

It is important to remember:
- Families must drop students off outside of the building
- Drop-offs must be as brief as possible, adults staying inside the car is best
- 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
- If you are picking up your child during the school day, please call the Main Office and remain in your vehicle. Your child will come out to you.

At dismissal, students will stay in their classrooms until they are dismissed by bus/called for pick up. Parking lot pick-up times will be staggered by grade level. When you come to pick up, pull in and around the loop in the parking lot. Stay in your car and your student will come to you.
Pre-K, K, and 1st grade pick up time is 1:40-1:50.
2nd and 3rd grade pick up time is 1:50-2:00.
4th and 5th grade pick up time is 2:00-2:10.

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. 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. Please call the main office when you arrive at the school and an adult will bring your child out to your car.

**Masks**

Students are **required** to have 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.

Mask breaks are purposeful times during the day when students and staff take off their masks for a short period of time.
- Must be 6 feet apart from other people
- Outside if possible
- In an empty room or hallway if possible (especially for adults)
- If inside and in a room with others (ie eating, drinking) remain stationary

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.

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. Masks are available at the Welcome stations at both main entrances. They are also available upon request from the main office.

**Enfield teachers and staff will create a culture where mask wearing is the norm.**
Adults will model proper mask usage. Teachers will teach and practice how, when, and where to wear a mask. Creative activities, like decorating masks, will be used to build ownership and authenticity. All students need to feel safe and validated to support mask wearing.

**Everything you do at home to support mask wearing makes in-person schooling possible and safe.** We are so grateful for your partnership.

If a student is not wearing a mask:
- Remind them of the expectation
- Remind them why it is an expectation
- Ask them to wear a mask
- Engage them in a 1:1 conversation
  - Why aren’t they wearing it?
  - What do they need to support wearing a mask?
    - Additional mask breaks?
    - Engaging activity to take their mind off it?
    - A more comfortable mask?
    - Are they not wearing it because of something unrelated to mask wearing?
- Engage other adults in supporting the student
  - Another staff member with a strong relationship to the student
  - Parents and caregivers
  - Principals, Social Worker/Psychologist, Nurse

**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.

At Enfield:

- Every person who enters the building must use hand sanitizer at the welcome stations

Adults and Students hand washing:

- Wash hands when you enter a new space
- Wash hands before eating
- Wash hands when switching activities (ie between reading books and using math manipulatives)
- Wash hands after using the bathroom

Adults:

- If you are going between spaces/classrooms, make sure you wash your hands immediately upon entry into a new space/classroom
- If you are working closely with a student (or small group of students), wash your hands before working closely with another student.

**Physical Distancing and Cohorts**

All students and staff will keep 6 feet of space whenever possible. Our classroom spaces are arranged so that every student can sit while keeping physical distance. Each classroom cohort will remain with the same group of students throughout the school day and not come into contact with students in other cohorts.

Physical Distance:

- This will take time, need to be taught, modeled, and reinforced
- It may never be “perfect”, but we will strive for it as much as possible
- Signage on the floors and walls will reinforce physical distancing

Classrooms cohorts:

- Small, static groups
- In cohorts students should remain 6ft apart when possible (independent activities, mask breaks, eating/drinking, etc.)
- Many instructional activities are hard to keep students 6ft apart (partner reading, math activities, playing, etc.)
  - Use your best judgment, stay calm, and reinforce/model best practices
  - Students should wash hands before and especially after being in close proximity
  - Keep masks on

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Mission: Engage, Educate, Empower

Vision: 6,000+ Thinkers
Bathrooms
All students will wear their masks while using the bathroom, and wash their hands and/or use hand sanitizer after bathroom use. Signage and adult monitoring will be in place to maintain 6 feet of social distancing outside of the bathrooms, and to encourage handwashing and/or sanitizer usage.

Hallway Movement
Students will keep 6 feet of physical distance in the hallways. A revised schedule will allow for only one cohort of students to be in the hallway at any one time during the school day. Decals on the floor and posters on the walls will visually show 6 feet and reinforce keeping physical 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. Please make sure your child is dressed so that they can be comfortable being outside. Please contact our main office if you would like help with additional outdoor clothing. 607-274-2221

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 all students.

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. Meals will be served from a cart in the hallway, one cohort at a time. Students will eat in their classroom, or in an outside area, weather permitting. Proper sanitation protocols (handwashing or sanitizing prior to consumption; appropriate containers for food waste; physical distancing; not sharing food/drink) will be followed. The ICSD has eliminated “self-service” items (e.g., salad bars). Pre-packaged items will be utilized whenever appropriate.

**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.

**Elementary School Recess**
We believe that students need an outdoor break within their school day, free of academic tasks. To facilitate distancing, recess periods for elementary students will be staggered throughout the day. Every class cohort will have free range of an outdoor area during their 30 minutes recess.

Masks will be worn at recess, although designated areas for individual activity will be established to allow for physically-distanced mask breaks. Equipment that can be used individually will still be permitted (e.g., jump ropes, hula hoops, kickballs). Students will be required to wash their hands prior to and after recess at an outdoor sink unit.

**Daily Schedules and Routines**

**Elementary School Details**
October 5th will likely feel like another first day of school. Whether in person or online, teaching teams will focus on building relationships, routines, and supporting social emotional learning.
Enfield's In Person Schedule will be something like this:

<table>
<thead>
<tr>
<th></th>
<th>Pre-K</th>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4/5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greet/Breakfast</td>
<td>7:45-8:15</td>
<td>7:45-8:15</td>
<td>7:45-8:15</td>
<td>7:45-8:15</td>
<td>7:45-8:15</td>
<td>7:45-8:15</td>
</tr>
<tr>
<td>Morning Meeting</td>
<td>8:15-8:45</td>
<td>8:15-8:45</td>
<td>8:15-8:45</td>
<td>8:15-8:45</td>
<td>8:15-8:45</td>
<td>8:15-8:45</td>
</tr>
<tr>
<td>Morning Announcements</td>
<td>0:45-8:50</td>
<td>0:45-8:50</td>
<td>0:45-8:50</td>
<td>0:45-8:50</td>
<td>0:45-8:50</td>
<td>0:45-8:50</td>
</tr>
<tr>
<td>Morning Learning Experiences</td>
<td>8:50-10:00</td>
<td>8:50-10:00</td>
<td>8:50-11:00</td>
<td>8:50-11:00</td>
<td>8:50-11:00</td>
<td>8:50-12:00</td>
</tr>
<tr>
<td>Lunch/Recess</td>
<td>10:00-11:00 (10:00 Recess)</td>
<td>10:00-11:00 (10:30 Recess)</td>
<td>11:00-12:00 (11:00 Recess)</td>
<td>11:00-12:00 (11:30 Recess)</td>
<td>12:00-1:00 (Recess split by cohort)</td>
<td></td>
</tr>
<tr>
<td>Afternoon Learning Experiences</td>
<td>11:00-1:40</td>
<td>11:00-1:40</td>
<td>12:00-1:40</td>
<td>12:00-1:40</td>
<td>1:00-1:40</td>
<td></td>
</tr>
<tr>
<td>Wrap Up/Closing Circle/Pack Up</td>
<td>1:40-2:00</td>
<td>1:40-2:00</td>
<td>1:40-2:00</td>
<td>1:40-2:00</td>
<td>1:40-2:00</td>
<td></td>
</tr>
</tbody>
</table>

**Supplies**

In addition to the supply lists posted on your school's website, the following items will be beneficial for students attending school in person:

- Travel soap box - to store their mask during lunch and/or a second mask as a spare
- Mask lanyard - this would allow for students to keep masks with them
- Water bottle - water fountains will be closed, but the water bottle filling stations will be accessible. Cups will be available for students who forget a water bottle for use at the filling stations.
- Shoe box or similarly sized plastic container - to store personal items under their desk and minimize shared supplies.

**Shared Materials**

Shared materials will be reduced as much as possible; however, there are items that need to be used by multiple students over the course of the year. These items will be set aside and/or immediately sanitized after student use. Handwashing after shared materials will also be required.

We believe in the value of books as part of our reading programs and a critical component of developing a love of learning in children. Therefore, students will still have the opportunity to borrow books from the school or classroom libraries. We will follow the procedures that have been developed by public libraries and
have been shown to be effective:

- The librarian or other staff member will bring a cart of curated books to classrooms for students to check out.
- Classroom books may also be borrowed for student use.
- Returned books will be held for 24 hours to reduce the transmission of germs.

Shared classroom materials will also be sanitized after student use. Work or projects that must be collected from students will be quarantined for 24 hours before and after teacher review. Elementary teachers often create “centers,” learning activities with a set of materials where students interact with the materials to solidify their understanding of a concept. Where possible, students will be given individual materials to accomplish these goals.

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:
Karen Rachetta (EI) (karen.rachetta@icsd.k12.ny.us)
Jenn Gondek, Director of Special Education (jennifer.gondek@icsd.k12.ny.us)

Technology

Elementary Devices

Students in the elementary school will be issued 1:1 iPads (PreK-1) or Chromebooks (2-5) depending on the grade level. Devices will be kept at school, and quickly shipped home, in the event of transition to an all-remote learning model.

Malfunctioning/Damaged Chromebooks

Students that have an iPad or Chromebook that is malfunctioning and/or damaged should fill out a student/family help ticket or call 607-882-9850 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.

**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 Enfield 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.

Because our increased ventilation brings fresh air into the learning spaces. Please prepare your students for cooler air in these spaces and pack an extra sweatshirt or light jacket for the days at school.

Some exhaust fans had issues and some unit ventilators had maintenance needs and repairs.

- **EF-9R** (Needs new belt 6724, new item) - Working to resolve before 10/2/20
- **EF-10R** (Needs new belt 4L240, new item) - Working to resolve before 10/2/20
- **EF-10-3** (Electrical issue on exhaust fan start failure) - Working to resolve before 10/2/20, Day Automation Issue
- **EF-15-4** (Electrical issue on exhaust fan start failure) Working to resolve before 10/2/20, Needs new motor and power restored to relay.
- **EF-15-5** (Electrical issue on exhaust fan start failure) - Resolved
- **EF b2-1** (Electrical issue on exhaust fan start failure) - Resolved
- **B3A** (both fans to unit have a start failure) Working to resolve before 10/2/20, Needs one of the two motors replaced. Operating on one now.
- **FCU-1** (no access to unit during walkthrough) - Working to resolve before 10/2/20, Needs new blower motor.
- **FCU-2** (no access to unit during walkthrough) - Resolved
- **UV-14A** (on/off switch appears to be broken, turns on/off without the switch moving) -
Resolved
- UV-12A (replaced to single speed motor and there are noise complaints) - Resolved
- UV-16A (heating issues in winter) – Resolved and operational, but need further attention in future around temperature control.
- UV-13A (shaft is bent and needs replacement) – Resolved and operational
- RTU (cleaned coil) – Resolved and operational