

# Hoosick Falls Elementary School

## Return to School COVID-19 Handbook



Students and Parents  
2020-2021

## Models of Learning

### Hybrid Model

- ❑ Students who choose this model will attend in-person instruction only on their assigned A or B days. Students in the **A group** will attend in-person instruction on Mondays and Tuesdays. Students in the **B group** will attend in-person instruction on Thursdays and Fridays.
- ❑ Students will participate in virtual learning when they are not in school on their assigned days. **Group A** students will login and complete work online on Wednesdays, Thursdays, and Fridays. **Group B** students will login and complete work online on Mondays, Tuesdays, and Wednesdays. We are required by the state to track and report attendance for virtual learning as well.
- ❑ *No student will be allowed in the school building on the days they are assigned to virtual learning.*

### Virtual Learning Only Model

- ❑ Students who choose this model will not receive in-person instruction. They will participate in virtual learning activities only .
- ❑ Your child may receive online instruction from more than one teacher, but your child's homeroom teacher will coordinate his/her learning experiences and serve as your main point of contact.
- ❑ Virtual learning expectations will vary from grade level to grade level based on the child's developmental level and learning needs.
- ❑ Your child's homeroom teacher will contact you prior to September 14, 2020, with additional information on the structure of your child's online instruction.
- ❑ ***We are required to take daily attendance for our virtual learning students.***

## Hybrid Model Student Expectations

### Getting Ready to Travel Safely by Bus

- ❑ Due to required social distancing on buses, bus passes will not be permitted. There will be no exceptions to this. All students will need to ride on their originally assigned bus or be picked up by a parent or guardian.
- ❑ When waiting for the bus, students will need to practice social distancing and wear a face covering.
- ❑ Before getting on the bus, students will need to have their temperatures and symptoms checked by a school representative. If a child has a fever of 100 degrees F or higher, a cough, shortness of breath, loss of taste or smell, or if a student has been in direct contact with someone who has COVID-19, he/she will need to stay home and his/her medical provider should be consulted. **Parents or designated guardians are expected to remain with their children until they are approved to board the bus for school.**
- ❑ Students will use hand sanitizer as they board the bus. On the bus, students will wear a face covering and sit no more than one to a seat, unless they are sitting with immediate family members.

### Getting Ready to Travel Safely by Car

If you plan to transport your child to and from school, you will need to adhere to the following guidelines:

- ❑ Morning drop off will occur after the buses have departed the school. Students being driven to school will need to be dropped off in the designated drop-off area between **8:45 a.m. and 9:00 a.m.** **Students will not be permitted to be dropped off at the school prior to 8:45.**
- ❑ When pulling into the parking lot, please pull up to the front of the elementary school. Your child will need to wait in your vehicle until a staff member meets them at the vehicle. He or she will have their temperature taken by a staff member prior to leaving the vehicle. If he or she has a fever of 100 degrees F or higher, a cough, shortness of breath, loss of taste or smell, or if a he or she has been in direct contact with someone who has COVID-19, your child will need to return home with you, and you will be asked to consult your medical provider.

- ❑ Students will enter the school at the designated entry point with face coverings on. ***We realize that drop-off can be difficult for students who are attending school for the first time. Therefore, we will allow parents to park in a space in the parking lot and walk their UPK and Kindergarten children to the Kindergarten hallway entrance located on the side of the elementary school building for the month of September only. Starting October 1, 2020, UPK and K students will need to be dropped off in the designated area. Parents will not be allowed to enter the school building.***
- ❑ Staff members will be available to escort your children safely from the parking lot to the building.

If you plan to pick your child up from school in the afternoon, you will need to adhere to the following guidelines:

- ❑ There will no longer be a traditional parent pick-up. If your child is not riding the bus, you will need to pick them up between **2:45-3:00**. All students not riding the bus must be picked up prior to 3:00 p.m. so that the buses may enter.
- ❑ Please pull up to the elementary building. A staff member will meet you at your vehicle and will radio to the elementary office to have your child dismissed. A staff member will escort your child to your vehicle.
- ❑ *Parents will not be permitted to enter the building.*

### Safety Procedures for Students at School

- ❑ Students will wear a face covering and report directly to their classroom.
- ❑ Students should bring a water bottle to school, as water fountains will be closed for regular use. Water fountains may only be used to refill water bottles throughout the day.
- ❑ When moving about the classroom, students will wear a face covering and practice social distancing.
- ❑ When in the classroom, students will only be able to remove a mask when the teacher states they can take a “mask break” in a designated area of the classroom. Students will wear a face covering when working in small groups with the teacher or peers.
- ❑ Students will use their own school supplies and keep them at school. They will not be shared with classmates.

- ❑ In an attempt to limit transitions and the potential for exposure, students in grades UPK-6 will stay in their classrooms for all core classes and specials with the exception of PE and recess when applicable. Both PE and recess groupings will remain small to help ensure adequate social distancing. All other special area teachers will rotate to your child's classroom to provide instruction. This limited movement will also help with contact tracing if necessary.
- ❑ Breakfast and lunch for all elementary students will be served in their classrooms. Please make sure you let your child's homeroom teacher know if your child should be purchasing breakfast or lunch. Since we will be eating in the classrooms this year, all classrooms will be designated **peanut-free**. Please make sure you adhere to the peanut free regulations when sending in a lunch or snack for your child.
- ❑ The school is required to provide breakfast and lunch daily, including online learning days, for students who qualify for the free and reduced lunch program. Please complete the district survey on our website so that we can get an accurate count of the number of meals needed. All meals will automatically be delivered on Wednesdays for these students unless the parent opts out via the survey. Families who do not qualify for free or reduced price school meals can schedule food deliveries at the current student breakfast and lunch prices by completing the online survey.
- ❑ Students will wash their hands frequently or use hand sanitizer throughout the day.
- ❑ When in the hallway, students will wear a mask and practice social distancing.

### Safety Procedures for Parents

- ❑ Parents who are picking up a child for early dismissal due to a medical appointment will be asked to wait outside until the vestibule is open. You will be required to wear a mask when entering the vestibule.
- ❑ The building will be closed for all visitors except for faculty, staff, and students.
- ❑ The school nurse will have a designated isolation area in the event that a child or a staff member comes to school and presents COVID-19 symptoms. Parents will be contacted to pick ill students up immediately. Contact tracing will be used to identify students or staff members who may need to self quarantine for 14 days. Students will transition to digital learning during the self-quarantine period.

- ❑ If your child gets sick at school, we must have at least one (preferably more) working contact numbers. You will be required to pick up your child at our newly appointed nurses' office entrance at the front of the building.

## Online Learning Expectations:

### Technology

- ❑ Students/parents will communicate with school about technology and internet needs.
- ❑ For the 2020-2021 school year, Hoosick Falls CSD will use Google Classroom, with Google Suite as the basis for classwork, as the online learning platform. You must have a dependable wireless connection and Google Chrome as a browser.
- ❑ Students will need a device with a microphone and camera on it. We recommend that students avoid the use of a cell phone for online learning if possible. The phones are not always compatible with the online learning platform/experiences.

### Attendance

- ❑ You are expected to participate in virtual learning as often as you participate in face-to-face school. This means you must log in daily, and complete any check-ins, assignments, reading, etc. within the time frame provided by your teacher.
- ❑ We are required to track and report attendance on all virtual learning days. **A student will be considered absent when he or she fails to login and complete the designated assignments/meets that day.** We will implement the procedures outlined in our Student-Parent Handbook when a child exhibits chronic absenteeism.

### Learning Expectations

- ❑ Students will be expected to log into their Google Classrooms on their virtual learning days, complete all assignments, and maintain communication with their teacher(s).
- ❑ Students need to complete all assignments by the assigned due date/time.
- ❑ Students will be expected to respond to any teacher emails or questions on assignments within 24 hours.

- ❑ Virtual learning may take different forms based on your child's grade and developmental level. Your child's homeroom teacher will contact you regarding the online learning expectations. The following "expected remote learning times" will apply to each online learning day:
  - ❑ UPK-2: 2 - 2 ½ hours per day
  - ❑ Grades 3-4: 2 ½ - 3 hours per day
  - ❑ Grades 5-6: 3 - 4 hours per day
  
- ❑ All student work will be graded using our traditional standards based grading system. Students will receive a standards based report card at the end of each trimester.

### Student Code of Conduct for Virtual Learning

Whether or not the environment is virtual or in person, the standards of behavior are equally important. Our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all Hoosick Falls Elementary students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with faculty, staff, and other students, as well as their individual actions. The following rules apply to both the in person classrooms and virtual classrooms.

- ❑ Virtual learning works best with ongoing collaboration between parents and teachers. Parents can help by ensuring that their children have a designated area for online education that is conducive to learning (i.e. quiet, free of distractions, etc.). Parents can also play a role by reviewing expectations with their children and encouraging them to remain attentive and on-task throughout the lesson.
  
- ❑ Students should address all Hoosick Falls teachers and their peers with courtesy by phrasing all communications in a polite and courteous manner. Tone of emails and virtual interactions must be respectful.
  
- ❑ Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with teachers or peers.
  
- ❑ Students must use a profile picture and video background that is appropriate for an educational environment. Students using an inappropriate profile picture or video background will be required to update their settings.
  
- ❑ Any sending of unsolicited email or messages to other students is prohibited.
  
- ❑ Teachers and/or administrators will contact parents regarding any inappropriate conduct in the classroom or online.