

# PRATTSBURGH CENTRAL SCHOOL DISTRICT

## FRANKLIN ACADEMY

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1 ACADEMY STREET, PRATTSBURGH, N.Y. 14873  
TEL: 607 522-3795  
FAX: 607 522-6221  
[www.prattsburghcsd.org](http://www.prattsburghcsd.org)

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September 1, 2020

Dear Parents and Guardians,

We realize that there are many changes this year that everyone will need to get used to as we navigate our re-opening in one week. Attached to this letter is a “parent survival guide” outlining all the changes to daily procedures that you need to be aware of and talk to your child about prior to returning to school.

Also attached to this letter is a paper copy of all your demographic information. Please review this and revise any errors so that we have the most up to date and accurate information in our student management system. It is extremely crucial that this information is accurate this year since we will be contacting you DAILY to complete health screenings on your son/daughter. We know that this daily expectation is very new for everyone, but it is a requirement passed down to us from the New York State Department of Health and the New York State Education Department. Please send this completed form in with your son/daughter on the first day of school.

There are a wide variety of COVID-19 symptoms that we all need to be aware of, so we are attaching a list of those symptoms. Please be aware that these could change, but they are accurate as of this mailing. It is a good idea to go to the CDC website (link in attachment) for the most up to date list of symptoms. These symptoms, if present in your son/daughter before school hours, will need to be reported to the school nurse so we can communicate with you on return to school protocols.

As I have said many times before during this ever-changing time in education, I truly appreciate all the support and understanding that the Prattsburgh community continues to display. It is very encouraging to know that we are all going through this together and we are all trying to do what is best and safest for all our students. Thank you again for being such an incredible community. As Mr. Floyd Farley used to say, “only in Prattsburgh!”

Please reach out to me at [bayk@prattsburghcsd.org](mailto:bayk@prattsburghcsd.org) with any additional questions or concerns so that I can assist you through this process.

Sincerely,

Kory Bay



Prattsburgh Central School  
 1 Academy Street  
 Prattsburgh, New York 14873  
 (607) 522 – 3795

## Parent Survival Guide for the 2020-2021 School Year

<p><b>FIRST thing in the morning</b></p>	<p style="text-align: center;"><b>Responsibilities of the Parent or Guardian that must be completed at home.</b></p> <ul style="list-style-type: none"> <li>• Each family is required to take the temperature of every member of the house who will be attending school each day. This must be completed by all students and staff members.</li> <li>• <b>You will receive a text or email alert each morning asking you to complete the short survey; answering the temperature and COVID-19 related questions (see enclosed message on our new system VERY IMPORTANT)</b></li> <li>• This must be done by each household before 6:30 each morning as our first bus leaves the garage at 6:30am.</li> <li>• This step is very important for the health and safety of our entire school community.</li> <li>• Please <b>DO NOT</b> send your child(ren) to school if they have a fever of over 100.0 degrees or if they are displaying any of the COVID-19 symptoms (see attached list).</li> </ul>
<p><b>My child is ill</b></p>	<p>If your child is not coming to school please call the nurse's office (522-6206) or email the nurse at <a href="mailto:doylek@prattsburghcsd.org">doylek@prattsburghcsd.org</a> and provide a detailed message stating your child's name, grade, teacher's name, reason for the absence, and specifically state any COVID-19 symptoms that are presented new to the student.</p>
<p><b>Arriving at School ... New this year</b></p>	<p style="text-align: center;"><b>All doors will open at 8:00am.        Students should go directly to their classrooms.        All students must walk up to the school and enter wearing a mask.</b></p> <p><b><u>BREAKFAST</u></b>        All students (K-12) will pick up their breakfast at they enter the building each morning. Students will enter through one of three sets of doors. Those entrances are:</p> <ul style="list-style-type: none"> <li>• Loading dock doors (PreK-5) if arriving by bus</li> <li>• Main entrance by the high school gymnasium is restricted to 6th-12th grade students</li> <li>• Parent Drop-off 'up top. <b>We ask that you DO NOT drop your child off early as their will be no supervision.</b></li> <li>• Students WILL NOT report to the cafeteria. They will go directly to their classrooms.</li> <li>• Students will wash their hands upon entering their classrooms.</li> <li>• Once seated the students may remove their masks to eat breakfast.</li> <li>• Students will need to put their masks on if they move from their seats (i.e. throw their trash away, use the restroom, move throughout the room)</li> </ul>
<p><b>LUNCH and RECESS</b></p>	<ul style="list-style-type: none"> <li>• All students will wash their hands before leaving the classroom to go to the cafeteria.</li> <li>• All K - 12th grade students will go through the cafeteria line to make their food selections.</li> <li>• All K – 10th grade students will eat at tables in the cafeteria that have been set up for social distancing. The 11<sup>th</sup> and 12<sup>th</sup> graders will eat in the high school gymnasium</li> <li>• Once at the table the students may remove their mask to eat lunch but will need to put their mask on to leave the table to return their trays or use the restrooms.</li> </ul> <p><b><u>Recess</u></b></p> <ul style="list-style-type: none"> <li>• There is no recess for grades 6-12.</li> <li>• Recess for K-5 is scheduled for the 20 minutes before lunch OR the 20 minutes after lunch depending on the individual class schedule.</li> <li>• The monitors will alternate being on the playground and taking the student for walks around</li> </ul>

	<p>campus.</p> <ul style="list-style-type: none"> <li>Please dress your students for the weather as they will be going outside every day unless it is raining or the temperature dips below 20 degrees.</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>All students riding the school bus must wear a mask for the entire trip to and from school or a school event.</li> <li>Students from the same family can sit in the same seat on the bus and will social distance as much as possible.</li> </ul>
<b>BUS PASSES</b>	<ul style="list-style-type: none"> <li>Due to transportation restrictions/limitations NO BUS CHANGES can be made after 10am each day. Only in extreme circumstances will this be approved on a case by case basis.</li> <li>Please send your bus/pick up notes to school in advance and please keep the schedule as consistent as possible.</li> </ul>
<b>EARLY DISMISSAL</b>	<p>If your child must leave school during the day please send a note to school with the student stating the date of the appointment, the time of the appointment, nature of the appointment and if you plan to return them to school after the appointment. This year all of this information is required.</p> <p>If the student is leaving school to go to the doctors for a well-child visit they would be welcome to return to school after the appointment. If they are going to the doctor's because they do not feel well or they are going for a follow up from an illness they should not attend school before the appointment and it will be up to the nurse whether they can return after the appointment and will have to follow district 'Return to School' protocol (See attached).</p>
<b>Cashless Cafeteria</b>	<p style="text-align: center;"><b>Breakfasts and lunches are FREE for all students PreK-12.</b></p> <p>If you want your child to be able to purchase extras (i.e. ice cream, chips, cookies) the cafeteria is asking everyone to reduce contact between the students and the staff. The cafeteria lines will be cashless to the greatest extent possible. Online payment is encouraged. If online payment is not possible, checks can be sent to the district. Elementary Students may also bring in cash or checks in sealed envelopes with their name and teacher name on it to be deposited.</p> <p>At the secondary level, if students bring cash, any change will be applied to the student account. In the event a student must have change back, we will take steps to accommodate that request. Due to the national coin shortage and the effort to reduce touch points, maintaining our typical service level with change may be difficult. We will make every effort to care for individual needs. Thank you for understanding, we appreciate your help with this request.</p> <p style="text-align: center;"><a href="https://prattsburghcafeteria.gstbooces.org/">https://prattsburghcafeteria.gstbooces.org/</a></p> <p style="text-align: center;">Go to</p> <ul style="list-style-type: none"> <li>• School Nutrition Services</li> <li>• Payments &amp; Transfers</li> </ul> <p style="text-align: center;">Or go to ... <a href="http://www.schoolpay.com">www.schoolpay.com</a> and create an account. Student identification (ID) is need to complete this process</p>
<b>Birthday Celebrations and Special Occasions</b>	<p>We will still celebrate student birthdays, but any treats brought to school to share with peers must be store bought and individually wrapped to protect the health and safety of all students.</p> <p>Teachers will reach out to their individual students/parents to alert them if there is class allergy.</p> <p>Thank you in advance for understanding.</p>

## Symptoms of COVID-19

People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to SARS-CoV-2**. Symptoms can include:

- 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

This list does not include all possible symptoms and children and youth with SARS-CoV-2 infection may experience any, all, or none of these symptoms.

Here is a link to the CDC website that will be updated continuously: <https://www.cdc.gov/coronavirus/2019-nCoV/community/schools-childcare/symptom-screening.html>

September 1, 2020

## VERY IMPORTANT SCREENING INFORMATION

Dear Parents/Guardians,

We are excited to advise you that we are adopting a new system named Operoo.

The Operoo system makes it very easy for you to respond to our MANDATORY daily COVID-19 screening form using your mobile phone, tablet or PC.

**We do need a valid email address from you in order to use the Operoo system. Please share those details with us if you haven't already. If you don't have internet or cell service, please contact us at 607-522-3795 immediately so we can develop a different system.**

**You don't need to do anything else until you receive an email invitation from us asking you to sign up for your Operoo account.** After that, you'll receive daily notifications to complete the screening for your child.

From our perspective, you or your child's information will only be visible by the relevant staff for you or your child and will be managed in accordance with our privacy policies. Details about Operoo's security and privacy procedures can be found here:

<https://www.operoo.com/terms-policies-security/>.

Please feel free to contact us if you have any questions. You can visit the Operoo website for more information here: [www.operoo.com](http://www.operoo.com). There is also a parent introduction page here:

<https://www.operoo.com/intro-for-parents/>.