

School 5 Back to School Handbook

September 2020

First Day of School:



The first day of school has been moved to Wednesday, September 9th. The first three days of school (September 9th to 11th) will be HALF DAYS, 8:05 to 11:30 a.m. Lunch will not be eaten in school on these half days. These days will be dedicated towards providing students with an orientation to the many new procedures and routines necessary to foster a safe learning environment. The first full day of school will be Monday, September 14.

Establishing routines at home will be incredibly important as our students transition back to school and the demands of a new schedule.

Safety Protocols:

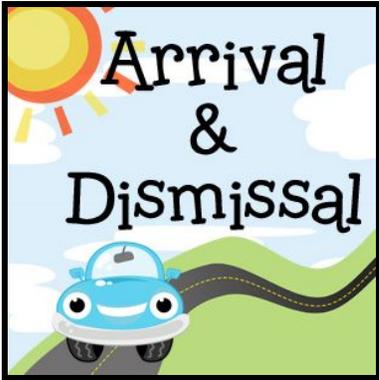
- All students must wear a face covering to school daily. Extra PPE will be available for students, if needed. Teachers will provide students mask breaks at their discretion, with a minimum of at least one mask break approximately every hour. Outside learning spaces will be maximized to allow for extended mask breaks.
- The district recognizes that wearing face coverings in school will be unfamiliar and potentially difficult for some students. Start slow if your child has not worn a mask or is hesitant. Practice wearing the mask for several minutes at a time in a comfortable setting first. Slowly increase the amount of time your child wears the mask and slowly add new locations. Allow your child to participate in the process by choosing a mask they like such as those with favorite colors or characters. By September, your child will be more accustomed to wearing a mask as part of their regular routine. Students who are not compliant with wearing their mask in school will be provided with some interventions to assist them in increasing their mask tolerance. Continued non-compliance will result in the student being sent home.
- Markers in the hallway will assist students and staff with social distancing.
- Desk barriers have been ordered and will be utilized in addition to students wearing masks and their desks being 6 feet away from each other.
- Handwashing is critical and students will be asked to wash their hands regularly throughout the day. Hand sanitizer will also be provided in all classrooms. Students may bring their own hand sanitizer, but they should not share it with their peers.
- Parents MUST perform a daily health screening of their child(ren) before getting on the



bus or coming to school. This includes a temperature check. If a child is presenting with symptoms, this child must stay home and should be seen by their doctor.

- Students will remain in their classes (cohorts) throughout the day. Specials and lunch will be in their classrooms. PE and Recess will be outside, weather permitting. In departmentalized grades (5 and 6), the teachers will move from class-to-class. Students will attend services, music lessons, and Project Extra in those designated classrooms.

Arrival and Dismissal Procedures:



Our school hours are 8:15 a.m. to 3:05 p.m. . Students may enter the building at 8:05 a.m., after the first bell. A second bell at 8:15 a.m. will signify that instruction will begin with morning announcements. It is imperative for students to be in their classrooms and ready to learn at 8:15 a.m. I strongly urge all parents to make sure your child is on time each day. We understand that at the start of this school year entering and exiting the building will take a bit longer than in the past.

This year, we will be using an increased number of entrances and exits to assist with social distancing during arrival and dismissal.

There is a very detailed map of the school labeling where each

teacher's students should enter and exit the building at the beginning of this handbook. All of our entrances will be monitored by School #5 staff members for security purposes, as well as to ensure students are wearing their masks and maintaining social distance.

A separate document has been sent home with detailed arrival and dismissal procedures. Please note that we have staggered our dismissal times SLIGHTLY:

2:55 P.M. FIRST GRADE & THIRD GRADE

3:00 P.M. FIFTH & SIXTH GRADE

3:05 P.M. SECOND & FOURTH GRADE

If you have more than one child, your oldest will come to your YOUNGEST child's exterior dismissal door. Do not ask for your older child to be released early, we will not allow it. **A form will be sent home indicating whether or not you wish for your child to remain at their assigned door or granting permission for them to walk outside unescorted to a younger sibling's exit door.**

It is our expectation that anyone on our school grounds dropping off or picking up a child MUST BE WEARING A FACE COVERING.





Our first grade teachers will be waiting by their designated entrances to meet their students and walk them to their classrooms. We will have many additional staff members at each entrance and in the hallways able to assist children in finding their classrooms. No parents will be allowed in the building.

Parents/Visitors to the Building:

It is imperative that we limit the number of visitors to our school as a means to keep our students and staff safe. Any person who absolutely must visit School #5 will enter through our main entrance by using the buzzer, showing ID, completing a Visitors Health Screening and MUST be wearing a face covering. There is a QR Code on the front door for the Health Screening for visitors to scan and complete prior to entering the building. No visitor will be allowed in the building without completing this screening.



We will be significantly limiting the reasons for dropped items by parents at school; we will only be accepting glasses and lunch left at home. We will have a drop box outside the front door and parents should ring the bell to let us know that they placed an item in the box. The item must be clearly marked with your child's name and teacher. The front door monitor will retrieve the item and have it delivered to the student. Homework, instruments and other school related items will not be accepted. This will be a huge adjustment for some of our students but with a little help and organization, we are positive they will learn to remember their important items.

Traffic & Parking:

Please be aware that pedestrian and automobile traffic surrounding School #5 can be difficult during drop-off and dismissal. I suspect that this year it will be worse. I recommend that you use our PTA sponsored Valet during arrival and to park on a side street and walk to the building for dismissal. We are definitely in need of volunteers to make this service successful. If you are interested in volunteering, please call our main office at 678-7585.



This service will begin on the morning of September 14th. Following all traffic and parking rules is essential for our students' safety. We ask that you continue to instill in your children the importance of crossing the streets in designated crosswalks with the assistance of our crossing guards. **This is especially important on Oceanside Road. It is imperative that**

students are not dropped off on the east side of Oceanside Road and allowed to cross through traffic. We also ask that students not be let out until the valet begins at 7:55.

At dismissal the front circle must be reserved for our buses and will not be available for other purposes. Absolutely no vehicles should be parked in the circle after 2:30 for any reason.

The parking lot off of Oceanside Road is to be used ***exclusively*** by the School #5 staff. Under no circumstance should parents enter or park their vehicle on the curb by the driveway or in the parking lot, as doing so creates an extremely unsafe situation. A chain and cones will be used at dismissal times to maintain safe visibility for students walking home. **Under no circumstances should a parent/guardian enter the parking lot through the exit, when the exit is chained off for student safety.**

You are welcome to park in our back parking lot, in any available legal spot. If all spots are taken, please exit the parking lot and park on the street.

Early Pick-Up:

If you need to pick your child up from school early at any time, you MUST provide us with a note in the morning stating the time of pick-up. If you forget to send in a note, you MUST call the main office before you arrive at the school. Classroom teachers will have your child ready for you when you arrive at our front entrance. The front door monitor will bring your child to the door and have you sign your child out.

Meals Procedures:

BREAKFAST- STARTING MONDAY, SEPTEMBER 14 (NO Breakfast the first three days of school)

We are excited to be able to continue to offer our breakfast program at our elementary schools starting at 7:30 a.m. to 8:15 a.m. daily. In the past, it was not necessary for parents to inform us if they planned to use this valuable service. This year, due to the many safety protocols that need to be implemented and planned for, we are asking parents to complete the following survey if they will be sending their child(ren) to breakfast. Our breakfast program is open to all students and the cost is \$2.25 for those that do not qualify for free/reduced breakfast and lunch. Students using this program will enter through Gymnasium Door #15.



If you have not done so, please complete this survey only if you plan on using our breakfast program at all during the school year. We understand that plans may change as the year

progresses but the information from this initial survey will help us plan successfully.

Breakfast Survey

Questions can be directed to Mrs. Jane Blackburn, Operations Manager, at 678-7548. Please be advised that the cafeteria will NOT be supervised before 7:30 a.m. and therefore children will not be permitted to enter prior to that time. Any child who attends the breakfast program MUST be purchasing breakfast. It is not an early morning drop-off service.

Lunch:

Lunch will be in the classroom for all students. Food services will be providing COLD LUNCHES only at the cost of \$2.60. This would include a sandwich (turkey, ham or cheese) and a drink. Students would have the opportunity to order their choice of sandwich (menu will be provided) at the start of the school day. It will then be delivered to their classroom at the start of lunch time.



Free and reduced price meals : Children in households that meet federal income guidelines are eligible for free or reduced price meals. To apply for free or reduced price meals, you must complete an application. A new application must be on file each school year. These applications will be distributed on the first day of school and are also available in the main office. Completed, signed applications, are to be returned to the main office.

Many parents have asked if they are allowed to drop off "hot lunch" for their child or pick up their child to take them out for lunch. As a district, we are asking parents to refrain from doing this. We are working diligently to create a safe environment for all students and staff and these scenarios have the potential to jeopardize our efforts. Your cooperation in this matter is greatly appreciated.

Recess:



Students will have the opportunity to participate in daily recess with their classmates. When social distancing cannot be maintained, students will be required to wear masks. Out of an abundance of caution, we will not be using playground equipment at the start of school, as we work with students to establish responsible behaviors, maintain social distancing and adjust to the school environment. This will be revisited as the year progresses.

Reporting Student Absences:



In the event your child is going to be absent from school, please call Ms. Bernadette Bigansky, our nurse, on the day of the absence at 678-7587. If your child is going to be absent for several days and you are requesting class work or homework to be sent home, please call the office in the morning so that this can be arranged. Please do not call in the afternoon requesting homework; it is important we provide the classroom teachers enough time to gather the necessary materials. In the event that a child is required to stay home for an extended period of time, that student will follow our typical attendance policy and receive work from their classroom teacher. If the absence lasts longer than two weeks, the parent should call me to

discuss options.

Allergies:

For the safety of our students, **all classrooms** have been designated "NUT FREE". It is imperative that nothing is brought into the classroom containing these ingredients for individual SNACKS OR LUNCH. No sharing of any foods are permitted. In order to ensure each child's safety, please check your labels carefully before sending anything into the classroom. Please also note that anything that is not labeled correctly will not be permitted. Please do not send in any item that was processed in a facility with nuts. If you have any questions about certain foods your child eats, please contact Ms. Bigansky, our nurse.



Birthdays are a happy occasion and children like to celebrate, but we will not be allowing any food to be shared at all. Our classroom teachers will find ways to make sure their students feel special on their birthdays. I promise!

Back to School Night:



Our Virtual Elementary Back to School Night is scheduled for Tuesday, September 22nd. You will receive a detailed letter highlighting the time for each grade level. Please mark your calendars.

Field Trips and Assemblies:

This year we will be collaborating with the PTA and the other elementary schools in the district to identify and bring in valuable *virtual* field trips and assemblies for our students. As we schedule these events, we will share them with our families.



Band/Orchestra/Chorus:

We are excited to be able to continue our music program this year while following the necessary guidelines for safety. More information about lesson schedules will be provided to students at the start of school. Should you have any specific questions about the programs, feel free to contact the teachers:

Ms. Rosenberg- band (croseberg@oceansideschools.org)

Mrs. Hamilton - orchestra(phamilton@oceansideschools.org)

Mr. Bider - chorus (bbider@oceansideschools.org)



School #5 Teacher and Locations:

Grade/Subject	Teacher	Location
1	A-2	Gomez
1	A-3	Rocco
1	A-4	Mathews
1	A-5	Fogelberg
2	A-8	Maltz
2	A-9	Kelly
2	A-10	Mills
2	A-11	Lucas
2	A-12	Aizer
3	A-13	Trum
3	A-14	Sigona
3	A-15	Maresca
3	4	Hellmund
4	2	Malpigli
4	3	Bavaro
4	8	Mullon
4	9	Navarro
5	Travel Art Room	Dellosso
5	Learning Lab	Marino
5	Art Room	Edelman
6	1	Martin
6	12	Keegan
6	18	Halpern
6	19	Mohiuddin
6	11	Minogue
Project Extra	5	Stea
Reading	14	Felici

Resource Room	10	DiNoia
Speech and Language	10a	Schubert
Reading	16	Kamlet
ENL	17	Guerra/Lambruschi
Special Education	A-7	Lanzetta/McSwiggan
Band	Band/Orchestra Room	Rosenberg/Hamilton
Chorus	Auditorium	Bider
Art	All Classrooms	Ferrara
PE	All Classrooms	Gillis
FLES	All Classrooms	Maroudas
Library	All Classrooms	Burns/Funaro

Important Contact Information:

Mrs. Mastrande, Principal

- mmastrande@oceansideschools.org
- 516-678-7585

Mrs. Francone, Administrative Assistant

- lfancone@oceansideschools.org
- 516-678-7585

Main Office

- 516-678-7585

Mrs. Bigansky, School Nurse

- bbigansky@oceansideschools.org
- 516-678-7587

Mrs. Caputo, Social Worker

- nlcaputo@oceansideschools.org
- 516-678-7589

Mrs. Bogart, Psychologist

- ebogart@oceansideschools.org
- 516-678-7590

