



# Lynbrook High School Update

Friday, August 28, 2020



Dear LHS,

This week we have some updates in the reopening plan (specific to Phys. Ed) along with information about schedule changes, the first two days of school (half days), drivers' education, the SAT, school supplies and more.

All students and staff must read and know the details of our building reopening plan, which is again in this week's update. Be sure to read it and know it. We are in this together and we must be able to depend on one another to remain healthy and hopefully return to "normal" sooner.

## **TABLET AND STUDENT ID DISTRIBUTION THIS MONDAY AND TUESDAY!!!**

**The Acceptable Use Policy and Tablet User Form can be found on the last page of this update!!**

**Download, print and complete the form. Students need to bring it plus a check made out to the Lynbrook Public Schools with them on Monday and Tuesday. Students/parents will not be able to complete the form inside the gym.**

Distribution will take place through the high school gym for students in grades 9 and 10 on Monday, August 31<sup>st</sup> and for students in grades 11 and 12 on Tuesday, September 1<sup>st</sup>. Students will queue up along Carpenter Avenue, enter through the small gym doors, pick up their tablet and student ID and exit onto Carpenter Avenue. Students should come to get their devices and ID at the times listed according to the first letter of their last name. It is important to maintain social distancing at all times while waiting in line. We appreciate your cooperation.

### **Monday, 8/31**

#### **8:30 AM – 11:15 AM – Grade 9**

8:30 - A – G

9:10 - H – M

9:50 - N – S

10:30 – T – Z

#### **11:30 AM – 2:15PM – Grade 10**

11:30 – A – G

12:10 – H – M

12:50 – N – S

1:30 – T – Z

### **Tuesday, 9/1**

#### **8:30 AM – 11:00 AM - Grade 11**

8:30 - A – G

9:10 - H – M

9:50 - N – S

10:30 – T – Z

#### **11:00 AM – 1:00PM – Grade 12**

11:30 – A – G

12:10 – H – M

12:50 – N – S

1:30 – T – Z

## STUDENT DROP OFF AREAS DURING THE YEAR:

The specific student drop-off areas for the high school are:

- On Union Avenue - opposite the high school, next to the Kindergarten playground, but before the driveway entrance to the faculty parking lot. **The area directly in front of the high school is NOT a drop off zone because of the construction taking place in that area.**
- On Carpenter Avenue – there are student drop off areas adjacent to the gym entrances.
- **Do Not:**
  - Drop your child off in the middle of the road – it is dangerous for your child to jump into traffic.
  - Make a U-turn in the area of the high school. U-turns in school zones are illegal in New York
  - Use the parking lot across from the high school on Union Avenue. It is for faculty use only.

## SCHEDULE CHANGE REQUESTS:

Requests that have been received are being addressed by the high school guidance counselors; however, with the need to balance classes alphabetically, coupled with the COVID-19 safety requirements and limits on classes sizes, course changes are taking place much more slowly than in the past. Priority is being placed on requests for changes to core classes and graduation requirements. Please be patient as we work at addressing all the requests that have come in.

## SCHOOL SUPPLIES:

The 2020-21 list of school supplies will be posted at the high school site on Monday, August 31 in the afternoon. Teachers are going to be giving students plenty of time to gather/purchase these supplies.

## OCTOBER SAT:

The Saturday administration of the SAT scheduled for October 3<sup>rd</sup> will not be taking place. Instead, LHS has opted for a school day administration of the exam, slated for Wednesday, October 14<sup>th</sup>. We have set aside 150 slots for this administration with priority given to seniors. The guidance department will be sending out specific information regarding signups very soon. We are discussing having a day of full remote instruction for all students and we will keep everyone informed as formal plans are solidified.

## SEPTEMBER 8<sup>th</sup> and 9<sup>th</sup> – HALF DAYS:

To help orient students to the new building routines the first two school days of the year will be half days. The bell schedule of the first two days will be as follows:

**On Tuesday, Sept. 8 – Day 1A** - Last name first letter **A – L** attend school, letters **M –Z** are on remote

**On Wednesday, Sept. 9 – Day 1B** - Last name first letter **M - Z** attend school, letters **A - L** are on remote

### Bell Schedule

Period 1	7:30 – 7:40
Period 2	7:50 – 8:00
HR	8:00 – 8:06
Period 3	8:16 – 8:26
Period 4	8:36 – 8:46
Period 5	8:56 – 9:06
Period 6	9:16 – 9:26
Period 7	9:36 – 9:46
Period 8	9:56 – 10:06

Period 9 10:16 – 10:26

Period 10 10:36 – 10:46

### **DRIVER EDUCATION:**

Lynbrook Drivers Education will restart the Spring '20 Semester this September. The lecture class will be held virtually. The driving class will be held with two students and an instructor in a car. All will be required to wear a mask when in the vehicle. We are working on a schedule that should be released shortly.

We hope to run a new Fall Semester starting sometime in November. Only students who were registered in the Spring Semester can restart this September. Please check the website for additional information when school starts.

### **TO RECEIVE UPDATES AND ALERTS VIA PARENTLINK**

Parents, to receive emails and updates that are sent out via ParentLink (like this update) be sure to enter your preferred email address in the GUARDIAN EMAIL field in the demographic information in PowerSchool. All parents will be receiving information regarding the input of this information soon.

### **9<sup>th</sup> GRADE ORIENTATION**

The video link to 9<sup>th</sup> grade orientation can be found at the district YouTube channel and the slides will be posted to the LHS correspondence tab.

### **WORKING PAPERS:**

You can obtain working papers by completing the forms found at the HS website and scanning them to Mr. Rainis ([joseph.rainis@lynbrookschoools.org](mailto:joseph.rainis@lynbrookschoools.org)) or Mrs. Cathie Myers ([cathleen.myers@lynbrookschoools.org](mailto:cathleen.myers@lynbrookschoools.org)) at the high school. If you do not have a current physical on file with the high school, you also must have a doctor sign-off on the physical fitness form. Once received we will complete a card and call you so that you can pick them up at the gym entrance on Carpenter Avenue.

### **ORCHESTRA, BAND, CHORUS**

The plan for these high school programs can be found on the Correspondence tab of the LHS site.

### **FINALLY:**

As previously noted, the high school main office is open 8:00 am until 2:00 pm during July and August, and the secretarial staff of the high school is here each day. If you have a question or concern please do not hesitate to contact us in the main office, 887-0200 or reach out via email.

#### HS Administration

Joe Rainis – [joseph.rainis@lynbrookschoools.org](mailto:joseph.rainis@lynbrookschoools.org)

Sal Brescia – [salvatore.brescia@lynbrookschoools.org](mailto:salvatore.brescia@lynbrookschoools.org)

Matt Sarosy – [matthew.sarosy@lynbrookschoools.org](mailto:matthew.sarosy@lynbrookschoools.org)

#### District Director of Guidance, K-12

Laurie Mitchell – [laura.mitchell@lynbrookschoools.org](mailto:laura.mitchell@lynbrookschoools.org)

Stay safe LHS, we'll see you soon.

Mr. Rainis

# Acceptable Use Policy Agreement

## User Acceptance of the Acceptable Use Agreement

I understand and will abide by this acceptable use agreement. I further understand that any violation of the acceptable use agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and appropriate disciplinary action and/or legal action may be taken.

Date: \_\_\_\_\_

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Please attach a  
\$27 check made out  
to "Lynbrook Public  
Schools"

Remember to include

## Parent or Guardian Acceptance of the Acceptable Use Agreement

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I also recognize that it is impossible to restrict access to controversial material and I will not hold Lynbrook responsible for materials acquired from the Internet. I also release the District from any and all claims and damages arising from my child's use or inability to use the system. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account to my child.

Date: \_\_\_\_\_

Parent/Guardian's Name (print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

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## Tablet User Agreement Form

I have read, understand and agree to abide by all the conditions set forth in the [Tablet User Agreement](#), and agree to adhere to the District's Computer Network and Acceptable Use Policy when using the tablet at school or at home:

Date: \_\_\_\_\_

Student's name: \_\_\_\_\_ Student's signature: \_\_\_\_\_

I am the parent or legal guardian of the Student. I consent to my child's use of the school-issued tablet at school or at home and agree to the foregoing terms and conditions applicable to such use.

Parent's name: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

Student Grade Level \_\_\_\_\_

## **Lynbrook High School Re-Opening Plan 2020-21**

The development of our re-opening plan included parents, staff, students, and community members who participated as members of several district level committees that met two or three times per week during June and July. As a result of their engagement and effort we have developed the following plan for reopening LHS in September. The district and school reopening plans are available at the district site; once at the site click on District and then click on Reopening Plan in the dropdown menu.

As you know we continue to live with a very fluid set of circumstances. Adjustments to our building plan are likely to occur. Students, staff, and families will be notified of all adjustments and changes via phone message, email and district app.

**Please Note:** Students and families who may have travelled, or may be travelling, to one of the states on the Governor's restricted travel list <https://coronavirus.health.ny.gov/covid-19-travel-advisory> need to self-quarantine for 14 days before coming to school.

### **Communications/Family and Community Engagement:**

- Weekly updates pertaining to daily instruction, student and staff safety, along with announcements regarding necessary adjustments to the Lynbrook High School (LHS) re-opening plan will be shared via traditional mail, email, phone message, text messages via district app and through Schoology, the district learning management system. All information is accessible in the languages spoken at home using the Google translate feature available on the Lynbrook Public Schools website.
- All students, staff and visitors will receive communications and instructions in how to follow the protocols regarding hand hygiene, proper face coverings, social distancing, and respiratory hygiene. All students, staff and visitors will be encouraged, through verbal and written communication, to adhere to CDC and DOH guidance regarding the use of PPE when social distancing cannot be maintained.

### **Health and Safety:**

- Mr. Joseph Rainis, along with School Nurses Mrs. Cathy Hetrick and Mrs. Diane O'Brien, are the COVID-19 safety coordinators whose responsibilities include continuous compliance with all aspects of the LHS re-opening plan, as well as any phased-in re-opening activities necessary to allow for operational issues resolved before activities return to normal or "new normal" levels.
- Building nurses will instruct staff how to observe signs of illness in students and staff and will require symptomatic persons to be sent to the school nurse.
- Parents and guardians will be instructed to observe for signs of illness in their child that require staying home from school.
- Daily temperature screenings of students and staff should take place at home each morning. Students and staff will be subject to temperature screenings upon entering the building, along

with the completion of a daily electronic screening questionnaire for faculty and staff. Students will be subject to periodic use of the questionnaire as well.

- All visitors, guests, contractors, and vendors are subject to temperature checks and a health screening.
- Ill students and staff will be assessed by the school nurse. If the school nurse is not available, ill students and staff will be sent home for follow up with a healthcare provider.
- Students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire will be sent directly to the dedicated isolation area in the nurse's office where students and staff will be supervised prior to being picked up or otherwise sent home.
- Students and staff will receive instruction in correct hand and respiratory hygiene. Signage regarding these protocols will appear in all hallways, common areas and classrooms throughout the building.
- All persons will be instructed to maintain social distance of at least 6 feet whenever possible.
- Students and staff who are at high risk, or who live with a person at high risk, will receive accommodations to the extent possible.
- All employees, adult visitors, and students will wear an appropriate mask at all times when in the area of the high school, except when seated eating lunch.
- Adequate supplies of masks for staff, students who forget their masks, and PPE for use by school health professionals will be maintained.
- LHS will be cleaned and disinfected thoroughly each day following CDC guidance.

**Facilities:**

- In all classrooms, student desks will be socially distanced to the maximum extent possible. Social distancing will be practiced and reinforced to ensure distances are consistently followed. Students will be required to wear masks in the building throughout the school day.
- All student desks will be configured facing in the same direction. Hand sanitizer and wipes will be available in every classroom and common area throughout the building.
- Clear polycarbonate shields will be used at all teacher desks as well as at student desks in each classroom.
- Students and teachers at high risk will be scheduled in the largest classrooms to the extent possible.
- Student access to lavatories will be monitored for the purposes of maintaining social distance and good hygiene. Only one student at a time may use the lavatories.

- Clear polycarbonate shields will also be installed in the main office and guidance office, at building entrance monitor stations and at other key areas of the building.
- The sharing of electronic devices (tablets, phones, etc.) is prohibited.
- Classroom smartboards will be utilized by the classroom teacher only.
- The elevator will be limited to the minimum number of students and staff possible, (meaning one staff member and one student) at all times; masks must be worn by everyone physically capable of wearing a mask in order to use the elevator.
- All mail and deliveries will be accepted outside by the building entrance. Lunch orders may not be dropped off at any time.
- High school staff will utilize the first-floor large conference room and the second-floor faculty room for lunch each day.
- Markings will be installed on the walkways leading to the high school entrances reminding students to maintain social distancing as they queue up waiting to be screened each morning. Please maintain social distancing and patience while waiting to enter the building.

#### **Technology and Connectivity:**

- The Lynbrook Public Schools has partnered with BOCES to provide high speed bandwidth through Altice and has ordered enough devices so that each child in the district can have one. Supply chain issues may delay delivery of some of these devices, however the district will provide its available supply to families who do not have sufficient devices to conduct remote education.
- Students will participate in daily, live interactive instruction in both remote and blended models hosted by platforms such as WebEx and Teams. Students will demonstrate their knowledge of the learning standards through various formative and summative assessments hosted in our learning management system, Schoology, including cumulative projects and portfolios, end-of unit or chapter tests, scheduled and impromptu quizzes, exit tickets, online polls, submitted homework and assignments and recorded or documented performance tasks.
- If there is a time when students do not have devices or high-speed access, paper copies of these instructional and assessment materials will be made available to all students, except in the instance of the building being on entirely remote learning.

#### **Teaching and Learning:**

- Regardless of the means of the delivery, daily instruction of course content will be aligned to the NYS Learning Standards.
- Teachers, parents, students and community members recognize that, for the 2020-21 school year and each school year, continuity of instruction, student engagement with course content, and the maintenance of content focused, and daily, student/teacher interaction, are paramount.

- Access to teachers, instructional materials and course content will be equitable; all students will be able to access instruction and materials during the 2020-21 school year and will have access to the technical support necessary to maintain that access.
- Teachers will provide opportunities for students to seek help with access to, and understanding of, course content through regularly scheduled extra help sessions.
- Communication between building administration, teachers, parents, guardians and students must be regular and ongoing. Communication will take place primarily via phone and email and may also include text messaging as well as the use of apps.

### **Safety Drill Procedures:**

- School safety drills (fire drills, lock out drills, lock down drills, shelter in place drills) will be held with modifications ensuring social distancing between persons.
- Drills may be conducted in a staggered fashion, with only some students participating in the drill in order to maintain distancing, or with all of the students who are in the building on a given day.
- What is important is that all students become accustomed with how to quickly and safely exit the building in an emergency.
- Maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

### **Child Nutrition:**

- School meals will be provided daily at the high school. For students in attendance meals will be offered in the form of a grab and go style meal. Students who are not in physical attendance, but who are learning in home environments will have meals made available in a grab and go format at designated locations outside each building. Students participating in the hybrid educational model will be offered a second grab and go meal for the next day when they remotely attend school.
- The cafeteria and large and small gyms will be used as cafeteria space for the 2020-21 school year. The large and small gyms will be fitted with hand washing stations. Students will be instructed how to perform hand hygiene before and after eating.
- Appropriate hand hygiene will be promoted via periodic instruction and signage posted in all hallways, common areas and classrooms.
- Students will receive periodic instruction to not share food or beverages. Signage regarding the sharing of food and beverages will be posted in all hallways, common areas and classrooms.
- Students will be instructed to maintain 6 feet of social distance while consuming meals. Signage regarding 6 feet of separation will be posted in the large and small gyms and in the cafeteria.



**Transportation:**

- All buses used every day will be cleaned/disinfected once a day.
- High contact areas must be wiped down after each a.m. and p.m. run depending on the disinfection/cleaning schedule.
- Due to its combustible composition, school buses will not be equipped with hand sanitizer. Bus drivers, monitors, attendants, and mechanics must not carry personal bottles of hand sanitizer with them on school buses.
- Bus drivers, monitors, attendants, and mechanics must wear a face covering along with optional face shield.
- Students must wear a mask on a school bus if they are physically able. Students who do not have a mask will not be denied transportation and will be provided with one by the district.
- Students with a disability which would prevent them from wearing a mask will not be forced to do or be denied transportation.

**Boarding and Disembarking:**

- Students will wear a mask prior to boarding. Masks must be worn at all times while on a bus.
- Students will use the main passenger door to enter the bus.
- Boarding will take place from the back row to the front row. Disembarkation will be from the first row to the last row to minimize contact.
- Non-school items are not permitted.
- Eating and drinking on the bus is not permitted.

**Seating:**

- Buses will operate at a reduced capacity – only one child per seat.
- The seat behind the driver must remain vacant.
- Social distancing (6 feet spacing) must be maintained while on a bus.

**Social Emotional Well Being:**

- Lynbrook High School will continue to adhere to every aspect of the K-12 Guidance/Counseling Plan submitted to NYSED. The district and building policies, practices and procedures for assuring appropriate counseling services will be maintained.
- There will be a continued emphasis on social emotional learning as well as the social and emotional well-being of all students and staff, cultivating a climate that fosters student sense of self, safety and acceptance.

### School Schedule:

**The GREEN Model** is full remote instruction. It will follow the exact daily schedule of students who are in school. All classes will be live streamed via Teams or WebEx daily.

**The BLUE Model** will provide a hybrid model of instruction. Students whose last name begins with letters A-L will alternate each day with students whose last name begins with the letters M-Z.

The special education teacher in ICT classes will share the screen with the content area teacher. Students with an IEP will live stream into ICT classes where space and student safety are prohibitive.

### Student Lockers:

**STUDENT LOCKERS (meaning hallway and gym lockers) WILL NOT BE USED FOR THE 2020-21 SCHOOL YEAR.**

### Physical Education:

- All Physical Education classes will meet in classrooms on their scheduled day and time. PE classes will consist of activity logs, activities developed for independent activity and periodic instruction in maintaining safety and good hygiene both in and out of school.

### Daily Schedule:

- For 2020-21, the 6-day cycle will repeat: Day 1A, Day 1B, Day 2A, Day 2B, Day 3A, Day 3B, and so on... Students whose last name begins with letters A-L will receive live instruction on “A” days. Students whose last name begins with letters M – Z will receive live instruction on “B” days. This schedule will be available at the high school site and will be shared via e-mail with all students, staff and parents.
- Daily instruction is continuous. For instructional purposes being in or out of school simply means that students are receiving instruction either live or remotely on any given day.
- The arrival time for those with period 1 classes is between 7:00 – 7:30 a.m. The arrival time for those with period 2 classes is between 7:30 – 8:00 a.m. Students should arrive to school using these time slots for period 1 classes and period 2 classes:

<u>Period 1</u>			<u>Period 2</u>		
<u>“A” Days</u>		<u>“B” Days</u>	<u>“A” Days</u>		<u>“B” Days</u>
7:00	A – D	M – Q	7:40	A – D	M – Q
7:10	E – H	R – U	7:50	E – H	R – U
7:20	I – L	V – Z	8:00	I – L	V – Z

- Upon arrival and screening, students will remain socially distanced in holding rooms (the cafeteria and gyms).
- The bell schedule will be altered for 2020-21. All staircases and most hallways will be one way.

- Students exiting classrooms will move in one direction, following a one-way path to get to his or her next class. Passing time between classes has been extended to allow for this new pattern of movement in the building.
- Visual aids, (e.g. painter's tape, stickers, signage, cones, etc.) will be utilized to illustrate traffic flow and appropriate spacing to support social distancing; staircases will be labeled with signage to designate one-way traffic flow.
- To accommodate the time it will take for students to get from one class to the next, each period will be shortened six minutes. All students, whether they are home or are coming to school, will follow this bell schedule daily.
- The bell schedule for 2020-21 is as follows:

**PERIOD 1 7:30 – 8:04**

**PERIOD 2 8:14 – 8:48**

**HOMEROOM 8:48 – 8:54**

**PERIOD 3 9:04 – 9:38**

**PERIOD 4 9:48 – 10:22**

**PERIOD 5 10:32 – 11:06**

**PERIOD 6 11:16 – 11:50**

**PERIOD 7 12:00 – 12:34**

**PERIOD 8 12:44 – 1:18**

**PERIOD 9 1:28 – 2:02**

**PERIOD 10 2:12 – 2:46**

**STAGGERED DISMISSAL – 2:46 - 2:52**

- Students with lunch or a free period may exit the building. Upon reentering the building and screening, all students are to report to the large gym, small gym, cafeteria, or library as social distancing permits.

#### **“A” & “B” Days and the 6 Day Cycle:**

- The daily cycle of A and B days for the year is available at the high school correspondence tab and has been emailed to all student school email and parent email accounts.

#### **Attendance:**

- Daily attendance will be maintained as usual. Teachers will record student attendance in PowerSchool each period throughout the school day. **Students who are on remote instruction need to have their screens on and be seated in front of their screens live each period.**

**From the student handbook:**

- All absences, tardiness and early departures must be accounted for. **It is the parent's responsibility to notify the school office before 9:30 am of the start of the school day regarding the child's absence.**
- It is the parent's and the student's responsibility to bring a note, signed by the parent/guardian, to the school office on the first day of the student's return to school. Notes must contain the following information:
  - Student's full name
  - Dates of absence or tardiness
  - Reason for absence or tardiness
  - A home, business or cell phone number where the parent can be contacted during the day.
- If the parent does not document an absence, tardiness, or early departure in writing within two days, the absence will be treated as an unexcused absence. Unexcused absences will result in disciplinary consequences.
- Students who leave school during the day (other than lunch or an unassigned period) may do so **only** with the permission of a building administrator or school nurse and parent or guardian.
- Students who become ill or injured during the school day must report to the nurse's office, or if the nurse is unavailable, to the main office.
- Except for extreme medical emergencies, parental permission must be secured before a student may leave school.
- It is the student's responsibility to arrange with the classroom teacher a plan to make up any missed work, within a reasonable time, for all excused absences.

**Important Attendance Note:**

- If a student participating in the Blue Model cannot attend school physically on a day that he or she is supposed to attend in person, the nurse should be contacted, as per typical procedure.
- If said student attends classes remotely, the teachers should mark the student as present and inform the nurse that the student was not physically present.
- Upon return to school, the student will be expected to hand in an absence note, as per typical procedure. If such a note is not produced, the student's attendance record will be updated to reflect an unexcused absence.

**Remote Learning and Attendance:**

- In the event the district implements a fully remote learning model, students are responsible for attending live sessions by sitting in front of their screens and being live and visible throughout

each lesson. Attendance will be taken during each class period. If a student is marked absent and class assignments for that period are completed within three (3) school days, the student's attendance will be marked present.

- Support staff will remain connected to our most vulnerable students during a remote learning period. Schools will provide intervention strategies to improve student attendance and interactions. Attendance tracking and intervention measures for students who remain absent will be implemented after standard follow-up and outreach measures have been exhausted.

**IF SCHOOLS ARE REQUIRED TO MOVE TO A FULLY REMOTE MODEL THE FOLLOWING PLAN WILL BE FOLLOWED:**

- The high school schedule will continue is a full remote plan and emulate the GREEN model. Students will attend every class, every day via a live streamed lesson.

**IF SCHOOLS ARE ALLOWED TO REOPEN WITH NO RESTRICTIONS:**

We return to a traditional building schedule.