

Introduction

On Monday, July 13, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region.

Determinations will be made by region about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

While districts have been instructed to prioritize efforts to return all students to in-person instruction, the district is also planning for remote/distance learning as well as a hybrid model that combines in-person instruction and remote learning. The plan outlined here is for the reopening of schools in the Gloversville Enlarged School District for the 2020-21 school year, following the building closure related to the COVID-19 pandemic. This plan includes procedures that will be followed in the following schools:

- Kingsborough School
- Park Terrace School
- Boulevard School
- Gloversville Middle School
- Gloversville High School

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of our decision making as we move to open our schools.

Mr. Michael DeMagistris, Director of Health, Physical Education & Athletics, will serve as the district's COVID-19 Coordinator. Mr. DeMagistris is the district's central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines. *Mr. DeMagistris can be contacted via email, mdemagistris@gesdk12.org, or by telephone, at 518-775-5710. Contact information for Mr. DeMagistris can be found at <https://www.gesdk12.org/o/ghs/staff>.*

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Communication/Family and Community Engagement

To help inform our reopening plan, the district has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included online surveys, and committee meetings structured to address the needs of students, staff, and parents/guardians.

The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website at gesdk12.org, and will be updated throughout the school year, as necessary, to respond to local circumstances. The link to the plan appears on the district website, school websites, as part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication channels – including district website, school websites, district Facebook page, Blackboard Connects All Call system, and via the SchoolTool Parent Portal– as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic. The district will use software to provide district and building generated messages in our families preferred language. Building principals will receive a list of families that require materials to be sent home in another language. English Language Learner providers will meet with each individual family prior to the start of the school year to confirm the preferred language and method of communication. Additional translation services will be provided on an as needed basis.

The district is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. The district will rely on its website, school websites, district Facebook page, SchoolTool Parent Portal, and all-call system, to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene. The information that we will share will be based on state and local health department guidance, as well as input from the appropriate reopening committees. The district is committed to notifying staff, students, and families/caregivers about in-person, remote and hybrid school schedules with as much advance notice as possible.

In support of remote learning, the district will make computer devices available to students and teachers who need them. The district has made a commitment to ensure that access to appropriate technology is not a barrier to student success. The district encourages parents/guardians to sign-up for the SchoolTool parent portal, accept invitations to teachers Google Classrooms, and utilize the staff directory on the district website to communicate with teachers, administrators, and school staff.

The district will follow its existing engagement and communication protocols with parents/guardians regarding the provision of special education services for their child. Any questions or concerns pertaining to special education services can be directed via email, telephone, and/or video conference with the appropriate special education case manager, school psychologist, school social worker, or the office of Student Support Services.

In addition, the district will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication. Provisions include written materials and oral communications in the preferred language. Every effort will be made to provide translation services for families that require such services.

The district is committed to ensuring that all of its students and their families are taught and re-taught new expectations related to all public health policies and protocols. As part of this continuous training, the district will assess the best approach to communicating the information for each students' age group and will provide frequent opportunities for students to review these policies and protocols. This targeted education will help ensure that all students and their families know what is expected of them as they successfully return to the school setting. These trainings will cover:

- Hand hygiene
- Proper face covering procedures (how to wear and remove)
- Social distancing
- Respiratory hygiene
- Identifying symptoms

The district will create and deploy signage throughout the district to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

In addition to signage, the district will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH), and the Fulton County Public Health Department guidance regarding the use of PPE.

The district is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the Health & Safety section of our reopening plan.

In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The district will not notify the wider community unless specifically directed to do so by local health officials.

School Closures

The district is preparing for situations in which one or more school buildings need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

The district may choose to modify operations in one or more schools prior to closing to help mitigate a rise in cases. The district will consult with the Fulton County Public Health Department and the Nathan Littauer Hospital Primary/Specialty Care Center prior to modifying school operations.

School building administrators will communicate with each other regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely.

The district will consult with the Fulton County Public Health Department, the New York State Department of Health (NYSDOH), Centers for Disease Control and Prevention (CDC) and Nathan Littauer Hospital Primary/Specialty Care Center and follow all guidance for the safe return of students and staff following a confirmed case of COVID-19.

Health & Safety

The health and safety of our students, our staff and their families are our top priority. We want students and employees to feel comfortable and safe returning to school. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#), [New York State Education Department \(NYSED\)](#), [Fulton County Department of Public Health](#), [Nathan Littauer Primary/Specialty Care Center](#), administrators, faculty, staff, students, and parents/guardians. Communication efforts included online surveys, virtual meetings and in person committee meetings.

The following protocols and procedures will be in place in all district schools and district hosted before and after school programs for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 safety coordinator, Mr. Michael DeMagistris, at mdemagistris@gesdk12.org or 518-775-5710.

Health Checks

The district has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

The district will implement the following protocols to conduct mandated health screenings:

- All students/parents and staff will be directed to perform a self-assessment prior to arriving at school to identify COVID-19 symptoms including temperature reading of 100 or greater
- The district will be using the FamilyID software as a screening tool for all students and staff to answer screening questions prior to arriving at school
- For students and staff that are unable to access the FamilyID software prior to arriving at school, they will complete and sign the document upon arrival to school
- No outside visitors or volunteers will be permitted on school property, except for the safety and well-being of our students. Parents/Guardians will report to the main office and will not

be allowed entrance to the body of the school unless it is for the safety or well-being of their child. Visitors must follow all safety protocols as outlined in this plan

- The District is looking to purchase scanners that can screen multiple people at a time upon entry. If the district cannot purchase these scanners, there will be multiple points of entry and temperatures will be taken with a touchless thermometer for any staff or students that have not completed the health screening form. This procedure is subject to change in response to any changing conditions or formal guidance relating to COVID-19
- Each building and department will assign personnel to monitor and track the screening information daily

The school nurses and the COVID-19 Coordinator will assist the Fulton County Public Health Department with contact tracing the transmission of COVID-19 by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a log/record of all visitors which include date, time and where in the building they visited
- Assisting the Fulton County Public Health Department in tracing all contacts of the individual in accordance with the protocol, and tools provided through the NYS Contact Tracing Program

Any staff or student returning to learning after testing positive for COVID-19, must submit documentation from a health care provider that they are COVID-19 negative and they are safe to return to school.

Social Distancing, Face Coverings & PPE

The district has developed a plan with policies and procedures for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds, and transportation.

If social distancing of 6 feet cannot be maintained, proper face coverings must be worn in common areas such as hallways or school buses. Students and staff must be prepared to put on a face mask at any time in preparation for sudden events that impact the ability to maintain six-foot social distancing. Accommodations will be made for those medically unable to wear face coverings.

Students, staff, and visitors to our schools will be expected to wear face coverings indoors and outside, including on the school bus, when six-foot physical distancing is not possible. Students will be allowed to remove face coverings during meals, instruction, and for short breaks so long as they maintain appropriate social distance.

Face coverings will be provided to students and staff, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

An employee is allowed to wear their own acceptable face covering if they choose. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so there may be periods of time when masks are not worn.

Face coverings should not be placed on:

- Children younger than 2 years old
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

The district will instruct students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings

Infection Control Strategies

The district will emphasize daily healthy hygiene for students and staff by providing initial and refresher hygiene education that includes adequate supplies and time for frequent hand washing throughout the day. Hygiene signs will be posted throughout the school (entrances, classrooms, hallways, bathrooms, cafeterias, administrative offices and custodial areas).

The district has developed a plan with protocols and procedures for maintaining distancing of all students, faculty and staff when on school facilities and grounds. Examples include directional arrows in hallways, signage on floors, spacing of desks so they are all facing forward and six (6) feet apart.

Facility Alterations and Acquisition

The district does not plan nor have any plans to expand existing space.

Space Expansion

The district does not plan nor have any plans to expand existing space.

Tents for Additional Space

The district does not have nor plan to have any tents.

Plumbing Facilities and Fixtures

- The district's reopening plan does not include alterations to any toilet or sink facilities
- The district is in compliance with the number of drinking fountains per 100 occupants

Ventilation

The district is currently increasing the fresh air intake on the air handling units in each school building. To further assist with ventilation, windows will remain open as the weather permits. Air filters will be changed to MERV13 on all heater units in the buildings.

Management of Ill Persons, Contact Tracing and Monitoring

The district requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The district has designated areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

Kingsborough School- Students and staff displaying COVID-19 like symptoms will be escorted to a room located off of the main hallway and in close proximity to an exterior door.

Park Terrace School- Students and staff displaying COVID-19 like symptoms will be escorted to a room located off of the main office suite and in close proximity to an exterior door.

Boulevard School- Students and staff displaying COVID-19 like symptoms will be escorted to a room located in the main hallway and adjacent to 2 exterior doors.

Gloversville Middle School- Students and staff displaying COVID-19 like symptoms will be escorted to a room located across the hall from the side entrance of the Main Office and in close proximity to the front exit of the building.

Gloversville High School- Students and staff displaying COVID-19 like symptoms will be escorted to a room directly across from the Health Office.

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, N-95 or a surgical mask with face shield, eye protection and a gown. PPE will

be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room will occur between uses and cleaning of the equipment should be done following manufacturer's instructions after each use.

If Students or Staff become Ill with Symptoms of COVID-19 at School

The district requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources on COVID-19 testing.

Return to School After Illness

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation.
2. Negative COVID-19 diagnostic test result.
3. Symptom resolution, or if COVID-19 positive, release from isolation.

The district will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

COVID-19 Testing

In the event that a large-scale testing will need to be conducted at the school, the district administration will work with the following providers:

- [Fulton County Public Health Department](#) 518-736-5720
- [Nathan Littauer Primary & Specialty Care Center](#) 518-725-8621

Contact Tracing

The district will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

To assist the local health department with tracing the transmission of COVID-19, the district has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

Protocols Include:

1. Keeping accurate attendance records of students and staff members.
2. Ensuring student schedules are up to date.
3. Keeping a log of any visitor which includes date and time, and where in the school they visited.
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program.

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

Health Hygiene

The district will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, and custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick
2. Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school
3. Properly store and, when necessary, discard PPE
4. Adhere to social distancing instructions
5. Report symptoms of, or exposure to, COVID-19
6. Follow hand hygiene, and cleaning and disinfection guidelines
7. Follow respiratory hygiene and cough etiquette

Hand Hygiene

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch)
- After going to the restroom or after assisting a student with toileting
- After using a tissue
- Before and after using shared materials
- Before and after putting on or taking off face masks
- After coming in from the outdoors
- Anytime hands are visibly soiled

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the district will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow
- Wash your hands after sneezing or coughing
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air

Cleaning and Disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The district will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical
- Accommodations for students who cannot use hand sanitizer will be made

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

Vulnerable Populations/Accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness and/or live with a person who is at an increased risk. The district will work with these students, families, and staff to enable active participation in educational activities.

Visitors on Campus

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face coverings and will be restricted in their access to our school buildings.

Visitors must follow all safety protocols as listed above.

School Safety Drills

The district will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

Lockdown Drills

- Building principal/designee will determine date and time
- During lockdown drill students will remain in their seats quietly
- Teacher or Teaching Assistant will secure the classroom door and cover the window
- Teachers will have time to review the current Emergency Response Guide
- Using the PA system, the principal/designee will advise all teachers/staff that the drill has concluded

Fire/Evacuation Drills

- Drills will be conducted using a staggered schedule which will be determined by the principal/designee
- Classrooms will evacuate separately, ensuring that social distancing is maintained at all times.
- Face mask coverings will be worn during the entire drill
- Using the staggered drill schedule, all students/staff in attendance will participate, this may require multiple drills
- Multiple drills may be required to achieve full participation due to the NYSED social distancing protocols
- If multiple drills are required to achieve full participation, it will count as one (1) drill

Child Nutrition

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

The School District will utilize Blackboard messaging platform for communication with families through multiple means in the languages spoken by families. The district's Facebook page and website will also be utilized to communicate with families.

The child nutrition staff will practice social distancing, and wear face masks daily as recommended by CDC safety guidelines and New York State Department of Health. Staff will be required to have temperatures taken using touchless infrared thermometers and will be required to stay home when sick. Additional procedures/practices are as follows:

- A supply of PPE & face masks will be kept on hand and inventoried weekly.
- Poly shields have been installed on serving lines to minimize the travel of air droplets.
- Staff will practice hand hygiene at the required 20 second minimum with soap and warm water. New signs will be posted at sinks and bathrooms to help staff reinforce these practices. Hand sanitizer with at least 70% alcohol will also be available throughout the building.
- A daily cleaning & disinfecting schedule has been developed to allow for all items in the kitchen to be cleaned daily.

Meals Onsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The district will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

Cafeterias will have designated doors to enter and exit. A schedule of the lunch group's arrival and departure will be monitored so that cleaning takes place after each group of students. The School cafeteria floor plan will be reorganized to accommodate seats spaced six feet apart; which will allow students to practice social distancing while they eat in the cafeteria.

Students will be instructed on proper hand hygiene through the use of instructional videos and appropriately placed signage. Students will wash hands before and after meals at designated sanitation stations and in accordance with the lunch schedule.

Meals Offsite/Remote

For the students learning remotely; school meals will be available daily for pick-up at a designated location near the school cafeteria. Designated times for breakfast and lunch pick-up will be posted on the school website, Facebook page, District App, and communicated via Blackboard communication system. Pick-up times will be staggered, pick-up areas will be clearly marked and individuals will be required to maintain social distancing guidelines.

Transportation

The district utilizes Hamilton-Fulton-Montgomery BOCES Regional Transportation.

Hamilton-Fulton-Montgomery BOCES Regional Transportation provides the following assurances:

- all buses will be cleaned and disinfected at least once per day
- all high touch areas will be cleaned and disinfected at least twice per day after AM and PM bus routes
- no hand sanitizer will be present on any buses
- all drivers, monitors, attendants, and mechanics will be provided and wear face coverings along with optional face shields
- all drivers, monitors, attendants, and mechanics will be trained and provided periodic refresher training on the proper use of PPE, social distancing, and symptoms of COVID-19.
- all staff in their transportation locations (dispatch offices, employee lunch/break rooms, bus garage) will be provided hand sanitizer
- all staff drivers, monitors, and attendants that must have direct physical contact with students must wear gloves
- all drivers, monitors, attendants, and mechanics shall perform a health assessment for symptoms of COVID-19 before arriving to work
- all students that are physically able will wear a mask on the bus
- any student that does not have a mask will not be denied transportation and will have one provided by the district
- will not deny transportation to students with a disability that is unable to wear a mask.
- all students will be trained periodically on proper social distancing
- pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individual Education Program have placed them out of the district, whose schools are operating an in-person instructional model, when the district is not in session

For additional transportation information please contact the Hamilton-Fulton-Montgomery BOCES transportation office at 518-775-5788.

Social Emotional Well-Being

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important. The district has made available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instructions. Working with the Family Counseling Center, the district has secured a behavioral health counselor for each of the district school buildings. The counselors will be housed in each school and provide support services to any student in need. The counselors will work closely with building administration, faculty, staff, school psychologists and social workers to identify students in need. Additionally, the counselors will work to connect students, families, and staff to appropriate outside resources as necessary.

The district is committed to developing appropriate support systems for students, families, and staff. The district will create a committee to periodically review the social-emotional systems and resources for effectiveness in the face of rapidly changing school and community conditions related to COVID-19. Each school building will establish a committee to develop grade level appropriate protocols for reintegrating students into the school setting, identify students in need, and a tracking system for identified students.

Staff will receive professional development in restorative practices, recognizing signs of trauma, trauma informed instructional practices/instruction, and information on community-based systems of support.

The social emotional well-being of the district staff is equally important as the social emotional well-being of our students. Systems to support the social emotional well-being of staff will be developed to meet the needs of the individual in need.

School Schedules Updated 04/30/2021

Students 9-12 attend on an alternating day schedule. Students will be divided into 2 groups (Dragons & Huskies). Dragons will attend in-person on Monday/Wednesday and Huskies will attend in-person on Tuesday/Thursday, with each group rotating attendance on every other Friday. For example:

Week 1: Dragons attend M/W/F & Huskies attend T/TR

Week 2: Dragons attend M/W & Huskies attend T/TR/F

Students will participate in remote learning activities on days they are not in physical attendance.

Students Pre-K through grade 8 will attend school daily on a traditional Monday through Friday schedule. Classes will be arranged to meet the updated three-foot social distancing guidelines, as well as, a reduction in class size.

Performing Arts, Physical Education, Athletics & Extracurricular Activities

- NYSED requires 6 feet in between students when physically exerting themselves in PE activities and when singing or using wind instruments. The plan for Physical Education and performing

arts is currently being developed to meet the needs of our school community and DOH/NYSED guidelines

- Interscholastic sports are currently permitted. NYSPHSAA Guidance will be followed for the spring sports season. Spring sport regional and state competitions are cancelled
- Extra-curricular activities will be examined to determine which can be conducted virtually, blended, or modified

Childcare

Policies regarding before and aftercare programs include social distancing, PPE usage, cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Protocols in how to maintain cohorts, if applicable, or group members of the same household will be considered.

Attendance and Chronic Absenteeism

Pre-K-8

In-Person Model:

- SchoolTool will be used for attendance purposes

Remote Learning Model

- Students will be assigned designated times for virtual interaction with their teachers on a daily basis
- Students that do not attend their designated times and do not complete daily assignments will be listed as absent for that day
- Teachers will record student attendance at designated virtual interactions on a daily basis

Chronic Absenteeism

- For students that have not attended three days our school guidance counselor will reach out to see if the family needs assistance with anything
- Students that have missed five days will receive a telephone call and/or home visit from the school principal or other appropriate staff member
- Students that have missed 10 days will receive a chronic absenteeism letter. The truancy officer will visit each home to deliver these letters. Letters will also be sent home at 15 and 20 days

Secondary 9-12

In-Person Model:

- SchoolTool will be used for attendance purposes

Hybrid Model:

- Students will attend every other day. Days of remote learning, students will have regularly established times to check in with a teacher and/or school staff member. Check-ins and evidence of remote work via Google Classroom and other district supported digital platforms will be logged at the classroom and building level. On in-person days, SchoolTool will be used for attendance purposes

Remote Learning Model:

- Students will follow their in-person daily schedule and attendance will be recorded using SchoolTool on a period by period basis

Chronic Absenteeism

- Attendance shall be taken at the beginning of each period of scheduled instruction. Each classroom teacher shall record the presence or absence of students in a classroom (in-person as well as virtual) and shall report all absences or tardiness to the building office either electronically or in paper form during the instructional period
- For students that have not attended five days our school counselors will reach out to ascertain if the family needs assistance with anything
- Students that have missed 8 days will get a letter from the principal and a home visit from the truancy officer assess the need for additional family support and resources
- Students that have missed 15 days will receive a chronic absenteeism letter. The truancy officer will visit each home to deliver these letters. Additionally, the county district attorney will receive a copy of this letter, who then, in turn, mails his own letter outlining the importance of school attendance and the legal consequences for those responsible for continued non-attendance

Technology and Connectivity

The district is conducting a Fall 2020 Technology Survey which includes the ability for parents/guardians to submit a request for a device for each of their children attending school. The survey specifically asks each family:

- The number of students in the household who need devices
- Questions to define potential roadblocks to access, such as not enough devices, poor or no internet access, or overlapping on-line lessons
- If the parent/guardian is interested in attending classes on how to use the technology

Information gathered from the Fall 2020 Technology Survey for families and the Fall 2020 Teacher survey will be used to identify students/families/teachers in need of devices and/or internet. To the

extent possible, the district will offer 1:1 devices and hot spots for high-speed internet connections during remote, blended or in-school learning. In addition, “Spectrum Internet Assist” will be promoted to low income families in need of low-cost internet access:

<https://www.spectrum.com/browse/content/spectrum-internet-assist>

The district purchased a new primary platform to increase the ease of access to learning for Pre-K through Grade 2 students. For both remote, blended, and in-school models. The new primary platform allows the teacher to post video lessons to develop mastery of learning standards, record directions to activities, and give specific feedback to students and families.

Engaging and innovative technology applications are reviewed and if EdLaw-2d compliant are added to the district’s “white list” of available software.

The district has and will continue to purchase devices to meet 1:1 device goal for student access in remote, blended, and in-school learning. Remote or blended models will offer paper-driven materials, to the extent possible, for students who still struggle with accessibility.

Teaching and Learning

The school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the district will focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration.

These days will also be utilized for student orientation. This time will allow small groups of students to meet with their new teacher and begin to establish the relationship necessary for a successful school year.

When a remote or hybrid learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, special education students, English language learners, students who did not engage in remote learning during the spring of 2020, and students with technology or connectivity needs.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students’ success in future study.

In-person Instruction

Elementary:

- The elementary in person instructional plan will include the minimum of 180 days of instruction

- Students will enter in phases over the next two days to review health and safety procedures at each building in the district
- Students will spend a majority of the day in the classroom, with special area classes such as PE, Music, Library and Art will be instructed in the room or outside
- Breakfast and lunch will be provided in the room
- Students will be provided a social emotional assessment to understand where they are in regards to a returning to school emotionally and academically
- Social Emotional Learning activities will be incorporated daily/weekly, and/or monthly.
- All Classes will be taught by a certified teacher
- All pre-K classes will be staffed according to NYSED ratios according to age
- Curriculum will be aligned with our New York State Learning Standards
- Each classroom will have no more than 16 individuals in the classroom to insure safety protocols can be followed

Secondary:

- The Middle and High School will provide a minimum of 180 days of instruction for their students Specifically for its Secondary students in grades 7-12, we will provide instructional experiences that will be at minimum, 180 minutes per week for each unit of study
- Students will enter in phases over the next two days to review health and safety procedures at each building in the district
- Students schedules will be based on a 4 day (A,B,C,D) cycle schedule and 40 minute, 9 period day
- All Health and safety procedures will be followed, such as mask wearing and social distancing
- All Instruction will be provided to the students by a certified teacher at their grade level or unit of study
- Art, Music and PE, would be provided outside depending on weather. When inside all health and safety procedures will be followed such as a distance of 12 feet apart

Hybrid Instruction- NO LONGER AVAILABLE FOR GRADES PRE-K-8. EFFECTIVE 05/03/2021

Elementary:

- The elementary hybrid model instructional plan will include the minimum 180 days of instruction
- Students will be introduced to the school in the same manner as the in-person model. However, on the day's students are to come in for their orientation, they will be in the groups they will come into school on the established rotating basis
- Students will be broken up into two groups. "Huskies" and "Dragons". The groups will be broken up either alphabetically or by home address. One group will attend school in-person on Monday, Wednesday and every other Friday, the other group will attend on Tuesday and Thursday and every other Friday
- Social Emotional Learning will take place in the same manner as the in-person model
- All classes will be staffed with a certified teacher and the student-teacher-paraprofessional ratios will align with State standards

- Curriculum will be aligned to our New York State Learning Standards
- Each classroom will have no more than 16 individuals in the classroom to insure safety protocols can be followed

Secondary:

- The High School will provide a minimum of 180 days of instruction for their students
- Specifically, for its Secondary students in grades 7-12, we will provide instructional experiences that will be at minimum, 180 minutes per week for each unit of study
- Staff and Students would be introduced to their learning environment in the same manner as our elementary
- Students would be broken up into two groups (Huskies or Dragons). The groups would be separated by alphabet, or address. Each group would attend school in-person on a every other day schedule. Dragons will attend on M/W and Huskies will attend on T/TR with each group rotating every other Friday in-person attendance
- Teachers will begin the year supporting the student's social emotional needs through an SEL assessment, as well as weekly and or monthly check-ins
- Surveys would be provided to insure student's technical connectivity and the district would work to support those students who have technical issues
- Breakfast and Lunch would be served in school, and supplied to those students who were working remotely via a bag breakfast lunch supplied to them the day they were in school, or through a curb-side pick-up
- Art, Music and PE, would be provided outside depending on weather and alternative assignments would be provided to students who were working remotely. Students will be encouraged to create and present on their in-person days and Respond and Connect on the days they are working remotely
- A Flipped Classroom model will be encouraged when it comes to PE and some of our core classroom units of study
- Staff will be trained on how to provide meaningful feedback on student's assignments when they are in the remote environment. This will provide rich discussion when they are working with students in -person

Remote Instruction

Elementary:

- The elementary remote model of instruction will include the minimum 180 days of instruction
- Staff will be required to work in their buildings on a daily basis in this environment to promote teacher communication and collaboration
- Student attendance will be clearly defined by the district and recorded in our student management system (SchoolTool)
- Staff will be trained in how to utilize all aspects of the SchoolTool student management system. This will assist teachers to communicate with the families of their students
- District will work to supply students with the proper hardware or hot spot to ensure connectivity
- Resources will be made available both digitally and in hard copy that align with the New York State Teaching Standards

- Schedules will be created to provide the students with consistency in regards to their learning responsibilities. Students will be required to log into their classrooms daily or make contact with the teachers. Some students will be required to hand in weekly assignments if unable to connect with the teacher remotely

Secondary:

- The Middle and High School will provide a minimum of 180 days of instruction for their students. Specifically, for its Secondary students in grades 6-12, we will provide instructional experiences that will be at minimum, 180 minutes per week for each unit of study
- Students will follow a schedule similar to their schedule in the in-person model in an effort to maintain consistency and continuity in their learning experiences
- The district will provide students with the technology resources required so they can engage with their teachers in a remote learning environment
- Staff will be provided professional development in remote learning digital applications

For information relating to teaching and learning in BOCES special education and Career and Technical Education programs, please see the BOCES website <https://www.hfmboces.org/>.

Special Education

The district is committed to meeting the education needs of our Students with Disabilities. Provisions for meeting the educational needs are as follows:

- K-12 students participating in a full-day self-contained program will attend school daily. Adjustments to the daily schedule may occur for students in grades 9-12 as indicated in the Individual Education Plan
- Students with Disabilities in grades K-12 that receive programs in an integrated setting will follow the schedule of their regular education peers
- All Students with Disabilities will be provided a set class schedule for any remote or in-person instruction provided
- Related Services will be provided remotely and in-person with an emphasis on scheduling in-person services for all Students with Disabilities. Services will be scheduled with a goal of maintaining the integrity of the cohort model when possible. Services will be provided in a larger space whenever possible
- For students participating in a remote setting, daily interaction will be scheduled with teachers and/or related service providers
- All staff members will maintain a communication log for any interaction with parents regarding remote services or services provided through a hybrid model
- All special education teachers and related service providers will complete a Provision of Services document which outlines the needs of the child and how those needs will be met through in-person and remote activities

- Case Managers and CSE will review the provision of services document with parents/guardians to address any questions and identify parent training needs
- Case Managers and CSE will hold formal and informal meetings with parents to discuss how services will be provided to their child, identify parent training needs, and discuss ongoing collaboration between the child's teachers/providers
- The Office of Student Support Services will hold periodic information sessions available to all parents to address questions and/or provide updated information
- CSE meetings will be held to address programs and services as needed
- The district will provide messages in the parents' native languages
- All written communication will be translated for parents as needed
- A district letter will be sent to all outside providers for CSE and CPSE students requesting information regarding the provision of services for the 20-21 school year
- A district letter will be sent to all outside providers for CSE and CPSE students requesting a log of student activities every 2 weeks
- CPSE/CSE meetings will be held to review student progress and discuss if additional resources are needed for the child to be successful (5 and 10-week reviews)
- Parents will be sent a letter prior to the start of the 20-21 school year that provides information on their child's program
- Provision of Services document will identify student needs and how needs are met in a remote environment
- Case Managers and CSE will identify additional materials needed to ensure modifications/accommodations are met. The district will provide these materials to families
- Students will be provided Chromebooks/Tablets/Internet access and other assistive technology devices needed to ensure modifications and accommodations are provided

Bilingual Education and World Languages

The district is committed to meeting the needs of our English Language Learners (ELL) and will adhere to Commissioner's Regulations Part 154. The district procedures are as follows:

- All new students that may require ELL services will have the identification process completed within the 30-day timeframe
- Each school building (Kingsborough, Boulevard, GMS, GHS) will receive a list of students requiring ELL services
- Services for our ELL students will be based on the results of the most recently administered NYSESLAT or NYSITELL
- ELL providers will meet August to ensure all student information is up to date and students are scheduled for all required services
- The district will use software to provide district and building generated messages in our families preferred language
- Building principals will receive a list of families that require materials to be sent home in another language

- ELL providers will meet with each individual family prior to the start of the school year to confirm the preferred language, method of communication, and the schedule for the student's services and program
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Staff

Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan.

Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

Key References

- [State Education Department Issues Guidance to Reopen New York State Schools](#) (July 16, 2020)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) (July 13, 2020)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health](#) (July 13, 2020)

Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

Once finalized, reopening plans must be posted on the district's website. By July 31, 2020, districts will need to complete a survey through the Portal, providing NYSED with:

- *A link to the public website where each school plan has been publicly posted*
- *A set of mandatory assurances that the reopening plan includes all of the mandatory elements outlined in the NYSED guidance*

NOTE: Information submitted through the Portal will not include detailed narratives or descriptions of specific actions to be taken by a school or district as part of their reopening Plan; those details must be articulated in the materials that are publicly posted on the school/district website.

Also by July 31, 2020, districts must complete a short companion [Department of Health survey that includes a link to the publicly posted plan on the district/school website.](#)