

School Reopening Handbook for Ithaca High School Families & Staff

Ithaca City School District
October 2020

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

TABLE OF CONTENTS

Letter from Dr. Brown	4
Letter from Principal Trumble	5
School Contacts	6
Students' Return to Instruction	7
School Hours:	8
Arrival and Dismissal Procedures	8
Health and Safety Information	9
• Ithaca City School District COVID-19 Coordinators	9
• Daily Health Screening	9
If Symptoms Develop While at School	10
• Masks	10
• Hand Washing	10
• Bathrooms	11
• Hallway Movement	11
Playgrounds, Green Spaces and Recreational Area:	12
School Nutrition	12
Physical Education and Recess	13
• Physical Education (PE)	13
Daily Schedules and Routines	14
High School Details	
• Attendance	
• Study halls	
• Lockers	
• Student schedules	
Special Education Plan	15
Technology	15
High School Devices	16

Malfunctioning/Damaged Chromebooks	16
Campus Visitors	16
BOCES	16
Building Readiness	17

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 plans 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 Principal Trumble

Dear Ithaca High School Community,

On behalf of the entire staff, it is my absolute pleasure to welcome you back to the 2020 - 2021 school year. We have invested much time and energy as a community to find the best ways to provide both a virtual and in-person learning climate.

We hope you find this document to be filled with helpful resources and pertinent information that clarifies our commitment to a safe learning environment whether it be a completely online or hybrid model. If you have questions or need clarification on any information as you read through the document, please do not hesitate to contact us. Page 6 includes a list of key personnel whose sole purpose is to make sure all our students and families are supported.

As always we appreciate your patience and partnering as we are on this journey together. This is OUR school.

Be strong, stay strong!

Jason

Jason M. Trumble
Principal of the Ithaca High School

School Contacts

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School Counselors:

Kas Bilyk, students A-C and Seniors D-Di

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Social Workers:

Katina Scavuzzo, students A-L

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School Psychologist, Shawn Goodman

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Other:

Coordinator of Health Services and Wellness, Kari Burke

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High School Nurse, Sharon Ordway

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CSE/504 Coordinator, Margaret Shaw

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Wellness and Athletics Officer, Samantha Little

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Director of Fine and Performing Arts, Daphne Shululu

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High School Lunch Manager, Jamie Zervos

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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 an orientation for staff and students to build relationships and understanding of online tools for teaching and learning.

Ithaca High School students will receive a virtual orientation to become familiar with the campus, new renovation updates, key people, and protocols. This will be shared with all IHS students, caregivers, and staff via email, the IHS website, and via social media.

Prior to welcoming students who chose to be back in person, our school will hold training 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.

- [IHS Gold and Red Cohort Information](#)
- [IHS Hybrid Model with Asynchronous Wednesday](#)

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

- [IHS Gold and Red Cohort Information](#)
- [IHS Hybrid Model with Asynchronous Wednesday](#)



School Hours:

Ithaca High School will be in session from 8:10 am - 3:30 pm.



Arrival and Dismissal Procedures:

Zero period students can arrive from 7:50-8:05

Underclassmen - First period students can arrive beginning at 8:40

Upperclassmen - First period students can arrive beginning at 8:50

Arrival/Dismissal Protocol

Bus Riders:

Students will enter the building based on their grade level. Underclassmen will enter into the Q entrance and Upperclassmen will enter into C entrance. This is subject to change once construction on the J building is completed.

Walkers:

Students who walk or bike to school will enter into the C door entrance.

Dismissal:

Students will be dismissed by grade level starting with Seniors. An announcement will be made to inform students of the staggered dismissal. Drop-offs must be as brief as possible.

It is important to remember:

- Wash your hands before drop-off, prior to pick-up.
- Visitors (including families and caregivers) to our buildings are by appointment only.
- Pen and paper sign-in/sign-out sheets have been eliminated and this information will be cataloged 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. Administrators will have an active list of students who have not completed the screening and will be escorted to the nurses' office for screening. 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 | ● new loss of taste or smell |
| ● cough | ● sore throat |
| ● shortness of breath or difficulty breathing | ● congestion or runny nose |
| ● fatigue | ● nausea or vomiting two or more times in the last 24 hours |
| ● headache | ● diarrhea in the last 24 hours |
| ● muscle aches or pains | |

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 rooms for students deemed to need isolating until parent pickup will be:

1. Conference room within the Medical Suite and observed by staff in the Medical Suite
2. Free space/room within the Mental Health/ Counselors Suite and observed by an individual within that Suite.

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 that 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. Masks and hand sanitizer are located in the following areas: Kulp foyer, C and Q foyer, the entrances near E48 and E26, the entrance near F7, J Breezeway and both K entrances exits and G/K crossover.



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. Hand sanitizer and face masks are located at all approved entrances.



Bathrooms

All students will wear their masks while using the bathroom, and wash their hands and/or use hand sanitizer after bathroom use. Hand sanitizing units will be outside each bathroom

- Signs in the bathrooms instruct how to properly wash after using the restrooms
- Limit 2 per bathroom. Proper social distancing will be utilized by signage
- Bathrooms are cleaned daily.



Hallway Movement

Staggered grade level bell schedules will be followed to minimize traffic in the hallways. There are stickers on the floors to designate 6 ft distances while waiting to enter classrooms and a line down center of hallways to separate passing traffic. There are signs indicating the direction of traffic flow.



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 that allow them to maintain physical distance. Students will have access to the outdoor quad area under adult supervision, weather permitting.

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

High School Breakfast \$2.25

High School Lunch \$3.35

If you are a distance learner: The ICSD will utilize the online forms developed during the 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 class, at staggered times from other classes, 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 (hand washing 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 lunch in their classrooms unless weather permits the use of the outside quad with adult supervision.

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 a credit card or checking account encrypted information hosted by [SchoolPay.com](https://www.schoolpay.com) or checks can be handed to school food service 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



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, weight room, or a classroom with 12 feet of physical distancing for aerobic activities, while also wearing a mask.

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.



High School Schedules, Routines & Details

October 5th & 6th for the Hybrid students whose last name begins with A-K will learn on campus. All distance learning students A-Z will attend the remote classes too.

October 7th all students (hybrid and distance learning) will learn remotely.

October 8th & 9th for the Hybrid students whose last name begins with L-Z will learn on campus. All distance learning students A-Z will attend the remote classes too.

October 12th is a Holiday, Hybrid students whose last name begins with A-K (Gold Cohort) will learn on campus on Tuesday and Wednesday and for the students whose last name begins with L-Z (Red Cohort) will learn on campus on Thursday and Friday. There will not be an asynchronous, all remote learning, day this week.

Attendance

At the start of each class block, attendance for on-campus and remote students will be recorded in SchoolTool. Please note that if your child is not participating in classes (in-person OR remote) you must notify the attendance office.

Students that are participating from home must be present at the start of the period. In addition, they will need to follow the guidance provided via Canvas.

Attendance Clerks

Linda Howell- Attendance Office A-L lhowell@icsd.k12.ny.us

Debra Kane- Attendance Office M-Z dkane@icsd.k12.ny.us

Study Halls/Study Periods

Students who do not have a class in a given block period will be assigned to a study hall and must report and remain in the study hall for the entire block period. Study periods will not be available for any students. All students must remain on campus for the entire school day with the exception of

appointments which require caregiver permission and signing out of the attendance office.

Lockers

*Students will **not** be assigned hallway or PE lockers. You will need to carry your items in your bookbag.*

Student Schedules

Students will be able to access their schedules from the SchoolTool Portal. A great deal of time, effort, and thought has gone into the process of student placement for the 2020-2021 school year courses were created based on student needs and interests and are balanced. Our class lists are structured to provide equitable class sizes at each level. Moving students is difficult without causing imbalances and inequities; therefore we will not honor requests for change of teacher, lunch, P.E., or study hall.



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:

Margaret Shaw

margaret.shaw@icsd.k12.ny.us

Jenn Gondek, Director of Special Education

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Special Education Programs:

- *Integrated Co-Taught Classes and Resource Room : Students will be split into two cohorts*
 - *Red- Students with last names A-K will attend school on Mondays and Tuesdays*
 - *Gold- Students with last names L-Z will attend school on Thursday and Fridays*
- *Wednesday- This will be a time where students , with IE, , if applicable, to receive face-to-face testing, Related Services as per IEP recommendations (that are not able to be met on a Monday /Tuesday or Thursday/Friday) and check-ins through Google Hangout with their teacher/case manager.*

Technology



High School Devices

Students in the high school are 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 (these are posted on every external door with a QR code). Parents/guardians visiting campus for any reason other than arrival and dismissal must also follow these procedures.



BOCES

IHS/BOCES students will travel between both campuses using ICSD busing.

AM BOCES Session Meets: 8:00 am - 10:15 am

PM BOCES Session Meets: 12:15 pm - 1:50 pm

Students wishing to use their own transportation must have written permission from both schools. Please see your associate principal for the appropriate documentation.



Building Readiness

Cleaning

All spaces will be cleaned and disinfected daily, as well as being equipped with flex wipes for cleaning in-between classes.

HVAC

To establish and maintain quality airflow throughout the Ithaca High School campus, the Ithaca City School District is working with Trane Technologies Inc. Attached is the current [report](#) (as of September 21, 2020) and comprehensive list of action items.