



POUND RIDGE ELEMENTARY SCHOOL
RE-ENTRY PROTOCOLS
2020 - 2021

Dear Pound Ridge Elementary School Community,

It is with great excitement that we welcome you to the 2020-2021 school year! This will certainly be an extraordinarily challenging year, and yet it holds opportunities for growth, reconnection, and creativity. The collaboration and communication between home and school will be critically important to our success this year. We look forward to working with you in partnership to help your children grow and learn! Please review the protocols in this handbook prior to the start of the school year. A more comprehensive description of our [BCSD re-entry plans](#) can be found on our District website.

Sincerely,
 Amy Fishkin

ARRIVAL

Arrival will take place between **8:50-9:20 AM**.

Health Screening: Prior to arrival, please make sure you have completed the health screening for each child at least 1 ½ hours prior to the start of the school day (7:30 AM). If your child is fully remote, or learning from home on the hybrid schedule, you do not need to complete the health screening on the days when your child is NOT physically at school.

Student Drop-off: If you are dropping off your child at school, please **stay in your car**, and follow the traffic to your drop-off locations listed below. Please also arrive at your staggered drop-off time.

- Staggered drop off times:

Last name A-H	Last name I-R	Last name S-Z
8:50 AM	9:00 AM	9:10 AM

- Drop-off Locations:
 - Buses: Front entrance in bus circle
 - Grades K-2: Kindergarten doors; back parking lot area
 - Grades 3-5: Drop-off circle by main entrance
- Any child who arrives at school without a health screening will be directed to a holding area. Temperature will be taken and a parent will be contacted. School staff will be reviewing health screening reports daily prior to arrival.



DISMISSAL

Dismissal will take place between **2:40-3:10 PM**.

Student Pick-up: If you are picking up your child at school, please **stay in your car**, and follow the traffic to the back parking lot. Drive through the parking lot and pull up near the Kindergarten doorway. A staff member will be there to greet you. Please also arrive at your staggered pick-up time.

- Staggered **pick-up** times:

Last name A-H	Last name I-R	Last name S-Z
2:40 PM	2:50 PM	3:00 PM

- **Pick-up** Location:
 - ALL Grades K-5 Pick-up: Kindergarten wing; back parking lot area

School Dismissal Manager will continue to be used as our daily online dismissal program. A welcome letter from SDM will be emailed to each parent prior to the start of the school year. Please make sure to update the “DEFAULT” plans for your child for the month of September.

For BOTH arrival and dismissal, please write your child’s name (first & last) and grade level on a piece of paper to keep on your dashboard during arrival and dismissal.

BUS TRANSPORTATION

The BCSD Transportation Department will provide families with their transportation information in a mailing before the start of the school year [See Section 3.01 Transportation in Re-Entry Plans]. Here are some protocols to follow on the bus:

- All students and bus drivers must wear a mask while riding the bus.
- The bus driver will have extra masks, if needed.
- Weather permitting, windows and top hatches will be opened to improve bus ventilation.
- Students will board buses from back to front, to avoid passing each other.
- Siblings can sit together.
- Buses will be cleaned and disinfected between use. High touch areas (railings, seatbacks, etc.) will be cleaned regularly.

Transportation questions should be directed to the Supervisor of Transportation, Mark Connolly, mconnolly4684@bcSDny.org.



VISITORS

Only **essential** visitors, including parents and guardians, approved vendors and contractors, will be permitted into the school building. [See Section 3.03 Visitor Management in Re-Entry Plans].

Essential visits include:

- Pre-scheduled meetings that cannot be handled virtually.
- Picking up sick persons from designated areas.
- Other visits deemed essential by the school administration.

Visitors who enter the building must:

- Conduct pre-screening steps prior to visiting the school.
- Wait outside the main entrance until the office staff grants you access.
- A designated drop-off area for all deliveries will be established to prevent delivery persons from entering the building.
- Wear a mask and use the hand sanitizer provided upon entering.
- Please follow sign-in procedures with Mrs. Susan Reiner.
- The visitor will be asked to answer a screening questionnaire and temperature will be taken.
- After your scheduled visit, please make sure to sign-out and exit through the main entrance.

HEALTH & SAFETY PROTOCOLS

MASKS:

- Students and staff must wear a mask or face covering that covers the nose and mouth.
- Students and staff will be required to wear masks at all times while inside the building, except while eating and drinking. Masks must also be worn on the bus.
- Students and staff will be trained on how to properly wear and remove their masks.
- Students should pack 1-2 masks each day in a Ziploc or reusable bag.
- Outdoor mask breaks will take place during the day.
- Students will be able to take off their masks while outside, as long as they maintain 6 feet distance from others.
- Cloth face masks or disposable face masks are acceptable. Neck gaiters and fleece gaiters are not acceptable.

SOCIAL DISTANCING:

- Students and staff will maintain 6 feet social distance while in the school.
- Students participating in music and PE classes must maintain a distance of 12 feet.
- We will use the concrete language like, “airplane arms” to help young children understand what it means to maintain social distance.
- If and when it is not possible to maintain adequate social distance, masks must be worn.



HALLWAYS & SIGNAGE:

Floor and wall signage will be utilized throughout the building to support social distancing and ease traffic flow. Signage will also remind students and staff about proper handwashing and respiratory hygiene. Hallway movement will be evaluated and a modified traffic pattern will be utilized to create one-way corridors where appropriate.

HANDWASHING:

- Frequent handwashing will be encouraged throughout the school day.
- Students will be required to wash their hands before and after:
 - Using the bathroom
 - Eating lunch and snack
 - Prior to entering the classroom
 - Using the playground

DISINFECTING & CLEANING:

All BCSD schools will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health (DOH) in addition to the following:

- Classroom and office spaces will be provided with appropriate cleaning and disinfection supplies for self-cleaning of shared and frequently touched surfaces.
- The custodial staff will perform frequent cleaning of high touch surfaces throughout the school day.

COHORTS AND SCHEDULES

Students in each class will be split into two smaller cohorts: Cohort 1 (A-L) and Cohort 2 (M-Z). Students will stay with their smaller cohort throughout the school day in order to limit exposure to other students and staff members. All-school gatherings and parent meetings will only occur virtually. Our K-2 students will follow an ALL-IN model and our students in grades 3-5 will follow a HYBRID model. Reducing the capacity in the building allows us to maintain proper social distancing.

ALL-IN MODEL FOR K-2:

- All students will attend school everyday, Monday - Friday.
- Cohorts 1 and 2 will be in separate classrooms.
- The classroom teacher and a teacher aide will travel between the 2 classrooms to provide instruction and supervision.

HYBRID MODEL FOR GRADES 3-5:

- Students in each class will be split into two smaller cohorts: Cohort 1 (A-L) and Cohort 2 (M-Z). Each cohort will attend school in-person 50% of the time.



- Cohort 1 (A-L) will attend school on Mondays and Tuesday, and alternate Wednesdays.
- Cohort 2 will attend school on Thursdays and Fridays, and alternate Wednesdays.

SAMPLE K-2 SCHEDULE:

	Cohort 1 (Room A)	Cohort 2 (Room B)
8:50-9:20	Arrival, attendance, lunch count, morning meeting	Arrival, attendance, lunch count, morning meeting
9:20-11:00	Literacy & math instruction with classroom teacher	Literacy practice, math games, centers, outdoor time
11:00-11:45	Lunch & Recess	Lunch & Recess
11:45-12:30	Specials	Specials
12:30-2:40	Literacy practice, math games, centers, outdoor time	Literacy & math instruction with classroom teacher
2:40-3:10	Dismissal	Dismissal

SAMPLE 3-5 SCHEDULE:

	Cohort 1 (IN-PERSON)	Cohort 2 (REMOTE)
Arrival	Arrival, attendance, lunch count, morning meeting	Arrival, attendance, lunch count, morning meeting (live streaming)
Instruction	Literacy & math instruction with classroom teacher	Literacy & math instruction with classroom teacher (Live streaming or pre-recorded)
Working Time	In-person coaching: Small group & 1:1 conferences	Independent working time: reading, writing, math
Specials	Specials (Art, Music, PE)	Instrumental Music Lessons, Related Services, Tiered Support, Independent Projects
Lunch	Lunch & Recess	Lunch at home
Office Hours	Related services, Tiered Support, Independent Projects	Teacher office hours with remote students (reteach, clarify, extend)
Dismissal	Community Mtg & Dismissal	Community Mtg & Daily Reflection



FULL REMOTE MODEL FOR GRADES K-5:

- All students will have a predictable schedule for the day.
- All remote students will receive instruction from a teacher in literacy and math.
- Fully remote students will have a combination of live lessons, small group instruction, and independent practice.
- Students in grades K-2 will have a designated teacher for fully remote instruction.
- Students in grades 3-5 will be part of a hybrid class and follow the remote hybrid schedule.

OUTDOOR SPACES:

- When the weather permits, teachers and teacher aides will bring students outside for instructional times and unstructured times.
- When weather permits, students will be able to eat lunch outside.
- Each teacher will have a designated outdoor location for their class.
- Hikes and outdoor learning will be incorporated into the schedule whenever possible. Signed permission slips will be required for hikes through Carolin's Grove.
- Thanks to the Grade 5 class of 2020, two additional outdoor classroom spaces have been refurbished and will be used by our classes this year.

SPECIALS ROTATION:

- For specials, all classes will follow an ABCD schedule.
- Students will have art, music, and PE in-person.
- Library will also be incorporated into the schedule and will push into the classroom.
- Music and PE classes will take place outside, weather permitting.
- Art will push into classrooms.
- Band and string lessons will take place virtually for students on their remote days.

LUNCH & RECESS

LUNCH:

Students will eat lunch in the classroom, or outside, if weather permits. **Students will wash hands before and after lunch.** Proper attention will be paid to students with food allergies to ensure safety. Tables will be cleaned and disinfected after eating. School lunch can still be purchased from the cafeteria. Students who buy lunch will have their lunch brought to the classroom.

RECESS:

Each cohort will stay together during recess. Recess periods will be staggered to support social distancing. Students can take off their masks outside, as long as they are 6 feet apart. Students will be allowed to use the playground equipment as long as they wash hands before and after recess.



BATHROOMS

All bathrooms in the school will be used by one person at a time. Signage will be visible to remind students to knock first, and wash hands before and after using the bathroom. Masks must be worn. Frequent cleaning of restrooms will take place throughout the school day.

FIRST THREE WEEKS OF SCHOOL

Monday, Sept. 7	Tuesday, Sept. 8	Wednesday, Sept. 9	Thursday, Sept. 10	Friday, Sep. 11
LABOR DAY	PD DAY Chromebook Distribution	Kindergarten Meet & Greet (AM) Gr. 1-5 New Family Orientation (PM)	K-2 ALL-IN/ Grades 3-5: Cohort 1 IN Cohort 2 Remote	K-2 ALL-IN/ Grades 3-5: Cohort 1 Remote Cohort 2 IN

Monday, Sept. 14	Tuesday, Sept. 15	Wednesday, Sept. 16	Thursday, Sept. 17	Friday, Sep. 18
K-2 ALL-IN/ Grades 3-5: Cohort 1 IN Cohort 2 Remote	K-2 ALL-IN/ Grades 3-5: Cohort 1 IN Cohort 2 Remote	K-2 ALL-IN/ Grades 3-5: Cohort 1 IN Cohort 2 Remote	K-2 ALL-IN/ Grades 3-5: Cohort 1 Remote Cohort 2 IN	K-2 ALL-IN/ Grades 3-5: Cohort 1 Remote Cohort 2 IN

Monday, Sept. 21	Tuesday, Sept. 22	Wednesday, Sept. 23	Thursday, Sept. 24	Friday, Sep. 25
K-2 ALL-IN/ Grades 3-5: Cohort 1 IN Cohort 2 Remote	K-2 ALL-IN/ Grades 3-5: Cohort 1 IN Cohort 2 Remote	K-2 ALL-IN/ Grades 3-5: Cohort 1 Remote Cohort 2 IN	K-2 ALL-IN/ Grades 3-5: Cohort 1 Remote Cohort 2 IN	K-2 ALL-IN/ Grades 3-5: Cohort 1 Remote Cohort 2 IN