

**TONAWANDA CITY SCHOOL DISTRICT
REOPENING PLAN
2020-2021 SCHOOL YEAR**

July 31, 2020

** This plan was developed in consultation with many school and community stakeholders. All areas of this plan address requirements and mandates as defined in the guidance documents from NYSDOH and NYSED. Additionally, this plan includes other recommendations and best practices as described in the guidance. This plan is subject to change based on future guidance and recommendations established by the NYSDOH and NYSED.*



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Tonawanda City School District

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Plan Categories

The Tonawanda City School District's COVID-19 health and safety reopening plan establishes and explains necessary policies, practices, and conditions as defined by the guidance documents from the New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED) for reopening guidance. This plan focuses on student and employee safeguards and mitigation of potential exposure to COVID-19 within three instructional models. The health and safety of District students and staff is our top priority and this plan has a strong commitment to those measures.

The reopening plan is divided into categories. Each category contains guidance, procedures, protocols and/or other measures which explain practices in order to maximize the health and safety of students and staff. Specific operational and logistical guidance will be communicated to parents, students, and staff prior to the start of our instructional programming in the Fall.

A short description of the plan categories are provided below:

Communications: Describes the channels the District will utilize to communicate with parents, students, faculty and staff regarding information on COVID-19 and related topics.

Operations: Explains health and safety protocols for COVID-19 testing, contact tracing, workplace risk assessment, cleaning and disinfecting, and ventilation/HVAC. Provides procedures for buildings and grounds, transportation and food service.

Health and Safety: Describes safeguards for public health and safety including healthy hygiene practices, use of masks, protocols for social distancing, symptom monitoring and screening, plans for when a stakeholder becomes sick, and readmission.

Building Procedures: Explains building access, classroom layout, cafeteria, personal property rules, playgrounds, hall traffic, arrival and dismissal, and extracurricular procedures.

Academics: Based on guidance from the NYSED, the DOH, and the Governor, the District will determine the instructional model for the 2020-2021 school year. All core and special area courses will follow the specifications of the determined model.

Social Emotional Supports: Describes the steps taken to create emotionally and physically safe, supportive and engaging learning environments that promote all students' social and emotional development.

Athletics: Explains health and safety precautions with athletic practices, competition, sporting venues, locker rooms, gyms, game operations, and offseason programs.



Communication

General Information

The District will utilize numerous communication channels to inform parents/legal guardians, students, teachers, administrators, support staff and community members of procedures and protocols with respect to the COVID-19 pandemic. The most highly utilized channel is our email/text message mass communication system, and Tonawanda City School District mobile app. The District alert system sends an email, text message, voice mail alerts, and app notification, usually pointing to an explanatory document or letter on the school District website. The school website (www.tonawandacsd.org) and mobile app are the primary means for distributing letters, documents, event headlines, frequently asked questions, and general information about the District and each school building. The website has a dedicated page for all correspondence, sorted chronologically, regarding the coronavirus pandemic. A separate dedicated webpage contains guidance documents released by the Department of Health, New York State Education Department, Governor's Office, and the Center for Disease Controls. Opportunities to further communicate with building administrators will be made available in the near future.

The District will

- Post the completed reopening plan on the District website for faculty, staff, students, parents/legal guardians and community members to access.
- Continue to engage stakeholders and community members when developing, sharing and executing the reopening plan.
- Adhere to the communication plan for students, parents/legal guardians, staff and visitors.
- Instruct all students, faculty, and staff on how to follow new COVID-19 protocols safely and correctly. This will include hand and respiratory hygiene, wearing of proper face covering while maintaining a social distance of six feet, and using a physical barrier.
- Require all students, faculty, staff and visitors to adhere to CDC/DOH guidance regarding the use of PPE, specifically face coverings and maintain a social distance of six feet. There will be verbal communication and signage throughout the District to educate, remind, and support this mandate.
- Designate Mary Beth Scullion, the Assistant Superintendent, as the COVID-19 Safety Coordinator and all building level supervisors and school nurses as the building level coordinators responsible for answering questions regarding COVID-19 and the implementation of the reopening plan.



Operations

Before Opening

Prior to reopening the school buildings, administrators will consult the most recent federal guidance for school programs, including ongoing mitigation strategies, as well as prevention, support, and communication resources. Administrators will also ensure that appropriate inventory of personal protective equipment (PPE), and cleaning/disinfecting materials have been purchased and made available in all necessary areas of the building. The District will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering. The District will also require professional development for all employees on these precautions and procedures either virtually or in person. A workplace risk assessment will also be conducted in each of the buildings.

Cleaning & Disinfecting

Building Cleaning

- Cleaning and custodial staff has received and will continue to receive professional development on the proper and appropriate procedures for cleaning, sanitizing, and disinfecting school buildings.
- The custodial and cleaning staff has been, and will continue to clean and disinfect the buildings consistent with the CDC and DOH Guidelines for mitigating the spread of COVID-19.
- High contact surfaces will be cleaned and disinfected numerous times a day. This includes handrails, door knobs/handles, and high touch areas in restrooms.
- Additionally, the custodial and cleaning staff will perform a thorough cleaning and/or disinfecting daily. This includes but is not limited to dusting and wet mopping or auto scrubbing of floors, vacuuming, trash removal, cleaning/disinfecting of restrooms, spot cleaning of walls and carpet, cleaning meeting room tables and other occupied spaces.
- All employees are encouraged to wipe down their personal work spaces and personal use items within the building/classroom and support student hand and respiratory hygiene and high contact surfaces.
- There will be an emphasis on the importance of hand washing with soap and water for 20 seconds. Hand washing will occur frequently throughout the day. Social distancing will remain a critical component of the Facilities staff and when social distancing of six feet cannot be maintained the use of a face mask is mandatory.



- The District will provide appropriate signage prominently displayed at entrances and in high traffic areas. These signs will include messages about social distancing, effective hand washing, the use of PPE, and symptoms of COVID-19.
- Playgrounds will be cleaned per CDC guidance. Outdoor areas, such as playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection, as per NYSED guidance. High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely.
- Building ventilation will be sustained through frequent filter changes in order to provide optimal efficiency. Frequency of filter changes will be documented; adequate code requirements will be maintained. As per the guidance, we will continue to maintain adequate, code required ventilation. Additionally, our schools will increase the fresh air ventilation rate, to the extent possible, to aid in maintaining a healthy indoor air quality.

Visitors, Construction Contractors, and Non-Essential Employees

Non-essential individuals are discouraged from entering any district building to minimize additional contacts and maintain a safe environment:

- Visitors, guests, and vendors will:
 - Be required to report to the security office/raptor location at the respective buildings and answer the required questions through the Raptor Visitor Management System.

If the visitor answered "No" to ALL of the questions, he/she may request access to a building

If the visitor answered "Yes" to ANY of the following questions he/she must:

- Leave the District Property
- Contact their physician to report their condition and concern
- If they identify any of the symptoms they will not be permitted access to the building.
- If they identify they do not have any symptoms, they will be escorted to their requested destination within the building. The individual will be asked to conduct business as quickly as possible and exit the building.
- Contractors/Delivery Personnel
 - a. Will NOT be permitted to enter the building
 - b. A District Custodian or Stationary Engineer will meet the delivery person at the door to secure the contents

Visitors are discouraged from entering district buildings. If they must enter, they must wear an appropriate face covering that covers their nose and mouth and will be escorted by a staff member during their brief visit.



Transportation Guidelines

- In an effort to lessen the student density on buses and to best mitigate the spread of COVID-19, a survey will be distributed to determine parents/legal guardians who are willing to transport students to school each day for the school year. Parents/legal guardians may sign a form committing to self-transport of their children. This process will be revisited every 10 weeks.
- All students K-5 living within one-half mile of the school of attendance, all students in grades 6-8 within one a mile of the school of attendance, and all students in grades 9-12 living within one and one-half miles of the school of attendance will continue to be required to provide their own transportation to and from school. These parameters are subject to change by action of the Board of Education.
- All students and staff will wear face coverings when entering, exiting, and seated on any school buses or in school vehicles shared by others (As mandated by the document: *Reopening NY: Guidelines for face-to-face Instruction at Pre-K to Grade 12 Schools*).
- The District encourages parents to have children wear face coverings while waiting for the bus or students remain six feet apart.
- Hand sanitizer of any kind will **NOT** be allowed on the bus due to its combustible composition.
- Students will be seated from the rear to the front of the bus.
- Students within the same household will sit next to one another in the same seat.
- At the end of any trip, students will remain seated until the bus is stopped. As directed by the bus driver, students will move directly off the bus without pausing.
- The District has reviewed and will continue to review the transportation provider's "Infectious Plan for COVID-19" to ensure it meets the mandated requirements.
- Students and employees of the transportation provider will be trained on proper use of personal protective equipment, social distancing, and signs and symptoms of COVID-19.
- Students with disabilities that prevent a mask from being worn will not be denied transportation.
- Transportation will be provided for students with IEP's or that are placed out of the district.

Transportation Provider Procedures

- Bus drivers and bus monitors will be monitored on a daily basis and self-reporting any COVID-19 type symptoms.
- Buses will be cleaned and disinfected on a daily basis.
- Drivers will wipe down high touch surfaces between bus runs.
- Bus drivers will be required to wear facial coverings at all times.
- Drivers and monitors who have direct contact with students will wear gloves and face coverings.
- If a student attempts to enter a bus without a mask, the driver will provide the student a mask.
- Hand sanitizer will be available for all staff in transportation locations including dispatch, break rooms and bus garages.



School Arrival Guidelines

- Once the number of students requiring District transportation is determined based on the parent survey, each school will develop a plan to maximize use of multiple entry locations to minimize student congregation. Students will be directed to enter the school one busload at a time per entry way.
- Students will be required to move directly to designated locations.

Food Service Guidelines

- Some student breakfasts and lunches will be consumed in the classroom for grades K-5. Opportunities for students to eat in the cafeteria will be on a staggered schedule to maintain social distancing.
- Students in grades 6-12 who eat breakfast at school, will report to the cafeteria, eat their breakfast and then immediately report to their first period classroom. Students who do not eat breakfast at school will report directly to their first period classroom.
- Students in grades 6-12 will wear face coverings with six feet of separation at all times in the cafeteria whenever they are not seated within the barrier; including arrival, securing food, and returning trash.
- All condiments, plasticware, and napkins will be pre-packaged.
- Finger scan machines were removed from the cafeteria out of an abundance of caution for high touch areas. Students will share their name with the cashier to process their transaction.
- A la carte sales will be purchased at the same time students receive their lunch.
- Students will not be allowed to share food and there will be no buffet style food stations.
- Students will maintain 6 feet apart or separated by a barrier while consuming meals.
- Students will perform hand hygiene before and after eating.
- Appropriate signage will be posted relating to hand hygiene and social distancing.
- A standardized menu K-12 with age appropriate portions will be served. Meals will promote fresh healthy menu options that are individually plated.
- The District will ensure compliance with Child Nutrition Program requirements including applicable health and safety guidelines and access to meals for enrolled students in attendance and learning remotely.
- Protocols have been developed to address hand hygiene, its promotion, food sharing, and cleaning in between meal periods.
- Communication with families in their home language will follow the same Child Nutrition guidelines.

Food Provider/TCSD Guidelines

- Food service workers will be monitored on a daily basis and self-reporting any COVID-19 type symptoms as per Sodexo requirements.
- Kitchen areas will be cleaned and disinfected on a daily basis. Food service workers will wear face coverings at all times. Equipment, including high touch objects will be disinfected daily or more often given the rate of usage.



- Ensure gloves, masks, disposable aprons, and other supplies are readily available.
- Disposable trays will be utilized and all food items will be protected with “to go” containers or other appropriate packaging
- Work stations are reorganized for proper physical distancing during preparation and meal service.
- Physical barriers, such as sneeze guards and partitions at POS and other areas where maintaining a physical distance of six feet is difficult, will be installed, as necessary.
- Food Service Provider employees, school hallway and security monitors, in addition to custodial staff will clean and disinfect designated eating areas in between lunch periods.
- Provisions will be made to protect students with food allergies if providing meals outside the cafeteria.

Safety Drills

Safety drills are required by NYSED and will be performed in conjunction with social distancing to mitigate the spread of infectious diseases within reason, to the best extent feasible. Processes will include:

- Schools will complete 8 evacuation/fire drills and 4 lockdown drills each school year, per Education Law 807.
- Drills will be conducted with social distancing.
- Debriefings should be held after each drill.
- School staff will review the procedures and provide instruction to students on the various types of drills and procedures.
- To avoid mass congregation and to mitigate the spread of COVID-19, lockdown drills will be conducted without hiding/sheltering, but students will be instructed on how to shelter or hide in the classroom in the event of an actual emergency that requires evacuation or lockdown.
- During fire drills, a staggered schedule will be used so that classrooms can evacuate separately, rather than all at once. Classes will evacuate to different outside areas of the school campus and will stagger their evacuation routes using varied exits of the building, while social distancing.



Health & Safety

Staff and students (except identified special education students) are required to wear acceptable face coverings whenever they are within six feet of other students or other staff members. Acceptable face coverings include but are not limited to cloth-based (e.g. homemade sewn, bandana, and surgical masks that cover both the mouth and nose). The District will provide information and instruction to staff and students on proper use, removal, and washing of cloth face coverings.

According to Executive Order 202.17, any individual who is over age 2 and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining social distance.

The District encourages students and employees to use any fabric face coverings they may have in their possession, due to comfort and availability of disposable surgical masks at this time. If an employee or student arrives without a face covering the District will provide one.

Masks or cloth face-coverings must be worn

- At all times unless a teacher or administrator is providing a mask break or has asked a student to remove their mask.
- Upon entry to the building until arriving in your workspace or scheduled class.
- While in any common spaces (restrooms, hallways, waiting in lines).
- When in tightly confined spaces occupied by more than one individual at a time (elevators).
- When there is more than one occupant in a District vehicle.

Masks or cloth face-coverings do not need to be worn when

- A teacher or administrator is providing a mask break or has asked a student to remove their mask.
- An individual is working alone and is not in the presence of another person.
- Face-to-Face gatherings when held in an open, well-ventilated space with appropriate social distancing among participants.
- Employees are in their normal workspace while observing social distancing, or working alone within a workspace.

Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors, as defined by a physician.

Mask breaks will occur throughout the day. Mask breaks will occur at the direction of the teacher



or administrator. Students can expect a 10-minute mask break every 40-minute class period in the MS/HS or every 45 minute block in the elementary school. Educational videos and signage regarding handwashing, face covering protocol and other public health measures will be made available to students and staff.

The District will provide and maintain adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer, paper towels, tissues, and lined trash receptacles.

Social Distancing

Faculty and staff need to ensure at least six feet of distance between individuals, unless safety or core function of the activity (e.g., instruction) requires a shorter distance. However, any time that staff or faculty are less than six feet from one another or students, they must wear acceptable face coverings.

To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

Social distancing markers will be posted that denote six feet of spacing in commonly used and other applicable areas on the site.

Health Monitoring

Active surveillance for severe acute respiratory syndrome coronavirus will be essential to informing school policy and public understanding over time. It will not be possible to reduce the risk of COVID-19 transmission in schools to zero.

A fever is medically defined as a body temperature of 100° F or higher, according to the Centers for Disease Control and Prevention. This is consistent for both children and adults.

Faculty, staff and students are required to stay home if they are sick. Parents are required to keep children home from school when they exhibit symptoms of COVID-19. Parents are encouraged to immediately contact their physician.

Employees, students and guardians must monitor for signs and symptoms of COVID-19 daily.

Individuals with symptoms will be isolated from others and sent home immediately. Students should be supervised in the isolated area while awaiting transport home. Schools should refer such persons to a healthcare provider and provide resources on COVID-19 testing.



People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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

It is strongly recommended that all staff are educated to observe students or other staff members for signs of any type of illness such as:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue, and/or irritability
- Frequent use of the bathroom

Students or staff who display signs or symptoms of COVID-19 will:

- Each school will designate two rooms for school health service personnel. One room will be used for healthy students to obtain medications and nursing treatments. The other room will be used to isolate students / staff who are showing symptoms of COVID-19.
- Anyone who has a temperature of 100° F or greater or has a positive response on the screening questionnaire must be isolated from others and sent home immediately.
- Students and staff who become ill with symptoms of COVID-19 at school must be sent to the isolation area for an assessment by the School Nurse.
- The student will be escorted to the isolation room by building personnel.
- A parent/guardian should be contacted to pick up the child.
- Students will be supervised in the isolated area while awaiting a transport home.
- Students will be escorted from the isolation area to the parent/guardian.
- Schools will refer such persons to a healthcare provider and provide resources on COVID-19 testing.
- If a school nurse is not available, the school will need to isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition.



Health screening procedures

As per NYS guidance, staff, student or parent will screen themselves before leaving their residence. The District will send the screening questionnaire daily.

In addition, a personal health screening of symptoms, including a temperature check must be completed before leaving your residence. If any staff, student or parent answers YES to any of the below questions, he/she must remain home and NOT report to the District.

1. Have you (for staff) or your child (for parents) experienced any symptoms of COVID-19, including having symptoms of lower respiratory illness such as a cough, shortness of breath, difficulty breathing or sore throat or a fever greater than 100° F or 38.0 C?
2. Have you or your child knowingly been in close or proximate contact in the past 14 days with anyone who tested positive through a diagnostic test for COVID-19?
3. Have you or your child tested positive through a diagnostic test for COVID-19 in the past 14 days?
4. Have you or your child traveled internationally or from a state with widespread community transmission of COVID-19 as per the New York State Travel Advisory in the past 14 days?

If any of the scenarios listed above apply to you, stay home and contact your physician.

Any individual who has symptoms of COVID-19, who reasonably believes they may have been exposed to COVID-19, who lives with anyone who has been diagnosed with COVID-19, or who has been diagnosed with COVID-19, shall immediately report this information to their direct supervisor and seek proper medical attention. The District will cooperatively communicate with the Erie County DOH immediately. The District will follow all procedures, protocols, and processes for collaboration of timely results and required contact tracing from the Erie County DOH.

Any individual who has traveled internationally or within certain states with widespread community transmissions of COVID-19 are expected to report this to their supervisor or building administrator, before entering a building.

Please use the link below to learn more about the Erie County DOH protocols for COVID-19 and to find local testing for COVID-19.

<https://www2.erie.gov/health/index.php?q=covid-19-testing-information>

Plan for when a staff member, student, or visitor becomes sick

Each school will identify an area to separate anyone who exhibits COVID-19 like symptoms during hours of operation, and ensure that students are supervised by a staff member who is physically distanced.

Individuals who develop COVID-19 symptoms and are in isolation will be safely dismissed to the parent/legal guardian or means of transportation to their home or to a healthcare facility, as appropriate, depending on the severity of illness.

Areas used by any sick person will be closed off and not used until they have been properly disinfected.

Health officials, staff, and families will be notified of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. In the case of a positive test, the District will coordinate with the Local Health Department to trace all contacts of the individual, in accordance with the New York State Contact Tracing Program. The District will cooperate with contact tracing efforts, including notification of potential contacts, such as employees or students who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Sick individuals will be advised not to return until they have met CDC and/or DOH criteria to discontinue home isolation.

Those who have had close contact with a person diagnosed with COVID-19 will be informed to stay home and self-monitor for symptoms, and to follow CDC or DOH guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC or DOH guidance for home isolation.

Any employee or student who screens positive for any of the above criteria (i.e., symptoms, test, or close contact) is prohibited from entering the school. They will be sent home with instructions to contact their health care provider for assessment and testing.

If necessary, the District has a plan for deep cleaning, disinfection, and temporarily closing as ordered by the DOH.

Plan for returning to school

If a staff member or student exhibits symptoms of COVID-19, **with or without** a positive test, the District will refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)". This may need to be considered for family and/or household members who are positive of COVID-19, as carriers can be asymptomatic.



Any person returning after a positive diagnosis must be released from quarantine by the DOH or designated agency.

Compliance will be monitored by the District and documentation must be provided by the employee or student/parent. Further, a reporting plan will be in place to ensure all are alerted who have come into close or proximate contact with a person with COVID-19.

Accommodations for High Risk Individuals

- The District will provide information regarding medical conditions accepted as high risk for contracting/being impacted by COVID-19 and potentially eligible for Americans with Disabilities Act (ADA) accommodations as per their physician.
- All students and staff seeking accommodations for potential high risk medical conditions will follow District procedures, as per district processes for ADA accommodation request.
- Documentation from a Physician will be considered and proper PPE/accommodations will be provided to students and staff to accommodate the documented condition.
- Mary Beth Scullion, Assistant Superintendent, is the designated COVID-19 Safety Coordinator. Please contact her with questions.

Academics

The following section describes instructional models, prioritizing standards, academic gaps and interventions, structures and expectations for K-12 hybrid/virtual learning, and considerations for supporting diverse learners. Based on guidance from the NYSED, the DOH, and the Governor, the District will determine the instructional model for the 2020-2021 school year. The District is prepared to transition between instructional models as directed by the above parties.

Instructional Models

Face-to-Face Model

100% of staff and students will attend the school building for a full day on each scheduled school day and instruction will be delivered in traditionally scheduled courses/subject areas with established precautions for maintaining health and safety. [Refer to TCSD Face-to-Face Model](#)

Hybrid Model

Students will receive instruction with an altered schedule to reduce student density within the building. Staff will report to the school building daily. Students would attend school face-to-face for two days a week and the other days engaged in virtual instruction. [Refer to TCSD Comprehensive Hybrid Model](#)

Virtual Model

Students will not attend the school building on a daily basis. Instruction will be conducted digitally through online methods. The structure of the classes, expectations for students and teachers, and protocols for taking attendance, delivering lessons and instructional materials, assessing student work, and grading/providing feedback is addressed. [Refer to TCSD Comprehensive Virtual Model](#)

Technology and Connectivity

The District will create and distribute a connectivity survey to parents and staff prior to the 2020-2021 school year to determine the level of access to devices and high-speed broadband in their places of residence should any virtual instruction be required throughout the school year.

Internet Access

The District has identified a number of internet providers who will provide access to the internet for families who do not already have access to the internet. In addition to commercial internet providers, the District will identify and share internet hotspots throughout the community.

Parents who do not have access to the internet should call the District and notify District personnel that they require digital resources for their children to engage with virtual learning.

Technology Support

Orientation for staff, students and families to the Google for Education Platform will occur through explicit directions and videos; additionally there will be on-going tech support and troubleshooting for staff, students and families through access to our district Technology Help Desk.

Prioritizing Standards and Curriculum

The District conducted a curriculum needs assessment in the Spring to determine essential standards and skills addressed, as well as those needing reinforcement in the 2020-21 school year. The District focused on prioritizing standards, which creates clarity around what is to be taught and what students

should learn next school year. Furthermore, prioritizing the standards fosters efficient planning and more effective sharing of resources. These analyses identified what is most important for students to know and be able to do and prioritized our curriculum and teaching around essential standards.

Supporting Diverse Learners

Special Education

In accordance with the Individuals with Disabilities Education Act (IDEA), each student with a disability has unique needs and it is the purpose of the education system to ensure every student has access to their grade-level standards and makes progress in their education. The IEP is the roadmap for each student with a disability, and in these challenging and evolving times including COVID-19 restrictions, it is critical that the Committee on Special Education (CSE) meets and works with the family to jointly determine what is working for each student in distance learning as well as what accommodations and modality of learning allows the greatest access.

English Language Learners

The District will continue to administer the Home Language Questionnaire (HLQ) and conduct the individual interview as the first steps of the ELL identification process. Parents may complete and submit the HLQ digitally. Qualified personnel will be available to determine if a language other than



English is spoken at home. An individual interview with students and/or parents may be conducted virtually by qualified personnel. The interview will include a review of the student's abilities or work samples including:

- Reading and writing in English;
- Reading and writing in the student's home language;
- Mathematics

The District will maintain all documents related to its students, including the HLQ, the individual interview, and any other records generated as part of this virtual identification process. Once the school District re-opens, it will re-conduct the ELL identification process in person, including a full parent orientation as mandated by Part 154 regulations.

Communicating with Multilingual Families

Communication with parents/guardians will be provided in the language preference of the students' families, in accordance with Federal and State requirements.

Continuity of ELL Services

ENL teachers will continue to provide appropriate instruction and support to all students with English language acquisition needs. For students unable to attend school due to an approved ADA diagnosis, the

District will strive to provide virtual ELL services to the greatest extent possible, including targeted and scaffolded instruction and support. Teachers will utilize each student's level of language proficiency to design instruction with appropriate scaffolds. This will support the continuity of learning and take individual students' levels of language proficiency into account as instruction is planned with the appropriate scaffolds. ENL teachers, as well as content area teachers co-teaching with ENL teachers in integrated ENL courses, will provide instruction and support to all ELLs in their classes, as well as virtually. ENL and content area teachers will work collaboratively to address the needs of all the ELLs they are teaching, including differentiating grade level materials and instruction.

Refer to the [ENL Tonawanda](#) expanded support document.

Attendance and Chronic Absenteeism for Virtual and Hybrid Plans

Teachers will take attendance daily, but the meaning of attendance changes—virtual/hybrid learning attendance is more about engagement than physical presence. All students are expected to have contact with their classroom teacher each day. During a virtual or hybrid setting, daily classroom attendance must be taken and entered into eSchool.

How daily attendance participation may look:

- Attending Google Meet sessions



- Participating in threaded discussions
- Submitting work
- Taking an assessment online and/or paper/pencil
- Uploading a video
- 1:1 communication via phone/email/Google
- Meeting with Service Providers

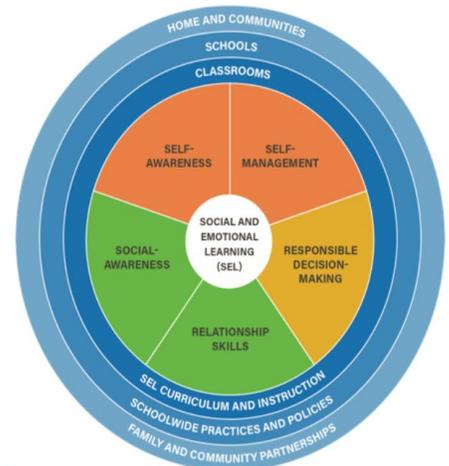
If attendance requirements are not being met, the district will directly contact families or students who do not regularly participate in communicating or engaging with their child's teacher. The district will consider safe, welfare checks that maintain social distancing to deliver supplies and transfer homework assignments. The district may involve attendance officers if attendance is not documented within five school days.

Social Emotional Learning (SEL)

Even before COVID-19 dramatically changed the context of teaching and learning across the country, there was a growing consensus in education that schools can and should attend to students' social-emotional development. The social-emotional learning skills or the five core social-emotional competencies, as identified by the Collaborative for Academic, Social and Emotional Learning (CASEL) are the foundations for young people's well-being: self-awareness, social awareness, self-management, relationship skills, and responsible decision-making.

Learning does not happen without social connection. We recognize that in light of the social disconnections that have occurred in the wake of COVID-19, distance learning cannot occur without first addressing the social-emotional needs of our students, teachers and families. Furthermore, we recognize that to attend to these social emotional learning needs, we will provide the necessary support and resources to all District stakeholders to build a community of collective understanding of how we can attend to students as well as each other. To address the additional needs of students due to the experiences surrounding COVID-19, the District will offer counseling, community circles, and in-class lessons and support.

SEL is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.



*Five Core Competencies of SEL*¹

Self-awareness: The ability to accurately recognize one's emotions and thoughts and their influence on behavior. This includes accurately assessing one's strengths and limitations and possessing a well-grounded sense of confidence and optimism.

Self-management: The ability to regulate one's emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.

Social awareness: The ability to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize family, school, and community resources and supports.

Relationship skills: The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating,

¹ "Core SEL Competencies - casel." <https://casel.org/core-competencies/>.



resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed.

Responsible decision-making: The ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others.

SEL for Staff

Opportunities for employees to check in regularly with a mental health staff member or colleague in the event additional SEL support is needed will be available at all times. The District will provide and offer ongoing professional development which may include:

- Superintendent Conference Days
- GCN training modules
- EAP support for professional assistance and services
- Erie 1 BOCES professional development
- Mental health training for faculty & staff, restorative justice training for faculty and staff
- NYSIR



Athletics

All athletics guidelines are subject to change based on potential future regulations set forth by NYSED and NYSPHSAA

The District will follow the National Federation of High School Sports (NFHS) phased approach and New York State Public High Schools Athletic Association (NYSPHSAA) recommendations. There will be 2-week intervals between each phase in order to resume. All phases require a pre-workout screening and record keeping. All phases include increased diligence on personal hygiene and personal and social responsibility.

Phase 1

No more than 10 in a group, no sharing of equipment, no locker room use or indoor facility use, cannot do any drills that pass the same ball from one player to another.

Phase 2

Up to 50 participants for outdoor activities and no more than 10 participants for indoor activities. Low risk sports may practice or compete. Moderate and high risk activities should keep the sharing of equipment to small pods of less than 10 participants in each pod.

Phase 3

Gathering sizes of up to 50 participants in a group for indoor and outdoor activities. Moderate risk sports may resume practices and competitions. Modified practices begin for high risk sports.

Offseason Training Programs

NYSPHSAA requires off-season programs to be optional and open to the entire student body. School must enter Phase 4 of the NY Forward reopening plan. NYSPHSAA guidelines follow the National Federation of High School Sports and a three phase approach. School Districts permit campus facilities to open to students and faculty NYS recommended social distancing and safety protocols can be implemented in a safe and appropriate manner. Coordination between the athlete and coach should occur to ensure any training is developmentally appropriate. Training programs should include a phased reintroduction of physical activity with proper heat acclimatization and a focus on hydration.



Sports by Risk Level

(Categorized by the National Federation of State High School Associations)

High Risk	Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.	Wrestling, football, boys lacrosse, competitive cheer
Moderate Risk	Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants or intermittent close contact or group sports or sports that use equipment that can't be cleaned between participants.	Volleyball, baseball, softball, soccer, tennis, pole vault, high jump, long jump, 7 on 7 football, swimming relays, basketball
Low Risk	Sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors.	Individual running events, throwing events (javelin, shot put, discus), individual swimming, golf, bowling, sideline cheer, cross country running (with staggered starts)

**Could potentially be considered "Lower Risk" with appropriate cleaning of equipment and use of masks by participants*



Practices:

The following will take place when the districts uses the instructional model below:

Face-to-Face - Practices

Instruction with social distancing guidelines and athletic participation is allowed:

- Follow NFHS Guidelines.
- Minimize contact, maximize skill development and limit full group activities to a reasonable level.
- Coaches will be diligent and hyper focused on appropriate hygiene and respiratory practices.
- Coaches will wear masks when social distancing is not possible.
- Athletes should bring their own personal water bottle.

Hybrid - Practices

Instruction with social distancing guidelines and athletic participation is allowed:

- Follow face-to-face guidelines.

Virtual - Practices

Instruction without athletic participation allowed:

- Coaches will provide virtual instruction on skill development, strength and conditioning.
- Coaches provide video and strategic work for athletes to view and analyze. Coaches may hold team meetings virtually after school hours.

Games/Contests:

The following will take place when the districts uses the instructional model below:

Face-To-Face - Games

Instruction with social distancing guidelines and athletic participation is allowed:

- Coaches will be diligent and hyper focused on hygiene and respiratory practices.
- Coaches will wear masks when social distancing is not possible.
- Only two spectators allowed per athlete in a socially distant manner during games/contests.
- Spectators must maintain six feet of physical distance between individuals and/or family/household units at all times and all spectators must wear face coverings.
- Players, coaches and officials will be screened prior to entering the field.
- Athletes should bring their own personal water bottle.
- There are several scenarios for the 2020-2021 athletic seasons which will be determined by the NYSPHSAA at a later date. The scenarios involve alternate starting dates and change of season based on potential risk by sport.



Hybrid - Games

Instruction with social distancing guidelines and athletic participation is allowed:

- Follow face-to-face guidelines.

Virtual - Games

Instruction without athletic participation allowed:

- Not applicable in most cases.

Athletic Bus Transportation:

The following will take place when the districts uses the instructional model below:

Face-to-Face - Athletic Transportation

Instruction with social distancing guidelines and athletic participation is allowed:

- All athletes will be required to wear a mask while on the school bus to and from an away game or contest.

Hybrid - Athletic Transportation

Instruction with social distancing guidelines and athletic participation is allowed:

- Follow face-to-face guidelines.

Virtual - Athletic Transportation

Instruction without athletic participation allowed:

- Not applicable in most cases.

School Facilities:

The following will take place when the districts uses the instructional model below:

Face-to-Face - Facilities

Instruction with social distancing guidelines and athletic participation is allowed:

- Facilities will be cleaned/disinfected after each practice/game session.
- Areas will have social distancing measures in place for spectators, coaches, athletes and officials.
- All school facilities will remain closed to outside groups and organizations.



Hybrid - Facilities

Instruction with social distancing guidelines and athletic participation is allowed:

- Follow face-to-face guidelines.

Virtual - Facilities

Instruction without athletic participation allowed:

- Not applicable. Facilities will be closed to teams if we are in a virtual instruction model.

Athletics (Locker Rooms):

The following will take place when the districts uses the instructional model below:

Face-to-Face - Locker Rooms

Instruction with social distancing guidelines and athletic participation is allowed:

- Locker rooms will be used only for athletics and social distancing measures will be utilized.
- Lockers assigned will be separated by at least six feet.
- Each team will have assigned times to use the locker rooms.

Hybrid - Locker Rooms

Instruction with social distancing guidelines and athletic participation is allowed:

- Follow face-to-face guidelines.

Virtual - Locker Rooms

Instruction without athletic participation allowed:

- Not applicable. Facilities will be closed to teams if we are in a virtual instruction model.

Physical Education:

Face-to-Face - Physical Education

Instruction with social distancing guidelines:

- PE classes will not utilize the lockers rooms before and after PE class.
- During days when students have PE, they should arrive at school in clothing that is comfortable and allows them to actively take part in PE.
- Students will still be required to wear sneakers during all PE classes.
- Dress shoes, heels, boots, sandals, flip flops, and any backless shoes will not be allowed to be worn during PE class.
- Students may change in and out of their sneakers before and after PE class in the gymnasium.
- Any extra pair of sneakers will be kept in students' school lockers during the school day.



- Students will maintain 12 feet of separation from other students and teachers during all PE classes.
- Wearing a mask will not be required during the PE class period while students engage in physical activity and maintain their 12 feet of separation.
- PE classes will utilize outdoor space when possible and appropriate for instruction.

Hybrid - Physical Education

Instruction with social distancing guidelines:

- Follow face-to-face guidelines.

Virtual - Physical Education

- Not applicable.



TCSD

Tonawanda City School District

Teacher and Principal Evaluation System

Pursuant to Education Law 3012-d, the district will fully implement its currently approved APPR plan.



TCSD

Tonawanda City School District

District/School Run Before/After School Programs

[Boys & Girls Club Plan for After School Programs](#)



TCSD

Tonawanda City School District

Appendices

Appendix A: [Mandatory Protocols](#)

Appendix B: [Face-to-Face Instructional Plan](#)

Appendix C: [Hybrid Learning Instructional Plan](#)

Appendix D: [Virtual Learning Instructional Plan](#)