



TONAWANDA CITY SCHOOL DISTRICT

100 HINDS STREET
TONAWANDA, NEW YORK 14150
716-694-7784-Phone 716-695-8738-Fax



Facilities:

- **Will students and staff be trained on proper hand and respiratory hygiene?**
 - YES. NYSED and DOH guidelines require that all students and staff be trained on proper hand and respiratory hygiene. Mandatory professional development will be provided to staff. Teachers will instruct students.
- **Will additional sanitizing equipment and opportunities be available to ensure cleanliness and disinfection?**
 - YES. Our protocol requires that logs are kept to document the date, time, scope, and frequency of cleaning and disinfection. This process will be managed by our Director of Facilities and Operations with the engineering, custodial, and cleaning staff in each building. Proper training of our staff on appropriate equipment use and disinfecting solutions was conducted and will continue into the future.
- **Will restrooms and other areas be cleaned and sanitized?**
 - YES. Restrooms and other high touch surfaces will be cleaned and sanitized multiple times each day, including times of high volume use/exposure.
- **What ventilation adjustments have been made to increase the access to outdoor air?**
 - YES. Our district will follow the guidance that suggests the increase of ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols. Filters will be checked and changed as often as needed.
- **Will water fountains be used for traditional individual use?**
 - NO. All students and staff will be encouraged to bring a reusable water bottle to school. Water fountains and bottle filling stations will be used to refill these bottles. If a student or staff member does not have a reusable water bottle, the district will provide a single use cup.
- **Will the track and fitness center be open and accessible to the public?**
 - NO. The use of the track and fitness center will NOT be available for public use at this time.
- **What will happen if there is a positive case of COVID-19?**
 - All staff and students will follow NYSDOH and CDC guidance related to testing positive for COVID-19.

Operations:

- If my child rides a bus to school how will my child enter the building each day?

	Mullen	Riverview	Fletcher	MS	HS
Bus Drop Off	#1 #3	#1	#1	#1	#22
Walkers/ Parent Drop Off	#11-Grade 1 #6- Grade 2 #11- Grade 3 #12-Kindergarten	#2-UPK #3 #6	#4	#4 #5	#3

Only one bus will be unloaded at a time per door. Students will wear masks throughout the entry process.

- **Can middle/high school students enter the building early?**
 - NO. MS/HS students will enter at 7:40 a.m.
- **How will my child exit the building each day?**
 - Buildings will stagger dismissal/departure of students to reduce density. Students will be dismissed and directed to move immediately to their buses. Multiple student dismissal locations will be established to minimize potential congregation of students and move students outside as quickly as possible. Students will wear face coverings throughout the dismissal process as well as on buses. Students who do NOT use district transportation will be dismissed first, immediately prior to students riding buses.
- **Will parents be allowed to enter the building?**
 - Parents and visitors will be encouraged to NOT enter the building. If a parent or visitor must enter the building, they will be screened and if cleared may enter the building briefly wearing a face mask/covering to conduct their necessary business.
- **Will fire drills and lockdown drills remain mandatory?**
 - YES. Fire drills and lockdown drills are required per NYS. Processes for these drills will be modified to adhere to social distancing guidelines.
- **Will lockers be used in the elementary?**
 - Lockers may be used on a limited basis.
- **Will lockers be used in the middle/high school?**
 - NO. Lockers will not be used to begin the school year. This precaution will be assessed every 10 weeks.

- **How will people be screened to enter the building?**

- As per recommended NYS guidance, the staff and students/parents will screen themselves for symptoms 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 you answered "No" to ALL of these questions, please arrive at your school and fully participate in your daily activities.

If you answered "Yes" to ANY of the following questions you must:

- Remain home and do NOT report to school
- Contact your school to report your absence using normal protocols
- Contact your physician to report your condition and concern

- **What social distancing practices will be required to mitigate transmission risk?**

- Students and staff will be required to remain six feet away from one another OR be separated by a barrier. Students and staff will be required to wear a mask/face covering at all times, except when provided a mask break by teachers or administrators. Mask breaks will be consistently provided and only occur when people can be separated by six feet or more space. Students and staff will wear a mask unless a note from a physician is presented due to a medically concerning situation/condition.

- **Should I bring my own face mask/covering or will the district provide a face mask/covering?**

- All students and employees are required to have a face mask/covering when in school. Each person is encouraged to bring his/her own face mask/covering. On the rare occasions when a person does not have a mask/covering, the district will provide a mask/covering to that person.

- **What if my child cannot return to school due to an ADA compliant reason?**
 - 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 the employee's/student's 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 physicians will be considered and proper PPE will be provided to students and staff to accommodate the documented condition.
- **What happens if schools are closed by the Governor due to a COVID-19 outbreak?**
 - The Governor has determined parameters for school closing due to COVID-19. Our district will follow the mandated protocols as defined by the Governor.
- **When will I know my child/ren's schedule/teacher assignments are finalized?**
 - As done in previous years, information will be mailed to elementary students and middle/high school students will be posted onto the portal by the end of August. Although you will receive a teacher's name, this may change depending on the ever-changing plans due to COVID-19.
- **What is the process if a student is showing symptoms of COVID-19 while at school?**
 - If a student comes to school and displays symptoms, he/she will immediately be escorted to the isolation room to be screened by the school nurse. If the student has symptoms, the nurse will quarantine the student in a designated, supervised room until picked up. Parents will be encouraged to arrive as quickly as possible and to contact their physician.
- **When should I keep my child home from school?**
 - If your child has answered yes to the daily screening questionnaire provided by the district, your child should remain home. With all other illness or family based issues we ask parents to use their discretion as they know their child best.
- **Will the Boys & Girls Club afterschool program continue?**
 - Yes. Please see their reopening plan: [Boys & Girls Club Plan for After School Programs](#)
- **Where can I find resources to support mental health, behavioral, and social emotional support services?**
 - Resources to support mental health, behavior and emotional support is located on our district website or by [clicking here](#) with [additional resources here](#).
- **Will the school be testing students and staff for COVID-19?**
 - NO. Department of Health guidelines do not recommend the testing of students and staff to engage in face-to-face instruction.

- **Will I be notified if the district is informed by the ECDOH of a confirmed case of COVID-19 of a member of the school community?**
 - The District must follow certain Federal laws that are designed to protect the rights and privacy of individuals with respect to their personal health care. For all individuals, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) through the Office for Civil Rights of the Department of Health and Human Service has issued guidance on the continued need to ensure the privacy of individuals and the importance of the HIPAA Security Rule which prohibits the release of any health related information without the express permission of the individual. In addition to this Federal law, the District is also governed by the Family Educational Rights and Privacy Act (FERPA) which prohibits the disclosure of educational records, which include health records maintained by the District, without the consent of the parent or natural guardian.

In light of these Federal laws, and the directive of the County of Erie, the District is prohibited from either contacting individuals about the health of another individual or disclosing any information that might reasonably be argued would supply Personally Identifiable Information as that term is defined in the law. Therefore, the District will not be supplying any health information which is protected by the privacy rights mentioned above. The District will collaborate with the Erie County Department of Health of any suspected or confirmed case of COVID-19 in the District and take all necessary and prudent steps to protect both students and staff from any continued exposure. The District will follow the directives and guidance from the CDC, SED, and the Health Departments in this regard and will notify all staff, parents, and students of any necessary actions while still following the privacy restrictions which exist.
- **What should I do if I am concerned that my child has been exposed to someone who has or may have COVID-19?**
 - Follow CDC, DOH guidelines and contact your primary care physician.

Instruction:

- **My child does not have a chrome book. Will he/she still get a new chrome book?**
 - Yes. All students will be assigned a chrome book K-12. Hybrid will receive when they come to school for the first week and full remote students will have 3 days to pick up. All students must have permission forms signed before receiving a Chromebook. [Digital Consent Form](#)

Remote students must choose one day to pick up a Chromebook at door #1 at the MS/HS - large lot by stadium :

- Wednesday, September 2, 2020 10:00 a.m. - 2:15 p.m.
- Thursday, September 3, 2020 3:00 p.m. - 6:00 p.m.
- Friday, September 4, 2020 10:00 p.m. - 2:00 p.m.

- **Can students use their own device and still log into Google Classroom?**
 - At home they can use a personal device, at school they must use the Chromebook provided by the District.
- **If my child is enrolled as a Remote Warrior, are school supplies still necessary?**
 - YES.
- **If my child is enrolled as a Remote Warrior, will class materials (books, supports, activities) be provided for use at home while engaging in the self-directed learning program?**
 - YES. The district will provide materials and supports to supplement the instructional program for students enrolled as Remote Warriors.
- **If my child is enrolled as a Remote Warrior, will they be able to participate in such classes as band, chorus, art, music, LOTE?**
 - YES. The district is still working on a plan to share with parents. However, at the HS level some of these elective courses may not run for remote warriors.
- **What time can my child arrive at school?**
 - Students will be allowed to enter the building at:
 - Mullen - 8:50 a.m.
 - Riverview - 8:50 a.m.
 - Fletcher - 8:20 a.m.
 - Middle School/High School - 7:40 a.m.
- **Will students be sharing materials in classrooms?**
 - NO. Classroom materials and manipulatives will be used by one individual only. Other items, such as textbooks and instructional games, will be avoided in most circumstances. Students will be encouraged to bring their own classroom supplies for their individual use. In district students will be assigned a Chromebook for grades K-12.
- **Will students be allowed to work closely together in groups?**
 - NO. In most cases students will not be working in teams or small groups where they would be seated closely together. Every opportunity for social distancing will be utilized.
- **Will students be allowed to carry a backpack or other bag between classes?**
 - YES. In an effort to avoid using lockers and other areas that cause students to mass congregate, students will be permitted to use a backpack or other bag to carry instructional materials/supplies.
- **When can a student remove his/her mask in a classroom?**
 - Students will remove his/her mask, at the direction of their teacher or building administrator, when students are separated from others by 6 feet. However, every student will have mask breaks each period/hour during the day when his/her mask/covering can be removed.

- **Can my child wear a face shield instead of a face mask?**
 - NO. Students must wear an appropriate face mask. Face shields do not provide the same level of protection as a face mask. The Erie County Commissioner of Health strongly recommends that all people in schools wear a face mask. A note from a physician will be accepted for the use of a face shield for students.
- **Will every classroom have plastic barriers to separate student desks?**
 - NO. Barriers will be used when being separated by six feet cannot occur.
- **Will students travel in the hallway between every class change?**
 - YES. When possible, travel times will be staggered.
- **Will students be allowed to get up and move around the classroom regularly?**
 - NO. Due to our efforts to reduce density, social distancing, and other transmission mitigating efforts, students will NOT be allowed to move around the classroom in the same manner as in the past.
- **Can fans be used in the classroom?**
 - YES. The fans can be used to move air by facing the fan away from people.
- **How will BOCES CTE programs be offered for high school students?**
 - Students scheduled to attend AM or PM BOCES programming will be attending BOCES for in-person instruction on the same days they attend in-person at THS. Additionally, virtual instruction for BOCES will occur on the same days they are learning virtually at THS.
- **Is transportation still provided for BOCES.**
 - YES.

Physical Education & Athletics:

- **Will students still take part in swimming during Physical Education class?**
 - NO. Unfortunately at this time we will not be able to have our students participate in swimming during Physical Education classes. It is our sincere hope to be able to return swimming during Physical Education classes at some point this school year and we will revisit this issue at the 10 week mark.
- **Will locker rooms be used for students?**
 - NO. Physical Education classes will not utilize locker rooms. Locker rooms will be used only for athletics and social distancing measures will be utilized. Lockers assigned will be separated by six feet when used for athletic teams. Each team will have assigned times to use the locker rooms.

- **What clothing/footwear will be needed for Physical Education classes?**
 - During days when students have Physical Education, they should arrive at school in clothing that is comfortable and allows them to actively take part in Physical Education. Students will still be required to wear sneakers during all Physical Education classes. Dress shoes, heels, boots, sandals, flip flops, and any backless shoes will NOT be allowed to be worn during Physical Education class. Students may change in and out of their sneakers before and after Physical Education class in the gymnasium. Students should wear sneakers on the day of Physical Education or be prepared to carry them throughout the school day in their backpack.
- **Will Physical Education classes be outdoors often?**
 - YES. Physical Education classes will utilize outdoor space when possible and appropriate for instruction.
- **Will Physical Education classes include written work, study, and classroom lessons?**
 - YES. All Physical Education classes will continue to maintain current curriculum while maintaining social distancing guidelines for all PE classes while students are taking part in physical activity.
- **What are the social distancing parameters for students participating in Physical Education?**
 - Students will maintain 12 feet of separation from other students and teachers during all Physical Education classes while engaging in aerobic physical activity. Wearing a mask will NOT be required during the Physical Education class period while students engage in aerobic physical activity and maintain their 12 feet of separation. During all non aerobic physical activity, students will maintain 6 feet of separation and will need to wear a mask.
- **How can students have access to water to drink?**
 - Students will be encouraged to bring their own water bottles to school and Physical Education classes. Fountains can be used for the refilling of personal water bottles. Cups will be available in the nurse's office.
- **Are sports seasons scheduled for student participation?**
 - If NYS allows athletics, the Fall sports season is scheduled to begin on September 21st. Further guidance regarding the sports' seasons will be provided by the New York State Public High School Athletic Association (NYSPHSAA).
- **Will fields, courts, and facilities be open and accessible for spectators during student athletes games or matches?**
 - As per the guidance from the NYSPHSAA, during an athletic event, only two spectators per student athlete in a socially distant manner will be allowed and will have designated socially distant viewing areas for games and matches.

- **Will fields, courts, and facilities be open and accessible for community members?**
 - NO. As further guidance is released, this will be reviewed and updated.

Performing Arts:

- **Will band and chorus be offered this year?**
 - We hope to offer as many programs as possible. We plan to allow students to play their instrument or sing/perform from a distance of 12 feet. Student demand, safety, mandates, and staff availability will determine our programming in these areas.
- **Will concerts, recitals, and other performances be scheduled and held?**
 - NO. At this time, the District requires further guidance. Instrumental lessons and music classes will continue to encourage fine arts. Concerts are on hold until further guidance from NYSED and DOH.

Extra-Curricular Activities:

- **Will student clubs and events be held before or after school for participation?**
 - NO. The only programming after school will be Boys and Girls Club at Fletcher Elementary and the Middle School. It is possible that some extra-curricular clubs and activities will take place in a virtual format.

Food Service:

- **Will my child eat breakfast in the cafeteria each day?**
 - Students in grades K-5 will eat breakfast in their classrooms. Students in grades 6-8 who eat breakfast will report to the cafeteria, eat breakfast and then report to their first period class. Students in grades 9-12 who eat breakfast, will report to the cafeteria, pick up their breakfast, and eat in their first period class. Students who do not eat breakfast will report directly to their first period classroom
- **Will my child eat lunch in the cafeteria each day?**
 - Students in grades K-5, may rotate into the cafeteria for lunch on a rotating schedule maintaining appropriate social distance from others. Students in grades 6-8 and in 9-12 will eat in the cafeteria maintaining appropriate social distance from others.
- **How will you separate children in the cafeteria while eating?**
 - Students will be seated at individual desks, separated by social distancing (six feet apart). They will be required to remain in their seat during lunch. They will be allowed to get up, wearing a mask, to discard their garbage in the garbage bin/can.
- **Will the cafeteria be cleaned between each lunch period?**
 - YES. The cafeteria including high touch surfaces will be cleaned between each lunch period.

- **Will typical meal options, including served hot lunches, be available?**
 - Student meals will be in compliance with the NYS Child Nutrition Program requirements. Both hot and cold meals including breakfasts will continue to be offered to all students, to the best extent feasible. Most items will be prepackaged. Salad bars and buffet style service is not allowed.
- **Will students be allowed to move around the cafeteria during the lunch period?**
 - Due to our efforts to reduce density, social distancing, and other transmission mitigating efforts, students will NOT be allowed to move around the cafeteria in the same manner as in the past.
- **Will meals be available for students on virtual learning days in the hybrid plan or students enrolled in the Remote Warriors program?**
 - YES. Meals will be accessible for those students. More information will be forthcoming regarding specific times and locations that meals can be picked up.
- **Will meals be free as they were this past Spring during the pandemic?**
 - NO. Meals will no longer be free to all students. Based on restrictions from the Child Nutrition Program, this is no longer available to all students. However, ALL students in grades K-12 are supported under the CEP (Community Eligibility Provision) and are entitled to free meals this year. Detailed information will be forthcoming. Additional cafeteria items can be purchased and paid for in the traditional format.
- **Will my child's eligibility for meals remain the same from last year?**
 - NO. Last year's determination is only valid for the first 30 days of school. At that time any student without a new application to be processed automatically reverts to a pay status. A new Free and Reduced Application should be turned in as soon as possible for students in grades 6-12. Any determined FREE or REDUCED eligibility will result in free meals for this upcoming school year.
- **Can I prepay for student meals?**
 - YES. It is strongly recommended that cash and coins be discouraged for transactions at the school. Parents can add money to their child's account by either delivering a check to the school cafeteria or by utilizing MY SCHOOL BUCKS via the district's website.
- **Where can I obtain a Free and Reduced Application for grades 6-12 or a CEP application for grades K-5?**
 - Both applications are available on the district website and should be returned to the School Business Office in the Administration Building (Door #11). Applications can also be mailed or faxed as indicated on the application.

- **Can my child bring a lunch to school each day?**
 - YES. However, please note that the district has moved to a “Peanut Free Zone” regarding food preparation in the cafeteria and scheduled menus for this school year. As a result the cafeterias will not be offering any meals with peanuts. However, students are allowed to bring their own lunch from home with items that may contain peanuts. We will continue to safeguard our students with allergies using the methods established in each school.

Transportation:

- **Will my child have to wear a mask on the bus?**
 - YES. The NYS Education Department and the Department of Health guidance requires that ALL persons on a school bus wear a mask at all times.
- **Is there a maximum number of students allowed on each bus?**
 - The district will adhere to the NYS DOH, NYSED and any further guidance from the governor. Parents/legal guardians are encouraged to drop off or walk students to school to reduce density on buses.
- **What happens if my child arrives at the bus stop without a mask?**
 - It is encouraged that all students arrive at the bus stop with their own mask. Should a student occasionally arrive without a mask, one will be provided by the bus driver or monitor.
- **Will my children be allowed to sit together on the bus?**
 - YES. Children from the same household will be seated together.
- **How and when will the bus be cleaned and disinfected?**
 - Every school evening each bus will be thoroughly disinfected and sanitized. Buses will also be wiped down after each bus run during the day including high contact areas.