

**JOHN F. KENNEDY SCHOOL**  
**GENERAL RULES/SECURITY PROCEDURES**

**PLEASE KEEP THIS INFORMATION AVAILABLE FOR REVIEW THROUGHOUT THE SCHOOL YEAR.**

PLEASE NOTE THE PHONE NUMBER FOR THE MAIN OFFICE IS **(516) 441-4200**

**Absences/Lateness**

The security and safety of children is the number one priority at the John F. Kennedy School. It is the policy of the Great Neck Public School District that parents are to inform the school nurse that their child will not be attending school.

Each elementary school nurse has an absentee telephone number that functions 24 hours a day. The phone number to be called for absentee reporting is **441-4215**. The phone number for the school nurse is **441-4210**.

If we do not receive a call, and the classroom teacher reports your child absent, parents will receive an automated phone call notifying them of their child's absence. Please assist us in our efforts to insure the safety of our students by calling in a message to the nurse regarding any absence or lateness to school.

Students should be dropped off in the West Parking Field following the staggered schedule listed below. The first bell rings at 9:00 AM for students to travel to their classroom. Students need enough time to travel to the classroom in order not to be marked late. When students are late to class it disrupts the routines and procedures of the classroom.

Typically, children are marked late if they are not in their classrooms by 9:10 AM. Any children reporting to school after 9:10 AM must go directly to the nurse's office to get a late pass. Given the current circumstances, we will assist with getting students temperature checked and to their classrooms as quickly as possible. A child late to class due to temperature checks will **not** be marked late.

New York State Education Department regulations require that the school receive a **written** excuse for each absence and/or lateness. Please send the written excuse with your child upon his/her return to school.

Staff or students with a temperature and/or signs of COVID-19 symptoms will be escorted directly to the quarantine room. If a student or staff member tests positive for COVID-19, Nassau County DOH will monitor and require the individual to isolate for at least 10 calendar days and be symptom free for 72 hours with no fever and no medication to suppress fever.

As a reminder, an Executive Order by Governor Cuomo requires individuals returning from travel to select States or countries to self-quarantine at home for 14 days. We expect all staff, students, and families to abide by these requirements for the health and safety of our school community.

**Arrival and Dismissal**

Parents must take their child's temperature and review for COVID-19 symptoms before sending their child to the bus stop or before coming to school. Upon arrival to school, student and staff temperatures will be checked with a touchless infrared thermometer. No student or staff member with a temperature of 100.0 degrees Fahrenheit or more will be admitted to school.

Beginning at 8:45 AM, students may enter the school at the West Parking Field. The doorway at the West Parking Field will be open and staff members will be on duty to receive children and conduct temperature checks. Students must remain in the car until their temperature is checked.

**Please follow the staggered schedule below, to the best of your ability, when dropping your child off:**

- **8:45 AM** - Prekindergarten/FFF
- **8:50 AM** - Grades K & 1
- **8:55 AM** - Grades 2 & 3
- **9:00 AM** - Grades 4 & 5

All walkers must enter through the West Parking Field entrance that will remain open until temperature checks are completed. After 9:00 AM (or when temperature checks have concluded and all students are safely in the building), all entrances to the school building, except the main entrance where the security guard is posted, will be locked for the school day.

**Students arriving late to school will only be able to enter the building at the main entrance. Parents are asked to park their car in the visitor parking lot and walk their child to the main entrance. Do not drop your child off at the West Parking Field entrance if there is no staff member to greet them and the doors are locked.**

Unfortunately, this year, we will be limiting parent and visitor access to the building.

For arrival and dismissal, "drop off" and "pick up" procedures in the West Parking Field have been designed for safety and efficiency. There are three designated spaces (Car 3, Car 2, Car 1). When dropping off or picking up your child/children, please always drive ahead to the next open space. If there are no cars, drive ahead to the front space "Car 1" so that two other cars can follow behind you to space 2 and space 3. This will enable three cars to be in a position to drop off or pick up child/children at the same time. When you pull up, a temperature check will be conducted and children should then walk on the sidewalk to the entrance and proceed directly into the building. If a child has a temperature that is 100.0 degrees, or higher, we will kindly ask that you bring that child home.

**When picking your child up in the West Parking Field we ask that you adhere to the following staggered dismissal time to the best of your ability:**

- **3:00 PM** - Prekindergarten/FFF
- **3:10 PM** - Grades K & 1
- **3:20 PM** - Grades 2 & 3
- **3:25 PM** - Grades 4 & 5

Additionally, please place the placard sent to you in your windshield indicating the name of your child(ren) and their grade.

Parents cooperation and compliance are essential for the effectiveness of security procedures. In addition, we want to remind you that if there is any change in your child's normal dismissal procedures you must send a note to the classroom teacher. Any last minute dismissal changes will require that a child be picked up in the main office.

### **Masks/PPE**

Students and staff will be required to wear face masks. Face masks must fully cover both the nose and mouth at all times. A mask will be provided if forgotten. Mask breaks will be provided throughout the day. Acceptable face masks include:

- Disposable surgical masks
- Form-fitting cloth masks with two layers of densely woven material. (Reusable face masks should be cleaned and disinfected after each use.)

The CDC does not recommend using masks if they have a one-way valve or vent. These masks do not prevent spreading the virus to others and are NOT permitted. Additionally, a face shield in lieu of a mask is NOT permitted. Wearing a face shield in addition to a mask is acceptable. **Neck Gators and bandanas are NOT permitted.**

We will encourage and reinforce, "**The Three W's:**" **Wear** Masks, **Wash** Hands, and **Watch** Distance.

## Security/Visitors

Safety and security is our priority.

Only essential personnel will be allowed entry into buildings. All meetings with teachers and administrators will be conducted by phone or virtually. In the event of an emergency that necessitates an in-person visit the following procedures will be in place. All visitors, **must have a driver's license or other form of photo identification to gain access to school using the LobbyGuard system.** You will be asked to follow the prompts on the LobbyGuard screen which will generate a personalized visitor's pass. Your temperature will also be checked with a touchless infrared thermometer. Any individual with a temperature over 100.0 degrees will not be allowed entry into the building. Once you have received your badge you will be directed to the Main Office. When parents/visitors arrive at the main office their destination will be verified. They will then be permitted to proceed to the designated location. Under no circumstances are parents to go directly to a classroom. Unauthorized classroom visitations interfere with the teaching/learning process for all children and are not permitted at any time during the instructional day.

The main entrance where the security guard is located will continue to be the only entrance into the school during the day. All classroom doors are locked at 3:20 PM. The main entrance will be closed at 4:30 PM and all after school **SCOPE** students can be picked up at the cafeteria door.

All meetings such as PTA meetings and Shared Decision Making Meetings will be taking place on Zoom for the 2020-2021 school year. Additionally, special events such as Open House will also be held virtually.

If you are picking your child up early from school (before the end of the scheduled school day), you must park in the visitor parking spaces in front of the bus platform, walk to the main entrance, and sign your child out with the security guard on duty. Security will alert the main office or nurse's office and your child's teacher. Your child will then meet you at the main entrance and be released to you, in the vestibule.

## Buses

If your child is eligible for a bus pass, you will receive the pass in the mail this week. There will be no "courtesy" passes for the 2020-2021 school year. **Please be advised that due to district-wide regulations and insurance policies, children are only permitted to ride the bus to which they are assigned.**

School bus drivers and monitors must wear face masks along with an optional face shield. Drivers and monitors who have direct physical contact with a student must wear gloves.

Students are required to wear masks while boarding, riding and exiting the bus. Masks will be supplied by the driver should a student arrive at the bus without one. Siblings are encouraged to sit together. Before boarding the bus, parents should:

- Put masks on elementary children
- Encourage their child(ren) to wash/sanitize hands before boarding the bus.
- Ensure their child(ren) are not experiencing any signs of illness and do not have a fever of 100.0 degrees, or more, prior to boarding the bus.

## Additional Reminders and Safety Protocol

- There will be no "community" or shared supplies will be available. Parents must label all personal belongings.
- Drinking fountains will not be available for use. Students and staff may bring their own water bottles to school. Bottle filling stations are available districtwide.
- We will encourage and remind students about the use of hand sanitizer stations placed strategically throughout the buildings in classrooms, in hallways, cafeterias, and in all workspaces.

- We will utilize the use of visual aids to cue appropriate social distancing. Signage and visual cues will be appropriately and strategically placed throughout the school buildings to promote social distancing and respiratory and hand hygiene.
- Bathrooms will be sanitized multiple times during the school day.
- Elementary students will eat lunch in classrooms. Students may bring lunch from home or elementary students may pre-order lunch from the cafeteria (**NO CASH** will be accepted from students or staff members at the terminals) which will be delivered to each classroom. A new online ordering system, *Meals Plus/Linq Solutions*, will be implemented for all grades. A digital interactive menu will allow parents to view the monthly menu, nutritional information and allergens in multiple languages. This system will allow parents to place their lunch orders a week at a time.
- During lunch, we will be reinforcing hand hygiene and no sharing of food or utensils. Parents and third party vendors will not be permitted to drop off lunch for their child at school.

### **Plan Ahead**

All changes of dismissal must be made in writing to your child's teacher and sent in with your child in the morning.

Children are only permitted to ride the bus to which they have been assigned and for which a bus pass has been issued. **No exceptions are allowed.**

We realize that emergencies occur and therefore we ask parents to have an alternate dismissal plan in place for their child/children. In the event of an emergency change of dismissal, please call the main office as soon as you are aware of the change so that a message can be shared with your child in a timely manner. Every effort should be made to keep last minute changes to a minimum.

### **Full School Day Ends at 3:20 PM**

**Reminder:** The school day ends at 3:20 PM. As we implement a staggered dismissal, these times may vary, however, we encourage you to help your child follow regular routines by scheduling private appointments for your child after school.

These procedures are designed to maximize instructional time and to protect your child while in the school setting. Your cooperation is greatly appreciated.