

**Board of Education**  
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**Belfast Central School District**  
1 King Street ♦ Belfast, New York 14711  
Phone: (585) 365-2646 ♦ Fax: (585) 365-2648



**Administration**  
Wendy Butler Ed.D., *Superintendent*  
Richard Bull, *5-12 Principal*  
Jessica Hess, *PK-4 Principal/ Director of Pupil Services*  
Robert J. Lingenfelter, *Business Manager*  
Kayloni Dziedzic, *District Treasurer*  
Gina Larrabee, *District Clerk*

July 30, 2020

Dear BCS Families,

I want to thank everyone for their continued support of BCS during the COVID-19 pandemic and the continuously changing parameters of public education. As we await Governor Cuomo's decision about whether schools can open their doors to students in September, BCS staff has developed this plan that will allow school to be in session in a hybrid model that follows guidelines that have been set by the NYS Department of Health. As a District, we know this is not an ideal system for educating our students. We also know that any face-to-face time with our students is valuable time.

### Instructional Plan

- ❖ BCS instruction will be delivered as a hybrid model to comply with current NYS and DOH guidelines for in-person instruction.
  - ❖ Students will attend school on either Tuesday/Thursday or Wednesday/ Friday.
    - ❖ Students will participate in remote learning on all days they are not scheduled for in-person instruction.
    - ❖ Students and teachers will have meaningful contact on all remote learning days.
    - ❖ Monday will be a remote learning day for almost all BCS students to allow for a deep clean of the building.
  - ❖ The BCS hybrid model has been designed to support families as much as possible and avoid missing in-person days (as much as possible) because of federal holidays.
    - ❖ Students will attend school on the same days as siblings.
  - ❖ Students will be expected to follow a scheduled routine on remote learning days and complete assignments.
    - ❖ Attendance will be taken every day for all students.
  - ❖ Students and teachers will have meaningful contact every day, even on remote learning days.
  - ❖ Students will attend BOCES CTE (vocation) programs five days a week.
  - ❖ Students in BCS 12:1:1 programs will attend in-person instruction M-F.
  - ❖ Students in BOCES special education classes will attend school every day (M-F).
  - ❖ Students in the UPK program will attend T-F.
  - ❖ BCS students will be dismissed at 2:30 every day to support daily meaningful contact.

### Cohort (Groupings of Students)

- ❖ Families will be notified of their children's cohort days within the first two weeks of August.
- ❖ The District will, whenever possible, keep students' interactions with other students consistent on a daily basis.
- ❖ Limiting a child's "circle" will help limit student and family exposure in the event COVID-19 cases increase.
- ❖ Limiting student interactions to a consistent group will greatly assist in contact tracing should it be necessary.

### Screening

- ❖ **Please do not come to school or send your child if you/they are sick.**
- ❖ All students, faculty, staff, and visitors will undergo a screening prior to entering the building. This will include a temperature check (must be below 100 degrees without medication), and a brief symptom checklist.

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- ❖ BCS employees may take their temperatures and complete the daily screening at home every day.
- ❖ *Families are encouraged to take their child's temperature at home.*
- ❖ No one will be allowed in the building with a temperature over 100 degrees.
- ❖ Students and staff must be fever free (without medication) for 14 days before they can return to school, per DOH guidance.
- ❖ Student temperatures will also be checked mid-way through the day.
- ❖ If your child has a medical issue precluding them from attending school or wearing a mask, the school nurse (Amy Giboo) will work with you and your child's physician to address this concern.
- ❖ We are required to have a separate place for students to wait if they show symptoms of COVID-19.
  - ❖ The BCS isolation room will be in the small conference room by the new offices.

### Face Covering

- ❖ All faculty, staff, visitors and students must wear a mask covering their mouth and nose entering and moving around the building.
  - ❖ BCS will send/deliver a mask to start the school year to all students the week before the planned start of school.
- ❖ **The use of a face covering is not up for debate, it is required.**
- ❖ Masks may be removed during instruction as long as social distancing can occur.
- ❖ Masks must be worn on school buses at all times.
- ❖ Masks must be worn outside on school grounds if social distancing is not possible.
- ❖ Masks may be removed for meals, but social distancing must be adhered to while eating.
- ❖ Students, faculty and staff will be provided a cloth mask by the school district.
  - ❖ Students, faculty and staff are welcome to wear their own mask.
  - ❖ Families are responsible for cleaning masks.
  - ❖ Disposable masks will be available on busses and in the building if a mask was forgotten for the day.

### Social Distancing

- ❖ All students, faculty, staff and visitors must maintain spacing of 6ft apart in all directions whenever possible.
- ❖ All students, faculty, staff and visitors must refrain from hand-shaking, hugs, and physical contact with one another.
- ❖ All students, faculty, staff and visitors must follow signage posted including markings on the floor to encourage social distancing.
- ❖ If physical contact must be made, the use of gloves and hand washing should be adhered to regularly.
- ❖ Family and household members may be asked to sit in close proximity to each other on the bus and in the cafeteria and must comply to provide additional space.
- ❖ Faculty and staff should comply with social distancing (6 feet apart) during all meetings, break rooms and cooperative teaching situations.
- ❖ Locker rooms will be off limit while social distancing rules are in place.

### Technology

- ❖ All students in grades K-12 will bring their District issued iPad to and from school every day.
  - ❖ Cases should be kept on iPads at all times.

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- ❖ Wireless access points will still be available throughout the District at specified places.
- ❖ BCS will be purchasing additional chargers for iPads.
- ❖ We are working internally and with the help of local political leaders to try to address areas within the District that lack internet access. This will be vital if or when we have a full closure and need to go back to online learning.

## Transportation

- ❖ All adults and children must wear a mask on the bus at all times.
- ❖ Students' pickup location and drop off location must be well-planned by parents because the District will NOT allow any changes in these locations.
- ❖ Buses will be running at 50% capacity.
  - ❖ We encourage anyone who can bring your child to school to do so to help keep bus ridership low.
- ❖ BCS will have staggered entrance times into the building.
  - ❖ Bus riders will enter and exit the building through the elementary door by the playground.
  - ❖ Students who walk or are being dropped off will enter the building through the new entrance.
- ❖ Please follow BCS staggered entrance and exit times.
  - ❖ Students cannot gather to wait to enter the building.

## Facility and Bus Cleaning

- ❖ Evening cleaners will clean rooms and use COVID 19 compliant disinfectants.
  - ❖ Following the nightly cleaning we will establish a third shift whereas student spaces will be "fogged" using a machine that puts out a product that does not get wiped off, but rather settles on all surfaces and disinfects them.
  - ❖ BCS will undergo a 'deep' clean one day every week (Monday).
- ❖ Buses will be cleaned nightly, and will be "fogged" between each run.
- ❖ Bathrooms will be cleaned throughout the day.
- ❖ Teachers will be provided with student-safe cleaning products to clean surfaces throughout the day.

## Child Nutrition

- ❖ All BCS students will continue to receive free breakfasts and lunches during the 20-21 school year.
  - ❖ BCS needs to feed all children to make the community eligibility program affordable to tax payers.
- ❖ Breakfasts for all students will be delivered to homeroom classes each morning.
- ❖ All students will pick up lunches from the cafeteria, in staggered groups, and will eat lunches in classrooms.
- ❖ All students will receive breakfasts and lunches on all remote learning days.
  - ❖ Meals will be delivered to homes on Mondays to ensure students have breakfasts and lunches for the week on remote learning days.
  - ❖ Please let the District know if children will be at a different location on remote learning days.

## Miscellaneous Information

- ❖ **The Governor will announce whether schools are able to re-open the doors the first week in August.**
- ❖ At this time, there will be no extracurricular activities as noted in Department of Health guidelines; this may change prior to the opening of school.

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- ❖ There will be NO afterschool activities, nor will students be allowed to stay in the building once the school day ends.
- ❖ No visitors will be allowed.
  - ❖ The drop off location for necessary items will be at the new main entrance.
  - ❖ All other visits must be scheduled ahead of time.
- ❖ BCS will be limiting sharing of any items, including general classroom supplies.
  - ❖ Students in grades K-6 will receive a pouch to carry all classrooms supplies.
- ❖ Students will not be assigned lockers to start the 20-21 school years.
  - ❖ Students will be permitted to carry materials in a backpack.
- ❖ Students should only bring necessary items to school to limit any potential external exposure.
- ❖ The New York State Athletic Association has postponed Fall sports until September 21<sup>st</sup>, though whether the Fall season will take place at all is still under review and will ultimately be decided by the Governor's office.

The detailed plans that are required to be submitted to the State Departments of Education and Health are posted on the BCS webpage [www.belfastcsd.org](http://www.belfastcsd.org). Additionally, BCS will host an informational Zoom meeting, open to families and the community, on August 5, 2020, at 5:00p.m. to review the re-opening plan. The information for the Zoom meeting is below:

Join Zoom Meeting  
<https://E2CCB-GST.zoom.us/j/97760897110>  
Meeting ID: 977 6089 7110

If you have questions about the plan, please log on to the Zoom meeting. Additionally, BCS will be sending out a survey to parents to gather additional information to help with the logistical planning for opening school in the next two weeks.

It is important to remember that our students will follow our lead and have the same attitude we have about the new rules for school. Despite our feelings about the rules that have been established throughout the COVID-19 pandemic, we need to be positive about how we are re-opening our doors. We want our students in the building, so we must follow the rules to see them!

Please do not hesitate to contact me with questions at [wbutler@belfastcsd.org](mailto:wbutler@belfastcsd.org). We need to work together to help our kids be successful.

Sincerely,

Wendy Butler Ed.D.  
Superintendent  
Belfast Central School  
#BCSBulldogPride