

2020 - 2021

**Joseph D'Aquanni
West Road Intermediate School**

**Re-Entry Handbook
A preliminary plan for
families, staff, and students**

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INTRODUCTION

We have created this plan to aid in navigating the re-opening of our school building so employees, students, and families feel safe, and to reduce the mitigation of COVID-19 upon returning to West Road Intermediate School.

Our implementation plan incorporates recommendations and guidance from the [The Arlington Central School District 2020 - 2021 Re-Opening Plan](#), [New York State Department of Health](#), the [New York State Education Department](#), and the [Centers for Disease Control and Prevention](#).

This Plan is framed as a fluid blueprint and may be adjusted as needed.

Contact Us:

Main Office 845-635-4310 845-635-4312 School Fax - 845 - 350-4126	
Principal	Mrs. Ogborn
Assistant to the Principal	Mrs. Canariato
Secretary	Mrs. Axelrod
Secretary	Mrs. Strutt
Additional Support	
School Nurse	Mrs. Cardella 635-4309
School Psychologist	Mrs. Urso
School Social Worker	Mr. Carruthers

GOALS OF RETURNING TO SCHOOL

Safety: The health and safety of our students, our staff, and their families is our top priority. We want students and employees to feel comfortable and safe returning to West Road Intermediate School.

Instruction: Remote student instruction began on September 10, 2020 for most students. ACS D anticipates transitioning to a hybrid model of instruction for elementary students, beginning the week of October 5, 2020. Utilizing a hybrid model (see example on the next page) with smaller cohorts of students in each class, will allow us to provide robust in-person instruction 2 days a week and also provide a remote only learning option for those who choose.

Social and emotional well-being: The planning for and caring for the social emotional and mental health needs of students and staff are important. We will continue to work to create an environment centered on the success and wellbeing of our entire school community.

Equity: Through education, discussion, and the critical examination of school district policies, our mission is to promote, and communally support equity in regards to: race, socio-economic status, sexual orientation, immigration status, gender, gender identity, ability, religion, culture, and ethnicity.

COMMON LANGUAGE

- **Cohort:** A group of students. Cohort A = **Maroon Flag** and Cohort B = **Gray Flag**
- **In-Person Learning:** Face-to-face instruction. When students are attending in-person learning, they must adhere to safety guidelines.
- **Hybrid Learning:** A combination of in person and remote learning

	Cohort A (Maroon Flag)	Cohort B (Gray Flag)
Monday*	At School	Independent
Tuesday	At School	Independent
Wednesday	Independent	Independent
Thursday	Independent	At School
Friday	Independent	At School

* If there is no school on a Monday, due to a holiday, Cohort A will attend school on Tuesday and Wednesday and Cohort B will attend school on Thursday and Friday

- **Synchronous Learning:** Live online learning experiences
- **Asynchronous Learning:** Independent learning time - Not at school
- **Remote Learning/Online Learning:** Not at school
- **Face Coverings:** A piece of cloth or other material that is worn to cover the nose and mouth completely. A “face covering” includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A “face covering” does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

OVERVIEW OF OUR RETURN PLAN

- **Important Dates:**

- **September 3, 2020** - Superintendent Conference Day - Staff Only
- **September 4, 2020** - Superintendent Conference Day - Staff Only
- **September 8, 2020** - Superintendent Conference Day - Staff Only
- **September 9, 2020** - Superintendent Conference Day - Staff Only
- **September 10, 2020** - The first day of Full Remote Instruction, School is in session - attendance will be taken
- **September 28, 2020** - Yom Kippur - NO SCHOOL
- September 30, 2020 - School IS in session - Remote Instruction
- **October 5, 2020** - Anticipated beginning of hybrid model of instruction

SAFETY and OPERATIONAL PROCEDURES

To ensure the health and safety of our students and staff, the following personal safety procedures will be put into place at West Road Intermediate School:

Arrival (Morning):

Drop Off

- Beginning at 8:30 a.m. students may be dropped off at the side door near the parking lot. A staff member will be at the door to welcome students
- Parents should stay in the drive through line and slowly proceed toward the door
- For safety, we ask that all students exit their vehicles from the passenger side
- At no time should parents or other people exit their vehicles
- All students must be wearing a face covering when exiting a vehicle
- Students are to enter the building and report directly to their classrooms

School Bus

- All bus riders will enter the building at a staggered rate, using the doors located near the elevator and at the front of the building
 - Students will exit through the same doors at the end of the school day. There will again be some staggering of dismissal times to avoid overcrowding in doorways and exits.
- All students must be wearing a face covering when exiting the school bus
- Students are to enter the building and report directly to their classrooms

Bathroom Protocols (Student)

- Appropriate social distancing is expected during bathroom breaks. Teachers should provide explicit instructions to students about restroom expectations. These include:
 - a. Total capacity signs will be posted outside of each bathroom (boys/girls)
 - b. Signage on the floor in the hallway to note where each student may stand/social distance while waiting to use the restroom if currently at capacity
 - c. Signage indicating which bathroom stall, urinal and sink MAY NOT be used in order to maintain social distancing protocols

Building Entrances/Exits:

We are seeking to avoid crowding by doorways and gathering areas by utilizing all access points into the building. We are asking students to report directly to their classrooms to avoid large gatherings

Cafeteria

- Teachers will make sure each student washes their hands before leaving the classroom for lunch and/or uses the restroom before going to lunch
 - Restroom visits will be discouraged while students are in the cafeteria, though will be allowed when necessary
- Teaching assistants will pick students up at the classroom and then supervise them in the cafeteria
- Students will sit at individual desks facing the front of the cafeteria
- Students will not be allowed to turn around to talk to other students
- We hope to show cartoons, movies or some form of entertainment during lunch
- To assist with social distancing requirements, students will sit at desks beginning with the front left corner of the room and continuing from front to back and left to right
- Once students are seated at their desk, they may remove their face covering. Students will put face coverings back on when they are done eating, and before leaving their seats
- Staff members will wheel garbage cans to students so they can throw away any trash
- At the end of their lunch period, teaching assistants will escort students back to their classroom and will supervise students while washing their hands

Classrooms

- The hybrid model of instruction allows for fewer students in each classroom
- Students will sit at desks placed facing the front of the room and socially distant from other students
- All student belongings, including coats and backpacks will remain at their seat with each student
 - Cubbies and closets WILL NOT be utilized by students
- Teachers will avoid close group learning activities (i.e reading circles, group activities on the floor, etc..)
- When possible, students will travel by homeroom class and remain in their classroom to minimize exposure with other groups of students
- Sharing of supplies and materials is discouraged
- Students will be responsible for taking all supplies/belongings home each day
- Teachers will designate times for students to wash hands with soap and water
- Water fountains are not to be used in the classrooms by students. Water bottles should come from home or the school will provide them to students

- Classroom windows should be open for ventilation as often as possible. Classroom doors will remain open at all times. Staff will not open windows and doors if doing so poses a safety or health risk (e.g., triggering asthma symptoms)
- Safety drills will occur with modifications in place

Cleaning/Sanitizing

- Custodians will be cleaning and disinfecting the building on a daily basis
- Disinfecting spray, hand sanitizer and cleaning wipes will be available in all classroom/instructional spaces
- More frequent cleaning of high traffic areas and touch-points will take place throughout the school day
- Staff will reinforce hand washing/sanitizing
- All homeroom classrooms in the building have sinks. Students will be encouraged to wash their hands in their classrooms often.
- Hand sanitizer stations will also be placed throughout the building as a precautionary measure
- Signage regarding proper handwashing, covering coughs and sneezes, and social distancing will be displayed throughout the building.

Dismissal

Pick Up Students:

- Students will be called by each classroom for daily pick up. Students in grades 3 and 4 will sit at desks in the cafeteria and students in grade 5 will sit at desks in the gym
- Parents will need to have their child's name displayed in the car window visible for the dismissal staff to see
- Staff will check photo identification and call for the student to come to the side door
- Staff will escort students to their car

Bus Students:

- Students will wait in their classroom until buses are called for dismissal
- Students will be provided with assigned seats during their morning run
- The same seats will be utilized for afternoon dismissal
- Students are to wear masks at all times while on the bus. If they do not have a mask one will be provided to them by the bus driver

Face covering:

Mandatory face coverings will be worn all day by staff, students, and visitors

- Masks will be provided to those without a proper face covering

- Designated masks breaks will be at snack and lunch time daily
- Teachers will provide students with additional mask-breaks, as they deem appropriate. Designated mask breaks will be scheduled by each teacher. At least one in the morning and one in the afternoon for 5-10 minutes will be provided
 - If masks are removed (for breaks or for eating and drinking), the unmasked person will remain seated and will maintain at least a 6 foot radius from other people.

Food Services

- Breakfast will be delivered daily to each classroom on a cart
- Breakfast will be eaten in the classroom
 - Garbage cans will be placed in hallways for disposal of food garbage
- Students will eat lunch in the cafeteria
- Food Distribution for Remote Learners
 - The “Grab-and-Go” breakfast and lunch food distribution for remote learners will continue to be able to be picked up at Arlington High School, Arthur S. May Elementary School and at West Road School from 10:30 - 1:00. You will need your child’s lunch identification number at the time of pick up

Hand washing

Frequent hand washing by all staff, students and visitors is expected

- Staff must wash/sanitize their hands upon entering their classrooms
- Staff and students will wash/sanitize their hands several times a day, including, but not limited to entering the classroom, after using the restroom, before and after eating, after sneezing, wiping, and blowing their nose, and after recess
- Hand sanitizer will be available in hallways and may be used in classrooms, however, hand sanitizer should not replace hand washing with soap and water for the majority of the day

Hallways/Stairwells

- Masks should be worn at all times, especially when walking through the halls
- Student movement throughout the building should be limited
- A general rule will be that staff, students, and visitors should walk along the right side of hallways
- Signage will indicate which stairwells are to be utilized for walking upstairs and which ones are for walking downstairs
 - The center stairwell with the Bucket Filling Mural will be utilized for walking **DOWN** to the first floor.
 - The two stairwells located at either end of the classroom hallway will be used for walking **UP** to the second floor

Library

Book checkouts

Students will request library books online via the request feature in the online OPALS library catalog. Students whose home school is not West Road will request books from their home library. Details of the request process has been explained to students in their library classes and are also documented in student library classrooms.

After the student submits their online request:

Hybrid students

- Library staff will deliver requested books to the student's classroom when the books become available

For remote only students

- Family will be notified via email or phone when the books become available
- Family will pick up the books at West Road School.

Pickup Hours:

Monday - Friday from 9:30am to 2:30pm and Tuesdays from 4pm to 6pm

Library Book returns

Hybrid students: return books to the box outside the library door

Remote only students: return books to the cart outside the West Road School lobby doors during materials pickup hours

Materials Handling Information

Library materials will be handled according to the latest official guidelines available. Currently, materials will either be quarantined for 72 hours and then wiped down with disinfectant, or be quarantined for 7 days.

Main Office

Notes and lunch counts will be collected by a teaching assistant daily. They will collect these items while delivering breakfast to the classrooms each morning.

Nurses Office

- Teachers should call the school nurse (ext #304) before sending any students to the office
- [Mrs. Cardella's West Road Health Office Video](#)

Recess

Teaching assistants will supervise students during recess

- Outdoor Recess protocols:

- Masks must be worn
- To minimize exposure with other groups of students, classes will not be permitted to mix or play with other classes during recess
- A schedule will be put in place to designate the area each class can utilize at recess. This will be a rotating schedule so that each class will have an opportunity to utilize various activities at recess
- All students will wash/sanitize their hands upon returning to the classroom after recess
- Indoor Recess protocols:
 - In the event of inclement weather recess will be held in classrooms
 - Students must remain 6 feet apart

Safety Drills

- Bus drills, fire drills, shelter-in-place, and lock down drills will proceed as possible with some modifications. Teachers will familiarize their students with the normal procedures and will be provided with the modifications for physical distancing prior to the first practiced safety drill

Screenings

- Employees: To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a [daily self-screening](#) by 7:30 a.m. which includes taking their temperature and answering a set of questions related to COVID-19 symptoms
- Students: Each day a student is in attendance at school, their parent must complete a [daily student screener](#) by 7:30 am. If the screener is not completed a reminder School Messenger will be sent to the family and if still not completed the child will have their temperature taken in school before entering their classroom
- Vendors: All vendors must complete the employee daily self screener to access the building to complete their designated service

Transportation

- Face coverings will be required for everyone on the bus
- Students will only be permitted to ride their designated bus
- Assigned seating protocol will be enforced
- Students will sit one child per seat. Members from the same family will be assigned to sit together.
- Busses will be sanitized and disinfected each day

Visitors

To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, West Road Intermediate School will strictly adhere to the COVID-19

health and safety restrictions that states, this year all non essential visitors will not be allowed into Arlington buildings.

- If parents/guardians need to drop forgotten items at school, there will be a designated area outside the front door where items can be left. The greeter will bring them into the building. All items left should be clearly labeled with the child and teacher's name
- All substitutes must agree to, and pass a screening prior to entering an Arlington building
- If a parent/guardian is picking up a child while school is in session, the child will be escorted to the front door to avoid parents entering the building
- Parents are not permitted to drop off any food items for the class to share. This includes birthday food items or any other birthday treats
- Staff members will need to meet delivery drivers outside if they have food delivered to the building (i.e for lunch or dinner)

HEALTH SERVICES/NURSES OFFICE PROTOCOLS

- Two health rooms will be utilized, one for those students who are symptomatic and waiting to be picked up from school and one for those students visiting the health office for other reasons, including minor injuries from the playground, taking medications, etc.
- When it has been determined that a student needs to go home, the school will contact the parent/guardian of that student. Every effort must be made by parent/guardian to pick up the symptomatic student within 20 minutes.
- Return to School After Illness: The ACSD has established protocols and procedures, in consultation with the Dutchess County Department of Community and Behavioral Health, about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. The protocols will be explained by the school nurse to parents/guardians when they pick up their child. These protocols include:
 1. Have an evaluation by a health care provider and receive documentation that includes a diagnosis and a return to school date

OR

 2. Negative COVID-19 diagnostic test result

OR

 3. Symptom resolution, or if COVID-19 positive, release from isolation

TEACHING AND LEARNING

- West Road Intermediate School will ensure that all students receive equitable access to grade-level learning regardless of in-person or remote instruction.
- All students, including students with an IEP, 504 plan, English Language Learners and advanced learners will receive timely support to successfully engage in learning.
- Through frequent check-ins, such as exit tickets following a lesson, daily independent work, student responses to questions, teachers will continuously assess student progress in learning and adjust instruction to meet the learning needs of all students.
- Teachers will focus on the whole child with the understanding that social, emotional and academic needs are interconnected.

Guidelines for Students

- Prepare for a unique school year and remain engaged in your learning, no matter the format.
- Wash your hands frequently and avoid touching your face
- Wear a mask or face covering while on the bus, in common areas, during transition times, in classrooms, and when arriving and dismissing from school
- Sit in assigned seats in classrooms, the cafeteria, and on the bus to promote social distancing
- We suggest bringing a personal water bottle to school each day, as water fountains are now closed. If you do not have a water bottle one will be provided to you from the school

Guidelines for Parents

- Establish a daily routine and provide an appropriate space to support your child/children's learning
- Review assigned work, discuss expectations with your child and communicate with teachers
- Emphasize the importance of learning and education
- Expect your child to read at least 20 minutes everyday
- Reinforce the expectation for frequent hand washing, mask wearing, and social distancing
- Monitor your child each morning for symptoms and do not send them to school if they are ill or if they exhibit any of the following:
 - Fever of 100 degrees or greater
 - Cough, Shortness of breath, or difficulty breathing
 - Fatigue, Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- If exposed to someone who has tested positive for COVID-19 in the last two weeks

SOCIAL EMOTIONAL SUPPORT

- Social and Emotional Learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.
- At West Road Intermediate School we understand this type of learning is essential and we will prioritize our efforts to address social and emotional learning and mental health/behavioral needs of students. School-wide protocols will include:
 - Providing teachers with school-based Professional Development to support the integration of Social Emotional Learning (SEL) in their teaching, including the skills to foster positive learning environments and techniques for embedding SEL into instruction
 - Establish regular informal check-ins with students
 - Establish a process to identify students who are at a higher risk for significant stress or trauma
 - Promoting a positive school culture and climate to address the issues raised by the COVID-19 pandemic and improve the conditions for learning for all students in any of the in-person, hybrid or virtual instructional models
 - Optimize the learning process - students and staff need to feel cared for, reengaged and acclimated to the school community, so teachers can deliver instruction most effectively

Additional Resources

[Parent Technology Help Form](#)

[Frequently Asked Questions](#) (answered by Human Resources Department)

[A Parent's Guide to Virtual Learning: 4 Actions to Improve Your Child's Experience With Online Learning](#) (Helpful tips for parents of children with disabilities)

- For technology support, please fill out the [Parent Technology Form](#)
- For special education questions, please contact our Director of Special Education, Vanessa Weeks, vweeks@acsdny.org
- For curriculum-related, schedule, or more general questions please contact Dr. Jonathan Brown, Deputy Superintendent, abrown1@acsdny.org
- For SchoolTool Parent Portal questions, please email Parentportal@acsdny.org
- For parents needing help with Google Classroom, please visit the [Google Classroom Resources](#) page on the [Arlington COVID-19](#) webpage.

Add in Covid hublink and/or reentry plan?