



School Reopening Handbook for Northeast Families & Staff

Ithaca City School District
October 2020

Northeast Elementary
425 Winthrop Dr.

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 Northeast Families and Caregivers,

We are working hard to have an engaging and safe year for all our students whether they are learning through distance or in-person instruction.

This is new for all of us and we thank you for your patience and understanding.

This handbook has an enormous amount of information. Please work through it with your child. If you have any questions, please reach out to me.

I will be sending home videos of in-school procedures as well as adding them to this handbook.

We are so excited to see our Northeast wolfpack again!

Sincerely,

Liddy Coyle
Principal, Northeast Elementary
Ithaca City School District



School Contacts

Telephone Numbers

Main Office: (607) 257-2121
School Fax: (607) 257-8157
Attendance Line: (607) 257-0546
Transportation: (607) 274-2128
Child Nutrition: (607) 274-3202
Child Nutrition Fax: (607) 274-6836

Main Office Email Addresses

Principal: Liddy Coyle eallee@icsd.k12.ny.us
Secretary: Cindy Stoneman cstonema@icsd.k12.ny.us
Secretary: Carol Barry carol.barry@icsd.ny.us

Northeast Nurse

Maria Saccuccimorano maria.saccuccimorano@icsd.k12.ny.us (607) 266-3559

Special Education and Inclusion

Northeast Educator for Inclusion: Lisa Rieger lisa.rieger@icsd.k12.ny.us
ICSD Special Education Director: Jenn Gondek jennifer.gondek@icsd.k12.ny.us

Northeast Social Workers

Melissa Enns melissa.enns@icsd.k12.ny.us
Amy Spenciner amy.spenciner@icsd.k12.ny.us

Family Liaison

Mackenzie Torelli mackenzie.torelli@icsd.k12.ny.us



Student's Return to Instruction

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 INCLUDE:**

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

We will add videos to this page as well as send them to all families the week of September 28th. These should be viewed and reviewed with your child to ensure their understanding.

Beginning **Monday, October 5, 2020**, students that chose the **IN PERSON** option will be welcomed back to campus and our classrooms. We will follow state guidelines to have classrooms with student desks 6 feet apart. These small cohorts of students will have little to no contact with other cohorts. We will have lunch in classrooms, separate recess and outdoor learning spaces and remote instruction in art and music to lower the spread of germs.

Students that chose the **DISTANCE LEARNING** option will continue their studies online. Your child's teacher will be in touch before October 5th so that you can know their schedule and online links.



School Hours:

Northeast School is ready to welcome students into their classrooms starting at 7:40am. Please do not drop off or have students arrive at school before this as we do not have adult supervision before 7:40.

Dismissal will begin at 2pm. Please be patient as we work to keep our classroom cohorts separate as they leave the building each day.



Arrival and Dismissal Procedures:

If your child is receiving transportation to and from school you will be notified by the transportation department via e-mail and USPS prior to the opening of in-person instruction.

We will try having arrival and dismissal with no staggered schedule. If we are unable to keep students and staff safe we will need to develop a staggered arrival and dismissal.

Drop-off is **ONLY** at the lower loop on Winthrop at the field. There is **NO PARKING** in this loop

- Drop-offs must be as brief as possible. You must stay in your car and have your child/children get out from the passenger side of the car
- We will have staff at the drop-off and along the walk to the school to support your child
- We will have signs to help your child know what entrance they will use.
- Please share this map with your child so they know what entrance they must use:
<https://drive.google.com/file/d/1eOBk4leT8ZARckhYIOV9r-7KgPRSjqrN/view?usp=sharing>
- We will have wolf head markers on the ground for students to maintain 6ft distance from their peers

If you choose to walk your child to their entrance:

- You must park in the upper lot near the main entrance
- You must follow social distancing at all times
- You must walk your child all the way to their [designated entrance](#) only
- You may not enter the building with your child

Entering the building:

- Visitors (including families and caregivers) to our building are limited. You will need to fill out a COVID screening form upon entering through the front entrance.
- Pen and paper sign-in/sign-out sheets have been eliminated and will instead be catalogued by staff

Dismissal

- We will be dismissing students by classroom, please be patient
- If your child is riding a bus, we will maintain safety and distance protocols so their arrival home may be a few minutes late, please be patient
- Please wait in your car if you are in the Field Loop, please be patient
- If you are walking, please wait away from the building doors so students can get to their destination safely

- Please meet your child [at the entrance your child went in for arrival](#). We will not be walking pick-up students to other areas.

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 everyday for in person learners. 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. Please reach out to your doctor prior to returning to school. If you have any health questions/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.



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 classroom will have masks, as will the main office and nurse’s office.

Northeast 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.

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?
 - 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

Mask breaks are purposeful times during the day when students and staff take off their masks for a short period of time (30 seconds ~ 2 minutes)

- 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



Hand Washing

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 for staff and students to use. We also have hand washing stations on our playgrounds for students to wash their hands before entering the building.

Hand Hygiene

Adults and Students hand washing:

- 20 seconds with soap and water or hand sanitizer
- 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.



Bathrooms

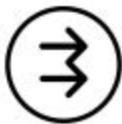
All students will wear their masks while using the bathroom.

Classroom Bathrooms

- Teachers will develop a routine for how students will use them one person at a time, safely.

Shared Bathrooms/Hallway Bathrooms

- We will practice and reinforce knocking and listening for a response before entering
- We will create (or have students create) name tags (with velcro/magnet) that students can bring with them to the bathroom. Students will place the nametag on the entrance to the bathroom to let others know that it is in use.
- Each classroom will develop a system for going to the bathroom that works for their community. Having an aide support small groups walking to and using the hallway bathrooms will be important.



Hallway Movement:

Physical Distancing and Cohorting

- In common areas (buses, hallways, etc.) students will stay 6ft apart
- 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
 - Each class will have a daily schedule that has them move together in the hall when other cohorts are in their classrooms



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.

Outdoor Learning Areas

- Each classroom cohort will have a dedicated outdoor learning space that the teacher may use throughout the day for instruction, free time, and mask breaks.
- Please send your child to school with outdoor clothing everyday as we will utilize these space as much as possible
- Need outdoor gear? Please contact Mackenzie Torelli, our family liaison
mackenzie.torelli@icsd.k12.ny.us



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 1, 2020. After December 1, 2020, the meal pricing schedule (below) will resume.

Meal pricing for the 2020-2021 School year

Elementary Breakfast \$1.65, Lunch \$2.95

If you are a distance learner:

Grab-and-go meals are available for pickup Monday through Friday at Northeast's Front entrance from 10am-12 noon. You **MUST** stay in your car if you are driving to pick-up meals. Families should place their meal orders using the [online order form](#). Visit our [School Meals Information page](#) for details. We also have non-perishable meals available for all families without pre-ordering. Please stop by!

If you are an in-person learner:

Students will be supervised to wash hands before and after eating all meals. Lunch will be brought to the classroom by Northeast staff. Students will sit at their desks to eat their meals. Classroom cohorts may choose to eat outside if weather permits.

Paying for meals and snacks

Please use the online payment system to pay for your child's meals.

<https://parent.payschools.com/user-login.asp?src=custom&>. 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 PaySchools.

If you need to send in a check or cash, please place it in a sealed envelope and write the child's names and the amount inclosed on the front.

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)

A gymnasium is simply a structure made up of brick-and-mortar. Physical Literacy is about exploring the ability to move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person (*Mandigo, Francis, Lodewyk & Lopez, 2012*). Let's not let the walls of our school contain our ability to learn and be active. (credit to Deb Ptak, LACS)

We 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 part of the gym, the cafeteria, or a classroom with 12 feet of physical distancing for aerobic activities.

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. Expectations will be presented and reviewed by each student's teacher.



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 each classroom cohort at Northeast will be staggered throughout the day.

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, playground structures). Students will be required to wash their hands prior to and after recess at an outdoor sink unit.



Supplies and Materials

Supplies

In addition to the supply list your teacher may have sent home, 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.

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.

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.

Teachers often create small group 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.

We believe in the value of books as part of our literacy 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:

- Teachers will work with our library teacher to schedule library lessons and book check-out
- Library books may be borrowed for student use by in-person and distance learners. Details will be shared soon.
- Returned books will be held for 24 hours to reduce the transmission of germs.



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:

Lisa Rieger, Educator for Inclusion (lisa.rieger@icsd.k12.ny.us)

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

Special Education Programs:

Our special education teachers, including our speech/language, OT, PT, Adaptive PE and counseling teachers are partnering with families to discuss individual students' needs in the virtual learning environment. Any agreed upon revisions will be documented in a student's virtual learning plan. Otherwise our aim is to follow students' plans accordingly.

These same teachers will be working with our in-person students to meet their Individual Education Plan (IEP) goals and provide the appropriate programs and services.

Students will not be working with peers from different classroom cohorts to minimize exposure to germs. Teachers that work in more than one classroom will wash their hands and sanitize them before entering each classroom.



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](#) for assistance in getting the device repaired or exchanged. Please also contact your child's teacher so they can help expedite this support.



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 deep cleaned and disinfected. Each classroom space will be equipped with a sanitizing supply bin which will include sanitizer wipes, hand sanitizer and gloves. Staff will be able to clean off work spaces prior to leaving and upon entering each classroom space. The evening custodian will follow district procedures for cleaning spaces used during the day.

Classroom Capacity

Non-essential furniture and items have been removed from each classroom. Classrooms have been assigned a specific student capacity which allows for the appropriate distancing throughout the day.

HVAC

There were a number of unit ventilators and a few exhaust fans that were serviced.

- o UV-207 (transducer replaced) – Resolved
- o UV-214 (transducer replaced) – Resolved
- o UV-231 (transducer replaced) – Resolved
- o UV-226 (ep switch replaced, low air pressure) – Resolved
- o UV-223 (transducer replaced) – Resolved
- o UV-220 (transducer replaced) – Resolved
- o UV-137 (transducer replaced on hot water valve) – Resolved
- o UV-131 (transducer replaced on fresh air damper) – Resolved
- o UV-126 (transducer replaced on fresh air damper) – Resolved



- o UV-120 (transducer replaced) – Resolved
- o UV-117 (fresh air transducer replaced) – Resolved
- o UV-114 (transducer replaced) – Resolved
- o UV-A27 (incorrect filter in unit) - Working to resolve before 10/2/20
- o UV-A28 (motor replaced) – Resolved
- o UV-111 (transducer replaced) – Resolved
- o UV-A32 (motor and transducer replaced) - Resolved
- o EF-5 (motor issues) – Resolved
- o EF-6 (motor issues) – Resolved
- o EF-7 (start failure) – Resolved
- o Temporary air compressor installed new air compressor system order. All systems are operational

Please contact the school with any questions or concerns you may have.
Thank you for your patience as we dive into this new world of education.

Liddy Coyle
Principal
Northeast Elementary School