School Reopening Handbook for South Hill Elementary Families & Staff

Ithaca City School District
October 2020
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Mission: Engage, Educate, Empower

Vision: 6,000+ Thinkers
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
Dear South Hill Elementary Families and Caregivers,

I’m so excited to welcome some of our students back for in-person school on October 5, and I can’t wait until the day comes that we can all be back at school, together again. Thank you to everyone for your support of our young learners, of our dedicated teachers and support staff, and of our community overall - your support has helped make this reopening possible.

This document details the health and safety practices that we all need to take responsibility for - from completing the daily health screener at home, to physical distancing, mask-wearing and hand-washing at school. We will continue to communicate updates and changes through email and by updating this guide, and please feel free to reach out with any questions you may have.

Sincerely,

[Signature]

Principal of South Hill Elementary
Ithaca City School District
## School Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perry Gorgen, Principal</td>
<td>607-274-2129</td>
<td><a href="mailto:perry.gorgen@icsd.k12.ny.us">perry.gorgen@icsd.k12.ny.us</a></td>
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<td>607-274-2129</td>
<td><a href="mailto:erin.hammes@icsd.k12.ny.us">erin.hammes@icsd.k12.ny.us</a></td>
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<tr>
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<td><a href="mailto:leeann.peckham@icsd.k12.ny.us">leeann.peckham@icsd.k12.ny.us</a></td>
</tr>
<tr>
<td>Sheri Meminger, Attendance Clerk</td>
<td>607-274-2129</td>
<td><a href="mailto:smeminge@icsd.k12.ny.us">smeminge@icsd.k12.ny.us</a></td>
</tr>
<tr>
<td>Carla Strong, Family Liaison</td>
<td>607-274-2286</td>
<td><a href="mailto:cstrong@icsd.k12.ny.us">cstrong@icsd.k12.ny.us</a></td>
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<td>607-227-6479</td>
<td><a href="mailto:melissa.depaolo@icsd.k12.ny.us">melissa.depaolo@icsd.k12.ny.us</a></td>
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<tr>
<td>Rachelle Walsh, School Psychologist</td>
<td>607-288-3675</td>
<td><a href="mailto:rachelle.walsh@icsd.k12.ny.us">rachelle.walsh@icsd.k12.ny.us</a></td>
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<tr>
<td>Debra Beyer, Cafeteria Manager</td>
<td>607-272-6335</td>
<td><a href="mailto:debra.beyer@icsd.k12.ny.us">debra.beyer@icsd.k12.ny.us</a></td>
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<tr>
<td>Sarah Jones, Library Teacher</td>
<td>607-274-2129</td>
<td><a href="mailto:sarah.jones@icsd.k12.ny.us">sarah.jones@icsd.k12.ny.us</a></td>
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**ICSD Transportation 607-274-2128**

**IT HELPDESK Help Desk: 607-882-9555**

Mission: Engage, Educate, Empower

Vision: 6,000+ Thinkers
Students’ Return to Instruction
The 2020-2021 school year began for all students PreK - 12 VIRTUALLY on Monday, September 14, 2020.

All buildings used 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 provide information and 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.

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

School Hours:
The school day is 8:00-2:00pm. Students may begin entering the building at 7:40 and proceed to their cohort classrooms. Arrival will be staggered to avoid overcrowding - additional details are below.

Arrival and Dismissal Procedures:
We will be using all of the exterior doors. Please see diagram below for room numbers and door locations. Families with last names A-J please try to arrive at 7:40, Aurora St. drop-off only. Families with last names K-Z please try to arrive at 7:50, Aurora or Hudson St. drop off areas.

Students in grades pk-3 will enter their classroom through the exterior classroom door. Students in grades 4-5 will enter by the doors labeled A (if arriving from the Aurora St loop) or B (if coming from the Hudson St. Loop).
It is important to remember:

- Families in cars must drop students off in designated areas and times
- You may park off-site and walk your student to their door (masks are required)
- Drop-offs must be as brief as possible, and for car drop-offs a staff member will open your door and help children out of the vehicle, parents/caregivers should not exit the vehicle
- 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

Dismissal

_Families are encouraged to choose bus transportation for dismissal, or to park off-site where possible and walk to pick up their students (masks required and please don’t crowd the exit areas)_

Students will exit the building from their classroom’s exterior doors and will proceed to the bus (Hudson St loop), to a caregiver waiting at the playground (masks required and please don’t crowd the exit areas), or to the Aurora St loop for vehicle pickup.

Students will wear masks and maintain physical distancing while waiting for pickup. **Families with last names A-J should arrive first: 1:50pm. Families with last names K-Z should arrive next: 2:00pm.**

**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](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) 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 at (607) 274-2129 when you arrive to pick up your child, and a school staff member will escort your child out to your car.
# Protocol for Students Returning to School

<table>
<thead>
<tr>
<th>If you have...</th>
<th>You may return...</th>
</tr>
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<tbody>
<tr>
<td>COVID-19 related symptom(s) + Not tested</td>
<td>10 days after onset of symptoms if fever free (without fever reducing medication) and with improvement of symptoms for 3 days (72 hours)</td>
</tr>
<tr>
<td>COVID-19 related symptom(s) + Tested negative</td>
<td>with symptom resolution, including being fever free for 24 hours (without fever reducing medication) AND with a note from a healthcare provider following evaluation</td>
</tr>
<tr>
<td>No COVID-19 related symptoms (asymptomatic) +</td>
<td>upon release from isolation by the Tompkins County Health Department or the local health department of residence</td>
</tr>
<tr>
<td>Tested positive</td>
<td></td>
</tr>
<tr>
<td>Known COVID-19 exposure</td>
<td>upon release from quarantine by the Tompkins County Health Department (14 days from date of exposure)</td>
</tr>
<tr>
<td>Healthcare provider determines symptoms are not</td>
<td>with a note from a healthcare provider following evaluation</td>
</tr>
<tr>
<td>consistent with COVID-19 symptoms</td>
<td></td>
</tr>
<tr>
<td>A member of your household with COVID-19 related</td>
<td>if you remain symptom free AND the person with COVID-like symptoms tests negative for COVID-19</td>
</tr>
<tr>
<td>symptoms</td>
<td></td>
</tr>
<tr>
<td>COVID-19 related symptoms + previous exclusion for</td>
<td>with healthcare provider note diagnosing underlying chronic condition, including previous negative COVID-19 test</td>
</tr>
<tr>
<td>the same symptoms</td>
<td></td>
</tr>
<tr>
<td>traveled to a state with significant rates of</td>
<td>after 14 days of self-quarantine</td>
</tr>
<tr>
<td>COVID-19*</td>
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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.

Masks will be available in classrooms, at the main office, and Nurse Nikki’s office. All masks should be changed if they become wet or soiled, dropped on the floor or otherwise contaminated. Students will be taught and reminded not to touch the front or inside of the mask and to use the side loops to put on and take off the masks. Disposable masks will be thrown in the garbage; re-usable masks will be placed in a plastic storage bag and brought home to be washed. Please only send your student with clean, dry reusable masks.

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.

- Shared bathrooms will be reduced to 50% capacity by closing half the stalls and all urinals, and will have signage indicating if they are in use. There will be marked spots for students to wait while physically distanced.
- Our custodial staff will monitor shared bathroom usage and disinfect often. In addition, there will be a full sanitization every hour.
- Adults will assist young learners by escorting and encouraging handwashing and/or hand sanitizer after usage.

Hallway Movement

Hallway movement will be limited whenever possible. Students will be spaced with physical distancing while traveling the hallways. Hallways will be marked to signal unidirectional travel and coordinate traffic flow. High-traffic areas will be marked with floor decals to indicate the appropriate physical distance between students.
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.

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. 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. 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.

To view the daily lunch menus, visit https://www.ithacacityschools.org/lunch

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 Breakfast $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: students will eat meals in their classroom or outdoors (weather permitting). Proper physical distancing (at least 6 feet apart) and 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.

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.

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.

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.

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

Your student’s teacher will be in touch with you to communicate daily schedule and routines for your cohort.

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 will coordinate with classrooms for students to check out library books.
- 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:
Erin Hammes, Educator for Inclusion (erin.hammes@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 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.

Mission: Engage, Educate, Empower
Vision: 6,000+ Thinkers
Building Readiness

Cleaning

Before reopening, all district buildings will undergo enhanced cleaning and disinfection based on current CDC and NYSDOH guidance.

As a result of the COVID-19 pandemic, the ICSD has also developed and implemented new Standard Operating Procedures (SOPs) for sanitizing district facilities, which are now the “normal course” of custodial operations. High utilization touch areas and flat working surfaces, such as door handles, soap dispensers, light switches, desktops, and tabletops, will be sanitized at least once every 24 hours when schools are open. Custodial staff will respond to requests for more frequent sanitizing as needed.

Sanitizing Procedures:
Thoroughly clean any of the surfaces with a general cleaner to remove any visibly soiled areas. Use a greenback sponge and wipe the surface dry. Removing the dirt will allow the disinfectant to be effective by directly contacting the surface.

Disinfect the cleaned surface by using a spray bottle of disinfectant. Apply the disinfectant to wet the surface thoroughly. Allow the disinfectant to remain wet for 10 minutes, then dry the surface with a paper towel. A C3 machine can be used to apply the disinfectant in bathrooms and locker rooms. All custodial staff have been trained and understand that these SOPs are to be carefully and thoroughly followed. To maintain fidelity to the cleaning and sanitizing procedures, custodial staff will maintain accurate and up-to-date logs, which will be reviewed by supervisors daily.

Additionally, other staff members will have access to disinfectant wipes to utilize throughout the district.

HVAC
The ventilation schedule (including exhaust fans), have extended runtimes (one (1) additional hour prior to mass-building occupancy in the morning and one (1) additional hour post mass occupancy in the evening). Note, the additional hour in the morning will result in a minimum two (2) hours of operation prior to the arrival of students.

Occupancy-based ventilation control has been disabled to ensure that maximum fresh air flow is not adjusted by staff or students. The operation of ventilation and position of outside air dampers are fixed and open during occupied periods. On average, each space is receiving approximately 3 to 4 air changes per hour or about 30 Cubic Feet per Minute (CFM)/student. This is twice the requirement set by SED.
● Bathroom exhaust fan operation has been adjusted to operate 24/7.

All filters are being changed to MERV 13 rated. This includes all roof-top HVAC units as well as room-based HVAC units. Nearly all of the rooftop air handlers have received their new filters. We expect the remaining rooftop filters and the individual room ventilator filters to be installed prior to October 5th.