

# Guidance to Reopening Raynor Country Day School

PO Box 380

Westhampton, NY 11977

631-288-4658

[www.raynorchdayschool.com](http://www.raynorchdayschool.com)

Facebook: Raynor Country Day School & Camp

Instagram: raynorchdayschoolcamp

## Health & Safety CHAPTER

### Physical Occupancy:

Current number of registered students returning for in-person instruction=136

Current number of staff members returning for in-person instruction=25

Factors considered in this decision to return to in-person instruction include, but are not limited to the following factors as outlined by the NYSED, NYSDOH, and CDC:

- social distancing
- access PPE
- availability of safe transportation
- local hospital capacity

### Re-Entry Team:

Stakeholder and school community feedback is integral in developing health and safety reopening plans. Feedback includes, but is not limited to:

- RCDS Board Chair
- RCDS Board Members
- RCDS Principal
- RCDS Staff Members
- RCDS Family Feedback
- PBMC-Northwell Health
- RCDS Attorney

### Communication:

RCDS will use multiple modalities to communicate essential reopening information to individuals that may include:

- Email
- Physical Mailing
- Website
- Social media such as Facebook & Instagram
- Google Classroom
- Possible Use of Training Videos to model safety practices
- Signage

**Written Protocol for Identifying Individuals who may be Ill- -OBSERVATION (what to look for):**

Recommended Guidelines for Keeping a Child Home from School

RCDS requires children to remain home from school if they have:

- severe pain or discomfort
- a fever, or has had a fever, during the previous 24 hours
- episodes of vomiting and/or diarrhea within a 24 hour period
- heavy nasal discharge
- sore throat or severe coughing
- difficulty breathing
- reddened eyes with discharge
- skin rashes lasting more than one day
- swollen joints
- visibly enlarged lymph nodes
- stiff neck
- weeping or encrusted lesions

In addition to the symptoms of children experiencing general illness, staff members will be trained to monitor potential symptoms of exposure to COVID-19. Note that the manifestation of COVID-19 in children, although similar, is not always the same as for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process. The CDC keeps an up-to-date list of symptoms of Coronavirus. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100 degrees F 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 and/or
- Diarrhea

Also, it is strongly recommended by CDC that all staff are educated to observe students or other staff members for signs of any type of illness such as:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue and/or irritability; and
- Frequent use of the bathroom

Furthermore, it is recommended by the CDC that staff become aware of symptoms of the Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19. This is a

serious condition associated with COVID-19 in children and youth. Schools should notify the school nurse and parent if a child shows any of the following symptoms:

- Fever
- Abdominal Pain
- Vomiting
- Diarrhea
- Neck Pain
- Rash
- Bloodshot Eyes
- Feeling Extra Tired

**Written Protocol for Daily Temperature Screenings:**

Upon arrival in the outdoor, drop-off zone, individuals (faculty and student) will have a daily temperature taken.

Faculty will be required to take a daily screening questionnaire prior to arriving on campus.

RCDS will conduct mandatory basic health screenings, which include temperature checks of students, faculty, staff, and where applicable, contractors, vendors, and visitors. If an individual presents a temperature greater of 100.0 degrees F, the individual must be denied entry into the facility or sent directly to a dedicated area prior to being picked up or otherwise sent home. RCDS will also require a daily health questionnaire for faculty and staff prior to the start of their work day. Questions outlined by the NYSDOH include:

- Have you knowingly been in close or proximate contact in the past 14 day with anyone who has tested positive through diagnostic test for COVID-19 or who has or had symptoms of COVID-19?
- Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?
- Have you experienced any symptoms of COVID-19, including a temperature of greater than 100 degrees F, in the past 14 days?
- Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?

RCDS will provide a health questionnaire for students that will be completed by their parents weekly.

**Written Protocol for Dealing with the Individual who is Ill once determined:**

RCDS recognizes containment is essential when dealing with a child or adult who becomes ill during the school day.

If a child becomes ill during school hours, a parent/guardian will be notified to pick the child up. First, we phone a parent or legal guardian. In the event RCDS is unable to contact the parent/guardian, we follow the list of emergency numbers provided. We urge families to keep a list of emergency contacts up to date, leaving at least one number where a parent can be reached during school hours, and providing names and phone numbers of at least two additional individuals authorized to pick up the child in the event parents/guardians cannot be reached. We require that the child be picked up within one hour of notification. The sick child must be signed out at the front desk by office staff before he/she will be released.

Students and staff exhibiting the symptoms listed above, with no other explanation for them should be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school should contact the parent/guardian to come pick up their ill child. A staff member will be sent home. Students will be supervised in an isolated area while awaiting transport home. RCDS will refer such persons to their healthcare provider and provide resource on COVID-19 testing.

If there are multiple individuals waiting to see the school nurse, students should be kept socially distant.

Upon returning to school, a note explaining the absence will be required.

**Written Protocol for Isolation of an Individual Who is Ill:**

Students who are being sent home because of the appearance of onset of COVID-19 symptoms must immediately be separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.

The isolation room in the elementary school will be the Nurse's Office.

The isolation room in the middle school will be the science lab.

During isolation, a symptomatic student will be under visual supervision of a staff member who is socially distanced. PPE will be provided for the school health office staff caring for the sick individual. When caring for a suspect or confirmed individual with COVID-19, health staff will be provided with gloves, a gown, a N-95 mask, face shield, and eye protection.

RCDS will provide such individuals with information on health care testing resources. This may include local testing sites such as:

- Long Island Urgent Care 631-716-5410
- COVID-19 Testing Center
- Peconic Bay Medical Center/Northwell Health
- Southampton Hospital

Once the ill individual has been transported home, the area used by the sick person will be cleaned and disinfected. It is suggested by the CDC and DOH that outside doors and windows are opened to increase air circulation in the area. It is recommended that one wait 24 hours before cleaning and disinfecting; however if not feasible, wait as long as possible. Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, bathrooms, classrooms, lockers, and common areas. Once the area has been cleaned and disinfected, it may be opened for use. Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resumes school activities immediately after cleaning and disinfection.

**Written Protocol for Visitors, Guests, Contractors, and Vendors:**

The building will be closed to visitors.

Where possible, contractors will access the building outside the hours of operation.

If an emergency situation presents itself, visitors, guests, contractors, and vendors would be subject to the same screening process as faculty. The visiting individual would need to complete the health questionnaire and have his/her temperature taken. Individuals accessing the building in such emergency scenarios would have to comply with the same protocol of RCDS faculty which may include, but is not limited to, social-distancing, use of masks, and PPE where needed.

**Written Protocol for Parents to Observe for signs of illness in their child that require staying home from school:**

RCDS requires children to remain home from school if they have:

- severe pain or discomfort
- a fever, or has had a fever, during the previous 24 hours
- episodes of vomiting and/or diarrhea within a 24 hour period
- heavy nasal discharge
- sore throat or severe coughing
- difficulty breathing
- reddened eyes with discharge
- skin rashes lasting more than one day
- swollen joints
- visibly enlarged lymph nodes
- stiff neck
- weeping or encrusted lesions

Note that the manifestation of COVID-19 in children, although similar, is not always the same as for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process. The CDC keeps an up-to-date list of symptoms of Coronavirus. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100 degrees F 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 and/or
- Diarrhea

Also, it is strongly recommended by CDC that parents are educated to observe students or other staff members for signs of any type of illness such as:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue and/or irritability; and
- Frequent use of the bathroom

Furthermore, it is recommended by the CDC that parents become aware of symptoms of the Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19. This is a serious condition associated with COVID-19 in children and youth. Schools should notify the school nurse and parent if a child shows any of the following symptoms:

- Fever
- Abdominal Pain
- Vomiting
- Diarrhea
- Neck Pain
- Rash
- Bloodshot Eyes
- Feeling Extra Tired

We would appreciate your notifying the school if a child is going to be absent. If symptoms appear to be, or are confirmed to be, a communicable disease, please notify the school nurse at once. A note from a licensed physician indicating the date in which the child poses no health risk to himself/herself or to the other children and staff is required in order for the child to return to school.

Your child may come to school if he/she has:

- been symptom-free for a 24 hour period and
- a physician's note indicating the child poses no risk to himself/herself or others

We respectfully urge you to follow this policy, as failure to do so will result in repeated illness of children and staff. Let's maintain a healthy environment for all.

In order to ensure the health and safety of all children in our program; please do not send a sick child to school. If your child becomes ill during school hours, you will be notified to pick your child up. First, we phone a parent or legal guardian. In the event we are unable to contact you, we follow the list of emergency numbers provided. We urge you to keep your list of emergency contacts up to date, leaving at least one number where you can be reached during school hours, and providing names and phone numbers of at least two additional individuals authorized to pick up your child in the event you cannot be reached. We require that the child be picked up promptly within one hour of notification. The sick child must be signed out by school personnel at the front desk before he/she will be released. Please phone our office once you've arrived in our parking lot.

Upon returning to school, a note explaining the absence will be required.

Students and staff are required to notify the school when they develop symptoms or if their answers to the Google questionnaire change during or outside school hours. Parents will be asked to utilize the 631-288-4658 phone number as the direct, 24-hour phone number for notification of change in health status.

RCDS will provide reminders via email, physical mail, and/or social media regarding the periodic reminder of the health requirements listed above.

Again, this would all be part of our updated health section of the family guide and a separate handout to be distributed to parents in all modalities- -print, email, social media, etc. We have this already in our book- -it just needs the updated COVID language. I will ask Donna to send me the paperwork she has and then we can start to add the new language to the old text for this section.

**Written Protocol and Appropriate Signage to instruct staff and students in correct hand and respiratory hygiene:**

RCDS has NYSDOH signage prominently displayed within each bathroom on the campus. In addition, NYSDOH signage will be prominently displayed in each classroom and near each entry point on campus.

**Written Protocol and Appropriate Signage to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible:**

RCDS has social distancing signage displayed prominently throughout the campus. Social-distancing signage is displayed at each entrance with large presentations. Additionally, visual markers have been provided for students and staff to visually understand the space necessary to provide social distancing. (DG and I purchased)

**Written Protocol on Providing Accommodations to students who are at a high risk or live with a person at high risk:**

Where needed, on a case-by-case basis, students in need of a remote-learning environment will be able to access their education via Google Classroom and live-remote on their Chromebook.

**Written Protocol requiring employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained:**

RCDS will require faculty, students, and visitors to wear a cloth face covering according to the guidance of the NYSDOH. Masks will be required when social distancing cannot be maintained. Outdoor learning will be encouraged, weather permitting. Mask breaks will be integrated frequently throughout the day as per the guidance of the NYSDOH. Face coverings will be provided by RCDS for those in need. Additionally, families will be asked to keep one face covering in a clearly labeled bag to be stored in school. The second face covering should be worn into the building each day. This will provide for a spare as needed.

**Written Protocol for Mask Breaks:**

RCDS will not require students to wear masks at specific times as outlined by the NYSDOH. This includes, but is not limited to, lunch, snack, seated desk instruction, outdoors. Additionally, classroom teachers will integrate mask breaks at set intervals throughout each period of instruction.

**Obtaining and Maintaining adequate supplies of face coverings, and PPE for school health professionals:**

At this time, RCDS has obtained a supply of face coverings, and PPE for school health professionals.

**Written Protocol for Action to be taken if COVID-19 is confirmed within your school:**

RCDS recognizes that a positive COVID-19 exposure within the school community may result in closure of the physical campus and a transition to remote learning. Additionally, any exposure to COVID-19 will result in direct dialogue with state and local health departments. RCDS will immediately notify state and local health departments if diagnostic test results are positive for COVID-19.

Additionally, RCDS will provide for cleaning and disinfecting of any exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces. Areas used by the individual who is suspected or confirmed to have COVID-19 will immediately be closed off and that space will be restricted. NYSDOH indicates that it is not necessary to close operations if the organization can close off the affected areas. It is recommended that RCDS consult with the NYSDOH regarding each scenario.

RCDS will open outside doors and windows to increase air circulation in the exposed spaces. The NYSDOH recommends waiting 24 hours before cleaning and disinfecting the specific area, unless waiting 24 hours is not feasible, in which case, waiting as long as possible. The NYSDOH recommends cleaning and disinfecting all areas used by the individual suspected or confirmed to have COVID-19, such as offices, bathrooms, lockers, and common areas.

Once the area has been appropriately cleaned and disinfected, the area can be reopened for use. Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

NOTE: Per NYSDOH, if more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is NOT necessary, but routine cleaning and disinfection should and will continue.

**Written Protocol that complies with CDC guidance for the return of students/staff following illness or diagnosis of a confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19.**

Return to school is coordinated with the local DOH.

RCDS, in consultation with the local health department, may permit individuals who screened positive for COVID-19 symptoms to return to the in-person learning environment after proper treatment and isolation measures. This return must include at minimum documentation from a health care provider, negative COVID-19 testing results, and symptom resolution. Also, if the individual was COVID-19 positive, release from isolation.

State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation and quarantine. RCDS will work with the New York State Contact Tracing Program to maintain confidentiality as required by federal and state law and regulations.



Contact Phone Numbers:

Suffolk County Health Services Department-Riverhead Office  
631-852-7608

Suffolk County Department of Health Services-Great River Office  
631-854-0000

They recommend including contact information and numbers where possible. These are the two numbers local for our situation.

RCDS also recognizes that individuals may not be diagnosed with COVID-19 by a healthcare provider (physician, physician's assistant, nurse practitioner). These individuals may return to school:

- once there is no fever, without the use of fever reducing medicines for 48 hours
- they have felt well for 24 hours
- if they have been diagnosed with another condition and a healthcare provider has a written note stating they are clear to return to school

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms OR does not get a COVID-19 test but has had symptoms, they should not be at school and they should stay home until:

- it has been at least ten days since the individual first had symptoms
- it has been at least three days since the individual has had a fever (without using fever reducing medicine)

AND

- it has been at least three days since the individual's symptoms improved, including cough and shortness of breath

**Written Protocol to Clean and Disinfect Schools following CDC guidance:**

RCDS has obtained and will and will maintain a supply of cleaning materials from the CDC "N-List." Additionally, RCDS will continue to investigate the use of technological tools that cleanse and disinfect rapidly.

**Written Protocol to Conduct required school safety drills with modification ensuring social distancing between peoples:**

RCDS has built in social-distancing measures within the school safety plans to promote health and wellness during school safety drills which may include, but are not limited to, fire drills, lockdown, lockout, shelter-in-place, and emergency dismissal.

**Written Plan for the Operation of Before and Aftercare Programs:**

At this time, RCDS will not offer before and aftercare programs.

Before and aftercare programs may resume after the first few weeks of reopening operations. Afterschool activities may be offered digitally.

## **Designation of a COVID-19 Safety Coordinator, Resource Officer, and Resource Individuals:**

Kerry Coonan, the Principal will serve as the COVID-19 Safety Coordinator. Nurse Nicole Iorio will be named the COVID-19 Resource Officer. Donna Goebel and Danielle Buonomo will be named COVID-19 Resource Individuals within their respective school buildings.

## **Facilities**

### **General Health & Safety Assurances**

RCDS does not anticipate any building-related changes to the facility at this time.

### **Fire-Code Compliance**

RCDS has no changes or additions to facilities that warrant a review by the Office of Facilities Planning (OFP).

### **Doorways**

N/A

### **Emergency Drills**

RCDS has built in social-distancing measures within the school safety plans to promote health and wellness during school safety drills which may include, but are not limited to, fire drills, lockdown, lockout, shelter-in-place, and emergency dismissal.

### **Inspections**

RCDS does not anticipate any building-related changes to the facility; therefore, no building condition surveys or visual inspections should be required aside from the annual safety inspections that may include, but are not limited to, fire alarm system, fire sprinkler system, annual fire inspection, etc.

### **Lead Testing**

RCDS utilizes Suffolk County Water Authority for its clean and safe drinking water supply. Lead-in-Water Testing will be conducted once the building is “normally occupied” over a period of appropriate time, as per NYSDOH regulations.

### **Time Management**

Class schedules will be staggered to provide safe and appropriate use of the corridors. Visual markers for social distancing will also be utilized in the corridors to help space out individuals appropriately.

### **Doors**

Doors will be left open, where possible, to prevent the spread of the virus from touching door levers and knobs.

**Plastic Separators:**

Plastic separators will be utilized in situations where social distance or mask requirements cannot be complied with or easily regulated.

**Alcohol-based Hand Rub Dispensers**

RCDS will provide three alcohol-based hand rub dispensers to be located at the main entrances on campus. In addition, free-standing displays of alcohol-based hand rub will be located at the entrance to each classroom and intermittently throughout the corridors.

**Dividers at Doors and Other Points of Congregation**

At this time, dividers will not be needed at RCDS. However, RCDS will be utilizing a queue area for students at the outer entrance to the building.

**Facility Alterations and Acquisition**

No alterations will be required at this time.

**Space Expansion**

No space expansion will be required at this time.

**Tents for Additional Space**

Two temporary tents will be considered for us. Picnic tables may be placed within the tent structures for use by students and staff, as scheduled.

**Plumbing Facilities & Fixtures**

Social distancing will be encouraged with bathroom use. Cohorts will be encouraged to utilize their “assigned restroom” when possible.

**Drinking Water Facilities**

The drinking component of each water fountain will be disabled. However, the bottle filling station will remain active.

If needed, students will be supplied with bottled drinking water.

Students and staff will be encouraged to arrive each day with a refillable water bottle already filled from home.

**Ventilation**

Raynor Country Day School will increase ventilation with outdoor air to the greatest extent possible while maintaining health and safety protocols.

**Nutrition****Safety & Sanitation**

RCDS contracts Department of Health licensed food management vendors for daily food preparation and food delivery. No on-site food preparation occurs at Raynor Country Day School. However, RCDS staff will utilize single-use gloves and a disposable apron when handling all foods.

In addition, students and staff will follow protocol for proper hand hygiene before and after eating.

### **Food Service Staff**

Staff will be retrained on the health and safety protocol of food distribution.

Staff will be retrained on the ability to perform essential activities during emergency situations.

### **Contact Vendors & Suppliers**

Department of Health Licensed food management vendor, Country Heroes & Michelangelos will continue to provide RCDS with safe food preparation and delivery. In the event that these vendors experience an unexpected closure, back-up vendors will be utilized.

### **USDA Waivers**

N/A

### **Meal Service**

Meals are provided by an outside licensed vendor. Meals are prepared for individual distribution and individual consumption.

No fiscal transactions will occur within the classroom environment. Families will be billed for meals through the school bookkeeping system.

### **Meals Consumed Onsite**

Meals will be consumed in the classroom. Students and staff are also invited to dine outdoors, weather permitting.

Students have not, and will not, be able to share meals or snacks.

Student meals will be individually packaged and delivered to each classroom. Pre-portioned condiments will be accessible for each student.

Teachers may take meal orders using Google Docs and submit class orders to the main office digitally. This may prevent students from traveling through the building unnecessarily, as well as prevent the transfer of germs.

Staff members have been trained, and will continue to receive training, in the identification of symptoms related to food allergies.

### **Meals Consumed Off Site**

N/A

## **Transportation**

### **Considerations**

RCDS Students will be encouraged to wear their masks and socially distance themselves on the bus. Siblings will be permitted to sit together on the bus.

### **Disembarkment**

Upon arrival on the RCDS Campus, school buses will be required to first report to the middle school building. Middle-school students will exit the school bus with social distancing protocols. A small tent and queuing area will be available for students as they exit the bus.

After dropping off any and all, middle-school students, the school bus will report to the elementary school traffic circle. Elementary-school students will exit the school bus with social distancing protocols. A small tent and queuing area will be available for students as they exit the bus.

Students exiting the school bus will have their temperature taken and will receive hand sanitizer prior to entering their respective building.

### **Routing**

N/A

## **Social-Emotional Well-Being**

### **Considerations**

RCDS will prioritize the social and emotional well-being of our students, staff, and parents. We want our students to feel physically and emotionally safe in order for their brain and body to be ready to learn. Learning that occurs during the first few weeks of reentry will include focus on the social and emotional needs of our community.

During reentry, RCDS will work to create a safe, supportive, engaging learning environment.

Resources and referrals will be available to families, students, and staff. This may include, but is not limited to:

- Dr. Jennifer Fay
- Dr. Diane Brooks
- Family Service League
- Peconic Bay Medical Center/Northwell Health
- Remsenburg-Speonk Elementary School

RCDS will continue to provide professional development opportunities that best prepare the staff to support the social and emotional learning needs of our students. This may include, but is not limited to:

- Digital conferences
- Digital cohort meetings
- Professional articles
- Educational websites
- Educational “Apps”
- Videos & Tutorials

Upon opening, RCDS will continue to create activities designed to support the social and emotional learning needs of our students. This may include, but is not limited to:

- Continuing our Daily Digital Morning Announcements (broadcast live)
- Providing Weekly Themes to Engage Students, Staff, & Families
- Providing Spirit Days to Encourage Positivity and Engagement
- Weekly Videos to Celebrate our Community
- Daily Social Media Posts to Showcase our School Highlights
- Games & Contests

RCDS will consider using a screening tool/Google form to identify the social and emotional needs of returning students/families. RCDS will respond to the needs of the students using a multi-tier approach.

RCDS recognizes that it is necessary for our staff to take care of their physical and emotional safety and comfort before being able to effectively teach and learn. Ongoing activities and professional development opportunities will be provided to support all staff, as needed.

RCDS will offer digital online replacements to some school social activities, like sports and clubs. Where possible, digital after-school activities may be offered.

## **School Schedules**

### **In-Person**

Kindergarten thru Sixth Grade will be scheduled from 8:00 a.m. thru 3:15 p.m.

Pre-K II will be scheduled from 9:00 a.m.- -2:00 p.m.

Pre-K I will be scheduled from 9:30 a.m- - 2:30 p.m.

The individual classroom schedules will be created seasonally to reflect the use of outdoor space. Additionally, individual classroom schedules will be created with consideration for the following issues:

- special-area classes may be offered within the homeroom space
- special-area classes may be offered in split shifts to further reduce class capacity for activities such as music, recorders, and band
- special-area classes will be offered outdoors or in the gymnasium, where possible
- movement thru the building may be reduced, where possible
- shared spaces cleaned periodically throughout the day
- staggered start times for individual activities on campus to socially distance students and staff in the corridors

### **Remote**

Remote learning is a realistic possibility at some point during the 2020- -2021 school year.

RCDS plans to utilize the tools, programs, and strategies that made the spring digital semester successful. When remote learning is needed, students will receive a customized schedule that will reflect:

- synchronous learning opportunities
- asynchronous learning opportunities
- daily morning meeting
- daily closing meeting
- daily morning announcements
- weekly special-area classes
- weekly themes and spirit days
- individualized learning sessions 1-1 or small group
- digital after-school activities

## **Hybrid**

Raynor Country Day School will not require a hybrid component at this time. However, as outlined in the afore-mentioned sections a hybrid component would equally balance our general planning of “In-Person” and “Remote” instruction.

## **Budget & Fiscal Matters**

RCDS does not receive federal or state funding at this time.

RCDS budgets are kept to meet financial needs of RCDS annually.

## **Attendance & Chronic Absenteeism**

RCDS will take attendance daily regardless of the instruction setting. Attendance will continue to be submitted daily, during in-person instruction or during remote learning.

In addition, during a remote-learning experience, every RCDS staff member will be assigned students that they are responsible for connecting with during the digital period. This allows for staff members to work to engage students outside of the academic experience. These positive school relationships with the student and family may be a lifeline for students physically disconnected from the school.

RCDS does not collect state aid for enrollment or attendance.

## **Technology & Connectivity**

RCDS staff members have been provided with individual technology tools and access to Google Classroom. RCDS Pre-K, Kindergarten, and First-Grade students will be offered access to Chromebooks with touch-screen technology. RCDS Second-Grade through Sixth-Grade students already have access to individual Chromebooks.

During the spring and summer of 2020, RCDS provided professional development access to staff in the area of technology and distance learning. Additional professional development opportunities will continue as we move towards September. Topics may include, but are not limited to:

- promote technological fluency
- promote Google Certification among RCDS staff
- synchronous vs. asynchronous learning opportunities
- streamline and consolidate the use of websites and Apps to avoid overwhelming parents and student
- reduce the need for items to be printed (additional stressor)
- best practices
- digital citizenship
- online safety
- cyber bullying
- use of “LIVE HELP” assignments with special area staff and others

RCDS will also be utilizing video tutorials and social media to help best prepare students and staff for their return to the campus. This may include, but is not limited to:

- student and staff arrival
- temperature check and hand sanitizer distribution
- use of classroom crate for storing backpack, lunchbox, water bottle (all grades PK- -6)
- examples of social distancing in the hallway (using the social distancing decals)
- examples of social distancing in the bathroom
- examples of social distancing and use of the water bottle filling station- -NO mouth use of the water fountain
- examples of games and fun things we can play in PE and recess including pool noodle tag, choice of toy for week, soccer shoot out, basketball dribbling, scooter races, etc
- examples of shopping for toys (PK)
- examples of shopping for books (K- -2)
- examples of wearing a mask
- examples of mask breaks

## **Teaching & Learning**

RCDS will continue to offer a continuity of learning for the 2020- -2021 school year. Instruction will continue to be aligned with the outcomes of the New York State Learning Standards.

RCDS staff will continue to be encouraged to foster cohort discussions regarding academic reentry into learning. Cross-collaboration between grade levels is essential in determining the stop/start content. Where needed a formative or diagnostic assessment can be utilized to determine individual student needs.

During the spring and summer of 2020, RCDS provided professional development access to staff in the area of technology and distance learning. Additional professional development opportunities will continue as we move towards September. Topics may include, but are not limited to:

- promote technological fluency
- promote Google Certification among RCDS staff
- synchronous vs. asynchronous learning opportunities
- streamline and consolidate the use of websites and Apps to avoid overwhelming parents and student
- reduce the need for items to be printed (additional stressor)
- best practices
- digital citizenship
- online safety
- cyber bullying
- use of “LIVE HELP” assignments with special area staff and others
- identifying anxiety in students
- providing support for social and emotional needs of students



## **EARLY LEARNING**

RCDS does not practice family-style eating. Students will bring lunch from home and/or purchase an individually packaged lunch. Students eat in their classroom or may dine outdoors, weather permitting.

RCDS Pre-K classes have a bathroom located within their teaching space.

RCDS Pre-K students do NOT nap during their school day.

RCDS will maintain the concepts of small-group learning by providing students with individual sets of materials to avoid sharing common items. This may include, but is not limited to:

- math manipulatives
- crayons, markers, pencils
- blocks
- books
- cars, trucks, trains
- kitchen toys

RCDS will follow the cleaning protocol as outline by the NYSDOH when cleaning the classroom and student materials.

RCDS will not permit students to hold hands or use the “buddy” system when traveling out of the classroom.

RCDS does NOT offer Universal Pre-K and does not accept local, state, or federal funding for its Pre-K program.

If needed, RCDS Pre-K will transition to a remote-learning experience. Students will utilize Google Classroom to access their synchronous and asynchronous assignments.

RCDS will provide two Pre-Kindergarten classes. Each class will have one educator and one para-professional. RCDS will host a cohort that includes Pre-K I, Pre-K II, and Kindergarten. For future exposure and quarantine purposes, this cohort will be recognized.

RCDS Pre-Kindergarten classes will be closed to visitors and adults who are not staff members. Where necessary, the Principal may permit a parent or visitor to enter the building in situations deemed appropriate. When this occurs, all guests must follow all RCDS health guidance and protocols, which include wearing face coverings and socially distancing. Service providers have permission to exit the building to conduct necessary special-education services. Providers must also follow the health guidance and protocols established.

## **Nursery Schools**

RCDS does not have a Nursery School Program.

### **Grades K- -6**

RCDS will provide students with instruction that is designed to facilitate their attainment of the State learning standards. RCDS will insure that students receive high quality, rigorous, standards-based instruction that will meet their academic needs and allow them to attain the learning standards in all curricular areas.

RCDS will simultaneously plan for the possible contingency of remote learning. If needed, RCDS will immediately transition to digital learning through the use of Google Classroom.

### **Grades 7- -12**

RCDS does NOT offer education in the grades 7- -12.

### **Arts**

RCDS will provide special-area instruction in a modified format. Adjustments may include, but are not limited to:

- change of location
- use of outdoor space
- use of gymnasium
- reduced class time to provide for safe travel in the corridors
- single use of art/music/recorder classroom
- reduced class size in shifts (half class attends special/other half of class attends a different special or remains for individualized classroom instruction)

RCDS special-area staff members will equally prepare for the transition to remote learning. This may include, but is not limited to:

- creating videos and remote lessons in advance
- preparing instruments, materials, sheet music, art supplies that students may need to take home during a transition to remote learning

RCDS will ensure that students participating in Art activities utilize their individual supplies. Shared supplies will be discouraged.

RCDS will ensure that students participating in band/recorder activities will utilize their own individual instruments. Shared supplies will not be utilized. Classes will be held outdoors when possible. Social distancing guidelines will be observed with Band/Recorder classes.

RCDS will ensure that students are distanced when participating in Music/Chorus activities. Classes will be held outdoors when possible.

### **Physical Education**

RCDS will ensure that a distance of 12 feet between individuals while participating in activities that require aerobic activity and heavy breathing.

RCDS PE instruction will use games and activities that require no physical contact and will incorporate social distancing. Activities will include, but is not limited to:

- individual pursuits such as track and field
- dance and rhythm
- exercise
- fitness
- outdoor pursuits
- kicking games
- throwing games
- target games

RCDS special-area staff members will equally prepare for the transition to remote learning. This may include, but is not limited to:

- creating videos and remote lessons in advance
- preparing a list of games and materials that students can utilize at home to incorporate into their weekly PE activities

## **Career & Technical Education (CTE)**

RCDS does not provide work-based learning.

## **Academic Intervention Services**

In the absence of New York State Assessments in grades 3- -6, RCDS may utilize the following measures to determine the need for Academic Intervention Services:

- Developmental reading assessments
- Benchmark and lesson embedded assessments
- Common formative assessments
- Unit and lesson assessments
- Results of psychoeducational evaluations
- Diagnostic screening for vision, hearing, and physical disabilities as well as screening for possible disabilities pursuant to Commissioners Regulations Part 117

### **Grading**

RCDS will adjust grading policies as needed in response to the fluid situation of learning as it develops.

### **Assessment**

RCDS will adjust assessment policies as needed in response to the fluid situation of learning as it develops.

### **Library**

RCDS recognizes that the school library is an integral part of the learning ecosystem. RCDS will consider ways in which the school library can support high-quality instruction during in-person and remote models. This may include, but is not limited to:

- restricted access to the school library to include one class visit per day
- use of multiple copies of class text to encourage book clubs or book talks
- use of author study to support classroom discussion

-use of genre, theme, or series to distribute resources for home instruction and supplement home materials

## **Athletics & Extra-Curricular Activities**

RCDS will not be offering in-person after-school activities during the initial reopening of the campus. After-school activities may be offered in the additional phases of reopening of the campus when determined appropriate to do so. In the interim, RCDS is examining the option of digital after-school activities to be offered in the late fall. Online activities may include, but are not limited to:

- Art
- Science
- Sewing
- Cooking
- Soccer
- Book Club
- Lego Club
- Musical Theatre
- Puppetry

RCDS will not offer interscholastic athletic activities at this time.

RCDS does not currently permit the building or space to be utilized by any outside organizations.

## **Special Education**

Special Education services are provided by our district of location, Remsenburg-Speonk School District. All providers will be required to follow the health and safety guidelines established by the NYSDOH.

## **Bi-Lingual & World Languages**

RCDS does not currently have any students identified as ELL or ENL.

## **Staffing & Human Resources**

RCDS recognizes that teachers and school leadership are the two greatest influences on student learning. As we prepare to reopen, we have secured our RCDS instructional staff, our RCDS support staff, and will work to facilitate a supply of personnel to assist as needed. This may include, but is not limited to:

- substitute teachers
- student teachers
- personnel with an appropriate as needed background

## **Evaluation System**

RCDS will continue to support educators and facilitate their growth and development. Recognition of our unprecedented times will help to ensure that educators are not penalized as a result of the COVID-19 Crisis. However, feedback and assessment should continue to occur for

teachers and principal to ensure students continue to be taught effectively during such a critical time.

### **Certification, Incidental Teaching, and Substitute Teaching**

RCDS will refer to the NYSED and the Office of Teaching Initiatives (OTI) guidelines when procuring prospective and practicing educators, as well as personnel who are involved with staffing the school.

### **Student Teaching**

RCDS recognizes the input of the Board of Regents and NYSED in the use of student teachers.

7/30/2020