

School 13

GRADES PK-8 SCHOOL REOPENING PLAN 2020-2021

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Please note that all instruction starting September 8, 2020 will be following a 100% Remote Learning as our school-wide instructional model: effective through October 2, 2020. Starting October 5, 2020, we will transition to a hybrid model of instruction for those who did not register for 100% Remote Learning. While we understand the hardships this may cause, the start date for hybrid instruction may be subject to change based on guidelines from the CDC, Westchester County Health Department and our NYS Governor.

HEALTH AND SAFETY

As per Yonkers Public Schools reopening plan, CDC guidelines, NYS Health Department, School 13 will abide with the following procedures to help ensure health and safety:

The Health and Safety of the entire School 13 Learning Community begins at home. Everyday parents/guardians are asked to assess your own wellness and your child's wellness. If you or your child are experiencing any COVID-19 related symptoms (including a temperature of 100°F or greater) please remain at home.

Begin screening at home. Parents are responsible for checking their child's daily temperature and completing the YPS COVID-19 Questionnaire. Schools will determine additional screening, as needed.

Parents/Guardians are to complete the YPS COVID-19 Questionnaire for each child for every time they come to school. Parents/Guardians must inform the school in the event of a health status change. The YPS COVID-19 Questionnaire may be completed via App (when available) or a paper copy brought to school and submitted at the main entrance. All Daily YPS COVID-19 Questionnaire/responses will be maintained on file at the school. Any responses of "Yes" on the YPS COVID-19 Questionnaire will be referred to the School Health Office for immediate review.

Daily temperature screening will occur upon entry to School 13. Additionally, appropriate face coverings must be worn upon entry.

Our School Nurse will be School 13's COVID-19 Coordinator and will monitor the health and well-being of our school community and monitor any potential spread of the COVID-19 virus. The health office will have an Isolation Space in the event a student or staff member needs to be isolated due to COVID-19 related symptoms. The Nurse's Office will be in room #103; our Parent Welcome Center located just to the right of the main entrance.

School Day Arrival Procedures

ALL STUDENTS MUST HAVE THE COVID-19 QUESTIONNAIRE COMPLETED PRIOR TO THE ARRIVAL TO SCHOOL.

School entry times will be staggered in compliance with Social Distancing Guidelines, to facilitate temperature screenings and collection Daily Attestation Forms. Students only (Parents/Visitors not allowed to enter) will enter through the designated entrance of the building for a temperature screening as follows:

- Buses will arrive to campus at 8:15am and students will remain on the bus until their assigned arrival time.
- All 3rd through 8th Grade students will begin entering the school at 8:35am through the main doors; teachers will greet them at their assigned classrooms.

- At 8:45am, all Pre-Kindergarten through 2nd Grade students will enter the School Courtyard and assemble in their classes marked spots (standing on the Social Distancing Marks on the blacktop). Teachers will be monitoring their class during arrival by welcoming them to their assigned student spots.
- PreK-2nd Grade homerooms lined up in the courtyard will be brought into the school starting at 8:50am for health screening and Attestation Form collection.

School Day Dismissal Procedures

It is critical to everyone's health and safety that parents/guardians arrive to the school 10 minutes before their assigned dismissal times. Lateness compromises the safe dismissal of our community. Parents will wait outside of the gate until their assigned times. Face coverings must be worn by all who are coming to campus to pick up our students. Parents/Guardians are asked to respect social distancing guidelines.

School dismissal times will be staggered in compliance with Social Distancing Guidelines, to facilitate a smooth transition from school back to your homes. All students (Parents/Visitors not allowed to enter the school) will dismiss through the front of the school as follows:

- Buses will arrive to campus at 3:00pm for student dismissal. Large buses will be on Pelton Street and all School Vans will be on Rollins Street.
- PreK-2nd Grade will dismiss to the school courtyard using the same arrival spots beginning at 2:50pm. PreK-2nd Grade bus students will be gathered and taken to Pelton Street for boarding. Parents are welcomed into the courtyard to sign-out their children from their homeroom teachers.
- 3rd – 5th Grade will come down to the courtyard at 3:00pm and be dismissed to their parents from their child's homeroom teacher; the designated spots for homerooms will remain consistent. 3rd – 5th Grade bus students will be gathered and taken to Pelton Street for boarding.
- 6th – 8th Grade students will come down to the courtyard at 3:10pm and be dismissed by their teachers from the front of the school.
- Buses will remain on campus until 3:15pm or as indicated by staff.

SPECIAL EDUCATION CLASS DISMISSAL

- All classes will dismiss from the Outdoor Garden Classroom located on Rollins Street.
- Ms. Delgado's class will dismiss at 2:50pm. Parents will pick up students there and bus students will board the buses.
- Ms. Schilling, Ms. Mielle, and Ms. Maron's class will dismiss at 3:00pm. Parents will pick up students there and bus students will board the buses.
- Ms. Cooney's class will dismiss at 3:10pm. Parents will pick up students there and bus students will board the buses.
- Buses will remain on campus until 3:15pm or as indicated by staff.

HEALTH PROTOCOLS FOR THE SCHOOL DAY

- Face coverings/masks **MUST** be worn for the entire school day.
- Facemask breaks areas/times will be provided by the teacher and during breakfast and lunch.
- Health and hygiene protocols will be followed as applicable to student individual needs.
- Classrooms will maintain social distancing
- Signs illustrating appropriate spacing for social distancing are placed throughout school building (e.g., designating hallways, bathrooms or entrances as one-way)
- For safety reasons, visitors to the building will be restricted to only necessary/emergent situations. Parents are asked to keep school visits to a minimum.
- In-person student drop-off or pick-up is restricted to one parent or caregiver in the school at any given time.
- Parents/Care-givers should refrain from early sign-outs.
- Pick-ups should be during designated dismissal times only. Please schedule all appointments/activities for hours outside of your child's school schedule.
- In the unlikely event of a situation requiring an early student sign-out:
 - Only one parent/caregiver will be allowed to enter the building through the School 13 Main Entrance.
 - Parent/Caregiver must participate in a temperature screening, fill out a COVID-19 Questionnaire and show a government issued picture identification card.
 - Please be mindful that offices must also adhere to social distancing guidelines, so you may have to wait outside.
 - Student sign-outs will not be permitted after 2:30 p.m.

FACILITIES PROCEDURES

As per Yonkers Public Schools reopening plan, CDC guidelines, NYS Health Department, School 13 will abide with the following procedures to help ensure health and safety:

GENERAL HYGIENE

- Face Coverings **MUST** be worn at all times.
- Hand sanitizing stations are located throughout the school building.
- Frequent hand washing will be encouraged.
- Signs illustrating appropriate spacing for social distancing are placed throughout school building (e.g., designating hallways, bathrooms or entrances as one-way)

CLASSROOMS

- Classrooms will be arranged to maintain social distancing between students and staff.
- Student/Teacher desks will face one direction.
- Students will remain in their assigned classroom; wherein other staff will rotate into classrooms.
- Students will put all their items in their desks and jackets on the back of their chairs to eliminate the use of cubbies and/or lockers.
- Personal student school supplies need to be kept in a plastic container and cannot be shared with classmates.
- Special area classes (Art/Music/Electives) will take place in the student's classroom whenever possible.

- Outdoor spaces will be utilized whenever possible.
- Classrooms with windows will be used for proper circulation and air flow.
- Classrooms without windows/ appropriate ventilation will not be used.
- Classrooms will be cleaned during the day as needed with provided disinfectant.
- After school hours every classroom will be cleaned and disinfected.
- Bathrooms will be monitored for cleanliness and disinfected several times daily.
- Commonly touched items (doorknobs, faucets, handrails) will be cleaned throughout the day.

PHYSICAL EDUCATION

- We will hold physical education classes outside whenever possible.
- Floor spots for inside physical education classes will adhere to the extended social distancing guidelines. The gymnasium floor will have specific markings that follow social distancing guidelines.

GROUP GATHERINGS

- Activities that do not allow for social distancing are cancelled.
- Our playground equipment is suspended for use.

BATHROOMS AND HALLWAYS

- Social distancing is to be practiced in all student restrooms. Signs are posted to assist in social distancing.
- Handwashing signs in restrooms will serve as a reminder of appropriate handwashing procedures.
- All drinking fountains are turned off and students are encouraged to bring in their own bottled water from home. Filtered bottle filling units will be installed in every YPS building (we will notify families when this occurs at School 13).

EMERGENCY PREPAREDNESS

- All emergency drills (including but not limited to fire drills, lock down procedures, evacuations, etc.) will be practiced in the safest way possible.

NUTRITION

As per Yonkers Public Schools reopening plan, CDC guidelines, NYS Health Department, School 13 will abide with the following procedures to help ensure health and safety:

- The YPS Food Services Department will provide daily breakfast and lunch to all students who wish to participate.
- The breakfast program will be a “grab and go” bagged breakfast. This will be available to all students after their temperature screening.
- Lunch will be scheduled either in classrooms or in the cafeteria.
- Students bringing their own lunch must do so in a disposable bag to aid in reducing possible contaminated items being brought home.

- Social distancing protocols will be adhered to in our cafeteria.
- There will be no sharing of food in the cafeteria or classroom.
- The cafeteria will be disinfected between each lunch period.

TRANSPORTATION

As per Yonkers Public Schools reopening plan, CDC guidelines, NYS Health Department, School 13 will abide with the following procedures to help ensure health and safety:

- Parents/Caregivers are required to insure their children are not experiencing COVID-19 symptoms and complete the Daily Attestation Form before boarding the YPS school bus.
- Sick students should not come to school.
- YPS will provide transportation services to all eligible students.
- Buses will be cleaned and disinfected using CDC and DOH recommended products.
- Face coverings must be worn while boarding, riding and disembarking YPS school buses.
- Social distancing protocols must be followed at bus stops, while on the bus and when arriving and departing the school.
- Siblings and students residing in the same household that are eligible for district transportation may sit together on the bus.
- Parents/Caregivers may consider walking or transporting their children to school to reduce density on buses.
- Buses will be cleaned and disinfected daily using CDC/DOH recommended products.

SOCIAL AND EMOTIONAL WELL-BEING

As per Yonkers Public Schools reopening plan, CDC guidelines, NYS Health Department, School 13 will abide with the following procedures to help ensure health and safety:

- Pupil Support Team Members (School Social Worker, School Psychologist, and Nurses) will be available to address students' needs and prepare socially/culturally responsive support systems.
- Elementary grades will use PATHS Social-Emotional Learning Program protocols to help students process and understand their feelings. We as a school will continue to support our students' needs through Restorative Practices.
- Andrus School-based Counseling Clinic will continue to support our school community using in-person and remote therapy. Parents are encouraged to communicate with our school or Andrus directly if they desire counseling for their children.
- Student and Parent Virtual Orientations and Presentations will be held prior to school opening and throughout the school year.

TEACHING AND LEARNING

As per Yonkers Public Schools reopening plan, CDC guidelines, NYS Health Department, School 13 will abide with the following procedures to help ensure health and safety:

At School 13, we teach our students to value community, rigorous learning, and civic preparedness, both locally and globally. We believe in equity, equality and social justice for our students, their families and their communities.

- Digital instructional platforms will be used for remote learning:
 - PK-K will use SeeSaw.
 - Grades 1-8 will utilize Microsoft Teams.
 - The students will continue the use of CLEVER to aid them in password free access to our digital programs (BrainPop, Discovery Education, SumDog, Benchmark Advance, iReady, Mystery Science, Castle Learning, Book Flix)
- These instructional platforms will be used during in-person, hybrid and 100% remote models.
- As per NYSED guidelines, Next Generation Learning Standards and appropriate curriculum will be utilized:
 - PreK students will learn through Big Day curriculum.
 - Kindergarten through 5th Grades will use Benchmark Advance ELA, Eureka Math, Mystery Science and the BOCES Blended Social Studies curriculum.
 - 6th Grade will use Benchmark Advance ELA, eMath curriculum, **Science** and the BOCES Blended Social Studies curriculum.
 - 7th and 8th Grades will use NYS ELA Modules, Living Environment Science, and **SS CURRICULUM.**
- All instructional experiences will be inclusive, culturally responsive and consider the academic and social-emotional needs of all students.
- Students will receive instruction and support services as per grade level requirements, IEP indicators and multi-language learner needs.
- Special Area programs (Art, Music, Physical Education, Technology, etc.) will be scheduled and administered following social distancing and safety protocol guidelines in accordance with NYSED regulations.
- In our hybrid model, Flex Wednesdays will be used for professional development, lesson planning, and student supports.

HYBRID INSTRUCTION

GENERAL EDUCATION STUDENTS

- Students will receive in-person instruction at School 13 at least 2 times per week (excluding holidays).
- Remote learning takes place on the days when students are not receiving in-person instruction.
- Social-emotional learning and supports are integrated into the instructional program and may be delivered in-person or remotely.
- Students will be divided into four letter cohort groups: A,B,C and D (Siblings will be placed in the same cohort).
 - Cohort A are students who will attend school Monday and Tuesdays (excluding holidays).
 - Cohort B are students who will attend school Thursdays and Fridays (excluding holidays).

- Cohort C are students with disabilities who will attend school Mondays, Tuesdays, Thursdays and Fridays (excluding holidays).
- Cohort D are students who have opted for 100% REMOTE INSTRUCTION (excluding holidays).

STUDENTS WITH DISABILITIES

- Students in Special Education classes will attend school for in-person instruction Monday, Tuesday, Thursday, and Friday. On Wednesdays the students will receive 1.5 hours of synchronous remote instruction.
- Our Special Education students will use Microsoft Teams as the platform for remote instruction.
- Related services may be provided in-person or remotely.

100% REMOTE INSTRUCTION

- Students receive instruction remotely 5x per week (excluding holidays).
- Related services are provided remotely.
- Social-emotional learning and supports are integrated into the instructional program and are delivered remotely.
- Wednesdays will allow teachers to follow-up with students and families and engage in professional development to enhance instructional practices.
- SeeSaw will be used as the platform for Pre-Kindergarten and Kindergarten.
- Microsoft Teams will be used as the platform for grades 1 through 12.

TECHNOLOGY AND CONNECTIVITY

ACCESS TO INTERNET

Many families have access to the Internet; however, there are families in the community that do not have access to Internet or technology. The district has been working with service providers to find low cost solutions for families that do not have Internet. This includes finding the means and funding to provide “portable hot spots” to families. Wi-Fi access is also accessible immediately outside of school buildings, including many school parking lots and the public libraries provided they are open.

TECHNOLOGY SUPPORTS

The district provides support for technical issues through several means: The district’s Technology Department Help Desk is accessible during business hours through email helpdesk@yonkerspublicschools.org and by phone (914) 376-8637.

The District Instructional Technology office is also available by phone to assist families and teachers (914) 376- 8280.

- Other supports include:
 - Assistance with log-on and password issues

- Assistance with devices and instructional technology
- Videos posted for families, students and teachers on the Distance Learning website and individual school websites providing instruction on accessing district programs, including Microsoft Teams and Clever, the district's instructional technology single sign-on system
- Technicians are assigned to school buildings to provide support
- Library Media Specialists and technology liaisons are available to support students and teachers in the schools
- District technology staff loaning laptops to families in the main atrium of the Yonkers Public Library and District building are easily accessible to the public

ATTENDANCE

Per NYSED guidance, district policies and procedures must focus on the academic consequences of lost instructional time and address absences before students fall behind in school. It is critical for schools to use a variety of creative methods to reach out to students and their families who have not engaged in distance learning.

ATTENDANCE TRACKING AND REPORTING

- Teachers must track attendance in PowerSchool, whether students are attending at schools or engaging from home.
- The primary classroom teacher of grades PK-6 will take attendance on a daily basis.
- For Grades 7-12, each teacher will take attendance for each class period.
- For students engaging in remote learning, teachers provide a daily assignment or exit ticket using Microsoft Teams. Students who submit the remote assignment will be marked as engaged in PowerSchool; therefore, recorded present. If no assignment is submitted, the student will be marked as absent.
- Reports are readily available in PowerSchool to assist schools in identifying students at-risk of chronic absenteeism. School 13 will continue to follow our attendance interventions and problem solve with families in order to improve attendance.
- At School 13, all conversations, meetings, and other forms of communication will be documented in PowerSchool on the student's record.

