

# School Reopening Handbook for Families

Beacon City School District

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Beacon  
City School  
District

September 2020

Beacon City School District  
10 Education Drive  
Beacon, NY 12508  
845-838-6900 | [www.beaconk12.org](http://www.beaconk12.org)

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## Introduction

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### Letter from Dr. Landahl

Dear Beacon Families,

The faculty and staff at the BCSD have been hard at work on all of the health, safety, and instructional details as we reopen our district this September to students and staff. This handbook will serve as a quick reference guide for all families navigating a much different school year than before. Please note that we will be formally reviewing our plan every month and if changes are made to schedules or policies we will be sure to let everyone know through multiple communication channels.

I appreciate everyone's support as we work on building our community this year and reopening the district.

Sincerely,

Matt Landahl  
Superintendent of Schools  
Beacon City School District

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## Administrative Team and Contacts

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For food service-related questions, contact:  
Karen Pagano 845-838-6900 x2012  
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## Student On-Campus Phase-In

The 2020-2021 school year begins on Monday, September 14, 2020. Students will have two orientation days then follow the following phase-in schedule:

### SEPTEMBER 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7  Labor Day	8  Professional Community Learning Day	9  Professional Community Learning Day	10  Orientation Day	11  Orientation Day
14  First Blue Day Students A-L One Hour Delay for all grade levels	15  Green Day All Remote  One Hour Delay for all grade levels	16  Green Day All Remote  One Hour Delay for all grade levels	17  First Yellow Day Students M-Z  One Hour Delay for all grade levels	18  Green Day All Remote  One Hour Delay for all grade levels

Beginning Monday, September 14, 2020 all students K-12 that chose the Hybrid Option will be on campus. All students will be on a one hour delay the first week of school.

## School Hours

### Full Days

Elementary School:	9:30 am - 3:10 pm
Middle School:	8:40 am - 2:42 pm
High School:	7:30 am - 11:19 am In person schedule 12:05 pm - 2:20 pm Remote schedule

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# Health and Safety

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## Beacon City School District COVID-19 Coordinators

The District designated Dr. Matthew Landahl, Superintendent of Schools and Ann Marie Quartironi, Deputy Superintendent, as the COVID-19 safety coordinators to ensure continuous compliance in all areas of school operation.

Questions or concerns related to COVID-19 health and safety procedures should be directed to the Superintendent at [landahl.m@beaconk12.org](mailto:landahl.m@beaconk12.org) or the Deputy Superintendent at [quartironi.a@beaconk12.org](mailto:quartironi.a@beaconk12.org).

### Daily Health Screening

All students will have their temperature checked prior to entering the school building. In addition, the district will require parents/guardians to submit an online health questionnaire each morning before their child comes to school.

You will be asked if your child has experienced any of these symptoms:

- Fever (temperature of greater than 100 degrees Fahrenheit)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat
- New loss of taste or smell
- Gastrointestinal Tract Symptoms (primarily affecting children only)

If your child is experiencing symptoms as noted above, please do not send them to school. We encourage you to reach out to your doctor prior to returning to school. If you have any health questions or concerns, please reach out to your school nurse.

<https://entry.neric.org/beacon>

BEACON

BEACON City School District COVID-19 Health Survey

**COVID-19 Screening Attestation**

The safety of the employees, students, families, clients, partners and visitors remains our top priority. As the COVID-19 outbreak continues, we will closely monitor the situation and will periodically update our guidance based on current recommendations from New York State.

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions (e.g. serious heart disease, chronic lung disease or asthma, immunocompromised, severe liver disease, etc.) might be at higher risk for severe illness from COVID-19. If you are concerned about underlying medical conditions, please consult with your personal medical health care provider.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce, we are conducting a pre-screening. Your participation is important to help us take precautionary measures to protect you and everyone in this facility. We request you complete this screening every day prior to entering a facility. Based on your responses, you will be informed if you should report to work or if you can return our facilities.

**Screening Questions**

Location:  Date:

1. Over your last day of work, or last 14 days, have you had any of these symptoms?

- ☐ Fever (temperature of greater than 100.4° F in the last 14 days)
- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fatigue
- ☐ Headache or muscle aches
- ☐ Loss of taste or smell
- ☐ Diarrhea or loss of appetite (primarily affecting children only)

Note: answer "yes" if the symptoms you have experienced in the last 14 days are of greater intensity or frequency than what you normally experience.

2. Have you had a positive COVID-19 test within the last 14 days?

3. Have you had close contact with a confirmed or suspected case of COVID-19 cases within 14 days?

4. Have you been in contact with someone who has been advised to self-isolate because of COVID-19 per the New York State Health Authority in the past 14 days?

At the end of the survey, you will be informed if you should report to work or if you can return our facilities.

Submit

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You can also answer the questionnaire on our BCSD app on your phone.



## Masks

Students are required to bring and wear a mask at all times, to the extent practical, if medically capable of doing so. Teachers will facilitate mask breaks throughout the day, ensuring that students maintain 6 feet of physical distance when removing their masks.

Please note that the following types of masks are not acceptable:

- Bandanas
- Masks with a breathing valve or "button" vent

If a student forgets their mask or does not have a mask, a disposable mask will be provided.

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## School Nutrition

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Beacon City School District Goal is to ensure that all students have the opportunity to receive school meals in a safe and comfortable environment so that they are ready to succeed in academic and social activities. BCSD will continue the healthy school nutrition program our families can rely on. Meals will be available to both in school students and remote learners. Meals will be free to students who qualify for Free/reduced priced meals, and fee based for students not qualifying for Free/Reduced priced meals.

### Meal pricing for the 2020-2021 School year

Elementary Breakfast \$1.65

Elementary Lunch \$2.95

Secondary Breakfast \$1.80

Secondary Lunch \$3.15

### Paying for meals and snacks

Funding for School meals for Paid eligibility as well as a la carte drinks and snacks **MUST** be funded on line in the secure hosted platform [www.myschoolbucks.com](http://www.myschoolbucks.com). Beacon City School Food service is committed to providing meal service that is as contactless as possible. Funding on this platform assures no transfer contact between cashiers and students. Funds may be deposited with credit card or checking account encrypted information hosted by [www.myschoolbucks.com](http://www.myschoolbucks.com).

### Remote Learning days meal ordering

Meals for all students are available for remote learners and also follow the free/reduced eligibility status. Students qualifying for Free/reduced priced meals will pay nothing for this service.

Families of students who are "paid" eligibility wishing to participate will be required to fund meal accounts on the [www.myschoolbucks](http://www.myschoolbucks.com) web site and will need to fund each child separately based on their ID number.

Ordering meals for Bus delivery for remote learning days will be accepted only on the [www.myschoolbucks.com](http://www.myschoolbucks.com) platform. Guardians must order by Tuesday morning at 10:00Am for meals to be Delivered on Wednesdays.



Meal pick up times and locations:

Remote learning pre-ordered meals will be picked up at:

BHS Athletic circle on Wednesdays from 7:00-8:00AM for students grades 9-12

RMS Kiosk circle on Wednesdays from 7:00-8:00AM for students grades K-8

Remote learning pre-ordered meals will be delivered by school bus personnel at a designated time - Guardians will be advised of the time in advance.

Meals for 3 day remote learning schedules will include 3 complete breakfasts and 3 complete lunches.

Meals for 5 day remote learning schedules will include 5 complete breakfasts and 5 complete lunches.

**School Meal applications.:** Applications for Free/Reduced income based meal plans are available for completion on line at the secure site [www.myschoolapps.com](http://www.myschoolapps.com). Applications are also available on the BCSD web site under the departments/food service tab. Applications are also being sent home with schedules. Families **only** need to fill out one application per household.

Questions about meal eligibility can be directed to Karen Pagano at [pagano.k@beaconk12.org](mailto:pagano.k@beaconk12.org) or at 845-838-6900 X2012

## What is the menu?

Menus for Breakfast, Lunch and Remote learning are available on the site [www.mealviewer.com](http://www.mealviewer.com) Preset personal settings for the phone app to view nutritional content of meals.

## Meals in school

**Elementary Schools** - Breakfast carts with two meal selections will be available at the most common entrances to each of the 4 elementary schools or in some cases in the cafeteria lines. Breakfasts will be packaged for students to bring directly into classrooms. Students will identify name or Student ID at the carts .

Lunch for Elementary Schools will be ordered in the classrooms each morning. Lunches will be delivered to classrooms just prior to the start of the lunch meal in sealed containers. Menu options on [www.mealviewer.com](http://www.mealviewer.com)

Students will be supervised to wash hands before and after eating all meals.

**Secondary schools** - Students may purchase breakfast from a breakfast cart located at the main entrances or in the cafeteria area .

Breakfast will be available 10 minutes before the start of the scheduled school day and will be consumed in classrooms or in a socially distanced cafeteria set up.

Lunch will be available in the main cafeteria for both Middle school and High school students. Cafeterias have been modified with protective screens separating nutrition staff from students and cafeterias are one way only entry/exits with social distancing markers. Students may be issued a barcoded card for scanning on the register system to assure a touchless transaction.

BHS schedule modification will permit students to pick up grab and go lunches to take home in preparation for the second half of the school day remote learning.

Students who ride busses will be first in line for the grab and go lunch meals to assure enough time to catch the bus.

Menu options will include grab and go sandwiches, pizza, hot lunch and entree salads and all meals will include fruit and vegetables and optional milk.

## **Meal location opportunities**

Each building will have alternate outdoor settings where students will be given the opportunity to eat lunch outdoors under tented seating, weather permitting.

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# Physical Education and Recess

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## Physical Education

The District will make every effort to hold Physical Education (PE) classes outdoors. In the event that PE cannot be held outdoors, classes will take place in a gym, weightroom, or a classroom.

Middle and High School students will no longer change their clothes for participation in PE and the locker rooms will not be accessible. Students will show to PE class wearing proper athletic footwear and attire, regardless of the location. Students should also need to be prepared to participate in outdoor classes by wearing proper outdoor attire (jackets, sweatshirts, long sleeve shirts, sweatpants, etc.).

During PE classes, all social distancing guidelines and practices will be followed. During indoor classes, if social distance guidelines pertaining to physical activity cannot be followed, classes will focus on the cognitive and affective domains of PE. Examples of these types of lessons would be presentations, reading articles, class discussions, or other methods of learning that do not require physical activity.

All students will be required and encouraged to participate in their assigned PE class, regardless of the class being administered in the live, synchronous, or asynchronous format. Grading criteria will be presented and reviewed by each student's teacher.

## Elementary School Recess

We believe that students need an outdoor break within their school day, free of academic tasks. To facilitate distancing, recess periods for elementary students will be staggered throughout the day.

Masks will be worn at recess, although designated areas for individual activity will be established to allow for socially-distanced mask breaks. Equipment that can be used individually will still be permitted (e.g. jump ropes, hula hoops, kickballs). Students will be required to wash their hands prior to and after recess.

# Daily Schedules and Routines

## Elementary School Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Hybrid- Blue	In-person 9:30 am - 3:10 pm	In-person 9:30 am - 3:10 pm	Half-day Remote instruction and special area enrichment opportunities.	Morning remote lesson and Independent Work	Morning remote lesson and Independent Work
Hybrid- Gold	Morning remote lesson and Independent Work	Morning remote lesson and Independent Work		In person 9:30 am - 3:10 pm	In person 9:30 am - 3:10 pm
All Remote- Blue	Full remote learning day whole group, small group, independent work, and special areas	Full remote learning day whole group, small group, independent work, and special areas		Morning remote lesson and Independent Work	Morning remote lesson and Independent Work
All Remote- Gold	Morning remote lesson and Independent Work	Morning remote lesson and Independent Work		Full remote learning day whole group, small group, independent work, and special areas	Full remote learning day whole group, small group, independent work, and special areas

## Elementary School Details

### Supplies

In addition to the supply lists posted on your schools website, the following items will be beneficial for students attending school in person:

- Travel soap box - to store their mask during lunch and/or a second mask as a spare
- Mask lanyard - this would allow for students to keep masks with them
- Water bottle - water fountains will be closed, but the water bottle filling stations will be accessible. Cups will be available for students who forget a water bottle for use at the filling stations.
- Shoe box or similarly sized plastic container - to store personal items under their desk and minimize shared supplies.

### Shared Materials

Shared materials will be reduced as much as possible; however, there are items that need to be used by multiple students over the course of the year. These items will be quarantined and/or sanitized after student use. Handwashing after shared materials will also be required.

We believe in the value of books as part of our reading programs and a critical component of developing a love of learning in children. Therefore, students will still have the opportunity to borrow books from the school or classroom libraries. We will follow the procedures that have been developed by public libraries and have been shown to be effective:

- The librarian or other staff member will bring a cart of curated books to classrooms for students to check out.
- Classroom books may also be borrowed for student use.
- Returned books will be held for 24 hours to reduce the transmission of germs.


Shared classroom materials will also be sanitized after student use. Work or projects that must be collected from students will be quarantined for 24 hours before and after teacher review.

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Elementary teachers often create “centers,” learning activities with a set of materials where students interact with the materials to solidify their understanding of a concept. Where possible, students will be given individual materials to accomplish these goals.

## Middle School Schedule

### REOPENING 2020-2021 SCHOOL YEAR ROMBOUT MIDDLE SCHOOL HYBRID SCHEDULE

MONDAY & TUESDAY	WEDNESDAY	THURSDAY & FRIDAY
<b>BLUE DAYS</b> Students with last names A-L report, in person, to school.  Students with last names M-Z follow their virtual schedule.	<b>GREEN DAYS</b>  All students work remotely and stay home.	<b>GOLD DAYS</b> Students with last names M-Z report, in person, to school.  Students with last names A-L follow their virtual schedule.















Hybrid A-L Student



Hybrid M-Z Student



Fully Remote Student

	Monday: 9/14 BLUE DAY	Tuesday: 9/15 BLUE DAY	Wednesday: 9/16	Thursday: 9/17 GOLD DAY	Friday: 9/18 GOLD DAY
Hybrid In Person Learning			GREEN DAY		
Hybrid Remote Learning	 Will attend 4 remote classes at home (ELA, Math, Sci, SS) Times TBA	 Will attend 4 remote classes at home (ELA, Math, Sci, SS) Times TBA	All students stay home and follow a separate remote learning schedule	 Will attend 4 remote classes at home (ELA, Math, Sci, SS) Times TBA	 Will attend 4 remote classes at home (ELA, Math, Sci, SS) Times TBA
Strictly Remote Learning	 Follow an 8 period day schedule from home	 Follow an 8 period day schedule from home		 Follow an 8 period day schedule from home	 Follow an 8 period day schedule from home

#### ROMBOUT MIDDLE SCHOOL

#### 8 PERIOD BELL SCHEDULE

45 Minute Periods

Homeroom	8:10 – 8:14
Period 1	8:14 – 8:58
Period 2	9:02 – 9:47
Period 3	9:51 – 10:36
Period 4	10:41 – 11:26
Period 5	11:30 – 12:15
Period 6	12:19 – 1:04
Period 7	1:08 – 1:53
Period 8	1:57 – 2:42

## Middle School Details

Rombout Middle will be reopening on a hybrid schedule which will allow for students to attend a combination of in person classes and remote learning classes. All students will receive a student schedule from the guidance department, those who opted to receive instruction through the strictly remote model will also receive a student schedule in the mail.

- All students will receive a class schedule regardless of the “learning status” they declared. (Hybrid vs. Strictly Remote)
- Hybrid students will attend school in person based on the district’s blue and gold day rotation system.
  - Blue Day = last name A-L
  - Gold Day = last name M-Z
- The school day starts at 8:20 am and ends at 2:42 pm. The building will open at 8:00 a.m. for students to enter and go to their classrooms.
- All classes at the middle school will run within the parameters of the building’s master schedule.
  - Faculty, staff and students will follow the regular 8 period day schedule.
  - Students will receive “real time” instruction during their assigned period, whether they are learning in the classroom or learning remotely, for their core classes only.
- All of the building entrances will be utilized for arrival and dismissal. We will stagger the groups entering and exiting by grade level to avoid crowding.
- Hall changes will be staggered in order to minimize traffic. Social distancing will be enforced while students rotate from class to class.
- Students will eat lunch at their own desk in the cafeteria.
- Attendance for in person and remote students will be recorded in PowerSchool.
- Weather permitting, outdoor classroom usage will be encouraged.
- Students will not use lockers and paper/material exchanges will be minimized.
- Students will be allowed to carry backpacks from class to class while in the building.
- Physical Education (PE) will take place outdoors with indoor safeguards for inclement weather; students should dress appropriately for PE, as changing and locker room access will not be permitted.
- Elective classes (i.e. Art, Music, Band, Technology, Home + Careers, Health) will be offered.
- Bathrooms will be monitored regularly throughout the day and sanitized in between class periods.
- Sanitizing wipes will be available for students to wipe down their workspace upon entering the classroom



## High School Schedule

Monday Blue Students (A-L)	Tuesday Blue Students (A-L)	Wednesday Check & Connect	Thursday Gold Students (M-Z)	Friday Gold Students (M-Z)
Period 1 7:30 - 8:25	Period 8 7:30-8:25	All students stay home and work remotely.	Period 1 7:30 - 8:25	Period 8 7:30-8:25
Period 2 8:28 -9:23	Period 7 8:28-9:23		Period 2 8:28 -9:23	Period 7 8:28-9:23
Period 3 9:26-10:21	Period 6 9:26-10:21		Period 3 9:26-10:21	Period 6 9:26-10:21
Period 4 10:24-11:19	Period 5 10:24-11:19		Period 4 10:24-11:19	Period 5 10:24-11:19
Transition Time 11:20-12:05			Transition Time 11:20-12:05	
Remote Schedule Blue & Gold (All students A-Z)			Remote Schedule Blue & Gold All students (A-Z)	
Period 5 12:05-12:35	Period 4 12:05-12:35		Period 5 2:05-12:35	Period 4 12:05-12:35
Period 6 12:40-1:10	Period 3 12:40-1:10		Period 6 2:40-1:10	Period 3 12:40-1:10
Period 7 1:15-1:45	Period 2 1:15-1:45		Period 7 1:15-1:45	Period 2 1:15-1:45
Period 8 1:50-2:20	Period 1 1:50-2:20		Period 8 1:50-2:20	Period 1 1:50-2:20

## High School Details

September 14th & 15th for the Hybrid students whose last name begins with A-L will learn on campus. All students A-Z will attend the remote classes too.

September 17th & 18th for the Hybrid students whose last name begins with M-Z will learn on campus. All students A-Z will attend the remote classes too.

### Attendance

At the start of the period, attendance for on-campus and remote students will be recorded in PowerSchool. Please note that if your child is not participating in classes (in-person OR remote) you must notify the attendance office.

Students that are participating from home must be present at the start of the period. In addition, they will need to follow the guidance provided via GoogleClassroom. At-home students do not need to log in during Study Hall periods.

### Lockers

Students will not be assigned lockers. You will need to carry your items in your bookbag.

### Physical Education

Students should dress appropriately for PE, as changing and locker room access will not be permitted.

### Student Schedule

Your student will be able to access their schedule next week in the PowerSchool Portal. A great deal of time, effort and thought have gone into the process of student placement for the 2020-2021 school year. Courses were created based on student needs and interests and classrooms have been balanced. Our class lists are structured to provide equitable class sizes at each level. Moving students is difficult without causing imbalances and inequities; therefore we will not honor teacher requests or lunch, P.E. and study hall changes.

### Arrival Protocol

Bus: Students will enter into the main entrance of the building.

Walkers: Students will walk into the main entrance of the building

Curbside Drop Off: Community Room Entrance

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### Dismissal Protocol

Students will be dismissed by wing. An announcement will be made to inform students of the staggered dismissal.

## Special Education Plan

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### Office of Pupil Personnel Services

We are so excited to be serving our students and families this year. Please reach out to us if you have any questions.

#### Administration:

Dawn Condello- Director of Pupil Personnel Services

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Julisa Rincon-Tomizawa- Assistant Director of PPS

[rincon-tomizawa.j@beaconk12.org](mailto:rincon-tomizawa.j@beaconk12.org) ex: 3398

#### Special Education Programs:

- Special Class K-12 (1:12:1, 15:1, 6:1:1, 8:1:2) Parents can choose face-to-face or remote instruction. Face-to-face instruction will occur four days a week (Monday, Tuesday, Thursday and Friday).
- Integrated Co-Taught Classes: Students will be split into two cohorts
  - Blue- Students with last names A-L will attend school on Mondays and Tuesdays
  - Gold- Students with last names M-Z will attend school on Thursday and Fridays
- Resource room and Related Services only- Students will be split two cohorts
  - Blue- Students with last names A-L will attend school on Mondays and Tuesdays
  - Gold- Students with last names M-Z will attend school on Thursday and Fridays
- Wednesday- For all students with IEP's- this will be a time where students, if applicable, can receive face-to-face testing, 1:1 related services as per IEP recommendations, and check-ins through Google Hangout with their teacher.

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# Technology

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## Elementary Devices

Students in the elementary school will be issued 1:1 Chromebooks. Devices will be sent home with students each day to ensure continuity of instruction in the event of transition to an all-remote learning model. Kindergarten chromebooks will be distributed during orientation days on 9/10 & 9/11. Please check with your child's building on the appropriate time to pick up the Chromebook.

## Middle School Devices

Students in the middle school will be issued a 1:1 Chromebook and must bring their devices to and from school each day. Students already enrolled in the district were directed to keep their Chromebooks over the summer. New students should email [help@beaconk12.org](mailto:help@beaconk12.org) if they do not receive a Chromebook on the first day of school.

## High School Devices

Students in the high school will be issued a 1:1 Chromebook and must bring their devices to and from school each day. Students already enrolled in the district were directed to keep their Chromebooks over the summer. New students should email [help@beaconk12.org](mailto:help@beaconk12.org) if they do not receive a Chromebook on the first day of school.

## Malfunctioning/Damaged Chromebooks

Students that have a Chromebook that is malfunctioning and/or damaged should email [help@beaconk12.org](mailto:help@beaconk12.org) for assistance in getting the Chromebook repaired or exchanged.

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## Campus Visitors

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The District campus will be closed to all visitors without prior appointment and completion of an online health assurance screener. Parents/guardians visiting campus for any reason other than arrival and dismissal must also follow these procedures.