

# **BELL TOP ELEMENTARY SCHOOL**

**Principal - Martin Mahar**

**39 Reynolds Rd., Troy, NY 12180**

**September 2020**

## **Welcome back to hybrid school!**

I am looking forward to the return of students to Bell Top. This school year will be like no other. We have put your children and our staff's health and safety at the forefront of all decisions that we made to reopen school. There are many new norms and school will look different than in the past. As you read on, I briefly explain the various processes at Bell Top. The teachers will be focusing their efforts on teaching students the procedures over the next few weeks.

Families will be expected to complete a COVID - 19 Screening Form each day prior to your child coming to school. Your patience with our new protocols is extremely appreciated.

Please visit our district website @ <https://egcsd.org/> for more information regarding the reopening plan.

## **Mask Breaks / Lunch / Recess**

Your child will be required to wear a facial covering to school. Part of this process will include three 10-minute mask breaks a day. Classroom teachers will determine when the students get their breaks.

When your child is eating lunch, they will be sitting at a single desk, 6 feet apart, facing forward. They will be allowed to remove their mask while eating or drinking.

At recess all students are required to wear masks. Students will have lunch recess and occasional classroom recess time. When a class is outside, they are required to find their own space to play, limiting cohort mixing as much as possible.

## **Arrival Procedures**

The Bell Top school reopening task force has carefully planned a process for taking student temperatures as they arrive. We will utilize five entrances during arrival. As buses arrive we will stagger the release of students. This will help us to limit student flow, maintain 6 feet physical distancing and check student temperatures. Teachers will direct children to specific entry doors based on their grade level. The temperature of all students will be taken at their assigned location. Thermometers have a short lag time in-between temp checks and they do not touch the student's forehead. If a child has a reading of 100 degrees F or higher, we will ask them to step aside while remaining socially distanced. We will retake their temperature after a few minutes. If the child has a second reading that indicates they are above 100 degrees, they will be brought to an isolation room. This room is located right next to the nurse's office. Our school nurse will then further examine the student.

Parents that are dropping off children at school will need to park in the lower level parking lot. You may arrive anytime after 8:45 a.m. Please escort your child up the sidewalk to the gymnasium door for a temperature check. Social distancing guidelines should be followed if you are waiting.

## **Dismissal Procedures**

Student pick-up by parents will begin at 3:05 p.m. Please park in the lower lot and walk up to the front, main entrance. Check in at the front vestibule and your child will be released to you. Buses will be loaded as they arrive and students will be dismissed from their classrooms. Buses will be called 3 times.

**September Important Dates**

- ❖ 9/14 - First day of school
- ❖ 9/28 - No School
- ❖ 9/23 - BOE meeting  
virtual - live stream

\*TBD - Virtual Open Houses

**Weekly Hybrid *in-person* - Schedule**

\*Students have been designated an A or B student

\* Attendance will be taken

<b><u>Mon-</u></b> A group	<b><u>Tues -</u></b> B group	<b><u>Wed. -</u></b> live virtual instruction	<b><u>Thurs -</u></b> A group	<b><u>Fri -</u></b> B group
-------------------------------	---------------------------------	---	----------------------------------	--------------------------------

**Weekly Hybrid Remote Schedule**

When your group is not in-person at school you will be home completing remote learning. Your child(ren) are expected to complete their work. ***Attendance will be taken for remote leaning children based on work completion and/or a Google Classroom attendance question.*** This learning will be asynchronous (students complete work on their own, no live instruction)