
*Relaunch * Reconnect * Rebuild*

Stanley G. Falk School Reopening Plan



2020-2021



Stanley G. Falk School Reopening Plan

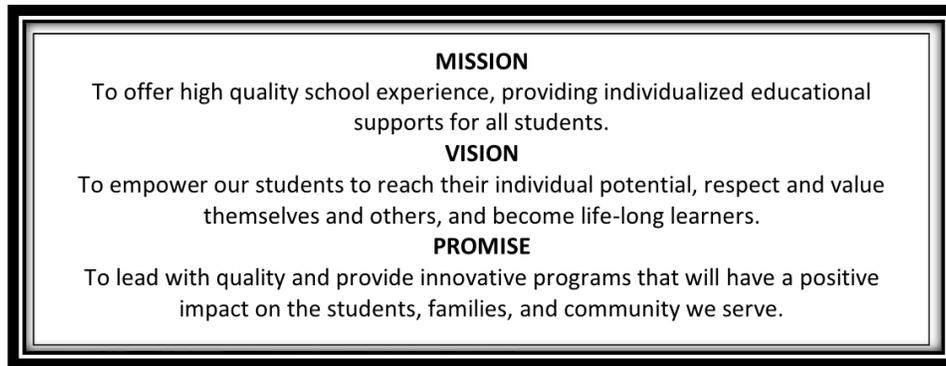


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INTRODUCTION

During this unprecedented time, Stanley G. Falk School remains committed to our vision, mission, and promise:



As a New York State Education Department-approved 853 Special Day School, the Falk School provides educational programming for students aged 5-21 years, who have unique learning needs. The highly structured program and focus on relationship-building allow for high levels of student success.

The Stanley G. Falk School Reopening Plan has been developed in a transparent manner that addresses the guidelines and considerations provided by the New York State Education Department, the Department of Health, and the Center for Disease Control. The goal is to provide a firm understanding of the educational experience and return to school.

The safety of our students, staff and community are of the utmost importance. The Stanley G. Falk School's Reopening Plan establishes and explains the procedures, practices and safeguards needed to meet the recommendations and guidance outlined by the following governmental agencies:

- Centers for Disease Control and Prevention (CDC) [CDC Guidance for K-12 Schools](#);
- Federal Occupational Safety and Health Administration (OSHA) www.osha.gov;
- New York State Department of Health (NYSDOH) <https://coronavirus.health.ny.gov/home>;
- New York State Education Department (NYSED) <http://www.nysed.gov/coronavirus>;
- New York State's "New York Forward" guidelines <https://forward.ny.gov/>.

Based on the aforementioned guidance, we have developed procedures related to the Operations and Instruction for three scenarios: Face-to-Face, Hybrid and Remote Learning. Understanding the ever-changing nature of this pandemic, we have developed a plan to allow us to switch learning modalities if necessary.

REOPENING GUIDING PRINCIPLES

In order to ensure the continued well-being of our school community, the following guiding principles have been identified:

Caring for students and adults

- Protect the health and safety of students, parents, caregivers, educators and the community.
- Support the social, emotional, physical and behavioral health of students, educators and staff.
- Prioritize the needs of the most vulnerable students and staff, including those with disabilities, those with underlying health issues or other risk factors, low-income students, English learners, students experiencing homelessness, students in foster care and justice-involved youth, and ensure equitable academic and social-emotional supports.
- Create two-way communication with families and caregivers to understand students' and families' needs and communicate changes in procedures, practices, expectations and supports.

Prioritizing student learning and ensuring effective teaching

- Assess students to determine progress toward mastery of state standards, and identify the best approach for each student.
- Prioritize literacy, content literacy and numeracy, especially in early grades, by providing focused and effective intervention and enrichment opportunities.
- Ensure all educators have access to research-based materials, as well as instructional support to meet the needs of students and families.

- Use a Multi-Tiered System of Supports to meet the individual needs of each child, focusing not only on academics but the social-emotional needs of students as well.

Operating efficiently, effectively and responsibly

- Ensure local flexibility within state-defined parameters. We recognize and respect the importance of local decision-making and anticipate that school reopening may look different in the community. There is no one-size-fits-all approach relative to the educational experience for students.
- Allow for flexibility in education-related policies and requirements, where practical (instructional delivery, school schedules, number of students in person, attendance, etc.).

STANLEY G. FALK SCHOOL PLAN DEVELOPMENT

The best plans are those that are developed collaboratively with the input and perspectives of those who will be involved in implementing the plan and who will be most impacted by its outcome. When individuals come together to tackle a challenge openly, goals and processes are more aligned and the approach has a higher chance of success.

The Stanley G. Falk School Reopening Plan reflects engagement with a variety of school stakeholders, including administrators, faculty, staff, students, and parents/legal guardians of students. Student and parent surveys were conducted to elicit input and feedback on the school's plan for reopening. The plan reflects the group's creative problem-solving and co-design approach to meet the needs of the school community.

This plan was developed in collaboration with key stakeholders from all constituent groups, including:

- Administrators
- Food Service staff
- Facilities staff
- Technology staff
- Instructional staff
- Teachers
- Teacher Aides
- Parents via survey
- Students via survey
- Staff via survey

The Stanley G. Falk School Reopening Advisory Committee worked in collaboration to review and consider feedback from the various constituent groups. The committee included the following individuals:

Stanley G. Falk School Reopening Advisory Committee

Stanley G. Falk School Administration

Rachael Greene-Superintendent
Laura Collins-Roosevelt and Satellite Building Principal
Mary Beth White-Roosevelt and Satellite Building Assistant Principal
Lisa Dombek-Cambridge Building Principal
Sean Sullivan-Cambridge Building Assistant Principal
Nicole Timm-Rosler Building Principal
Richard Spinelli-Rosler Assistant Principal
Joanna Robertson-Director of Food Services
Dan Wesner-Safety Engineer
Frank Faso-Director of Technology
Corean Hervey-Instructional Coordinator
Sandy Santorio-Enrollment Coordinator
Carey Reddien-Talent Management
Tracy Collymore-Business and Finance

Roosevelt Campus/Satellite locations

Pat Zurzuski-Food Service Manager
Lindsay Ricks-Roosevelt Teacher
Jessica Ecker-Roosevelt Teacher
Jennifer Sadowski-Roosevelt Teacher
Christine Maloney-Roosevelt Teacher
Jennifer Hylkema-Roosevelt Teacher
Turia Mroz-Roosevelt Teacher
Samantha Hanley-Roosevelt Teacher
Karen Aquiline-Harvey Austin Teacher
Patricia Thie-Hillery Park Teacher
Julie Pezzimenti-Makowski Teacher
Jennifer Rejewski-Makowski Site Coordinator/School Counselor
Denice Perillo-Speech and Language Pathologist

Rosslar Campus

Rick Pepe-Rosslar Teacher
Nicole Lekki-Rosslar Teacher
Kyrstin Lekki-Rosslar Teacher
Colleen Tuzzo-Rosslar Teacher
Wendy Speth-Rosslar Teacher
Valerie Brown-Rosslar Teacher Aide

Cambridge Campus

Camille Wolf-Cambridge School Nurse
Maureen Wilhelm-Cambridge Teacher
Emily Seier-Cambridge Teacher Aide
Amy Forsha-Cambridge Teacher

IMPORTANT CONTACT INFORMATION

For questions about...	Contact
Behavior support and social-emotional needs	Your child's assigned counselor
A course, school work or assignments	Your child's teacher or teacher aide
A technology-related problem or question	<p>Technical Support at Home</p> <p>If any families or staff require technical support during the extended closure, please email support@falkschool.com and a member of our technology department will assist you as soon as possible.</p>
Emergency Feeding Sites during school closures	During emergency school closures your child is eligible to receive meals through their home district. Please refer to your child's home district website for information regarding meal distribution sites and procedures.

**Stanley G. Falk School
Roosevelt and Satellite Campus Contact Information**

Role	Name	Contact Information
Principal	Laura Collins	716.882.0090 ext. 140
Assistant Principal	Mary Beth White	716.882.0090 ext. 139
Roosevelt Main Office Secretary	Eloise Vester	716.882.0090 ext. 168
Roosevelt School Nurse	Dee Wood	716.882.0090 ext. 133
Roosevelt Support Counselor	Ethan Duncan	716.882.0090 ext. 162
Falk Hillery Park Support Counselor	Jennifer Brown	716.816.4770 ext. 1635
Falk School 53 Support Counselor	Michael Finnigan	716.816.3330 ext. 1220
Falk Makowski Support Counselor	Jennifer Rejewski	716.816.4180 ext. 1537 or 716.816.4186
Harvey Austin Support Counselor	Matthew Capriotto	716.816.4460 ext. 1204

**Stanley G. Falk School
Rossler Campus Contact Information**

Role	Name	Contact Information
Principal	Nicole Timm	716.894.3892 ext. 204
Assistant Principal	Richard Spinelli	716.894.3892 ext. 221
Rossler Main Office Secretary	Patricia Murray	716.894.3892 ext. 270
School Nurse	Mary Roberson	716.894.3892 ext. 245
Support Counselor	Aaron Vanderlip	716.894-3892 ext. 205

**Stanley G. Falk School
Cambridge Campus Contact Information**

Role	Name	Contact Information
Principal	Lisa Dombek	716.836.7566 ext. 307
Assistant Principal	Sean Sullivan	716.836.7566 ext. 322
Cambridge Main Office Secretary	Marie Dzedzina	716.836.7566 ext. 304
School Nurse	Camille Wolf	716.836.7566 ext. 308
Support Counselor	Joe Mascardo	716.836.7566 ext. 374
Support Counselor	Sean McManus	716.836.7566 ext. 371

STANLEY G. FALK SCHOOL SITES

The Stanley G. Falk School Reopening Plan will be implemented at all school sites. School sites include:

Stanley G. Falk School
Cambridge Campus
1 Cambridge Street
Tonawanda, New York 14223

Stanley G. Falk School
Roosevelt Campus
283 Washington Avenue
Kenmore, New York 14217

Stanley G. Falk School
Rossler Campus
31 Rossler Avenue
Cheektowaga, New York 14206

Stanley G. Falk School
Hillery Park Academy
73 Pawnee Parkway
Buffalo, New York 14210

Stanley G. Falk School
Community School #53
329 Roehrer Avenue
Buffalo, NY 14208

Stanley G. Falk School
Stanley Makowski Early Childhood Center
1095 Jefferson Avenue
Buffalo NY 14208

Stanley G. Falk School
Harvey Austin #97
1405 Sycamore Street
Buffalo, NY 14211

The Stanley G. Falk School Hillery Park Academy campus, Community School #53 campus, Stanley Makoswski Early Childhood Center Campus, and the Stanley G. Falk School Harvey Austin #97 campus are all part of the Buffalo Public Schools.

In planning for reopening, the School has worked collaboratively with District and Building-level leadership within the Buffalo Public Schools to develop a plan for the Falk students in the satellite locations.

As BPS is beginning the year fully remote, all Stanley G. Falk School students in the BPS satellite locations will also begin the school year remotely. Students in those locations will have synchronous instruction and asynchronous instruction throughout the week.

COMMUNICATION

District Level Communication

The Superintendent of Schools will provide regular communication to families, responsive to recent changes and developments. Communications regarding academic instructional outlines, technological assistance, and mental health support are the foundation of these communications. In the case of a mandated closure, logistics and its implications on instructional delivery, grading, graduation requirements, etc. will be communicated to families.

The District utilizes Thrillshare to send emails and/or text messages to families. The District also utilizes social media and the press to share information with the community.

School Building Level Communication

In the cases where specific building level information will be shared, principals will use Thrillshare to send an email, text message, or robocall to families.

Teacher Level Communication

Teachers will continue to communicate with families via email and telephone communications. Additionally, some teachers utilize Remind and other communication tools. Google Classroom (our Learning Management System) and School Tool (our student data system) are also used to provide insight in student engagement with assignments.

HEALTH AND SAFETY

Promoting Behaviors That Reduce Spread

Hand Hygiene and Respiratory Etiquette

Hand washing removes pathogens from the surface of the hands. While hand washing with soap and water is the best option, alcohol-based hand sanitizer may be utilized when hand washing is not available. Hand washing should be used whenever hands are visibly soiled and after using the bathroom.

Students and staff are required to exercise hand hygiene (hand washing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.

Handwashing: When hand washing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.

Hand sanitizing: If hand washing is not feasible, hand sanitizer can be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand sanitizer will be placed at key locations throughout the school buildings (e.g., building entrances, cafeteria, classrooms).

All students and staff will be trained on proper safety protocol for handwashing upon the start of the school year.

Social Distancing

Social distancing is an effective way to prevent potential infection. Stanley G. Falk employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet
- Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

Cloth Face Coverings/Personal Protective Equipment

The Stanley G. Falk School will ensure acceptable face coverings are worn by all students and staff whenever they are within six feet of students or other staff.

- Employees and students will be provided with an acceptable face covering at no-cost. All school buildings will maintain an adequate supply of face coverings when replacements are needed.
- Employees and students must wear a face covering unless they are unable to medically tolerate such covering.
- All individuals in our school facilities and on school grounds will be expected to wear face coverings in common areas such as entrances/exits, lobbies, and when traveling in hallways around the school.
- Disposable face coverings will be available at each school and on school buses for students, staff and visitors in the event an individual does not have a face covering.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical or mental health or where such covering would present a challenge, distraction, or obstruction to education services and instruction will not be subject to the required use of a face covering. In all such cases. A medical note must be provided.
- Stanley G. Falk School employees may use alternate PPE (i.e., face shields or coverings that are transparent at or around the mouth) for therapies or interventions that require visualization of the movement of the lips and/or mouths (e.g. speech therapy). This additional PPE will be provided by the School.

Note: Cloth face coverings should not be placed on:

- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

Adequate Supplies

The Stanley G. Falk School will help support healthy hygiene behaviors by maintaining adequate supplies of products including but not limited to soap, hand sanitizer (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant spray and/or wipes, and face coverings.

Signs and Messages

Signage will be used for educating students, staff, and visitors, and be placed in designating areas throughout the building. Each building will display and share with parents, age appropriate posters as reminders of proper hand washing, proper use of face coverings, how to stop the spread of COVID and how to protect yourself and others. Resources, including those listed below, can be found in the Appendix of this document.

Appendix A: [Stop the Spread of Germs Poster](#)

Appendix B: [Wash Your Hands Poster](#)

Appendix C: [Germs Are All Around You Poster](#)

Appendix D: [Handwashing Is Your Superpower Poster](#)

Appendix E: [Cover Coughs and Sneezes Poster](#)

Appendix F: [Did You Wash Your Hands? Poster](#)

Appendix G: [Germs Go For a Ride Poster](#)

Appendix H: [Keep Space From You and Others Poster](#)

Appendix I: [Class Rules Poster](#)

Appendix J: [Stay Home When You are Sick Poster](#)

Appendix K: [What You Should Know About COVID-19 Flyer](#)

Appendix L: [Lead By Example Poster](#)

Appendix M: [Handwashing Fact Sheet For Families](#)

Signage will be visible to staff, students, and visitors to ensure Stanley G. Falk school social distancing guidelines are clear to follow. Signage will be placed throughout the building at entrances, offices, classrooms, cafeterias, gymnasiums, locker rooms, and hallways.

Social distancing decals will be placed on floors and walls to direct foot traffic throughout the Stanley G. Falk School buildings.

Maintaining Healthy Environments

Capacity

All Stanley G. Falk School classrooms have been measured to ensure that the space meets the minimum square foot requirements as outlined by the New York State Education Department. Any classroom that does not meet that requirement will be relocated to a temporary location so that proper social distancing is maintained.

Cleaning and Disinfection

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Cleaning supplies will be provided throughout the building.

General Disinfection Measures Protocol

General measures should be followed regularly. Our custodial team will be adhering to our structured plan for maintenance of cleaning the building.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves	After each use/day
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Common Areas	Cafeteria, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Deep Cleaning and Disinfection Protocol

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

Shared Objects

- Sharing of items is discouraged, particularly those that are difficult to clean or disinfect.
- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, lockers or areas.

- Adequate supplies will be provided so that each student has his or her own materials so as to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment).
- Any shared items will be cleaned and disinfected between uses.

Ventilation

- Replace air handling unit filters on a regular and consistent basis
- Increase the Minimum Efficiency Rating Value (MERV) rating of air filters used at the Stanley G. Falk School
- Wipe down the inside of all air handling unit cabinets, A/C condensers and evaporators on consistent basis
- Clean out fans and filters on a regular and consistent basis
- Increase the amount of outside air coming into the building
- Routine and consistent cleaning of ALL HVAC systems and duct work

Water Systems

An inspection of the system prior to reopening to identify any issues that can be corrected while the demand for water is low will be completed.

- An integrity check to ensure there are no leaks in the system
- Flushing stagnant water to maintain water quality
- Perform a disinfection of the water system because of the prolonged shutdown
- Stanley G Falk School will have a water test done after all other steps are complete. Testing for total coliform bacteria

Modified Layouts

Offices, classrooms, cafeterias, gymnasiums, conference rooms and all other areas will be modified to safely fit the allowed number of occupants in these areas. All modified layouts will be created under guidance from the CDC and NYS to allow for safe social distancing to be practiced. Maximum occupancy will be posted in each common area.

Physical Barriers and Guides

Permanent physical barriers made from acrylic glass will be placed in all main office workstations and cafeterias as needed. All barriers will be heavily disinfected on a regular basis. Additional portable acrylic glass barriers will be available throughout the district to be used as needed. Retractable rope barriers will be used where needed; along with proper signage to ensure people are guided safely throughout the Stanley G. Falk Schools.

Health Screenings and Protocols

Health Screenings

Precautionary At-Home Screening

All students will be screened by the parent/guardian at home prior to boarding the bus/coming to school using the New York State Department of Health guidance for student attendance. If the child presents with COVID-19 symptoms the parent/guardian is requested to contact the building nurse as well as the child's health care provider. All other "non-COVID-19" absences should be reported to the classroom teacher.

Appendix N: In-Person Decision Making Flowchart for Student Attendance

Staff must self-assess prior to entering the building. Staff should use the New York State Department of Health guidance to determine if he or she can go to work. If a staff member has any COVID-19 symptom, he or she must contact a direct supervisor, as well as the individual's health care provider as outline in the appendix document below.

Appendix O: In-Person Decision Making Flowchart for Staff To Go To Work

Additional Screening Upon School Arrival

All students, staff, and visitors will be screened upon arrival to a school campus.

It is important for screening measures to be as least invasive as possible to maintain social-emotional health and well-being. Many current practices for screening temperature involve measures that may not be tolerated by students. The goal is to take a quick and accurate reading and keep students flowing in at arrival. The School will utilize a high-volume body temperature scanner at each of the main campus locations. A digital thermometer will also be available. If parents prefer to have their child be screened utilizing a digital thermometer, parents will have the opportunity to elect that method.

Isolation of Individuals Exhibiting Symptoms of COVID-19

Each building will identify a location (separate from the Health Office) to house students and staff that exhibit COVID-19 symptoms until they can exit the building. A staff member will be assigned to supervise students until a parent/guardian arrives to pick them up. The staff member will maintain social distancing and be provided appropriate PPE equipment including a face shield, face covering, gown, gloves, and a 2-way radio so that the school nurse, school secretary and staff member can communicate regarding the student and when the parent/guardian arrives for pick up.

Protocol for students/staff that exhibit COVID-19 symptoms:

If a student presents with symptoms related to COVID-19, the teacher should use their classroom phone to communicate with the school nurse that they are bringing a student to the nurse's office. The school nurse will notify the building principal and the student will be assessed immediately. If it is determined that the student should be sent home, the student will be isolated while they wait to be picked up by parent/caretaker. The student will be required to follow-up with a licensed healthcare provider and will need to have a note from the health care provider to return to school.

Note to Parents when a child is sent home with COVID-19 symptoms:

If a child is sent home with COVID-19 symptoms, his or her health care provider must be contacted as soon as possible. The health care provider will evaluate the child for COVID-19 and proper documentation must be shared with the school prior to the student's return.

COVID Points of Contact

School Point of Contact: Rachael Greene, Interim Superintendent

Roosevelt and Satellite Point of Contact: Laura Collins, Principal

Rosser Point of Contact: Nicole Timm, Principal

Cambridge Point of Contact: Lisa Dombek, Principal

Contact Tracing

The important task of contact tracing is dependent on the accuracy of our records. The following records will be utilized and analyzed when contract tracing occurs:

- Attendance records to determine who was present and onsite (both students and teacher/staff attendance records);
- Bus route rosters;
- Our visitor management system

Conducting school safety drills amid COVID-19

- All required NYS school safety drills will be conducted with the consideration of the social distancing and face covering requirements. It is understood that evacuation drills will likely take longer than they would without social distancing.
- As part of the drill, students should be instructed that social distancing is part of the *drill*, however, in a real situation (i.e. fire) social distancing is secondary to the immediate need to evacuate. In that event, students and staff will wear face coverings if possible.

Medically Vulnerable/High Risk Groups (adults)

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Persons in these groups should consult with their healthcare provider and The School regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
 - chronic lung disease or moderate to severe asthma
 - serious heart conditions
 - immunocompromised
 - severe obesity (body mass index [BMI] of 30 or higher)
 - diabetes
 - chronic kidney disease undergoing dialysis
 - liver disease
 - sickle cell anemia

Individual plans will be developed in conjunction with the employee and their medical providers for those who qualify as a vulnerable adult. All applicable laws will be addressed during this process.

Monitoring of attendance

- Student attendance
 - Nurses will monitor student attendance for COVID-19 related absences using a log sheet. NO personally identifiable information will be contained on the log sheet, just numbers of students exhibiting symptoms.

Appendix P: [School Nurse log sheet for COVID-like Symptoms](#)

- During virtual or hybrid instruction, student attendance and participation will be monitored and documented.

Guidance for exposure

Parents/guardians and students should immediately disclose if their child responses to any of the below questions change, such as if they begin to experience symptoms.

Questions include:

(1) Does your child currently have (or has had in the last 10 days) one or more of these new or worsening symptoms:

- A temperature greater than or equal to 100.0°F
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion or running nose

(2) In the past 10 days, has your child tested positive for the virus that causes COVID-19, also known as SARS-CoV-2?

(3) In the last 14 days, has your child traveled internationally to a CDC level 2 or 3 COVID-19 related travel health notice country?

(4) In the last 14 days, has your child traveled to a state or territory on the NYS Travel Advisory List?

(5) In the last 14 days, has your child been designated a contact of a person who tested positive for COVID-19 by a local health department?

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 and will be sent home with instructions to contact their health care provider for assessment and testing.

School administrators will immediately notify state and local health departments if an employee or student tests positive for COVID-19 and 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.

If there is a potential COVID 19 exposure, duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific situation. Students and staff should be prepared for durations that could last several days. Administrators will work with their local health authorities to determine duration of dismissals. All information will be communicated to staff and families via phone calls, text messages and emails.

For any additional questions related to attending school or work, please utilize the NYSDOH COVID-19 Pre-K to Gr 12 COVID-19 Toolkit, which can be accessed here: [NYSDOH Toolkit](#).

Maintaining Healthy Operations

Gatherings

The Stanley G. Falk School will utilize virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Group size will be limited at all times to the extent possible in accordance with NYS Department of Health regulations.

Visitors

The Stanley G. Falk School will, as much as possible, prohibit visitors from entering school buildings. Temperature checks and symptom checks will be required for all

visitors in cases where the school has partnerships with community organizations, health care providers and local government agencies that provide additional educational and wraparound services to students. Staff of such partners should be allowed into buildings following the same precautions as school personnel. All parent-teacher conferences and other meetings will be conducted as phone/virtual conferences whenever possible.

Building procedures

- Limit access of visitors
- Communication to parents, community regarding limitation of visitor access
- Training of each building secretary
- All visitors must read and answer the self-assessment questions before being allowed entry to the building

Field Trips

Stanley G. Falk will discontinue staff travel to conferences, workshops and field trips until further notice. Virtual field trips are an option to broaden the student experience without taking undue risk.

Arrival and Dismissal Procedures

- One main entrance will be utilized for morning arrival and afternoon dismissal. Buses will load and unload one at a time to maintain social distancing.
- Caregiver/parent pick-ups must be scheduled beforehand. For drop offs, parents/caregivers should bring students to the main school entrance and call the main office to alert the school secretary that they are arriving for the day. A staff member will meet the student at the door.
- School secretary will sign in and sign out all staff and students in the main office.
- Hand sanitizer dispensers will be located near all entry doors and other high-traffic areas.
- All individuals entering the school buildings must wear a face mask and observe social distancing protocols.

TEACHING AND LEARNING

The Stanley G. Falk School will focus on providing instruction to meet the social-emotional needs and academic needs of students. Social-emotional needs of students will be assessed upon reopening to determine levels of behavioral support needed. Student social-emotional needs will be met through group and individual counseling as well as in classroom experiences. Staff will be offered support from administration and have access to the Employee Assistance Program if they are in need of additional social emotional support.

The Stanley G. Falk School will provide grade levels instruction aligned to the New York State Standards in all content areas. Teachers will utilize the American Reading Company's literacy framework and assessment tool (Independent Reading Level Assessment) to reassess students upon reopening. The reading data will allow teachers access to specific and actionable information identifying each student's independent reading level, as well as the sequence of skills needed to accelerate reading growth. Students will remain engaged in interactive learning experiences including in class and digital opportunities. All students will have access to one on one devices. K-6 will have access to iPads and 7-12 will have access to chrome books.

Guiding Principles

- 1. Supporting students' academic and emotional wellness while maintaining home and school balance.*
- 2. Students at each of the Stanley G. Falk Schools will be taught in accordance with the applicable New York State Learning Standards.*
- 3. Empower educators to design learning experiences in order to continually assess and meet the individual learning needs of each student.*
- 4. Educators, students, and parents/guardians need support, encouragement, and compassion to ensure their success.*

The Falk Learning Models:

The Enhanced Falk Way Model:

We will continue our Falk School program as normal with enhanced safety precautions in place such as temperature checks and health screenings, hand sanitizer availability, increased frequency of cleaning of high touch areas, and limited visitation to our school campuses. It is hopeful that with these preventative measures, we could avoid the transition to a hybrid or full distance learning environment. All Executive Orders from the Governor, or guidance from the CDC, the New York State Education Department and the Erie County Health Department will drive any decision to return to school in this format.

All staff and students will attend school in the physical 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. Social distancing measures will be in place and face coverings are to be worn. Using this model, students will be present and involved in the school environment. In addition, instructional programs, for the most part, will maintain their current integrity.

The Falk Way @ Home Model: All students would participate in the remote learning of new material, continued standards-based instruction, interactive lessons, graded assignments, and assessments. This would only be enacted if the Governor's Executive Order closed schools again due to public health concerns. During this time, the Falk School Continuity of Learning Plan will be implemented.

In order to maintain the movement of students between remote and on-campus learning it is paramount that we maintain fidelity in the classroom. As students potentially flow from remote to in-person or in-person to remote, our goal is to maintain a consistency in learning so students will maintain growth. In the event that circumstances change in our community, all teachers will quickly pivot to remote learning, if needed.

Appendix Q: Stanley G. Falk School Remote Learning Plan

The Stanley G. Falk School will implement a model of a blended approach using asynchronous and synchronous



instruction. Asynchronous instruction refers to self-paced instruction where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices or over the phone. Synchronous instruction is similar to on-campus learning. It is two-way, real-time, live instruction between students and

teachers through the computer or other electronic devices or over the phone. Students and teachers will have regular substantive interaction that includes routine scheduled times for students to interact and seek feedback/support from their teachers.

The Falk Way Hybrid Model: This model would be a combination of remote and in-person instruction with increased safety and cleaning measures. This would only be enacted if the Governor’s Executive Order required us to maintain an increased social distance and to limit the number of people in classrooms and on campuses.

Vulnerable Student Populations

Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children. Further, students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child’s health care providers so that an informed decision can be made on how best to meet the child’s needs at school while protecting their health and safety.

We encourage all students to utilize the in-person learning model for increased success, however, it is understood that this model may not be most appropriate for your child.

Finally, if the parents/guardians choose not to send their child back to school after consulting with the school and their medical professionals, vulnerable students will be offered a virtual instructional model. All such requests must be sent to reopening@falkschool.com.

Systems Management

Grades K-12 will use Google Classroom to post assignments, communicate with students and parents, create assessments, and share digital information.

A Learning Management System (LMS) is used to plan, deliver, and manage the learning content for hybrid/remote instruction. Content is created in other applications, uploaded, and organized within the LMS. Learning content may include documents, videos, learning activities, and assessments.

- All students will be provided with an electronic device for use at home.
- Keep and/or establish a regular school schedule with times for course/subject area instruction. Times established by K-6 and 7-12 grade level bands.
- All teachers will be prepared to design lessons in our LMS for in-person learning and remote learning from the beginning of the year.
- Take attendance in School Tool for each instructional session.

Classroom Cohorts and Transitions

- Students in grades K-6 will remain in their homeroom classroom with the same cohort of 5 students for all instructional periods, as well as lunch, with the exception of Physical Education and related services.
- Students in grades 7-12, in order to accommodate the need for individualized scheduling to meet NYS graduation requirements, will transition between class periods. Student movement between classrooms will be staggered over a 5 minute period in order to decrease traffic in the hallways. Signage will be posted to illustrate traffic flow and staff will

disinfect any shared classroom surfaces before new students enter the room.

I. Instructional Schedule

Description: Students and teachers will have time to interact and build a community of learners in both in-person and remote pathways. Students in remote settings will have schedules provided that matches or exceeds the following daily minimum across all grade levels. The proposed schedules are a guide for planning purposes. The implementation model provided is subject to change.

Kindergarten - Grade 6			Notes
	Time		<p>Students will attend live sessions for community building, counselor guidance, and intervention or enrichment. These live lessons will allow peer-to-peer interaction and relationship connections with teachers.</p> <p>Students will be scheduled for one individual and one group counseling session per week via Google Meet.</p> <p>The homeroom teacher will be the point of contact for their students.</p> <p>Office hours will be available for one-on-one conferences during the day and before and after school for parent and student assistance.</p> <p>Physical Education, art, music- a bank of exercises, physical activities, and resources will be provided.</p>
1	8:00-8:30	Student-Classroom Connection	
2	8:30-9:30	Reading Language Arts	
3	9:30-9:45	Break	
4	9:45-10:45	Math	
5	10:45-11:15	Social Studies	
6	11:15-11:45	Science	
7	11:45-12:15	Lunch	
8	12:15-1:15	Specials	
9	1:15-1:45	1:1 or Small Group Support	
10	2:00-2:35	Office Hours	

Grades 7-12

Time	Period/ Instruction	Remote Live Instruction Time	Asynchronous Learning	Notes
8:15 - 8:45	Period 1	Day A	Day B	
8:45 - 8:55	Period 1 Office Hours			<p>Daily schedules are provided to parents and students.</p> <p>In grades 7-12, content and instruction is provided by departmentalized teachers. These teachers are the point of contact for their prospective subject areas.</p> <p>Office hours will be available for one-on-one conferences during the day and before and after school for parent/guardian and student assistance.</p> <p>Students will be scheduled for one individual and one group counseling session per week via Google Meet.</p> <p>In grades 7-12, content and instruction is provided by departmentalized teachers. These teachers are the point of contact for their prospective subject areas.</p>
9:00 - 9:30	Period 2	Day B	Day A	
9:30 - 9:45	Period 2 Office Hours			
9:50 - 10:20	Period 3	Day A	Day B	
10:20 - 10:30	Period 3 Office Hours			
10:35 - 11:05	Period 4	Day B	Day A	
11:05 - 11:15	Period 4 Office Hours			
Lunch 11:15 - 11:45	Lunch			
Academic Remediation (11:45 - 12:10)	Direct Academic Remediation	Day A	Day B	
12:15 - 12:45	Period 5	Day B	Day A	
12:45 - 12:55	Period 5 Office Hours			
1:00 - 1:30	Period 6	Day A	Day B	
1:30 - 1:40	Period 6 Office Hours			
1:45 - 2:15	Period 7	Day B	Day A	
2:15 - 2:25	Period 7 Office Hours			
Academic Remediation 2:25 - 2:50	Direct Academic Remediation	Day A	Day B	

Students will frequently and consistently use the LMS provided. The expectation will be a full day of instruction via synchronous and asynchronous learning activities collected through teacher assigned lessons while engaging with and supporting students through classroom discussions, online lessons, and the completion of assignments. Engagement (attendance) will be collected through these methods of lesson delivery on a daily basis. Students will be expected to complete and turn in daily work to receive credit for the day.

FACILITIES

Locker rooms

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

Restroom

Staff and students may use the restroom as capacity allows. Please do not wait in the hallway for a bathroom to open; instead return to your room and/or allow for social distancing. Supplies for employees to clean up after themselves will be located outside of each staff bathroom. A school cleaning staff member will clean bathrooms regularly during the school day.

Nurse's office access

In order to minimize the possibility for contamination of the nurse's office, staff will call ahead before escorting a student to the nurse's office, except in cases of emergency. When possible, the school nurse will report the classroom to provide assistance.

Communal Areas

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Stanley G. Falk School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Stanley G. Falk Custodial Teams at each location will clean all workspaces at their designated cleaning time after the school day.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– Stanley G. Falk will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– The conference room will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Google Hangout as a virtual option even for employees in the office or school.

Teacher Lounge/Staff Lounge–These spaces will be closed for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

Copy Machines – There will be limited capacity at the copy machine. Only one person may use the copy machine at one time. Signage indicating restrictions will be posted as each phase is implemented.

Personal workspace

Stanley G. Falk School staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Each classroom will be provided a tote of disinfectant materials to utilize.

CHILD NUTRITION

The Child Nutrition Department at the Stanley G. Falk School is committed to partnering with faculty and staff to provide a school environment that promotes and protects students' health, well-being and ability to learn. The Child Nutrition Department provides the highest quality foods and preparation techniques, meeting USDA standards, to prepare healthy breakfasts and lunches so that our students are ready to engage in the learning environment. The Child Nutrition department is prepared to provide breakfast and lunch to all students in attendance at school and also for students who are learning remotely while in school learning is taking place (Hybrid Model).

At this time the Stanley G Falk School is an approved Community Eligibility Provision school. This provision allows for all Stanley G. Falk students to receive one free breakfast and one free lunch each day regardless of income.

For in person meal service:

- All meals will be counted and recorded by a “click” counting system as they are picked up from the cafeteria. Meals will be provided to students based on attendance and not based on class roster.
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For “hybrid” remote learning days:

- Meals will be provided to students in bulk packages for the number of days that the student will be virtual each week. Meal packs will be sent home with the student on the last day of their assigned school learning schedule. Meal packs will consist of required meal components for a reimbursable meal, a menu that describes the meal to be consumed, which components go with each meal and serving size of each component. Directions for food safety, storage and preparation for the meal components will be provided in each bag.
- These meals will be counted and claimed by the number of meals sent home with each student.

More families may now qualify for benefits than prior to the public health emergency due to the change in the economy. Please use this link <https://www.mybenefits.ny.gov/> for more information.

The Stanley G. Falk School will be applying for the following USDA waivers approved for the NSLP and SBP available for the 2020-21 school year as soon as these waivers become available from NYSED Office of Child Nutrition.

- Non Congregate Feeding
- Meal Service time Flexibility
- Meal Pattern Flexibility
- Offer vs Serve Flexibility for Senior High Schools

The Stanley G. Falk School will apply for any other waivers that pertain to and become available for school nutrition programs throughout the school year.

The Stanley G. Falk School will be following all the recommended guidelines for food safety and sanitation provided by the CDC, ECDOH, FDA, USDA and the NYSED Office of Child Nutrition for providing meal service during the COVID -19 Pandemic.

Our safety protocols and procedures include but are not limited to a concentration in the following areas:

- Personal health and hygiene
- Cleaning and Disinfecting
- PPE
- Social Distancing
- Food Safety

The Stanley G. Falk School plans to use a variety of methods of communication to reach families regarding meal service, menus, safety protocols and procedures that will be practiced in the cafeteria and in alternate feeding locations such as classrooms. These methods include: school website, social media, email and robocalls. The School's Superintendent will be responsible for receiving and responding to communications from families.

Procedure for meal consumption in classrooms:

- All breakfasts and lunches will meet the meal pattern requirements.
- Production records will be maintained for all meals prepared and served
- Students will be allowed to wash and sanitize hands prior to and after meal service

- Updated signage promoting proper handwashing procedure will be placed in classrooms and in various sites throughout the building.
- Food sharing and/or “saving” will be discontinued throughout all buildings
- Proper cleaning, disinfecting and sanitizing materials will be available in all classrooms.
- Disposable plates, utensils and single serve condiments will be utilized for all meals.
- Meals provided for students who have documented special dietary considerations and/or allergies will be color coded with stickers. Teacher/Teacher aides will be educated on the color code system to ensure students are receiving the appropriate meal at breakfast and lunch.
- Students with severe peanut allergies will be provided an alternate space to consume meals.
- Student desks and high touch areas will be cleaned and sanitized before and after meal consumption.
- All non - food service staff will be trained on any meal service related procedures they will be responsible for.
- Coordinated effort with custodial staff, food service workers and teachers/teacher aides will take place to provide proper sanitation procedures that will be required for serving meals in the classrooms.
- Signage supporting the National School Lunch Program and the School breakfast program will be posted in each classroom as required by USDA.

In School Breakfast Procedures:

- Breakfasts will be retrieved by students upon arrival at “Grab & Go” kiosks set up outside the cafeteria throughout the building.
- Breakfasts will be consumed in classrooms.
- Breakfasts for students who have documented special dietary considerations and/or allergies will be color coded with stickers

In School Lunch Procedures:

- Lunches will be ordered via Google form and sent to the cafeteria.
- Offer vs Serve options will be maintained to meet meal pattern requirements.
- Lunches will be retrieved from the cafeteria by a teacher/teacher aide.
- Lunches will be consumed in classrooms.
- Lunches for students who have documented special dietary considerations and/or allergies will be color coded with stickers.

TRANSPORTATION

As an 853 school, Stanley G. Falk School will work collaboratively with each partnering district to ensure that students arrive to school safely and in a timely manner. Each district remains responsible for providing transportation to and from school and ensuring that drivers and bus attendants follow all protocols listed below.

Daily Transportation Procedures and Health & Safety Procedures

- Students will be required to wear facial coverings at all times while on the bus, unless wearing a mask will negatively impact the students physical or mental health.
- All bus drivers and bus attendants will be monitored on a daily basis, including responding to self-monitoring protocol.
- Buses will be cleaned and disinfected on a daily basis. Drivers will wipe down high touch surfaces between bus runs. In order to reduce the density of students on buses, no more than one student will be assigned to each seat, unless they are from the same household.
- Bus drivers will be required to wear facial coverings at all times. Students and staff should wear face coverings at bus stops and on buses.
- There will be one student per seat, with only members of the same household assigned to sit together.
- Buses will be disinfected after the morning and afternoon bus runs.

SOCIAL-EMOTIONAL WELL BEING

Support Coping and Resilience

This unprecedented time presents many challenges that can be difficult for our students and families. Classroom teachers, school counselors, support counselors, assistant principals, and principals will work to support each individual situation and promote appropriate coping skills in dealing with those challenges.

Daily and weekly check-ins for students and families will be available, as always.

Therapeutic Crisis Intervention (TCI)

Philosophy & Goals

The Therapeutic Crisis Intervention (TCI) program presents a crisis prevention and intervention model designed to teach staff how to help children learn constructive ways to handle a crisis. The ability of the entire organization to respond effectively to children and young people in crisis situations is critical in establishing not only a safe environment, but also one that promotes growth and development. The skills, knowledge, and professional judgment of staff in responding to crises are critical factors in helping young people learn constructive and adaptive ways to deal with frustration, failure, anger, rejection, hurt, and depression.

The purpose of the TCI system is to provide a crisis prevention and intervention model that will assist in:

- Preventing crises from occurring
- De-escalating potential crises
- Effectively managing acute crises, reducing potential and actual injury to children and staff
- Learning constructive ways to handle stressful situations

TCI Expectations and Procedures Upon Reopening

Therapeutic Crisis Intervention will continue to be utilized. As always, lower level intervention de-escalation techniques will be used to address potential crisis

situations. If it becomes necessary for a physical intervention to be initiated, staff will ensure that safety precautions and protective PPE are utilized as trained.

- Full body PPE will be available for staff in the situation where a physical intervention must be implemented.
- Student masks will be removed to avoid any restricted breathing.

TECHNOLOGY

Student access

Students in grades K-12 are provided an iPad or Chromebook, which allows students to engage with our Learning Management System (Google Classroom), email teachers via their school provided email, and access supplemental instructional programs and resources included, but not limited to online textbooks, websites and programs to reinforce skills.

Teacher access

All teachers are provided devices such as Chromebooks or laptop computers. In addition, document cameras are available for teachers to provide instruction.

Technology Support for Families

- Providing resources to families to support the use of our Learning Management System (Google Classroom)
- On-going tech support and troubleshooting for families through access to our district Technology Help Desk support@falkschool.com

Technology Support for Teachers/staff

We are committed to supporting teachers to effectively teach in the hybrid/remote learning environment. Since March 2020, we have held Virtual Tech Tastings. These learning opportunities included synchronous and asynchronous scenarios. In addition, we will:

- Orient new teachers through online New Teacher Orientation modules;
- Support teachers in shifting to Google Classroom with:
 - Technology Coaching support
 - Webinars and other learning opportunities hosted by the District, BOCES, and state/national organizations.

TRAINING FOR STAFF, STUDENTS, AND FAMILIES

Staff Training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

The Stanley G. Falk School will structure a training plan to effectively disseminate information to all teams and audiences with the most up to date safety protocols and procedures.

Student Training

Training students in routines and procedures is a common practice for the School. As the school year begins, teachers will provide explicit training to students regarding safety protocols. These protocols include, but are not limited to:

- Proper hand hygiene
- Respiratory etiquette
- Social distancing procedures
- Proper PPE use

As appropriate, students will also be trained in recognizing the signs and symptoms of COVID-19.

Parent Training

Stanley G. Falk School will utilize parent training resources available from the CDC and the DOH. These resources include training on:

- Recognizing the signs and symptoms of COVID-19
- Screening the child prior to the start of the school day
- Making the appropriate contact to the school when necessary

- Proper hand hygiene
- Respiratory etiquette
- Social distancing procedures
- Proper PPE use

Counselors will work directly with families to ensure understanding and answer questions.

APPENDIX

Appendix A: [Stop the Spread of Germs Poster](#)

Appendix B: [Wash Your Hands Poster](#)

Appendix C: [Germs Are All Around You Poster](#)

Appendix D: [Handwashing Is Your Superpower Poster](#)

Appendix E: [Cover Coughs and Sneezes Poster](#)

Appendix F: [Did You Wash Your Hands? Poster](#)

Appendix G: [Germs Go For a Ride Poster](#)

Appendix H: [Keep Space From You and Others Poster](#)

Appendix I: [Class Rules Poster](#)

Appendix J: [Stay Home When You are Sick Poster](#)

Appendix K: [What You Should Know About COVID-19 Flyer](#)

Appendix L: [Lead By Example Poster](#)

Appendix M: [Handwashing Fact Sheet For Families](#)

Appendix N: [In-Person Decision Making Flowchart for Student Attendance](#)

Appendix O: [In-Person Decision Making Flowchart for Staff To Go To Work](#)

Appendix P: [School Nurse log sheet for COVID-like Symptoms](#)

Appendix Q: [Stanley G. Falk School Remote Learning Plan](#)