



# DERUYTER

## CENTRAL SCHOOL

DeRuyter Elementary is committed to ensuring the health and safety of our students and a return to a positive learning environment. Staff are working hard and looking forward to welcoming students back for daily, in-person instruction. Below is a summary of information pertinent to PK-5 students:

### **Atmosphere and Safety**

- The staff is committed to providing and creating the safest and most 'typical' school experience for all students.
- Students and staff will be required to complete and submit a temperature check each day before school (details to follow).
- Proper hand hygiene will be practiced when all students and staff enter the building. Hand sanitizer will be provided throughout the building.
- Child-friendly and developmentally appropriate signage will be around the building regarding hygiene and COVID-19 symptoms.
- High touch areas will be sanitized frequently throughout the day (door knobs, toilets, desks, light switches).
- Hallway movement will be limited and bi-directional traffic will be reduced.
- Students and staff will wear masks whenever 6 feet of distance cannot be maintained. Much like going to a restaurant, once students are seated in their socially distanced classroom they may remove their mask. Students will need to put their mask on to get up and move about the room or when approaching a teacher or peer.
- Shared bathroom space capacity and usage will be staggered and monitored.
- A specific room will be allocated for students who demonstrate signs and symptoms associated with COVID-19. Parents/guardians will be notified and required to pick up their child.

### **In-Person Classroom**

- Proper hand hygiene will be practiced when students and staff enter a classroom.
- Every classroom in the building has been measured and capacity has been determined based on social distancing of 6 feet between each student.
- All classrooms have been set up to ensure that teachers have necessary space to move about the room with ample social distance space when feasible.
- **The school day will be 7:50am- 2:55pm. Please note: we will dismiss at 1pm the first week of school (9/8- 9/11).**
- Outdoor instruction will be encouraged when curriculum and conditions allow.
- Student classroom belongings will stay at the student's desk or designated socially distanced learning area. Community supplies will be used minimally and cleaned routinely.

### **In-Person Instruction**

- The social-emotional health of our students is our top priority. Each classroom team will spend the opening weeks of school working to establish connections with and among students, build classroom community and introduce routines.
- Health and safety are of utmost importance and will be explicitly taught and reviewed (hand washing, social distancing, mask wearing) in a developmentally appropriate and approachable manner.
- District will prioritize curriculum according to New York standards.
- Students will wash/sanitize their hands when entering the classroom, before eating, before and after each special area class, after bathroom usage, and before and after using the playground.

### **Special Areas**

- Students will wash/sanitize their hands before and after special area classes.
- All shared supplies will be limited and, should they be used, will be disinfected before being used again.
- Tables/desks in special area classrooms will be cleaned after each class. Special area classes have been shortened by 5 minutes to ensure cleaning time.
- Physical Education will take place socially distanced, in the gymnasiums or outside.
- Equipment used will be disinfected between classes.

### **Recess**

- We believe outside play is important. Playground use will be permitted and scheduled one grade level at a time.
- Proper hand hygiene will be required before and after outdoor recess.
- High touch areas of the playground will be cleaned routinely.

### **School Meals**

- Breakfast will be served in “grab and go” fashion. Students will eat in their classrooms.
- Lunch for elementary students will take place in the cafeteria. Additional lunch periods have been created to accommodate all PK-5 students in a socially distanced cafeteria setting. Masks are required in the lunch line and whenever students leave their seat.
- Markers will be placed on the floor to ensure social distancing while in the lunch line.
- Tables and seats will be cleaned after each lunch period.

### **School Visitors**

- For the health and safety of our students, staff, and community, visitors will not be permitted in the building for the 2020-2021 school year.
- Parents and guardians are not permitted to walk their children to class. Staff will be available in the morning to assist elementary students to their classrooms as needed.
- Any items that need to be dropped off for students can be labeled and left with staff at the Security Window.
- If you need to pick up your child for an appointment or because they are ill, a staff member will escort them to meet you at the Security Window in the main foyer.
- Parent/guardian meetings will be held virtually (including parent-teacher conferences, CSE/CPSE, and 504 meetings).

### **School Arrival**

- All students and staff must complete the mandatory health screening before coming to school (details to follow).
- A mask must be worn to enter the building.
- **Students will be allowed into the building at 7:50 am.**
- All students will enter the building and go directly to their classrooms. The cafeteria will not be open for elementary school students and the big gym will be closed.
- Breakfast will be available in classrooms.

***Students arriving by bus:***

- Multiple entrances will be used for students arriving by bus. All elementary students should enter via the door outside the large gym. Staff will be on hand to assist students as they learn this new routine.
- Students will maintain social distancing when entering the building and walking in the hallway.
- Staff will be available to help younger students find their classroom.

***Students arriving by adult:***

- Student drop off by vehicle will take place in the front of the building.
- Adults are not permitted to enter the building with the child/children.
- Student entry will be monitored to ensure social distancing.
- Students arriving late to school will be escorted to their classroom by a staff member.

***Independent walkers arriving to school:***

- Students walking to school will enter at the front of the building.
- It is recommended that student walkers practice social distancing and wear a face covering while walking to school.
- Students will be asked to avoid large groups or gatherings with other students on school grounds before school.

**School Dismissal**

- Masks are required when exiting the building as well as on the bus.
- Dismissal by bus will be staggered to accommodate social distancing and reduce hallway traffic.
- Students being dismissed early from school will be signed out at the Security Window. Staff will escort the child to the Security Window.

***Students departing by bus:***

- Students will be dismissed from their classrooms at staggered times to reduce congestion in the hallways.
- Elementary students will exit the building to board their bus through the door by the big gym (the same door they use to enter the building from the bus).

***Students departing by adult:***

- Students being picked at dismissal time will be picked up from the small gym. Students will be seated in a socially distanced manner until an authorized adult has signed them out. Adults picking up students are asked to enter the school through the front door, sign their child out and follow signs and directions to the approved exit.
- Masks are required to pick up children.

### ***Independent walkers departing school:***

- Walkers will be dismissed from the small gym after buses depart.
- Students will be asked to avoid large groups or gatherings with other students on school grounds after school.

### **Bus**

- Masks must be worn on the bus.
- Students will be seated one to a seat unless they are seated with siblings.
- All students riding the bus will have an assigned seat and will be required to sit in their assigned seat daily. This is necessary to ensure social distancing and to assist in any contact tracing that may be necessary.
- Buses will be sanitized after each run.

### **Field Trips, Assemblies and Special Events**

- All field trips are canceled until further notice.
- Special events on the school grounds (ie: Open House, 3-5 Afterschool Program, concerts, Bible Study, PTO Movie Nights) are canceled until further notice.
- Virtual events may be planned in place of traditional events.

### **Student Illness**

- Standard procedure dictates that students who present with a fever will need to be picked up and may not return to school until they are fever-free for 24 hours without the aid of a fever reducing medication.
- Students presenting with COVID-19 related symptoms will need to be picked up. If your child is sent home with symptoms that may be associated with COVID-19 you will be encouraged to see your child's medical provider or to access Madison County Department of Health resources.
- Students exhibiting COVID-19 symptoms will wait for someone to pick them up in a room next to the nurse's office.
- Our school nurse cannot and will not diagnose COVID-19.
- The school will not test students for COVID-19.
- ***There is no scenario in which the school will detain or withhold a child from their parent because they have exhibited COVID-19 symptoms.***

### **DeRuyter Elementary Remote Learning Guidelines**

Remote Learning (100% online learning) may become necessary during the school year for all students in the event the Governor decides to close schools for health and safety reasons.

**Remote Synchronous Learning** is defined as two-way, real-time, live instruction between teachers and students, through the computer or other electronic devices. While students are learning remotely, they will follow a remote class schedule and must be available for live, synchronous instruction during each school day.

**DeRuyter student expectations for synchronous learning:**

- Students attend class on time, per the class schedule (schedule to be released).
- Staff uses only the agreed upon and approved list of websites, apps, and platforms.
- Students are ready to engage and learn.
- Students should have a designated, distraction-free workspace to engage in learning. This workspace should include a place where students can sit up during instruction.
- Students will show their face on the screen to engage with the teacher remotely.
- Students will participate in the class activities, discussions and assignments.

**Remote Asynchronous Learning** is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of Google Classroom.

**DeRuyter student expectations for asynchronous learning:**

- Students will complete asynchronous activities assigned each day.
- Students show proof of participation in daily remote instruction by satisfactorily completing check-ins and/or other assignments to demonstrate evidence of student learning.
- Students and/or parents will communicate with the teacher when needing additional assistance, tutoring, etc.
- Teachers will hold daily office hours for students and parents to contact them for assistance with assignments.

**Remote Learning Instruction**

- During remote learning, students will participate in both synchronous learning and/or asynchronous (independent) learning.
- Students will use school devices only for school work and assignments. Parents will need to sign and return an Acceptable Use Agreement before their child can take a school device home.
- Daily direct instruction will be provided in the remote learning environment.
- Teachers will provide a prioritized curriculum aligned with grade-level NYS Learning Standards that is consistent with and equitable to what is being taught in-person.
- Synchronous online classes will be held via Google Meet.
- Google Classroom will be the platform for asynchronous assignments.
- Lessons will be recorded and posted for students to access later as needed.

**Remote Learning Daily Schedule**

- Students engaged in remote instruction will be expected to follow the assigned schedule, logging into live sessions as directed by teachers. Classes will be a combination of synchronous and asynchronous activities and daily submission of work will be required.
- Office hours will be established by teachers to provide additional instructional support.

### **Remote Learning Attendance**

- Daily attendance will be taken.
- Students who log in to Google Meet and/or Google Classroom each day and engage in teacher-assigned learning apps, lessons and daily assignments will be considered “present” and **will not** be marked absent.
- Students who do not log in and do not participate in synchronous lessons through Google Meet **will be marked absent.**
- If a student is unable to attend a live learning session or engage in remote learning activities, a parent/guardian must notify school personnel. Lessons will be recorded and posted for access after scheduled lesson times as necessary.
- If a student is engaged in asynchronous learning and completes the entire week’s worth of learning activities on Monday but does not log in or participate in his/her Google Meets for the remainder of the week, he/she will be marked “present” on Monday **only** and counted “**absent**” for Tuesday-Friday.
- Parents and students will be informed of student absences. Student attendance will be monitored and addressed according to District policy.

### **Grading**

- The grading procedures for remote learning will be the same as in-person learning.

**Hybrid Instruction-** Hybrid instruction would be necessary should we need to operate our school building at reduced capacity.

- In a hybrid model DeRuyter students would attend school in person 2 or 3 days per week and participate in online check-ins and asynchronous assignments for the rest of the week.
- Students are assigned to an “A” or “B” attendance cycle. “A” cycle attends on Mondays and Thursdays while “B” cycle attends on Tuesdays and Fridays. “A” and “B” groups rotate in person attendance on Wednesdays. “A” and “B” cycle groups will be shared as soon as possible to ensure all have the necessary information to successfully transition to this model if it becomes necessary.
- Attendance will be taken daily. On remote learning days attendance will be determined by participation in scheduled check-ins or small group virtual lessons as well as submission of google classroom asynchronous assignments.
- On remote learning days synchronous small group lessons will be held via Google Meet.

- On remote learning days asynchronous assignments will be posted and turned in via Google Classroom. Teachers may also choose to send home some hard copy assignments.
- The grading procedures for remote learning are the same as in-person learning.

**DeRuyter student expectations for hybrid learning:**

- Students attend both in-person and remote instruction according to the set schedule.
- Students should have a designated, distraction-free workspace to engage in learning and complete asynchronous assignments on remote learning days.
- Students show proof of participation in remote instruction by satisfactorily completing check-ins and/or asynchronous assignments to demonstrate evidence of student learning.
- Students and/or parents will communicate with the teacher when needing additional assistance.
- Students will transport their school devices carefully and responsibly as needed.
- Students will use school devices only for school work and assignments. Parents will need to sign and return an Acceptable Use Agreement before their child can take a school device home.
- Attendance will be taken daily (for both in person and remote instruction days).

**Testing and Contact Tracing**

**Testing** – If and when a student presents signs or symptoms of COVID-19

(<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> ), the individual should be sent home. The parent or guardian of the student should consult with their child's doctor if they should be tested for COVID-19. Staff members who report any symptoms of COVID-19 should contact their primary care provider and discuss whether or not testing is appropriate. If a family does not have a doctor or the doctor is unavailable, individuals should call the Upstate University Hospital's COVID-19 Triage Line at 315-464-3979. For a list of testing sites in the Central New York area, please check out

<https://www.madisoncounty.ny.gov/2589/Diagnostic-Testing-Sites-for-COVID-19> .

Please note that when an individual with symptoms is tested for COVID-19, they are typically asked to quarantine by their healthcare provider until they receive their test result. If the test comes back negative, they are notified by their healthcare provider and no longer need to quarantine and may return to school after symptoms have resolved; unless the individual was placed into quarantine due to an exposure to a positive case. In this instance, the individual will complete the full quarantine period regardless of a negative test result. If the test comes back positive, they are notified by their healthcare provider and Madison County Health Department

will contact them for a case investigation. The individual will be issued an order for isolation for a minimum of 10 days from symptom onset. The Health Department will conduct daily follow up and release individuals from isolation when appropriate.

If your child is sent home with symptoms that may be associated with COVID-19 you will be encouraged to see your child's medical provider or to access Madison County Department of Health resources (see contact below). Our school nurse cannot and will not diagnose COVID-19 and the school will not perform COVID-19 testing.

**Contact Tracing** – The Madison County Health Department will be responsible for all contact tracing as they would any positive case of COVID-19 in Madison County. They will work closely with the school district and family to identify all close contacts (those who came within six feet of the positive case for at least 10 minutes). Those individuals will be notified and issued quarantine orders. They will receive daily follow up from Madison County staff to monitor symptoms and ensure compliance. The Madison County Health Department will provide the school district with guidance related to cleaning and disinfecting as well as additional testing of students or staff. School buildings of the positive case should be shut down for at least 24 hours for cleaning and disinfecting, and so that contact tracing can be done.

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