



COVID-19 PARENT

handbook

2020-2021

Hicksville Public Schools
COVID-19 Parent Handbook

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Welcome

A Letter from the Superintendent of Schools

Dear School Community,

Welcome to the 2020-2021 new school year! This will be a very different school year as we are reopening schools with new learning and safety protocols in response to the Coronavirus Pandemic.

We welcome students back to school in-person or remotely using new learning platforms and redefining what “school” will look like. New health and safety protocols are in place. These include wearing face coverings, arranging classrooms to comply with social distancing guidelines, touchless hand-sanitizing stations, water bottle refilling stations, and daily disinfecting regimens throughout our schools.

With community support for the school budget and with funds from the bond, capital and maintenance allocations, we continue to improve our school buildings. Over the summer, the middle school roofing flashing and gutters and new cornices were installed. The new middle school elevator construction is underway. Univent work commenced at the high school, middle school, Lee Avenue, Woodland, East Street, Burns, Dutch and Old Country Road schools. East Street, Lee Avenue and Woodland have new Library Media Centers to meet the learning needs of 21st century instruction. Construction continues on the Aquatic Center located at the high school to include masonry and steel construction.

Technology continues to play a major role in teaching and learning. All of our students in grades K-2 will receive an iPad and all students in grades 3-12 will receive Chromebooks. These devices support our district initiative in the launching of Schoology, a Learning Management System that organizes all content areas, student information, and assessments on a platform that teachers, students, and parents can utilize. Once the school year is underway, workshops will be conducted to assist parents with Schoology.

Through all that has transpired, our Board of Education has provided leadership with unwavering dedication. They were ever-present holding public meetings using online platforms, addressing challenges, listening to the community and answering questions. Our PTA has provided support and guidance at every turn. Our Reopening Task Force members and Board Committee members have worked throughout the summer to problem-solve and think widely and deeply to re-envision our schools.

I want to express my deepest thanks and appreciation to the school community members who worked tirelessly to make the reopening of our schools possible. Their efforts encapsulate the very best our community has to offer.

This Parent Handbook is the result of the work of the Board's Communications Advisory Committee in collaboration with the Reopening Task Force, administration, and the PTA. I trust you will find it informative and useful.

As we embark on the new school year together, the one thing I know for sure is that we shall overcome and provide an education for all our children in meeting their potential. We will continue to support our students who are trying to grow up in a Pandemic and will look to adults to help them navigate through difficult times. I am looking forward with hope in educating our children through unprecedented times. We are Hicksville strong!

Sincerely,

A handwritten signature in blue ink that reads "Marianne Fitzmaurice". The signature is written in a cursive style.

Superintendent of Schools

Board of Education

The Hicksville Public Schools Board of Education is comprised of seven trustees who are each elected to a three-year term. Each member of the Board serves voluntarily and receives no compensation. Members of the Board are committed to ensuring that the children of our community receive a quality education and the District meets its fiduciary responsibility to taxpayers.

The Board’s primary responsibilities include:

- Setting the vision and goals for the District
- Adopting policies that give the District direction to set priorities and achieve its goals:
 - Hiring and evaluating the Superintendent
 - Adopting and overseeing the annual budget
 - Managing the collective bargaining process for employees of the District

Residents, including students, are encouraged to attend our monthly Board of Education committee and regular meetings. More information, including meeting dates, can be found on our website:

https://www.hicksvillepublicschools.org/board_of_education

| Office | Name | Email |
|----------------|-------------------|--|
| President | Phil Heckler | pheckler@hicksvillepublicschools.org |
| Vice President | Brenda Judson | bjudson@hicksvillepublicschools.org |
| Secretary | Carla Hoene | choene@hicksvillepublicschools.org |
| Trustee | Christopher Amato | camato@hicksvillepublicschools.org |
| Trustee | Sunita Manjrekar | smanjrekar@hicksvillepublicschools.org |
| Trustee | Linda Imbriale | limbrale@hicksvillepublicschools.org |
| Trustee | Irene Carlomusto | icarlomusto@hicksvillepublicschools.org |

Committee Chairs

Communications: Brenda Judson, Carla Hoene
 Curriculum: Christopher Amato, Sunita Manjrekar
 Facilities and Bond: Phil Heckler, Irene Carlomusto
 Safety: Brenda Judson
 Finance: Phil Heckler
 Policy: Carla Hoene
 Special Education: Brenda Judson, Linda Imbriale

Board Parliamentarian

Irene Carlomusto

Board Liaisons

Community Council:
 PTA Council: Brenda Judson
 PTA Council Delegate: Irene Carlomusto

Introduction

The health and safety of our students is Hicksville Public School's top priority. Due to COVID-19, school will be different this year. In order to ensure the safety of our students and that of their families, the school district is providing parents with educational choices. Our District is offering three educational models, depending on the child's grade level:

- **In-School Instruction (K-5)**
- **Remote Instruction (K-12)**
- **Hybrid Instruction – a blend of in-school and remote instruction (6-12*)**

(* Parents of Special Education students have the option to send their child(ren) 5 days a week for in-school 6-12 instruction.)

Because the school district's seven elementary buildings **can accommodate** all of our K-5 students while maintaining social distancing guidelines, parents can choose to send their child(ren) for:

- 5 days a week of in-school instruction **OR**
- Have their child(ren) remain at home to learn by remote instruction only.
Parent choice is made by the school year quarter.

Because our middle (6-8) and high schools (9-12) **cannot accommodate** all our students while maintaining social distancing guidelines, parents can choose to have their child(ren):

- Use a hybrid model, that is, 2 days a week in-school instruction and 3 days a week remotely **OR**
- Have their child(ren) learn by remote instruction only.
Parent choice is made by the school year quarter.

For those students returning to in-school instruction, our buildings and classrooms will look different. Routines will be different. In all cases, the physical changes and new protocols and procedures that have been implemented are designed to keep our students safe while following the Centers for Disease Control and Prevention (CDC), NY Department of Health (NYDOH), the Nassau County Department of Health (NC DOH), and the NY State Education Department (NYSED) health and safety guidelines.

For those students who will be learning remotely or using the hybrid model of part in-school and part remote learning, new technologies and instructional programs are being introduced. The District is implementing the Learning Management System (LMS): **Schoology** - <https://www.schoology.com/> - to organize the various online platforms used by teachers, including Google, Seesaw and Screencastify. Administrators have been hard at work implementing the changes and upgrades

required to provide a quality and equitable education for all, whether by in-school or remote instruction.

All school staff are aware that, if circumstances change, they should be prepared to seamlessly pivot to providing all students with remote instruction.

This handbook has been designed to consolidate a wide range of information to provide Hicksville Public School parents with a comprehensive guide for school district operation under the current conditions. It is a flexible document, meaning, as circumstances change, this handbook will be updated to reflect new information and changes made by the school district and/or mandated by the Governor, the CDC, NYDOH, the Nassau County Department of Health (NC DOH) or NYSED.

For the most recent information, please visit:
www.hicksvillepublicschools.org.

Calendar

Regular summer production of the District Calendar was disrupted by the pandemic. A school calendar can be found online on the District website:

https://www.hicksvillepublicschools.org/district/district_calendar.

Opening day is September 14, 2020. Election Day, November 3, 2020, will be a regular school day for all students. However, because our seven elementary schools and middle school are used by the public for elections, all instruction for our elementary and middle school students will be **remote on Election Day** this year. Since the high school is not used for elections, high school students will follow their usual schedule on Election Day.

The 2020-2021 school session calendar year meets the 180-day requirement. No student vacation days are impacted by the revised opening date.

District parents have the choice, by school session quarter, to choose the preferred educational model for their child(ren):

First Quarter Ends: November 13, 2020

Second Quarter Ends: January 29, 2021

Third Quarter Ends: April 16, 2021

Fourth Quarter Ends: June 25, 2021

Parents can select their preferred educational choice through the Parent Commitment Form posted on the District website prior to the start of each quarter.

Selections for the First Quarter of the 2020-2021 school year were required to be submitted by parents by August 24, 2020. Current parents who did not complete the online Parent Commitment Form should contact their school building. New parents should follow the student registration guidelines listed below.

Registration

All parents planning to send their child(ren) to school in Hicksville Public Schools for the first time this year must register his/her attendance.

Due to COVID, there is NO In-Person Registration.

Please follow the directions for student registration posted to our website:

<https://www.hicksvillepublicschools.org/cms/One.aspx?portalId=136760&pageId=706685>

Translation Services

Assistance with translation is provided for parents. Please inform the Registration Office and they can assist you: registrar@hicksvillepublicschools.org; (516) 733-2160.

Communications

Fostering District-to-home and school-to-home communications is critically important to the Board of Education and Administration.

Hicksville Public Schools shares information through the following channels:

- Broadcast Messaging – emails, texts and phone messages
- Websites – District and building level
- HPS app
- Social Media
- Media releases – online, print, TV, video
- Newsletters
- Posters & signage

The best way for parents to stay informed is to regularly visit the District and school web pages: www.hicksvillepublicschools.org. The district launched a mobile app tied to the district website. The app is free and can be downloaded through your device's App Store by searching: **Hicksville Public Schools**.

In order for parents to receive important District communications via email, phone, and text messages, **parents should update all contact information annually** and monitor incoming messages from the District and school community. Parents and students can also follow the District and schools on social media: Instagram (search by school name; Hicksville High School's user name is hicksvillehigh) and on Twitter using the following:

- District: @HicksvillePS
- Burns: @BurnsHps
- Dutch: @HDutchlane
- East: @EastHps
- Fork: @HPS_ForkLane
- Lee: @hps_lee
- OCR: @HpsOcr
- Woodland: @WoodlandHPS
- Middle School: @APHMS1
- High School: @hps_hhspride
- ENL: @HPS-ENL

The Board of Education and Administration developed a flow chart of **Communication Procedures** for parents when they have questions or concerns. To access this informative document, please visit:

https://www.hicksvillepublicschools.org/district/communication_procedures

Contacts

For the most up-to-date District Directory information:

https://www.hicksvillepublicschools.org/UserFiles/Servers/Server_136676/File/District/HPS%20District%20Directory_03.pdf

District Contacts

Email addresses are first initial, last name @hicksvillepublicschools.org

For example: jdoe@hicksvillepublicschools.org

| Position | Administrator | Phone (516) |
|----------------------------------|----------------------------------|--------------------|
| <i>Superintendent</i> | Marianne Litzman | 733-2105 |
| <i>Assistant Superintendents</i> | | |
| Business | Marcy Tannebaum | 733-2110 |
| Personnel | Rosemarie Coletti | 733-2125 |
| Curriculum & Instruction | Anthony Lubrano | 733-2145 |
| <i>Directors</i> | | |
| Business Services | Ellen Reilly | 733-2112 |
| Technology | Dan Friedman | 733-2170 |
| Personnel | Jeanette Perrotta | 733-2125 |
| Facilities | Dave Bell | 733-2180 |
| Personnel | Jeanette Perrotta | 733-2125 |
| Athletics | Matt Calarco | 733-2245 |
| Special Education & PPS | Claire Hochheiser | 733-2160 |
| <i>Supervisors</i> | | |
| English | Jack Lenson | 733-2147 |
| Fine Arts | Chad Wyman | 733-2142 |
| Math | Linda Pfaffe | 733-2146 |
| ENL | Lisa Estrada | 733-2144 |
| Science | Michael O'Connell | 733-2143 |
| Social Studies | Rose Borda | 733-2148 |
| Guidance Services | Effie Rafaelides | 733-2221 |
| Transportation | Vita Virgilio | 733-2185 |
| | | |
| District Clerk | John O'Brien | 733-2104 |
| Security (Mobile) | | 297-1614 |
| Tech Support | | 733-2170 |
| Board of Education | | 733-2106 |
| Public Information | Joanne Bucci Catherine Knight | 733-2189 |

School Contacts

Email addresses are first initial, last [name @hicksvillepublicschools.org](mailto:name@hicksvillepublicschools.org)

For example: jdoe@hicksvillepublicschools.org

| School | Principal | Phone (516) | Nurse | Nurse's phone (516) |
|-------------|------------------|----------------|-------------------------------|------------------------|
| Burns | John Comer | 733-2311 | Mrs. Wakely-Altman | 733-2315 |
| Dutch Lane | Janine Rossi | 733-2361 | Mrs. Siegenthaler | 733-2365 |
| East Street | Jean-Marie Serra | 733-2321 | Mrs. Genco | 733-2325 |
| Fork Lane | Susan Guiliano | 733-2341 | Mrs. Mazz | 733-2345 |
| Lee | Stephanie Stam | 733-2351 | Mrs. Misiano-Ippolito | 733-2355/2356 |
| OCR | Laura McConnell | 733-2301 | Mrs. Keogan | 733-2305 |
| Woodland | Beth Swanson | 733-2331 | Mrs. Welsh | 733-2335 |
| Middle | Mara Jorisch | 733-2261 | Mrs. Venezia | 733-2276 |
| High | Raymond Williams | 733-2200 | Mrs. Bartoli Mrs. Cardillo | 733-2205 |

PTA Contacts

The PTA (Parent - Teacher Association) and PTSA (Parent - Teacher - Student Association) are not-for-profit formal organizations intended to facilitate parental participation in the Hicksville Public schools. Our mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children by building strong working relationships among parents, teachers and schools.

| PTA Council | Name | Phone | Email |
|-----------------------|--------------------|-----------------|--------------------------------|
| President | Erin Guida | 718 619-0676 | hicksvilleptacouncil@gmail.com |
| Vice President | Laura Cataldo | 516 644-1058 | lcataldo4gmail.com |
| Treasurer | Annette Beiner | 516 250-4483 | swac@optonline.net |
| Recording Secretary | Christine Weih | 516 474-4007 | christineweih@yahoo.com |
| Corr. Secretary | Patricia Bulerin | 516 850-0447 | Pcq377@gmail.com |
| Building Units | | | |
| Burns Co-Pres. | Carolyn Pinto | 516 662-4363 | burnsavenuepta@gmail.com |
| Burns Co-Pres. | Nicole Fragopoulos | 516 413-8953 | burnsavenuepta@gmail.com |
| Dutch | Cathy O'Neill | 516 418-0220 | kittycath22@gmail.com |

| | | | |
|------------------|------------------|-----------------|-----------------------------------|
| East | Mary Ospina | 516 721-0888 | eaststreetpta@gmail.com |
| Fork Co-Pres. | Cindy Garcia | 516 233-6277 | ptaatfork@gmail.com |
| Fork Co-Pres. | Diana Scala | 646 284-7739 | ptaatfork@gmail.com |
| Lee | Diane Pramberger | 917 847-3940 | dianef17@aol.com |
| OCR | Eileen Chen | 646 771-9288 | ocrptapresident@gmail.com |
| Woodland | Sharon Olivares | 917 405-6692 | woodland.pta.hicksville@gmail.com |
| MS | Linda Guerriere | 516 974-2046 | hicksvillemiddleptsa@gmail.com |
| HS | Annette Beiner | 516 250-4483 | hicksvillehsptsa@gmail.com |
| SEPTA | Alyssa Fiorese | 516 680-8654 | hicksvillesepta@gmail.com |

COVID-19

COVID-19 is a highly contagious virus that has caused a public health emergency across the globe. The virus is spread through airborne droplets from an infected person or by touching a coronavirus-contaminated surface and then touching one's face. COVID-19 affects all ages from newborns to the elderly. Symptoms vary widely from no symptoms (asymptomatic) to, in severe cases, death. Incubation is from 2 to 14 days.

If your child has been diagnosed with COVID-19 or has been exposed to someone who tested positive for COVID-19, **contact the school district's COVID Coordinator immediately.**

HPS COVID Nurse Coordinator: Miss Gail Hunker

(516) 733-2149

ghunker@hicksvillepublicschools.org

NYS COVID Report Card for School Districts

In order to keep the public informed, the Governor has ordered the implementation of a COVID Report Card for school districts. The number of positive coronavirus cases will be updated daily, and each school district's cases will be broken out by individual school. For the latest information, please visit:

<https://schoolcovidreportcard.health.ny.gov/>

Symptoms

Fever, sore throat, headache, nasal congestion, body aches, tiredness, shortness of breath, sudden loss of taste and/or smell.

Parents' Role – School Health app

Any student who feels ill or is running a temperature should remain at home. Parents can assist the school district by conducting **daily temperature checks and completing the District Health app BEFORE the student leaves for the bus or school. Information about the Health app will be sent to all parents and staff.** (Staff will also be required to complete the Health app daily.)

Upon arrival, temperature checks may be conducted at each school entrance. Any student who has a temperature of 100F or greater will be sent to an Isolation Room in the school. The parent will be called to pick up the child.

Location of School Isolation Rooms: In the elementary buildings, this room is a separate room in the Nurse's Office; in the middle school, it is located in the Girl's Locker room; in the high school it is a separate room connected to the Nurse's Office.

Family Morning Checklist

In order to assist parents with the required daily health pre-checks, we have created a daily checklist for you. **Please print and use the checklist provided on the last page of this handbook.**

District's Role/Cleaning/Disinfection

The District has established new cleaning and disinfecting protocols and procedures for buses, classrooms, bathrooms, cafeterias, and high touch surfaces as directed by the CDC, NYDOH, and NYSED. Touchless **hand sanitizers** have been installed in all classrooms, school lobbies, and in Nurses' Offices. Cleaning of common high-touch surfaces, such as door knobs/door handles, handrails, faucets, toilets, and computers will be done throughout the school day.

- **All buses will be cleaned every night.**
- **All classrooms will be cleaned every night by trained school personnel.**
- **All bathrooms and cafeterias will be cleaned every night.**

Our custodians have been trained in the use of special equipment, including electrostatic sprayers and Kaivac cleaning machines, using EPA-approved products.

Material Data Sheets (MDS) listing ingredients used for cleaning and disinfecting are posted to the District website:

<https://sites.google.com/hicksvillepublicschools.org/reopening-hps/presentations>

All District-supplied masks, gloves, and cleaning products are CDC-certified.

District's Role/ Training

The District is training staff on proper hand hygiene, masks, respiratory etiquette, risk factors and protective behaviors.

Diagnosis/Treatment

If your child is feeling ill, especially if he/she is running a temperature of 100F or more, **keep the child home from school and contact your healthcare professional.** A positive diagnosis for the coronavirus must be obtained through a doctor or COVID-19 testing center.

Hicksville Public Schools does NOT conduct COVID-19 testing.

If you suspect your child has contracted COVID-19, **contact the school district's COVID Coordinator immediately: Miss Gail Hunker: (516) 733-2149.**

A list of testing facilities will be provided to the parent. Our COVID Coordinator is required to coordinate any cases with the Nassau County Department of Health. **Any staff member who feels ill should remain at home.**

Isolation and Quarantine

Any student who presents with a fever at school will be isolated in the school's Isolation Room and the parent will be called for pick up. **Isolation Room Locations:** In the elementary buildings, this room is a separate room in the Nurse's Office; in the middle school, it is located in the Girl's Locker room; in the high school it is a separate room connected to the Nurse's Office.

Upon pick up, instructions will be supplied to the parent about further care. **Any student or staff member who tests positive for COVID-19 must remain isolated at home for 10 days.** Students who are quarantined will switch to remote learning if they have been attending in-school instruction or using the hybrid model.

Testing and Tracing

Hicksville Public Schools does NOT conduct COVID-19 testing.

Parents should see the Health Resources listed at the end of this document for testing facilities. Designated school COVID tracers have completed the Johns Hopkins University online Contact Tracing course. Our staff will maintain cohort logs to track any infections and work in cooperation with the Nassau County Department of Health (NC DOH).

Return to School

There is a Return-to-School Protocol in place for illnesses. The parent or staff member must coordinate with the District's COVID Coordinator, **Miss Gail Hunker: (516) 733-2149**, and follow and complete the District's **Return to School Criteria Form**.

Closures

Closures of a class, section, or school are determined by the Nassau County Department of Health (NC DOH).

A **District** closure would be determined by NYS based on the NYS Regional infection rate. Any rate over 5% over a 14-day period will require action.

Visitors

Visitors to our buildings will be **very limited and by appointment ONLY**. All visitors will be screened. Meetings may be held outdoors.

In-School Expectations

As with regular school, students are expected to follow the **Code of Conduct**:
https://www.hicksvillepublicschools.org/UserFiles/Servers/Server_136676/File/District/Parents/HPS%20Code%20of%20Conduct.pdf

Under COVID-19, higher expectations are required. All students are required to wear masks, to socially distance, and to practice good respiratory and hand-washing hygiene at all times.

Home Pre-Checks

In order to keep everyone safe in our schools, the District is asking all parents to assist by closely monitoring their child(ren)'s health on a daily basis.

Parents should take the child(ren)'s temperature daily and complete the District's Health app.

Family Morning Checklist

In order to assist parents with the required daily health pre-checks, we have created a checklist for you. **Please print and use the checklist provided on the last page of this handbook.**

Devices

The District has purchased a device for every K-12 child. The devices will be handed out either before school begins or on the first day of classes.

K-2 students will receive an iPad and 3-12 students will receive a Chromebook.

Instructions for pick-up of devices will be forthcoming from the building Principal or Assistant Principal.

Use of Online Learning Platforms

The privacy and confidentiality of all participants is important. Parents should remember that online learning is for students, and parents should not be observing virtual platforms while their child is engaged in a remote learning session. Unless a younger elementary student is in need of technical assistance, parents should not interrupt learning. If a parent has a question for their child's teacher, they should send an email to the teacher outside the online learning session; the teacher will respond to the parent during school hours.

In addition to other existing District policies, the following rules of conduct apply while the Reopening Plan is in effect, as well as other times when students and teachers may be engaged in remote learning.

Violation of the following rules will result in appropriate disciplinary action. All individuals, including students, their parents/guardians, and their family members, are prohibited from:

- Recording, taking photos or taking a screenshot(s) of a videoconference session or any content presented in any form during the remote learning session.
- Altering a videoconference or any content presented during remote learning.
- Sharing, posting or otherwise distributing, in any manner, either physically or electronically, via email, text, or social media (such as Twitter, Snapchat, Instagram, Facebook, TikTok, etc.) any videoconference session, any part of a videoconference session, or any altered content, whether they have created or have received the recorded or altered content.
- Using the remote learning platforms for any purposes other than their intended use as directed by their teacher.
- Sharing any links, ID numbers, passwords, or invitations to a school videoconference session with anyone.
- In the remote learning environment, students are to behave at all times as if they were at school. Inappropriate behavior that will not be tolerated includes, but is not limited to:
 1. Making inappropriate faces, gestures, or comments
 2. Displaying an inappropriate virtual background or profile picture
 3. Projecting or displaying an inappropriate image
 4. Bullying or cyberbullying of other students or the teacher
- Complying in all respects with the Code of Conduct:
https://www.hicksvillepublicschools.org/UserFiles/Servers/Server_136676/File/District/Parents/HPS%20Code%20of%20Conduct.pdf

The teacher may stop the video feed of any participant at any time at their sole discretion. In the unlikely event that inappropriate behavior occurs during any online learning session, the teacher will promptly end that session and promptly notify his/her Building Principal to investigate and follow up accordingly with the student(s) and their parent(s)/guardian(s). The student(s) shall be subject to disciplinary consequences in accordance with the Code of Conduct (Policy 5300).

Rules of Etiquette and Procedures

General rules of etiquette that students should follow when participating in an online learning session include the following:

- To enable the students to fully participate in their learning activities, students should be seated at a desk or table and set up their workspace in a quiet place that is free from distraction (such as siblings, pets, television). Pencil and paper should be at hand to use, as needed.
- To avoid disruptions in access to the online learning session, students should ensure that the batteries of their devices are charged, or that they are plugged into power.
- Students should not have out or should not use any other electronic devices, such as cell phones or video game consoles, which might distract from learning.

- Students should consider using headphones or ear buds while engaging with audio or video content, as it will help them focus on learning and not be distracted.
- An online learning session should be regarded just like being in school. Students should maintain respect in speaking, in writing, and in appearance. Students must dress appropriately.
- Students should aim to arrive early to their online learning session, usually three to five (3 to 5) minutes before the scheduled start of an online learning session. This will enable the teacher to take attendance and to promptly begin the online learning session.
- Students should be entering the online learning session with their microphones on “mute.” If a student would like to speak, has a question or something relevant to contribute to the session, they should raise their hand, and the teacher will unmute them or allow the student to unmute themselves. The chat may also be used.
- Unless otherwise instructed by their teacher, students must keep the video feature on at all times. Students should not change their virtual background during an online learning session, as changing it is distracting to other students.
- At the teacher’s discretion, the chat feature may be enabled for students to use to ask questions. When utilizing the chat feature, students must be considerate and polite, and should utilize proper spelling and grammar.

Troubleshooting:

- If a student experiences a device or wifi (Internet access) issue, he/she should inform their teacher. The teacher can submit an eticket with their contact information and a tech worker will call them.
 - Students attending in-person school should go to the Computer Lab Teaching Assistant (TA) who will resolve the issue or enter an eticket.
 - All school instruction and assessments will be organized and managed under the District’s new Learning Management System (LMS): Schoology.
 - If the parent or student is having trouble with Schoology, the teachers will be the best place to start. User names and passwords can be provided by the computer lab TAs. Other issues can be entered by the teacher or TA, and the techs will address it.
 - Nearly all questions can be answered at the building level. However, teachers, TAs, secretaries, and administrators can all submit etickets.
 - The eticket system is critical to ensuring all issues get resolved quickly. Submitting issues into the eticket system will result in the quickest resolution. The techs are able to resolve a majority of issues over the phone for remote learners and will be in and out of the building every day to handle onsite problems.

Cleaning Devices

The devices can be cleaned with regular cleaning solutions. Parents should NOT spray the device directly. Rather, they should spray a cleaner into a paper towel or soft cloth and wipe the device with the dampened paper/cloth.

LMS: Schoology

<https://www.schoology.com/>

Schoology is a Learning Management System that assists students, parents, teachers and administrators to manage a wide scope of school information and learning platforms. Schoology was acquired by PowerSchool, the District's Student Information System (SIS), and works with many platforms used by our teachers, such as Google, Seesaw and Screencastify.

Schoology allows **students** to:

- Log in their attendance
- Stay up to date on classroom information from teachers
- Receive and turn in assignments
- Receive feedback from teachers
- Check grades
- Collaborate with peers
- Participate in class discussions, and learn at the student's preferred time.

Parents can:

- Track their child's learning progress by receiving a daily or weekly course summary
- View courses the child is enrolled in
- See upcoming events and assignment deadlines
- Check grades and attendance.

Parents should not interact in a course and cannot view other students' information or course participation.

Schoology access codes for parents will be provided by teachers after the start of the school year. Teachers will provide codes to students to bring home or contact parents directly. One access code will allow parents to view ALL of their child(ren)'s courses.

To assist parents with Schoology, a series of Parent Workshops will be scheduled after the school year begins. Please watch for notifications about these workshops. For a quick parent demo, please visit:

https://www.hicksvillepublicschools.org/resources/parents/parent_tutorials_resources/schoology

Masks (PPE)

All students and staff are required to wear masks or **Personal Protective Equipment (PPE)**. From the time students enter the bus or arrive at school, students must wear

masks. **No student will be admitted to the bus or to school without a mask.** Masks can be made of cotton, such as a bandana, or the typical composite fiber masks worn by medical personnel. Students are encouraged to wear their own masks. However, if a student forgets his/her mask, a supply is available to them at the bus and at school.

NOTE: A few students may have medical reasons for not wearing a facemask. These individuals must have documentation by their doctor and our School Medical Director, Dr. Friedman.

Mask Breaks

A 5 minute mask break will be allowed within every 40 minute instructional period when students are seated and socially distanced.

Hand Sanitizer/Gloves

Students will be instructed as to proper hand hygiene by washing their hands frequently and making use of the touchless hand sanitizer dispensers that are located in each classroom, the school lobby, and the Nurse's Office. **Elementary students will wash their hands or use hand sanitizer before lunch and after recess.** Students are not required to wear plastic gloves in school.

Students can bring containers of hand sanitizers (8 ounces or less) to school for personal use.

Social Distancing

Social distancing, that is for all students and staff to maintain a 6-foot space in all directions from others, is a recommended health and safety protocol for schools. The exception is for family members or members of the same household. During activities that could spread airborne particles faster, such as during physical exercise, singing or playing an instrument, a 12-foot distance is recommended.

What to Bring to School

Each building's Principal will communicate specific information about what students should bring to school. **Students may bring their own backpacks, snacks and meals, and refillable, non-breakable water bottles.** Water fountains have been disconnected and refillable water stations have been installed.

Until December 31, 2020, all students are entitled to a FREE "meal" as described by USDA standards. These meals do not include chips, cookies or drinks. Students may purchase these items from the District's food service provider.

Parents are encouraged to complete the Free-and-Reduced Price Meal Program if they qualify:

https://www.hicksvillepublicschools.org/departments/food_services/free_reduced_priced_meals

NOTE: Parents who have not applied for the Free-and-Reduced Price Meal Program will not receive free meals after December 31, 2020.

Elementary students will be eating lunch at their desks, as they have done with snacks in the past. Secondary students will be utilizing the cafeterias with socially distanced seating.

Students should keep their learning devices – iPads (K-2) or Chromebooks (3-12) – available to them at all times in school. While a portion of our elementary level instruction will be accomplished with traditional methods (pencil & paper), students will be using their devices at times to ensure they are familiar with them if the class, school, or District should need to move to fully remote learning.

Procedures for Illness

Cooperation from our parents is extremely important as we reopen in order to maintain health and safety standards.

If a parent discovers that their child is running a fever during the daily temperature check, the child should be kept at home.

Upon arrival at school, if the child is discovered to have a fever, the school nurse will be notified and the student will be sent to an **isolation room** in the school and the parent will be notified. If the student feels sick at school, he/she should report to the Nurse's Office.

In the event that your child is sick at school, please pick them up as soon as possible. Location of School Isolation Rooms: In the elementary buildings, this room is a separate room in the Nurse's Office; in the middle school, it is located in the Girl's Locker Room; in the high school it is a separate room connected to the Nurse's Office.

In-School Instruction

Because the school district's seven elementary buildings **can accommodate** all of our K-5 students while maintaining social distancing guidelines, parents can choose to send their child(ren) for:

- 5 days a week of in-school instruction **OR**
- Have their child(ren) remain at home to learn by remote instruction only.
Parent choice is made by the school year quarter.

Because our middle (6-8) and high schools (9-12) **cannot accommodate** all our students while maintaining social distancing guidelines, parents can choose to have their child(ren)*:

- Use a hybrid model, that is, 2 days a week in-school instruction and 3 days a week remotely **OR**
- Have their child(ren) learn by remote instruction only.
Parent choice is made by the school year quarter.

*Special education students at the secondary level will be accommodated for 5 days a week in-school instruction.

Orientation

Orientation for kindergarten, sixth and ninth grades will be virtual this year. Information about Orientation will be provided by each building Principal.

Pre-K

The District's Pre-K Program will not run this year. The classrooms previously used by Pre-K classes at our elementary schools are needed to house our K-5 elementary program.

Field Trips

For health and safety reasons, all field trips are cancelled for the 2020-2021 school year.

Start times/Dismissal

Start times and dismissals will remain the same.

| | |
|-------------------------|------------------------------|
| Burns | 8:30 a.m. – 3:00 p.m. |
| Dutch Lane | 8:30 a.m. – 3:00 p.m. |
| East Street | 9:00 a.m. – 3:30 p.m. |
| Fork Lane | 8:30 a.m. – 3:00 p.m. |
| Lee Avenue | 9:00 a.m. – 3:30 p.m. |
| Old Country Road | 8:30 a.m. – 3:00 p.m. |
| Woodland | 9:00 a.m. – 3:30 p.m. |
| Middle School | 7:25 a.m. – 2:20 p.m. |
| High School | 7:35 a.m. – 2:25 p.m. |

School Entrances

Because of COVID-19, large groups of students congregating anywhere on school grounds are not permitted. In order to manage the flow of students at arrivals and dismissals, multiple exterior doors will be utilized. All students must practice social distancing as they wait for school entrance. Please take direction from your school Principal as to which doors will be used in your child(ren)'s building(s).

Signage

Signage is an important part of communications during the pandemic. New signs are posted at all entrances, hallways and classrooms to direct traffic and social distancing, and to remind students to practice proper respiratory and hand hygiene.

Classrooms

Classrooms are set up differently this year. In order to maintain a 6-foot distance between desks, only **10-15 elementary students** and **13-15 secondary students** will receive instruction in each classroom. The exception would be for larger alternate locations, such as a gymnasium. Use of interior space will be maximized in order to accommodate students under the pandemic guidelines, including special area classrooms, gymnasiums, and All Purpose Rooms.

Ventilation

Allowing fresh air into our classrooms is very important. To aid in ventilation, all windows in our schools will be kept open as weather permits. All internal doors will also be kept open to enhance ventilation. **Each classroom has an independent ventilation unit (Univent). Fresh air is constantly brought into the classroom by each classroom's Univent.**

Filters are changed twice per year as per NYSED guidance. Filters will be changed in any areas where a positive COVID-19 case has been identified.

Bus windows and roof hatches will be kept open 1 inch as weather permits.

Supplies

K-12 Students will not be permitted to share school supplies. Elementary supply lists have been posted to your child(ren)'s school website and on the District website:

https://www.hicksvillepublicschools.org/district/district_highlights/2020-2021_school_supply_lists

Instructions for secondary students will be forthcoming from your child(ren)'s building Principal and/or individual subject area teachers. Any student who needs assistance with supplies should contact the building Principal.

Class Size/Cohort

Due to health and safety requirements, class sizes for in-school instruction will be approximately one half of their pre-COVID size. **Elementary students** will be

assigned to a **cohort** and stay with the cohort throughout the school day. A teacher will be assigned two cohort groups (for example, “A” & “B”) and split their instructional time between the two classrooms. Every attempt will be made to house the “A” & “B” cohort in adjoining rooms. When not being instructed by the classroom teacher, another teacher or teaching assistant will be supervising students. **There will be an adult with the students at all times.** The instructional approach will include guided practice and independent practice.

Secondary students will change classrooms. Adequate passing time will be scheduled to facilitate transitions between classes while maintaining social distancing. Remote instruction class sizes will comply with the Board of Education’s guidelines.

Hallways

In order to maintain social distance guidelines, interior school hallways and staircases may need to be changed to one-way only foot traffic. Spacing markers and directional arrows will remind students to maintain social distancing.

Nurse’s Office/Isolation Rooms

A listing of each building’s School Nurse is listed in this document under “School Contacts.” Students should note the location of the school’s Nurse’s Office. Health and safety guidelines require an Isolation Room be available for students showing signs of illness. **Isolation Room Locations:** In the elementary buildings, this room is a separate room in the Nurse’s Office; in the middle school, it is located in the Girl’s Locker room; in the high school it is a separate room connected to the Nurse’s Office.

Schedules

Each student will receive his/her class assignments and schedules from the building Principal or Guidance Counselor. These schedules are the direct result of the parents’ choice of educational program(s) selected for the first quarter of the school year on the **Parent Commitment Form posted to the district website and that was due on August 24, 2020.**

To view sample schedules, visit the Learning Options Guides posted to the District website:

https://www.hicksvillepublicschools.org/UserFiles/Servers/Server_136676/File/District/Reopening%20Schools/03_Learning%20Guide_2.pdf

Specials – Art, Music, Library, Computer, Physical Education

Hicksville Public Schools maintains a robust K-12 art and music program. Special area teachers will push-in to in-school classes at the elementary level. At the secondary level, in-school students will attend their regular art and music classes while maintaining social distancing guidelines. **Students will not share most art supplies or musical instruments. Supplies that are shared will be cleaned between each use.** In-school Chorus and Band students will remain 12’ apart and 6’ apart for Orchestra as directed by health and safety guidelines.

Elementary and secondary students using remote learning will receive asynchronous instruction in art and music.

Library and computer education will have a delayed start this school year.

Physical education for in-school elementary students will take place outdoors whenever possible. Contact games and shared equipment are not permitted, however, individual skills and games that comply with health and safety guidelines are permitted.

Elementary remote learning students will receive asynchronous physical education instruction.

Social Emotional Health and Wellness

When our schools were closed abruptly by the Governor in March of 2020, it left many in our school community struggling. Students, parents, teachers, and school leaders were experiencing the disruption of daily routines, childcare, and the uncertainty presented by the pandemic.

In order to ensure a smooth transition back into school life for the 2020-2021 school year, the District has organized a **Mental Health and Wellness Coalition**. The goal of the coalition is to mobilize our resources to make our community safer, healthier and more restorative in theory and practice. Watch for communications from your child(ren)'s building for more information about this initiative.

As always, if you have concerns about your child(ren), if they are showing signs of distress, such as sleeplessness, changes in diet, or behavior, please do not hesitate to reach out to our school professionals for help. Our building Principals, school psychologists, social workers, and guidance counselors are here to assist. Visit your school's website for contact information for these professionals.

Special Education

Parents of K-12 Special Education students have a choice of educational programs:

- K-5 Special Education students may attend 5 days a week for in-school instruction **OR** choose fully remote instruction.
- 6-12 Special Education students may choose to attend in-school instruction 5 days a week **OR** choose the hybrid model of 2 days of in-school instruction and 3 days of remote learning **OR** choose fully remote instruction.
- 6-12 Ungraded students may choose to attend in-school instruction 5 days a week **OR** choose fully remote instruction.
- 6-12 Graded 15:1 non-integrated students may choose to attend in-school instruction 5 days a week **OR** choose fully remote instruction.

- 6-12 ICT students may choose the hybrid model of 2 days of in-school instruction and 3 days of remote learning **OR** choose fully remote instruction.
- 6-12 Resource Room students may choose the hybrid model of 2 days of in-school instruction and 3 days of remote learning **OR** choose fully remote instruction.
- 6-12 504 students may choose the hybrid model of 2 days of in-school instruction and 3 days of remote learning **OR** choose fully remote instruction.

Students will receive their schedules from their school building as they have in the past.

ENL (English as a New Language)

Parents of ENL students have a choice of educational programs:

- K-5 students may attend in-school instruction **OR** choose remote instruction.
- 6-12 students may attend in-school instruction **OR** choose remote instruction.

Bilingual Education

Parents of Bilingual Education students have a choice of educational programs:

- K-3 students may attend in-school Bilingual Education instruction **OR** choose remote instruction and receive ENL services.

Students will receive their schedules from their school building as they have in the past.

SCOPE (Before and After School Childcare)

SCOPE is a school support organization that provides before and after school childcare services on a tuition basis.

Bus transportation to the child(ren)'s home school will be provided if parents drop off at Lee Avenue at or after 7 a.m. (Lee is the only school for a.m. childcare). The District provides transportation from the child(ren)'s home school for afterschool childcare to Lee Avenue, Old Country Road or Woodland Elementary. Parent pick-up from these locations is 6 p.m.

For more information about SCOPE services in our district, please visit:

<https://www.hicksvillepublicschools.org/cms/one.aspx?portalId=136760&pageId=22027941>

Rise

The District's Rise Program will have a delayed start this school year.

Extra Help

Due to the pandemic, the scheduling of Extra Help sessions may change. Please check with your child's teacher to learn of the availability of Extra Help sessions.

Clubs/Extracurriculars

School administration will determine if clubs and extracurricular activities, depending on their type, are able to run safely this year.

Athletics

The District's interscholastic sports Program is governed the rules, regulations and procedures prescribed by the New York State Public High School Athletic Association (NYSPHSAA), Section VIII and the Hicksville School District. Athletics has seen many changes this year due to COVID-19. Please check the District's Athletics web page for the latest information:

<https://www.hicksvillepublicschools.org/programs/athletics>

Meals/Lunch

Until December 31, 2020, all students are entitled to a FREE "meal," as described by USDA standards. These meals do not include chips, cookies or drinks. Students may purchase these items from the District's food service provider.

Parents are encouraged to complete the Free-and-Reduced Price Meal Program if they qualify:

https://www.hicksvillepublicschools.org/departments/food_services/free_reduced_priced_meals

NOTE: Parents who have not applied for the Free-and-Reduced Price Meal Program will not receive free meals after December 31, 2020.

Sharing of food and beverages is not allowed at any time in our schools.

In-school elementary students will eat at their desks, washing hands or using hand sanitizer before eating. Food allergy locations will be determined by the building Principals. The middle and high school cafeterias are set up for socially-distanced eating. Buffet dining has been suspended. The high school's outdoor patio can be used by students for meals, weather permitting.

All K-12 students will be monitored during meal times to ensure social distancing is maintained.

Recess

Elementary in-school students will have recess every day as weather conditions permit. Because fresh air is recommended, schools will be holding recess on colder days, so please dress children accordingly. **Use of playground equipment is prohibited at this time.** Adults will be assigned to supervise and ensure students are social distancing and wearing face coverings while at recess. Hand washing and hand sanitizing will be practiced after recess. Elementary classrooms have sinks and soap and pull-type paper towel dispensers. Custodians will replenish supplies as needed.

Water fountains

All water fountains in our school buildings have been disconnected for health and safety reasons.

Water Bottles

K-12 students may bring refillable, non-breakable water bottles to school and utilize the newly installed water bottle stations to maintain hydration during the school day.

Bathrooms

Reduced capacity occupancy will be implemented for school bathrooms to ensure social distancing. Bathroom blow dryers have been disconnected. Bathroom pull-type pre-measured sheet paper towel dispensers have been installed. Custodians will clean high-touch surfaces throughout the day and replenish soap and paper towels as needed.

Remote & Hybrid Instruction

REMOTE:

Parents of K-12 students have the choice, by quarter, to elect that their child(ren) learn remotely at home using a District-provided device. All HPS teachers have received staff development focused on remote learning and the use of the District's new Learning Management System (LMS) **Schoology**. By grade level, teachers assigned to remote instruction will work exclusively as remote learning teachers. **Remote learners will follow a 5-days a week schedule that includes daily synchronous classes in core subjects and asynchronous instruction for special areas.**

HYBRID:

NOTE: There is no hybrid model offered for elementary students.

Because all secondary students **cannot** fit into our middle school and high school for in-school instruction and still maintain social distancing guidelines, parents of secondary students (6-12) were offered a hybrid learning model of 2 days in the building for in-person instruction and 3 days of learning remotely at home. Students using the hybrid model will be split into two cohorts. Each cohort will occupy the school buildings 2 days a week on a Monday and Tuesday or Thursday and Friday schedule following regular start and dismissal times. For example:

- **Cohort "A" = Monday and Tuesday in-school instruction**
- **Cohort "B" = Thursday and Friday in-school instruction**
- **"A" and "B" = Wednesday remote only**

Parent's Role

Parents are essential partners with the District and its teachers in ensuring their child(ren)'s educational success as our school community navigates the "new normal." There may be times as we transition to **Schoology**, our new LMS, or when technology issues arise, that parents may need to assist their child(ren). Please know that we are here for our parents and want to help. For technical issues, please contact your child's teacher or the building Computer Teaching Assistant.

Schedules

Each student will receive his/her class assignments and schedules from the building Principal. These schedules are the direct result of the parents' choice of educational program(s) selected for the **first quarter** of the school year on the **Parent Commitment Form posted to the district website and due on August 24, 2020.** **To view sample schedules, visit the Learning Options Guides posted to the District website:**

https://www.hicksvillepublicschools.org/UserFiles/Servers/Server_136676/File/District/Reopening%20Schools/03_Learning%20Guide_2.pdf

Class Size/Cohort

Remote instruction class sizes will comply with the Board of Education's guidelines for class size under pre-COVID regular, in-person school.

Attendance/Grades/Assessments

Attendance for remote and hybrid learning will be taken by teachers and recorded on Schoology. **Using Schoology, Parents can:**

- Track their child's learning progress by receiving a daily or weekly course summary
- View courses the child is enrolled in
- See upcoming events and assignment deadlines,
- Check grades and attendance.

Parents should not interact in a course and cannot view other students' information or course participation.

Transportation

Transportation is provided to all students who qualify per guidelines including Special Education, Private and Parochial schools, BOCES, and Bilingual programs.

Under COVID, buses cannot hold the same number of students. Instead of 66 students being transported on a large school bus, only 21 students can be seated safely. **Students in the same family may sit together on the bus.**

Parents are encouraged to drop off at and pick up students from school or walk students to and from school to reduce bus density. Based on the **Parent Commitment Survey**, the Transportation Department is working with schools to provide bus transportation where possible. Again, our parent/school partnerships are critically important to school operations, and we thank our parents for their assistance.

Parents will receive transportation guidance before school begins.

Expectations:

- **Regardless of whether a child is taking a bus to school, walking or being driven, temperatures must be checked and the District Health app completed daily at home by the parent before the student enters the bus or school building.**
 - **All students must wear masks on the bus at all times.**
 - **Hand sanitizing products (8 ounces or less) can be brought to school for personal use.**
 - **All bus personnel must check his/her temperature before work and all bus personnel must wear masks on the bus.**
 - **Masks will be provided for students who forget their mask before entering the bus.**
 - **To aid in ventilation, all windows and roof hatches (weather permitting) will be opened 1 inch.**

Bus Stops

Students who receive bus transportation should remember to stay socially distant at bus stops, unless they are members of the same family. Members of the same family may sit together on the bus.

Cleaning

All District buses will be cleaned nightly by trained bus company personnel (not school staff), using specialized cleaning equipment. Because the cleaning products require drying time, buses cannot be cleaned between runs.

Material Data Sheets (MDS) listing ingredients are posted to the District website:

<https://sites.google.com/hicksvillepublicschools.org/reopening-hps/presentations>

All District-supplied masks, gloves, and cleaning products are CDC-certified.

Resources

Health Resources:

- Nassau County Department of Health COVID Hotline (516) 227-9570
- New York State Department of Health COVID Hotline 1-(888) 364-3065
<https://coronavirus.health.ny.gov/form/ask-us-a-question>
- NY Child Health Plus 1-(877) 543-7669; Call 1-800-698-4543 to apply
or Email: chplus@health.ny.gov
- NuHealth Family Health Centers: 682 Union Ave., Westbury, NY 11590 (516) 571-9500
- NUMC Clinic: 2201 Hempstead Tnpk., East Meadow, NY 11554 (516) 486-6862

Local Urgent Care Centers:

- Care One Medical: 1610 Old Country Rd #9, Carle Place, NY 11514 (516) 228-4900
- City MD: 3276 Hempstead Tnpk., Levittown, NY 11756 (516) 796-2273
- Northwell Health:
GoHealth: 377 So Oyster Bay Rd, Plainview, NY 11803 (516) 537-9061
GoHealth: 3631 Hempstead Tnpk., Levittown, NY 11756 (516) 558-9860
- PM Pediatrics: 596 Jericho Tnpk. Syosset, NY 11791 (516) 677-5437
181 Old Country Rd Carle Place, NY 11514 (516) 248-5437
- ProHealth: 555 North Broadway, Jericho Tnpk., NY 11753 (516) 597-5070
- StatCare: 232 Old Country Rd. Hicksville, NY 11801 (917) 310-3371

Centers for Disease Control (CDC): *School Decision-Making Tool for Parents, Caregivers, and Guardians*: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/decision-tool.html>

Guidance for NYS Schools

Centers for Disease Control and Prevention (CDC): *Schools and Child Care Programs*: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

CDC: *Operating Schools during COVID-19*: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

New York State COVID School Report Card:
<https://schoolcovidreportcard.health.ny.gov/>

New York State Department of Health: *Latest Updates*:
<https://coronavirus.health.ny.gov/home>

New York State Education Department:
<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>
<http://www.p12.nysed.gov/sss/documents/ManagingEmergencies.pdf>

New York State School Boards Association: *Coronavirus Updates*:
<https://www.nyssba.org/news-media/coronavirus-updates-from-nyssba/>

Education Week: *Getting Kids to School*:
<https://www.edweek.org/ew/issues/reopening-schools/getting-kids-to-school-tackling-covid-19-transportation-problem.html>

Hicksville Public Schools Reopening Plan and Guides:
<https://sites.google.com/hicksvillepublicschools.org/reopening-hps/reopening-plan-guides>

Government Contacts

NYS Governor Andrew M. Cuomo (<https://www.governor.ny.gov/>)
633 3rd Ave. 38th floor
New York, NY 10017
Email contact: <https://www.governor.ny.gov/content/governor-contact-form>

NYS Commissioner of Education Betty Rosa
NYS Education Department (<http://www.nysed.gov/>)
89 Washington Avenue
Albany, New York 12234
Email contact: Regent.Rosa@nysed.gov

NYS Commissioner of Health Howard A. Zucker, M.D., J.D.
(<https://www.health.ny.gov/commissioner/>)
New York State Department of Health
Corning Tower
Empire State Plaza
Albany, NY 12237
P: 518-474-2011; F: 518-474-5450
Email contact: <https://health.ny.gov/contact/>

Nassau County Commissioner of Health Lawrence E. Eisenstein, M.D., M.P.H., F.A.C.P.

200 County Seat Drive

North Entrance

Mineola, NY, 11501

P: 516-227-9697

After Hours and Weekends Emergencies: (516) 742-6154

Email contact:

<https://forms.nassaucountyny.gov/contact/agencies/health/contact.php>

Definitions/Terms

Asynchronous Learning

Asynchronous learning, or pre-recorded lessons, is online learning within a flexible time frame, allowing students to learn at their preferred time and pace.

Asynchronous online learning includes self-guided lesson modules, streaming video content, virtual libraries, posted lecture notes, and exchanges across discussion boards.

Cohort

A cohort refers to a self-contained, pre-assigned group of students that remain together for learning.

Contact Tracing

The process of tracking the locations a COVID-infected person has visited and the people he/she has had contact with who have been exposed. HPS Nurses have been trained through Johns Hopkins University of Medicine Coronavirus Resource Center in contact tracing procedures for our school district.

Face Coverings (PPE)

A facemask should be made of a closed-weave fabric, such as cotton, that is worn directly on the face and fully covers the nose and the mouth. Open-weave masks, such as lace, are not permitted. A plastic face shield alone is not enough to protect against the virus.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally-identifiable information from the education records.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

HIPAA

The Health Insurance Portability and Accountability Act is a federal law that protects medical records and personal health information.

<https://www.hhs.gov/hipaa/index.html>

Hybrid Model

An instructional model that utilizes a combination of in-person instruction and remote learning.

Policy

A course or principle of action adopted or proposed by a government, party, business, or individual. Hicksville Public School's maintains an online Policy Manual: https://www.hicksvillepublicschools.org/board_of_education/b_o_e_policies

PPE

(Personal Protective Equipment) This refers to all protective equipment used to safeguard against transmission of COVID-19. At the least, this refers to an acceptable face covering, such as a cloth or surgical mask that directly covers both the mouth and nose. A plastic face shield alone is not enough protection.

Quarantine

Maintaining a state of isolation to stop the spread of disease.

Regional Metrics

A calculation of the infection rate that will determine when a school, or section of a school, must be closed.

Schoology

Schoology is a Learning Management System (LMS) that integrates multiple learning platforms, Student Information Systems (SIS), and assessments: <https://www.schoology.com/>

Screening

Any student, or school staff or visitor must be screened for signs of illness, such as having a temperature of greater than 100F, before being allowed to enter a school building.

Social Distancing

Appropriate social distancing during COVID-19 means maintaining 6' of space in all directions between individuals, with the exception being that during physical education, singing or playing a wind instrument, the required social distance is 12'.

Social Emotional Health

Social development refers to a child's ability to establish and maintain close relationships with adults and other children. Emotional development refers to a child's ability to express and manage emotions.

Synchronous Learning

Synchronous learning is learning that happens live, in real time, on a specific schedule between a teacher and students, including video conferencing, teleconferencing, live chatting, and live-streaming.



FAMILY MORNING CHECKLIST



Take your child's temperature

A fever is 37.7 C or 100 F



Check for symptoms

fever or chills, 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, diarrhea



Log onto the School Health App

Use the app to answer health questions in order to start the school day



Wear your mask

Helpful Tip: Keep a zip lock bag with extra masks in your child's backpack



BE A HICKSVILLE SUPERHERO



If your child is experiencing any symptoms or a fever, please keep your child home.

Don't forget!

Use the space below to add extra things your child may need in school each day.
(water bottle, lunch money, chromebook, etc.)
