

# John Jay High School In Person Reentry Plan

The following protocols, procedures and expectations have been implemented for the health and safety of our students, faculty, staff and community.



2021-2022 School Year

Dear John Jay Community,

As we return to in person schooling, I am sure there are many questions you may have. This reentry plan was created to help answer those questions and to help ease any of your concerns regarding the return of our students and staff. After reading this document, I encourage you to reach out to teachers and administrators to help answer any questions that have not been answered. We want to ensure that all questions are answered so that you and your child are comfortable and confident returning to an environment with new procedures and protocols. I have provided the [Dutchess County Department of Behavioral and Community Health \(DCDBCH\)](#), [New York State Education Department \(NYSED\)](#), [American Academy of Pediatrics](#), [NYSDOH](#), and [The Wappingers CSD School Reopening Plan](#) for your review. It is important that we are honest with one another while we work together as a community.

John Jay is committed to doing its part to stop the spread of COVID-19 and its variants. We believe that we have a responsibility to educate our students while keeping our community safe. While we play our part in the community, we ask that everyone helps to prevent the spread of COVID-19 and its variants.

### **Attendance**

Attendance will be addressed as set forth by our district [Code of Conduct pg. 17 & 18](#) and [board policy 5100](#). Students who are absent from “school” are required to have a note on file with the attendance office. For your convenience, I have provided the email address to our attendance office, in the event your child is absent or you would like to contact them for additional assistance [JohnJay.attendance@wcsdny.org](mailto:JohnJay.attendance@wcsdny.org)

In the event that you need to pick up your child, we ask that you provide a valid driver’s license. While we sign out your child, we ask that you remain in the vestibule area. Your child will come to you.

John Jay is committed to providing interventions to prevent and address health-related and mental health related chronic absenteeism. We recognize that many factors will influence student attendance. John Jay will address chronic absenteeism as follows:

- Nurture a culture of attendance
- Communicate clearly to families and students what the attendance policy is and expectations for participating in schooling.
- Track daily attendance, tardiness and student engagement in our student information system.
- Early Identification and Intervention
- Use data to identify which students are at risk, so you can intervene before isolated absences become chronic absenteeism
- Establish intervention plans; parent phone calls, counseling, instructional modifications and engage with community partners.

### **Communicating**

Prompt and regular communication between school and home is a key component for the continued successes of each student. We will be communicating home through Blackboard, phone calls/robo calls, social media platforms, email and updating our marquee on an as needed

basis. The most effective way to communicate remains through email. I ask that all concerns and questions during the school year go through the appropriate channels to ensure proper communication in a timely manner to issues as they arise. For all scheduling questions and teacher concerns, please contact your child's school counselor. For questions on assignments or grades, please contact the teacher directly. For questions regarding other matters, please contact the John Jay Main Office where they will be able to direct you to the appropriate person. John Jay's Main Office number is 845-897-6700 ext. 30000.

Student information can be seen through Parent Portal. Parent Portal is the district's system that is used to provide parents and guardians with secure online access to information about their children such as: emergency contacts, daily attendance, course schedules, progress reports, report card grades and NYS Regents exam scores. Access to parent Portal is restricted to those parents and guardians that are cleared through an ID verification process. If you need assistance setting up a parent portal account, please contact [Lisa.cannizzaro@wcsdny.org](mailto:Lisa.cannizzaro@wcsdny.org).

### **Student Forms**

Please use the link [Student Forms](#) to fill out all documents necessary for the start of the school year. Student Emergency Contact Cards will be distributed in school. Emergency Contact Cards are essential in being able to contact multiple people in the event of an emergency. Please return them as soon as possible making sure that contact information is easily able to be read.

### **Masks**

John Jay will be enforcing the Districts Reopening Plan that states "The District will require indoor masking for all individuals ages 4 years and older, including students, teachers, staff, and visitors, regardless of vaccination status." This requirement is further supported by the New York State Department of Health which states "After careful review and consideration of CDC recommendations for face coverings/masks in school settings, I hereby adopt such recommendations, imposing them as requirements, where applicable, until this determination is modified or rescinded. Accordingly, universal masking of teachers, staff, students, and visitors to P-12 schools over age two and able to medically tolerate a face covering/mask and regardless of vaccination status, is required until this determination is modified or rescinded. Such requirement is subject to applicable CDC-recommended exceptions"

### **Students Are Required to Wear Masks Indoors:**

- Students will be required to wear masks while they are in their classrooms and seated.
- Students will be required to wear masks throughout the day as they travel/walk in the hallways to various locations.
- Students will be required to wear masks when in lunch if not eating.

### **Students Are Not Required to Wear Masks Outdoors**

- Students are not required to wear masks when outside.

## **Students Who Seek to be Medically Excused from Wearing a Mask**

- Any student who seeks to be medically exempt from wearing a mask in school should provide a note from a licensed professional to our school nurse. In the event that a medical exemption is approved, a desk shield will be located in each classroom for students to take and set up while class is in session. The medical note will not be shared with faculty or staff; however, faculty and staff will be notified that the student is exempt from wearing a mask in school.

## **Acceptable Face Masks & How to Wear Them**

John Jay will be following the [CDC Guidelines](#) on what type of mask to wear and how to wear it. Acceptable face masks are:

- Cloth masks with two or more layers of washable, breathable fabric
- Disposable face mask
- Masks need to completely cover your nose and mouth
- Masks need to fit snugly against the sides of your face and not have gaps

## **Unacceptable Face Masks & How Not to Wear Them**

- Gaiters
- Only Face Shields
- Bandanas
- Students should not wear masks made out of fabrics that make it hard to breath
- Masks should not have valves or vents, which allow virus particles to escape
- Masks should not be worn around your neck, on your forehead, under your nose, only on your nose, under your chin, dangling from one ear or on your arm.
- In addition to the proper face mask and wearing of the face mask, all masks are subject to the District Code of Conduct on appropriateness and having the foreseeable ability to disrupt an educational environment. Students wearing masks with markings deemed potentially disruptive or inappropriate will be asked to remove them and they will be confiscated. A new mask will be provided until an appropriate acceptable mask can be obtained.

## **Capital Improvement Project**

Many of our Capital Improvement Projects are well under way and are anticipated to be in working condition by the start of school. Those projects include a new HVAC system throughout the school, a new boiler and new bleachers for our baseball field.

## **School Counseling**

Our school counselors are accessible each day except for weekends. Please do not hesitate to create relationships or continue conversations with them as in the past. Our school counselors have a wealth of knowledge and are happy to assist. Working together creates a unified team to provide the best support for your child. For additional information or resources, please refer to the John Jay homepage under “parents” then “counseling”. Any further questions you may have, please refer to the contact information below.

## **Guidance Secretary**

Lori Mettam, School Counselor Secretary, [Lori.Mettam@wcsdny.org](mailto:Lori.Mettam@wcsdny.org) 845-897-6700 ext. 30017

## **School Counselors by Grade and Alphabet**

### **12th Grade**

Karrie Brenner (A-McK)  
Jenna Frangione (McM-Z)

### **11th Grade**

Suzanne deSimone (A-Li)  
Dan Kane (Lo-Z)

### **10th Grade**

Daniella Rivera (A-Mc)  
Bonnie Martinez-Rivera (Me-Z) & ENL Students

### **9th Grade**

Stacy Marshall (A-J)  
Dan Kane (K-Li)  
Nicole Kunkel (Lo-Z)

### **High School Schedules**

All schedules are viewable through parent portal at this time. Classes will begin on Thursday, September 9th. After reviewing your schedule, please complete the form below if you have a request for a course schedule change. Once submitted, students will be contacted by their counselor. While the request is pending, students should attend the class on their schedule until a new schedule is available and can be seen on Parent Portal. Please be patient as school counselors work through many of the logistics of scheduling. The add/drop form can be found here: [Add/Drop Form](#). Please do not email in addition to submitting this form as this will slow down the process.

Appropriate schedule change requests include:

- Adding a course
- Removing a course (you still must be scheduled for 5.5 credits and keep in mind the decision to drop a class can affect the type of diploma you receive/NCAA eligibility)
- Changing level in a class (Honors/AP/DCC to Regents/Regular or Regents/Regular to Honors/AP/DCC)

Schedule changes that will not be honored are:

- Switching teachers (unless you have previously failed a class with the teacher)
- Switching class periods
- Changing lunch periods without a doctor's note

### **Pupil Personnel Services**

Pupil Personnel Service (PPS) staff includes school counselors, school psychologists and social workers. These professionals are in an ideal position to protect the health and safety of all students. John Jay High has a complete PPS staff to assist in student success. They are highly skilled and have been trained to evaluate factors that contribute to student difficulties with behavior and academic achievement. Now more than ever students are experiencing higher anxiety, stress and the feeling of detachment. While difficult, we encourage students to reach out to our support staff as needed. Staff in PPS can make unique contributions because they work in different ways and in different settings with students and their parents. Specialists in PPS can work cooperatively with other specialists to enhance the intellectual, as well as social and personal development of each student. These professionals are available to assist all students and can be contacted using the information provided below. They have created a website to provide support for [social emotional health](#).

**Please see each professional's website for additional resources.**

School Psychologist, Heather Dahl (L-Z) [Heather.Dahl@wcsdny.org](mailto:Heather.Dahl@wcsdny.org)  
School Psychologist, Beth Rizzi (A-K) [Elizabeth.Rizzi@wcsdny.org](mailto:Elizabeth.Rizzi@wcsdny.org)  
Social Worker, Mary Beth Boylan, [Marybeth.Boylan@wcsdny.org](mailto:Marybeth.Boylan@wcsdny.org)  
Social Worker, Deborah LoCicero, [Deborah.LoCicero@wcsdny.org](mailto:Deborah.LoCicero@wcsdny.org)

**Student Services (IEP and 504)**

Assistant Directors of Special Education, along with their respective offices, will begin the process of contacting families and teachers via phone or email to form Committee on Special Education (CSE) meetings.

If you have any specific questions related to your child's educational plan, please contact Assistant Director of Special Education or the grade level House Principal who can help assist.

**Council on Addiction Prevention and Education (CAPE)**

CAPE is a Dutchess County prevention agency that provides support to students with at risk behaviors and their families. If you have a concern about your child's risk-taking behaviors, we will provide CAPE resources. Students can receive the following services by contacting their Student Assistance Counselor, Mollie Orłowski.

- Individual Prevention Counseling (Project Success)
- Group Education Counseling (Project Success)
- Teen Intervene Sessions.

**Student Assistance Counselor**

Mollie Orłowski, [Mollie.Orłowski@wcsdny.org](mailto:Mollie.Orłowski@wcsdny.org)

**Administration**

As always, each administrator is directly available to those who have additional questions by grade level. As an administration, we are happy to help where we can and look forward to continuing the relationship with our community. Please feel free to contact us directly as needed.

**12th Grade House Principal**

Wilson Castro, [Wilson.Castro@wcsdny.org](mailto:Wilson.Castro@wcsdny.org) 845-897-6700 ext. 30043

**11th Grade House Principal**

Eleanor Reilly, [Eleanore.Reilly@wcsdny.org](mailto:Eleanore.Reilly@wcsdny.org) 845-897-6700 ext. 30051

**10th Grade House Principal**

Jeanine Chapin, [Jeanine.Chapin@wcsdny.org](mailto:Jeanine.Chapin@wcsdny.org) 845-897-6700 30020

**9th Grade House Principal**

Paul Albanese, [Paul.Albanese@wcsdny.org](mailto:Paul.Albanese@wcsdny.org) 845-897-6700 ext. 30082

**Assistant District Athletic Director**

Maureen Myers, [Maureen.Myers@wcsdny.org](mailto:Maureen.Myers@wcsdny.org) 845-897-6700 ext. 30096

**Assistant Director of Special Education**

Karen Brown, [Karen.Brown@wcsdny.org](mailto:Karen.Brown@wcsdny.org) 845-897-6700 ext. 30048

**District Athletic Director**

Kurt Jesman, [Kurt.Jesman@wcsdny.org](mailto:Kurt.Jesman@wcsdny.org) 845-897-6700 ext. 30096

**Building Principal**

David Kedzielawa, [David.Kedzielawa@wcsdny.org](mailto:David.Kedzielawa@wcsdny.org) 845-897-6700 ext. 30002

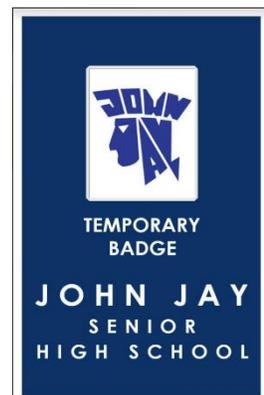
## School Safety

The safety of all who learn and work at John Jay is our first priority. Throughout the year, we will be conducting several drills to ensure that all students, faculty and staff know how to react in the event of an emergency. The date of the first lockdown drill will be announced to faculty and staff. Parents will be notified at the moment it has begun and again when the drill has concluded. Dates of subsequent lockdown drills WILL NOT be announced to faculty and staff in advance, yet parents will be notified each time there is a lockdown drill. Parents will not be notified of other required drills, only lockdown drills. This will be necessary to adequately prepare our students and staff for any circumstances that may occur during an actual school emergency. All students, faculty and staff will be made familiar with all emergency procedures in the beginning of the school year and periodically throughout. We have approximately 230 adults who work at John Jay each day, including 5 administrators, 4 school safety officers, 1 police officer, student support staff, and more. All these adults are here to support our students' academic, social, emotional, and physical well-being throughout their time here at John Jay.

When school reopens, you may make appointments to visit the school if needed. For everyone's convenience, and to help prevent avoidable exposure to COVID-19, please contact the appropriate person or persons you wish to meet in advance of your visit. Please be prepared for a school visit by having valid photo ID. For security reasons, all visitors must present a photo ID, document their destination, and receive a visitor's pass at the front desk in the main lobby. All visitors are asked to follow the Districts Reopening Plan, including wearing a mask. Thank you in advance for your cooperation.

## Student ID's

John Jay continues to assess the safety of students and staff on a yearly basis. This year, we will require students and staff to display their student identification while on school grounds. This is an additional precaution taken to help us identify the students and staff in a building that operates at a capacity of 2,200+ a day. While this is being required to identify John Jay faculty, staff and students, it will also allow us to see one another while masks are worn and use names to speak with one another. Students who have not received an ID will be able to pick one up from their grade level administrator while in school. Please note, if you did not have pictures taken this year, a make-up day will be scheduled and you may wear last year's ID until a new one is generated [Code of Conduct pg. 13](#).



## AM Bus Stop Procedures

Bus stops are an extension of the school. Once the bus has stopped and the stop sign/signals are turned on, we ask that you enter the bus with face masks on unless medical documentation has been provided to the school nurse in advance. Each bus driver is responsible to ensure the safety of students being transported to school. They will enforce the wearing of masks while on the bus. The bus schedules can be found on August 27<sup>th</sup> on the WCSD website.

## **Early Morning Drop Off & Students Who Walk to School**

For those students who will be coming to school prior to the opening of the building at 7:25 am, you may enter through the doors at the morning drop off loop beginning at 6:45 am. Students who arrive early will remain in the cafeteria until buses have been released. Students will not be permitted to enter the building prior to 6:45 am. Please plan accordingly.

## **Morning Student Drop Off**

Each morning, upwards of 1,000 vehicles travel to the John Jay High School campus. There will be traffic slowdowns on Route 52 and/or on campus and it will be necessary to plan accordingly. I ask you not to drop your child off at the plaza across the street in the morning before school and also encourage them not to stay after school unless they are participating in academic extra help, club/activity or sport. If parents and students choose not to use district transportation, the student drop-off is located in the back of our campus just opposite the Soccer Field. We ask that parents follow the directions of safety officers and road signs leading to the drop off loop. It is important that the full path to the drop off loop is followed and that drivers are not making illegal/dangerous U turns at any point as this will compromise the safety of the John Jay Community. Parents who are dropping off students are not permitted to enter the student/faculty/staff parking lot closest to Route 52 during morning arrival. Only school buses are permitted to access the bus stall area in front of the building. Please remember that buses have priority and will be given access to the right of way before other vehicles.

## **Afternoon Student Pick Up**

At the end of the school day, parents will be permitted to enter the student/faculty/staff parking lot closest to Route 52 for the purposes of picking up their children. Plan so that your child is aware of where you will be meeting them. Please remember, school buses are the only vehicles permitted to access the bus stall area in front of the building.

## **Student Drivers**

Due to the capacity limit of our student parking lot, John Jay High School will only allow students who are Seniors to obtain a parking permit. If the appropriate documentation is not processed, a parking pass will not be given. If drivers are caught parking on school campus who are not seniors or do not have the needed documentation, they risk losing their parking privileges or may have their car booted at the owner's expense. [Senior Parking Pass Request can be accessed here.](#)

## **Release of Buses in the Morning**

Buses will be released by administration. Administrators will release buses to three different entrances to alleviate as much crowding as possible. Once students enter the building, they are expected to go directly to their first period class. The cafeteria will not be open prior to first period.

## Passing Periods

John Jay has upwards of 2000 students and 230 faculty and staff in school on a daily basis. Due to the high number of student and staff population, social distancing cannot be accomplished during passing periods. We believe that allowing students to go from point A directly to point B will help to eliminate unnecessary exposure to more students and staff in the building than necessary.

Although we cannot maintain social distancing during the passing of the periods, John Jay has taken the following precautions that we feel are necessary to help students and staff move safely through the hallways. Please note that although we put the following precautions in the hallway, we will only be safe if we all abide by them. We always expect our student body to be respectful and understanding to everyone in our community, but especially now during these unprecedented times. We also hope that everyone understands that we are all responsible to help keep one another safe.

- Masks worn appropriately
- Congregating in hallways and bathrooms will not be allowed.
- Hugging, kissing, holding hands will not be allowed.
- Eating or drinking outside of the cafeteria without permission will not be allowed.
- Students are expected to go from one class directly to their next class

## High School Daily Schedule

<b>Buses Arrive 7:25 am</b>		
<b>Period 1</b>	<b>7:31 am</b>	<b>8:21am (4-minute Homeroom)</b>
<b>Period 2</b>	<b>8:26 am</b>	<b>9:12 am</b>
<b>Period 3</b>	<b>9:17 am</b>	<b>10:03 am</b>
<b>Period 4</b>	<b>10:08 am</b>	<b>10:54 am</b>
<b>Period 5</b>	<b>10:59 am</b>	<b>11:45 am</b>
<b>Period 6</b>	<b>11:50 am</b>	<b>12:36 pm</b>
<b>Period 7</b>	<b>12:41 pm</b>	<b>1:27 pm</b>
<b>Period 8</b>	<b>1:32 pm</b>	<b>2:18 pm</b>
<b>Buses Depart 2:25 pm</b>		

## **Homeroom Announcements**

In an effort to maximize instructional time, John Jay will be eliminating the reading of morning announcements pertaining to clubs and activities over the loudspeaker. However, afternoon announcements will be read in the event that sports, clubs or activities are canceled. The Pledge of Allegiance will be recited at the beginning of the day along with brief information needed for that school day. All announcements will be accessible through email, Blackboard and on the John Jay home page under “Morning Announcements.” If you are not signed up for either, please contact our Main Office for additional information and help 897-6700 ext. 30000.

## **Cafeteria Seating**

Lunch periods will be periods 4-7 and consist of upwards to 230 students. Students will be seated 3ft apart from one another. Each table will be numbered and students who sit at that table will need to remain at that table during that period. An attendance sheet must be filled out for contact tracing purposes by everyone at that table. Contact tracing will occur for anyone who is under a six foot proximity from the positive individual. This process will remain the same until guidelines change. While eating, students may remove their mask. When finished eating, students are required to wear their mask for the remainder of the period.

## **Breakfast**

To reduce gatherings, John Jay will not be opening its breakfast program before first period. Students will be expected to exit their bus or vehicle and go directly to their first period class. If a student would like to purchase breakfast, they must obtain a Breakfast Pass from their grade level administrator. Once obtained, students may show the teacher their pass and leave class for the last 10 minutes of period 1. Students are responsible to collect all work and homework prior to leaving the class for that period. Students will also be required to show their Breakfast Pass upon entrance to the cafeteria. The cafeteria will be limiting breakfast. Students will not be allowed to take food or drinks out of the cafeteria. Prior to leaving the cafeteria for breakfast or a study hall, all students are expected to clean up after themselves. It is everyone’s responsibility to help provide a sanitary environment for the next students coming in. I have provided the [Code of Conduct pg. 14](#) which further states the cafeteria responsibilities.

## **Physical Education**

There are several guidelines that need to be followed to ensure quality physical education. WCSD physical education department will be following the Districts Opening Plan to ensure a safe learning environment. While indoors, wearing a mask during physical activity will be required. Locker room facilities will be utilized and appropriate athletic attire will be required to participate. Classes will be outside as much as possible. While outside, masks will not be required at a distance of 6ft.

## **Fine and Performing Arts**

Students enrolled in Grade 9-12 Fine and Media Art courses will continue to be provided with art-making opportunities utilizing a variety of best practices to develop their creative lens and techniques. As safety is paramount, all guidelines and best practices will be followed. For

additional information regarding teaching spaces, practices, or general inquiries, please contact your child's teacher directly.

Students enrolled in Grade 9-12 ensembles and music classes will be provided lessons and opportunities to learn new repertoire through a variety of experiences. Ensemble (instrumental and choral) periods, will meet as scheduled in large spaces. Students should bring their instruments to rehearsal. As safety is paramount, all social distancing guidelines and best practices will be followed. For additional information regarding lessons, rehearsals, large instrument needs, or other questions, please contact your child's teacher directly.

### **Lockers**

For the 2021-22 school year, lockers will be assigned. We ask that you plan accordingly. For our athletes whose equipment will not fit in their locker, we will not be able to keep your equipment for you during the school day. Please make the necessary arrangements prior to coming to school with your coach.

### **Hallway Passes**

All students will be required to have a pass to be in the hallway after the bell. Teachers will provide a yellow pass each time a student needs to leave the room. Hall passes will be strictly enforced. Staff on hallway duty will ask to see the pass and if not provided, the student will be directed to their scheduled location. During these times, students who cut class or are late to class risk not following the CDC guidelines and are possibly exposing our staff, student body and themselves unnecessarily. Students involved in misconduct will be held accountable and addressed per the Code of Conduct.

### **In Closing**

We are extremely excited to see our students back in school and provide the education they deserve. I look forward to continuing to work with the community.

Warm Regards,

David Kedzielawa  
Principal  
John Jay High School