

Greenwich Elementary School

Reopening Guidebook for Families



2020-2021

August 2020

Dear Families,

Welcome back to all students! The 2020-2021 school year will be a year like no other! The health and safety of our staff and students is our main concern, and we will continue to provide an excellent educational experience.

This guidebook is meant to provide additional information to support the how/why of our school buildings. Most, if not all, of the enhanced safety procedures that we are implementing for the 2020-2021 school year come directly from the guidance/direction that we have received from the CDC, New York State Department of Health, and New York State Education Department. Most of the health and safety guidelines we are implementing are actual mandates. As a result, students will not have the option to ignore our enhanced health and safety rules and procedures when they are on campus or riding in a school district vehicle.

Welcoming back our staff and students is an exciting time each year. Although we are facing a very different scenario than we are used to, the excitement grows as we approach the reopening date. Our students have not entered our school buildings since March 13th. In many ways, the return will be a new experience for them, especially since they left one grade level and familiar teacher, and return to a new grade level and teacher. In order to maintain social distancing, the Greenwich Central School District will be transporting students in grades PreK-6 separately from the JHSH students during the COVID-19 crisis. As a result, the elementary schools will open earlier this year.

This guidebook is separated into four sections - **Logistics, Health & Safety, Social Emotional Learning, and Instruction** and is intended to be a supplement to the Greenwich Central School District 2020-2021 School Reopening Plan (submitted to NYSED and posted on the Greenwich Central School District website www.greenwichcsd.org/gcsd-reopening/). The plans and procedures in this guidebook are a work in progress and will be modified/changed as necessary to meet the needs of our students and staff, as well as when we receive additional information from the CDC, DOH, and NYSED.

Sincerely,



Jennie Mueller, Elementary Principal

Logistics

Remote Learning Option

Any family that believes it is unsafe for their child to attend school during the COVID-19 pandemic can choose for their child to learn remotely. Families that choose this option will be asked to make a ten week commitment to remote learning. This commitment is necessary for the planning purposes of the school district (transportation, classroom capacity, teacher planning). We ask that families read this document in its entirety and fully understand the procedures that will be followed before making a decision on what type of schooling they will select.

Student Attendance

New York State has directed school districts to take attendance daily, for both in-person and remote learners. Students that are in-person for the day will have attendance taken using our normal procedure.

Students that are remote learning for the day will be marked as absent by their teacher by default which will provide the school district with an accurate list of students within the building. (This will be necessary in the event of an emergency). Remote learners will be required to attend google meets and/or phone calls with the remote learning coordinator on a scheduled daily basis, and engage with homeroom teachers during scheduled office hours. Student engagement in the completion of assignments/activities/etc. will continue to be the responsibility of each teacher.

In the event that school officials determine that a student is missing an excessive amount of class time, the school district will follow the Greenwich Central School District Board of Education Attendance Policy (#7110) which outlines the steps that will be taken to try and ensure students attend school/classes regularly. Excessive patterns of student absences will likely result in referrals to county agencies (PINS, CPS, District Attorney), per the BOE policy.

Arrival/Dismissal Schedule

	Grade Level			
Time	PreK AM	PreK PM	K-4	5-6 (hybrid)
Arrival @ 7:40 am	x		x	x
Dismissal @ 10:15 am	x			
Arrival @ 11:30 am		x		
Dismissal @ 1:00 pm			x	
Dismissal @ 2:00 pm		x		x

Specials

Students in grades K-4 will engage in in-person lessons with all special areas. Students in grades 5-6 will engage in in-person/remote lessons with all special areas. Students in grades 5-6 may participate in-person or remotely, depending on the schedule.

Breakfast/Lunch

Breakfast and lunch will be delivered to classrooms as students will remain with their cohort while eating.

Student Arrival at School

Students that are transported by school bus will be released from their bus at their designated building, at the primary circle and on Merritt Street. Students will enter school and go directly to their classrooms.

Students may be dropped off at school ***no earlier than 7:40 am***. Students may be dropped off at either building. Parking will be challenging due to bus arrival and departure at this same time. ***The primary circle will be off limits to parent vehicles***. Staff members will support student entrance to and exit from school.

Entering School Buildings

Staff members will support students entering and exiting both buildings using social distancing guidelines.

Primary entrances - main, faculty room, and kindergarten wing

MG entrances - main (walkers), and cafeteria, ramp, and art room doors (bus students)

Closets and Cubbies

Students will not have access to closets and cubbies and will need a sturdy backpack to hold their school items. Please do not send additional items to school.

Visitors

Generally speaking, visitors will not be allowed to enter the elementary buildings. If/when a visitor is authorized to enter a building by an administrator due to extraordinary circumstances, the visitor will undergo a health screening performed by a school employee (a temperature check and answering a series of health related questions).

Signs and Labels

The primary and middle grade floors will have feet stickers that are placed 6 feet apart to guide students while walking in hallways. All sinks will include signs for hand washing procedures.

Water Fountains

Per CDC/DOH/NYSED guidelines, students and staff will only be able to fill water bottles/containers at water fountains (no one will be allowed to “get a drink” at a water fountain). Additionally, the district is planning on installing water bottle filling stations in each elementary building. Students and staff will be able to fill/refill water bottles that they bring to school.

Restroom Use

All bathrooms will have a maximum occupancy indicated on signage posted both in the bathrooms and at each entrance. Students and staff will be encouraged to follow social distancing guidelines when using the bathroom and masks will be mandatory.

Primary first floor classrooms will have use of classroom restrooms and should reserve this space for their cohort. Second floor primary classrooms and all MG classrooms will have scheduled restroom breaks and custodial staff will clean between each group. Students in need of a restroom in addition to the set breaks will require a phone call to the main office who will alert custodial staff for cleaning purposes.

Parent Meetings

All meetings will be held virtually or via phone.

Health & Safety

Health Screenings for Staff

Staff will be required to answer brief questions and make assurances that they do not have a fever or other COVID symptoms before coming to campus each day.

Health Screenings for Students

Prior to leaving for school, parents will assess their child(ren) and make sure they are not exhibiting any COVID symptoms. The parent will take the child's temperature and assess potential symptoms of illness.

The district will provide more information regarding how the school will access this information so the assessment can be confirmed. If the assessment is not completed at home, students will be called to the Health Office where a nurse will conduct a health screening. Students that are found to be healthy will return to class. Students that are found to be symptomatic for COVID will immediately be isolated, then parents will be contacted and told that they must pick up the student.

Student Exhibiting COVID-like Symptoms

While we realize travel time from some parent's workplace can be lengthy, we cannot allow symptomatic students to remain in school waiting for pick up. Families must have a plan in place for someone to be able to pick up their child if they exhibit COVID-like symptoms. The specific guidelines for when/how a student with COVID-19 symptoms will be processed can be found on pages 5-9 of the Greenwich Central School District COVID-19 Reopening Plan.

Department of Health Guidelines for Face Coverings

Responsible parties must maintain protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate PPE means, at least, an acceptable face covering, which is strongly recommended to be worn by all individuals at all times but is required to be worn any time or place that individuals cannot maintain appropriate social distancing. However, if face coverings are to be worn by all individuals at all times, responsible parties should allow students to remove their face covering during meals, instruction, and for short breaks so long as they maintain appropriate social distance. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. (Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During The Covid-19 Public Health Emergency, page 1).

All students and staff will be required to wear a mask when they are standing or not able to maintain at least six feet of distance from another person. The only exception to this rule will be for those students or staff that have a written exemption that has been prepared by a medical doctor and approved by the Greenwich Central School chief medical officer.

Staff members will be allowed to remove their mask during instruction as long as they are maintaining six feet of social distancing in the classroom area. Students and staff members can wear a mask during non-mandated times/situations if they choose.

Mask Breaks

When all students are seated in a classroom and the teacher is located in a socially distant area of the classroom, students will be allowed to remove their masks and keep them off until social distancing cannot be maintained (example: the teacher needs to move around the classroom to check on student progress on classwork). If/when a student wants to get out of their seat, they must first put their mask back on before standing up and moving.

Fresh Air in Classrooms

Teachers will keep the windows open in their classrooms as much as possible (weather permitting). As the temperature cools in the fall, students and staff should assume that classrooms will be cooler than normal due to the opening of windows/doors.

Each classroom has a device called an exchanger. The exchanger is part of the building heating system (HVAC). The exchangers take air from outside the building and mix it with the air inside the classroom. The district is increasing the percentage of air that will be exchanged in classrooms to help keep the air circulating. Bringing more air from outside the building into classrooms will undoubtedly decrease the temperature in the classroom when the weather cools. Each air exchanger has an air filter in it. The filter cleans the air inside the classroom as it mixes it with the fresh air from the outside. The filter will meet the health and safety guidelines set by the CDC and DOH.

CDC and DOH guidance does not allow for classrooms to have air conditioning units. Fans will only be permitted in classrooms if they are moving air from the classroom to the outdoors through an open window.

COVID Behavioral Violations

In the event students do not follow health and safety guidelines, they will first be reminded and expected to make the appropriate changes. Students who continue to not follow health and safety guidelines, will be subject to removal from class, and a behavioral referral will be written with consequences applied. Students that are still unwilling to follow the health and safety guidelines will be required to move to remote learning. The Public Health Guidelines are not suggestions, they are prerequisites for attendance at school. Students that are in violation of the guidelines (leaving classrooms without adult permission, lack of social distancing, coughing/sneezing on others etc.) will be subject to suspension as well as assigned to remote learning.

Hand Sanitizer

Please do not send hand sanitizer to school with students as this poses a hazard on transportation. We will provide frequent hand washing opportunities as well as hand sanitizer in multiple locations.

Food/Items Brought to School

Celebrations will need to occur without sharing food or treats in school. All food items will remain with individual students.

Social Emotional Learning

As stated in the [NYSED Reopening Guidance](#), Social Emotional Learning remains a significant area of focus for the 2020-2021 school year. SEL will be woven into daily components of our school day as well. This year, Miss Kwiecien will push into each K-6 classroom on a varied basis. A schedule will be provided.

Review of current SEL Program: Comprehensive School Counseling

1. Wellness Wednesdays
2. Character Education/Morning Program (Paused for 2020-2021)/Morning Announcements
3. Zones of Regulation
4. Kindness Club (Paused for 2020-2021)
5. Social Skills
6. PBIS

Character Education

*This is a fluid document.

Sept.	Oct	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Responsibility	Respect	Kindness	Honesty	Acceptance Cooperation	Self-Control	Perseverance	Patience	Sportsmanship	
Citizenship	Caring	Generosity	Sincerity		Courage				
CASEL Framework for Systemic SEL- 5 Competencies Reunite, Renew, and Thrive									
Self-Awareness		Self-Management		Social Awareness		Relationship skills		Responsible Decision Making	

NYS Social Emotional Benchmarks [NYS Social Emotional Benchmarks](#)

Goal 1:	Develop self-awareness and self-management skills essential to success in school and in life.
Benchmarks	<ul style="list-style-type: none"> A. Identify and manage one's emotions and behavior B. Recognize personal qualities and external supports. C. Demonstrate skills related to achieving personal and academic goals.
Goal 2:	Use social awareness and interpersonal skills to establish and maintain positive relationships.
Benchmarks	<ul style="list-style-type: none"> A. Recognize the feelings and perspectives of others. B. Recognize individual and group similarities and differences. C. Use communication and social skills to interact effectively with others. D. Demonstrate the ability to prevent, manage, and resolve interpersonal conflicts in constructive ways.
Goal 3:	Demonstrate ethical decision-making skills and responsible behaviors in personal, school, and community contexts.
Benchmarks	<ul style="list-style-type: none"> A. Consider ethical, safety, and societal factors in making decisions. B. Apply decision-making skills to deal responsibly with daily academic and social situations. C. Contribute to the well-being of one's school and community.

Instruction

Cohort Guidance

Students at all grade levels will remain with their cohort throughout each day, with the majority of time spent in the classroom. Students in grades PreK - 5 will remain with the homeroom teacher. Students in grade 6 will also remain with their cohort while core subject teachers switch to each of the four classrooms.

Additional staff may enter the classroom such as social worker, special area teacher, lunch monitor, special educator, related service provider, AIS provider, and aides. Adults in classrooms will be limited due to social distancing guidance.

Instruction (Synchronous and Asynchronous)

Teachers will be using both synchronous and asynchronous instructional methods while we are using a hybrid and/or remote learning/teaching model. Each teacher will develop their own daily/weekly instructional schedule for remote learners. Each teacher will also develop schedules for students in the hybrid model for when they are learning from home.

Synchronous Instruction is instruction that occurs in real time (either in-person or remotely using Google Meet or other NYSED compliant video software). During synchronous instruction, students will engage in the teacher planned activities at the time it is delivered. During synchronous instruction, remote learners will need to be logged into their Chromebook and follow their teacher's direction/instruction at the same time that students in the classroom are experiencing the instruction (when available).

Asynchronous Instruction is instruction that occurs independently (learning that happens on the students own schedule). During asynchronous instruction, teachers will provide students assignments that the student will complete at home and without direct instruction and/or "live" interaction with the teacher or other students. When students are engaged in asynchronous learning at home they WILL be considered to be attending school and, therefore, not be marked as absent.

Google Classroom

All teachers will be using the Google Classroom suite (G Suite) of educational tools to both deliver instruction to remote learners and help manage the instruction that they offer to all students. Google worked with educators across the country to create Classroom: a streamlined, easy-to-use tool that helps teachers manage coursework. With Classroom, educators can create classes, distribute assignments, grade and send feedback, and see everything in one place. Classroom helps students and teachers organize assignments, boost collaboration, and foster better communication. Classroom is free for schools and included with sign up for G Suite for Education. Classroom meets high security standards. With Classroom, teachers and students can sign in from any computer or mobile device to access class assignments, course materials, and feedback. Educators can track student progress to know where and when to give extra feedback. With simplified workflows, more energy can be focused on giving students constructive, personalized recommendations.

Chromebooks and Google Classroom

All students in grades 1-6 will be issued a school owned Chromebook at the start of the school year. Students in grades PreK and kindergarten will be issued a school owned Chromebook as soon as possible (we are waiting for an additional shipment). Students/families will be required to read and sign an agreement that will

define the appropriate use and care of the Chromebook. Students are expected to bring the Chromebook to school everyday and use it as directed by their teachers, both during in-person learning and remote learning (if applicable). Students will not be allowed to use Chromebooks for non-school related activities. Students' activity is monitored by the Greenwich Central School IT department. While the school district will continue to use filters to help protect students from inappropriate websites/activities, it is still the responsibility of parents to closely monitor how their child(ren) uses the Chromebook while not at school.

Software

The following software has been reviewed and approved for the 20-21 school year.

Approved Instructional Components

- Google Education Suite of Apps including Google Classroom as our main student portal, as well as Docs, Slides, Forms, Meets, Sheets, Drawings, Jamboard, Keep, Gmail, and Voice. *Google Chrome extensions are developed by third parties and therefore may not be Ed Law 2d compliant, therefore use extensions mindfully.
- Eureka Math including the InSync and Equip components - (print materials will not be provided this year)
- Words Their Way
- Mystery Science (Grades K-5)
- Elevate Science (Grade 6)
- Nearpod

Approved Support Components

- Snap and Read
- Co-Writer
- World Book Online
- BrainPop
- BrainPop Jr.
- Sora
- iMovie
- Cosmic Kids
- Boomcards
- YouTube
- Screencastify
- *FlipGrid with appropriate safeguards including the use of nicknames only (no last names, no use of Google Login) and a signed parent consent form https://static.flipgrid.com/docs/Flipgrid_consent_form.pdf
- *PebbleGo
- *TumbleBooks
- *Epic
- * Indicates a company working towards Ed Law 2d compliancy, but may be removed from this list if a contract is not signed.*

Approved Parent Communication Tools

- Gmail
- Remind

Hybrid/Blended Learning for Grades 5-6

	Monday	Tuesday	Wednesday	Thursday	Friday
In person	A	A	A or B	B	B
Remote	B	B	A or B	A	A

Each grade level and teacher will design their instructional model, with the following in mind:

- In person days: students will remain in their homeroom and core subject teachers will switch to provide in person instruction to each cohort.
- Remote days: students will engage in provided lessons via recordings, videos, google classroom assignments, etc.
- We anticipate receiving additional hardware (camera and microphone) in the near future. This will allow teachers the opportunity to provide live lessons to students.
- Students without access to the internet will receive hard copies of work as well as meet with homeroom teachers and the remote learning coordinator via phone based on a teacher determined schedule.
- Teachers will provide office hours for students engaged in remote learning.

Grading and Reporting

The current SchoolTool report card will be used. All student grades will be recorded for core subjects and special areas. The trimester schedule will be followed.

Dates for Supplemental Reports and Report Cards:

Date	Supplemental Published	Report Card Published
Oct. 19	x	
Dec. 11		x
Jan. 29	x	
March 19		x
May 7	x	
June 24		x

Academic Intervention Services

Reading AIS will be provided on a limited basis. Math AIS will be provided by classroom teachers within the classroom.

Flex Blocks

Flex blocks, intended to provide opportunities for differentiated instruction, will be a component of the school day for ELA and math. The intention is to provide additional support during these blocks.

Pupil Personnel Services

Special Education services will be provided as follows:

- Direct academic services (as defined on the student's IEP) will take place in the general education classroom. This includes CTS and resource room and will be provided by the Special Education teacher.
- Related services (Speech, OT, PT, Counseling) will take place various ways: in the general education classroom, therapy room, or remote. Location will be based on scheduling.
- Accommodations (based on the IEP and 504 plan) will be implemented to the best ability possible

ELL (English Language Learners)

- Students will receive services in person or remote. Locations will be based on level of need and scheduling.