



# Westfield Academy and Central School District

## **District Reopening Plan September 2020**

UPK – 12

July 30, 2020

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## Introduction

The safety of our students, staff, and community is of the utmost importance. The Westfield Academy and Central School District's COVID-19 Reopening Plan provides procedures, practices, and safeguards needed to meet the recommendations and guidance outlined by the following governmental agencies:

- New York State Department of Health <https://coronavirus.health.ny.gov/home>;
- New York State Education Department (NYSED) <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:2671c286-bc77-42fd-8cfa-1ad6da11a31f>
- Centers for Disease Control and Prevention (CDC) [CDC Guidance for K-12 Schools](#)

### Development of Plan

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

- Administration
- Members of the Westfield Teacher's Association
- Department Leaders
- Dr. Brautigam, District Physician
- Community/Parent/Guardian: input through surveys and a series of five parent meetings
- Board of Education Updates

## Ongoing Communication with WACS Community and Families

**District level** The Superintendent of Schools will be the District Safety Officer for COVID-19 response and will provide regular communication to families, responsive to recent changes/developments. Knowledge regarding academic instructional outlines, support for free breakfast/lunch, technological assistance, and mental health support are the foundation of these communications. Additionally, logistics of the closure and its implications on instructional delivery, grading, graduation requirements, etc. are communicated to families.

The District utilizes Remind App, District website and social media platforms to send information to families. The District also uses local media outlets to share information with the community.

**School building level** The building principals regularly send communications to families via social media and utilization of our parent messaging system. Additionally, building principals will send messages to students via various platforms.

**Teacher level** Teachers communicate with families via email, Remind and telephone communications. Additionally, some teachers utilize Zoom, and other learning platforms (Google,

Schoology and SeeSaw). PowerSchool (our student data system) is also used to provide insight in student engagement with assignments.

### **Home/School Communications with Social Distancing**

- Virtual Open House
- Parent/Teacher Conferences via video conferencing
- Continuation of our Parent Information Series

### **Face Coverings or Personal Protective Equipment (PPE)**

In accordance to the NYSDOH guidance regarding face coverings, we will communicate and enforce expectations for the wearing of face coverings as follows:

- Face coverings (*Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment*) will be required at any time or place that individuals cannot maintain appropriate social distancing; individuals must wear acceptable face coverings.
- All individuals in our school facilities, on school grounds or school provided transportation will be expected to wear face coverings if another person unexpectedly cannot socially distance. For this reason, all individuals - including students - must wear face coverings in common areas such as entrances/exits, lobbies, and when traveling in hallways around the school.
- Disposable face and/or washable face coverings will be available at school and on school buses for students, staff, and visitors in the event an individual does not have a face covering.
- Face coverings will be required at all times, except for meals.
- Face covering breaks will be scheduled and available throughout the day.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering.
- School personnel will assist students who have difficulty in adapting to wearing a face covering.
- The District will provide training to students, faculty, staff, and families on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.

#### **Using a PPE Device:**

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:d6be0477-158e-4a75-a3df-be81a95bde9b>

## Social Distancing for Certain Activities

Social distancing (6 ft or 12 ft during aerobic activity, use of wind instruments and singing) will occur during instruction and whenever practicable. When polycarbonate shields are not provided, and social distancing cannot occur, all students/staff will don cloth face coverings (ie, transitioning from class, walking in the halls, on buses to and from school, etc.). Large group gatherings are prohibited at this time.

## Medically Vulnerable/High-Risk Groups (adults)

Employees with health concerns, those considered to have vulnerabilities, and/or staff who are at increased risk for severe COVID-19 illness are encouraged to contact the Superintendent for additional information and guidance in response to their unique situation so appropriate accommodations may be considered.

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 District 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.

## Medically Vulnerable/High-Risk Groups (students)

Students who are medically vulnerable and considered a high-risk group will be afforded proper accommodations. District employees will work with each family, the District Physician, and their medical provider to jointly determine appropriate accommodations. Parents/guardians should contact their child's Principal for additional information.

## Signage

Our District will display and share with parents, age-appropriate posters as reminders of proper handwashing, proper donning of face masks, how to stop the spread of COVID, and how to protect yourself and others. Training will be provided to employees, students, and families before the start of school. Regular and ongoing education/training/support will be provided using various platforms that include and are not limited to in-person education, informational postings on social media, utilization of our parent messaging system, and training videos. Signs will be posted in the classroom, common areas, busses, entryways, and made available on our District website and media platforms.

## Faculty and Staff Meetings

Large group gatherings are limited at this time. Buildings and departments will utilize Zoom for large group meetings until further notice.

## Ventilation

Whenever possible, the opening of windows and maximizing fresh air intake through our ventilation system will be utilized. Filters will be routinely checked and replaced in accordance with CDC and NYSDOH guidance.

## Common Areas and Capacity

Congregation of any kind is discouraged. Common areas of congregation will be monitored to ensure proper levels of social density, social distancing, and proper use PPE are enforced.

Capacity for the maximum number of people (based on room square footage, student enrollment, and social distancing considerations) have been determined in:

- Classrooms
- Cafeterias
- Auditoriums
- Gymnasiums
- Libraries

## Spaces

Our District has determined the communal spaces (i.e., library, computer lab, large group instruction room, gymnasium) that will be repurposed as a classroom instructional space to provide greater social distancing and/or smaller class sizes.

## Shared Objects

The sharing of objects is discouraged. Proper procedures and protocols are established to ensure sanitation efforts meet NYDOH guidelines. Systems for sanitation will be communicated to employees prior to the opening of school. When possible, the District will increase the educational materials and supports to discourage the sharing of objects.

## Assessing Ill Students and Staff

### COVID-19 Health Office Return to School Plan

These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community.

## Sick Day Guidelines for Staff, Students and Visitors

Symptoms associated with infectious processes such as COVID-19  
(Requiring Absence and/or immediate pick-up\*)

*Immediate Pick-up* constitutes within a reasonable amount of time from their location, and if there is delay, must delegate individual for safe pick-up from school.

- Active vomiting or diarrhea
- Fever/chills/generalized body aches- Fever constitutes 100.0 degrees Fahrenheit or higher.
- Respiratory symptoms (cough, congestion, runny nose, sore throat, shortness of breath)- Chronic allergy and asthma symptoms are NOT acute respiratory illnesses.
- New unexplained loss of taste or smell
- Tested positive for COVID-19
- Had a close exposure to a confirmed COVID-19 case
- Traveled to state, U.S. Territory or internationally with current travel restrictions; requiring 14-day quarantine post-travel
- Other conditions requiring absence -The first 24 hours of various antibiotic treatments (i.e., strep throat, pink eye, etc.)
- Undiagnosed, new, and/or untreated rash or skin condition (i.e., generalized hives, wound with purulent drainage, etc.)
- Doctor's note requiring a plan of care to stay home.

## When to Return to School

If diagnosed with COVID19, with or without positive test and/or symptoms **OR** non-COVID related viral illnesses such as common cold or influenza, please have parent/guardian provide physician documentation of clearance to return to school as per Department of Health recommendations.

First month after school re-opens

At least **72** hours have passed *since recovery* defined as:

Active vomiting or diarrhea- **72** hours since the last episode

Fever- **72** hours fever-free without the use of fever-reducing medication

Improvement or resolution in respiratory symptoms

After **24** hours on antibiotics for various student-specific infections

“*Immediate Pick-up*” constitutes within a reasonable amount of time from their location, and if there is delay, must delegate individual for safe pick-up from school.

## School Support

Students, faculty, and staff will be highly encouraged to stay home if they are sick. If an individual presents to school with the above mentioned “Sick Day Guidelines” symptoms, they will need to go home until clearance criteria for school return is met.

Westfield Academy and Central School will continue to support students with acute or chronic health conditions.

## Health Office Procedures During Visits/Sick Student Pick-Up

Temperature and symptoms will be checked **outside** the health office with brief triage to ensure correct isolation or care area is provided to students. Individuals will be isolated from the triage area if presenting with high-risk COVID-19 symptoms and will need immediate pick-up from parent/guardian.

-Health office staff must wash hands or use hand gel prior to entering and leaving the office.

-Students must wear school-mandated mask or face covering unless indicated otherwise.

-The six-foot distancing rule applies for everyone in the Health Office.

If the Health Office is congested, a line will be formed outside the Health Office with staff assistance. Student will socially distance based upon designated markings and contain **ONLY** students waiting for medically indicated visits as indicated above.

If a student is being picked up, the school nurse or delegated staff member will escort the student to the vehicle. The parent should not come into the building.

## Isolation and Personal Protective Equipment Standards in the Health Office

Appropriate PPE must be utilized in conjunction with universal precautions, and proper hand hygiene. Soap and water washing for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol is also acceptable. (Soap and water handwashing must be used in the case of gross soiling.)

### Non-Respiratory Conditions

#### Gastrointestinal

Consider the use of gowns, mask/facial shield, and protective eyewear and shoe covering in the case of active impending vomiting. Students should be placed in separate isolation area in the case of active vomiting

#### Open Injuries



Standard precautions, evaluate the need for escalation of PPE dependent on the clinical picture. (i.e., draining wounds, potential exposure to bloodborne pathogens)

#### Miscellaneous

Use clinical judgment to evaluate the risk of exposure and implement appropriate PPE.

#### Respiratory Condition and Non-fever

##### Upper Respiratory Complaint

Don mask and gown during the assessment to prevent droplet transmission during close contact. If lung sounds are auscultated clear, secretions are clear or absent, and cough is intermittent or absent in nature- teach students proper respiratory hygiene etiquette. Evaluate clinical picture if appropriate to remain in school. If lung sounds are auscultated other than clear and/or secretions yellow or green and cough is persistent- use mask and refer student out for further evaluation. Isolate the student.

#### Respiratory Condition and Fever

Per the CDC and NASN, *“The use of facemasks for persons with respiratory symptoms and fever over 100.0 is recommended if available and tolerated by the person and developmentally appropriate.”*

Don mask and gown during the assessment to prevent droplet transmission during close contact. Isolate students in the designated isolation room. The student/staff **must** be sent home and follow up with a medical provider with a clearance note before returning to school. Have parent/guardian call their PCP or DOH hotline 866-604-6789 for guidance regarding presenting symptoms if testing for COVID-19 is warranted. Encourage telehealth visits and telephone calls first to prevent potential community transmission of infectious disease if stable and clinically appropriate referral at the time of assessment.

If Westfield Academy and Central School have direct cases of COVID-19, local health officials will help identify those individuals, and we will collaborate to follow up on the next steps, including contact tracing. The District will contact the school medical director or DOH Hotline 866-604-6789 for healthcare providers for further guidance.

**\*\*This is not a comprehensive list of symptoms. Please call a medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who may have COVID-19\*\***

**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 sending a student to the office for assessment. If the nurse is not available, the Medical Director will be notified. If the Medical Director is not available, the student will be sent home to follow up with a healthcare provider. The District will follow this protocol for all students and staff that exhibit COVID-19 symptoms.

**See Flowchart** <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:65368749-fb8d-442f-b615-bd0053907a48>

## Hygiene, Cleaning and Disinfecting: Operations & Facilities Plan

100% In-Person Plan A	Hybrid/Split Plan B	100% Remote Plan C
School Entry	School Entry	School Entry
The front of WACS will have two points of entry. 1. Parent Loop 2. Bus Loop	The front of WACS will have two points of entry. 1. Parent Loop 2. Bus Loop	Staff & students will follow the distance learning plan.
Students and staff entry will be staggered into the building, where they will be directed appropriately.	Students and staff entry will be staggered into the building, where they will be directed appropriately.	Staff will be screened upon arrival.
Entry points will be marked on the floor to maintain social distance.	Entry points will be marked on the floor to maintain social distance.	PPE and sanitation stations will be available.
Our District will temperature check students upon entry into the building.	Our District will temperature check students upon entry into the building.	Once screened employees will move to their designated locations.
WACS will provide sanitation stations (hand sanitizer) for both sides of the entry points.	WACS will provide sanitation stations (hand sanitizer) for both sides of the entry points.	
Staff that fail the screening process will be directed to go home and contact their health advisor.	Staff that fail the screening process will be directed to go home and contact their health advisor.	
Once students pass the screening, they will head to their designated areas.	Once students pass the screening, they will head to their designated areas.	
PPE will be available at the entry stations.	PPE will be available at the entry stations.	
FACILITIES	FACILITIES	FACILITIES
Classrooms - all students will face the same direction. Desks will be spaced out 6ft apart.	Classrooms - all students will face the same direction. Desks will be spaced out 6ft apart.	
WACS will stagger students into the classroom and maintain proper social distancing.	WACS will stagger students into the classroom and maintain proper social distancing.	Staff will maintain proper social distancing
Water fountains will be shut off. WACS will use the dedicated	Water fountains will be shut off. WACS will use the dedicated touchless	Water fountains will be shut off. WACS will use the

touchless water stations placed in the building. Vending machines will not be used.	water stations placed in the building. Vending machines will not be used.	dedicated touchless water stations placed in the building. Vending machines will not be used.
Hallways will be labeled with one-way vinyl stickers that indicate direction. One way in either direction will be maintained and proper social distancing as well. Staff should enforce these procedures whenever possible.	Hallways will be labeled with one-way vinyl stickers that indicate direction. One way in either direction will be maintained and proper social distancing as well. Staff should enforce these procedures whenever possible.	Staff onsite will maintain social distance and follow the hallway directions.
Approved staff only for laundry facility use.	Approved staff only for laundry facility use.	Approved staff only for laundry facility use.
Music Rooms and Gym space will be set up honoring 12ft spacing.	Music Rooms and Gym space will be set up honoring 12ft spacing.	
Proper hand washing and social distancing signs will be posted on site.	Proper hand washing and social distancing signs will be posted on site.	Proper hand washing and social distancing signs will be posted on site.
<b>CLEANING / SANITATION</b>	<b>CLEANING / SANITATION</b>	<b>CLEANING / SANITATION</b>
WACS will follow all NYS and CDC standards for proper disinfecting and sanitation.	WACS will follow all NYS and CDC standards for proper disinfecting and sanitation.	WACS will follow all NYS and CDC standards for proper disinfecting and sanitation.
All touch points will be cleaned multiply times daily. These include door handles, light switches, crash bars, elevator knobs, shared phones, shared computers ext.	All touch points will be cleaned multiply times daily these include door handles, light switches, crash bars, elevator knobs, shared phones, shared computers ext.	Monitor staff in the building and clean areas that had occupancy.
All Cleaning staff will use proper PPE and while working will follow all mandated safety guidelines. Additional training will be conducted.	All Cleaning staff will use proper PPE and while working will follow all mandated safety guidelines. Additional training will be conducted.	Proper cleaning procedures will be maintained.
Elementary Restrooms will be scheduled for daily cleaning, two-hour intervals will be the time between cleaning. Daily log sheets will track the process.	Elementary Restrooms will be scheduled for daily cleaning, two-hour intervals will be the time between cleaning. Daily log sheets will track the process. Custodial staff will be available for all urgent clean ups.	Use Only (Staff)

Custodial staff will be available for all urgent clean ups.		
High school restrooms will be scheduled for daily cleaning, two-hour intervals will be the time between cleaning. Daily log sheets will track the process.	High school restrooms will be scheduled for daily cleaning, two-hour intervals will be the time between cleaning. Daily log sheets will track the process.	Use Only (Staff)
WACS will use PH7Q Betco or an <b>equivalent</b> product for all purpose disinfecting. This product is named on NYS list of products that kills coronavirus and has a 5 second reaction time.	WACS will use PH7Q Betco or an <b>equivalent</b> product for all purpose disinfecting. This product is named on NYS list of products that kills coronavirus and has a 5 second reaction time.	WACS will use PH7Q Betco or an <b>equivalent</b> product for all purpose disinfecting. This product is named on NYS list of products that kills coronavirus and has a 5 second reaction time.
WACS maintains two electro static fogging machines, these machines use the PH7Q product.	WACS maintains two electro static fogging machines, these machines use the PH7Q product.	WACS maintains two electro static fogging machines, these machines use the PH7Q product.
Floors will be moped and disinfected daily.	Floors will be moped and disinfected daily.	Changes with daily occupancy and areas used (Staff).
Additional staff will be needed on days to cover the extra cleaning demand. WACS will move two part time cleaners to days to cover the additional cleaning.	Extra staff not needed with reduced occupancy	
Proper PPE will be on hand for all staff.	Proper PPE will be on hand for all staff.	Proper PPE will be on hand for all staff.
HVAC	HVAC	HVAC
All outside air dampers will open 100% to allow the freshest air and air exchanges as possible in the space.	All outside air dampers will open 100% to allow the freshest air and air exchanges as possible in the space.	All outside air dampers will open 100% to allow the freshest air and air exchanges as possible in the space.
Filters will be updated, and the District will conduct additional filter changes in the school year.	Filters will be updated, and the District will conduct additional filter changes in the school year.	Various on occupancy
Higher Merv filters will be updated in the units pending ASHRA Guidance.	Higher Merv filters will be updated in the units pending ASHRA Guidance.	Higher Merv filters will be updated in the units pending ASHRA Guidance.

Interior hallway heaters will be shutdown in order not to blow the same air back down into the space. No fresh air intake for those units.	Interior hallway heaters will be shutdown in order not to blow the same air back down into the space. No fresh air intake for those units.	Interior hallway heaters will be shut down in order not to blow the same air back down into the space. No fresh air intake for those units.
Air conditioning will be adjusted, and more fresh air will be added to air-conditioned spaces.	Air conditioning will be adjusted, and more fresh air will be added to air-conditioned spaces.	Staff Only
Classroom windows are encouraged to be opened whenever possible.	Classroom windows are encouraged to be opened whenever possible.	Staff only
All Gym units will take 100% outside air at all times.	All Gym units will take 100% outside air at all times.	Units will be shutdown

### Community Use of Facilities

Initially and upon reopening, the District facilities will not be open for community use. Our priority will be safely supporting the academic and instructional program while focusing efforts on cleaning and sanitation. As part of this plan, our District will communicate a timeline for reopening our facilities to our community.

### Daily Transportation Procedures and Health & Safety Procedures

- Students will be required to wear facial coverings at all times while on the bus. Disposable face coverings will be provided to students who do not have their own when boarding the bus.
- All bus drivers and bus attendants will be monitored on a daily basis, including responding to the self-monitoring protocol.
- Buses will be cleaned and disinfected on a daily basis. High touch surfaces (ie: rails, seats, windows) 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.
- All individuals, including staff will be required to wear facial coverings at all times. Students and staff should wear face coverings at bus stops and on buses.
- We will instruct and train students and parents/guardians regarding how to maintain 6-foot distancing at bus stops and during loading and unloading.
- 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.

## Hygiene

Our District will provide educational materials and training to school personnel, students, and parents/guardians prior to the opening of school. Training materials and education will include print materials, signage, social media postings and Zoom meetings.

Proper Handwashing:

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:8f374e6e-425e-40b8-b57d-fa904ca1885b>

## Protocols for Visitors and Guests

Building procedures

- Limit access of visitors (i.e. no parent volunteers, guest speakers, student teachers, etc.)
- Communication to parents, community regarding limitation of visitor access
- Training of Front Desk Monitors
- All visitors must read and answer the self-assessment questions and temperature checked before being allowed entry to the building

## Health Screening

All students will be screened by the parent/guardian at home prior to boarding the bus/coming to school using a checklist and process provided by the District. If the child presents with COVID-19 symptoms, the parent/guardian is requested to contact the building nurse. All other “non-COVID-19” absences should be reported to the attendance clerk in each building. Additionally, students will be screened at designated entrances upon arrival to school.

Staff must self-assess prior to entering the building. Checklists/Questionnaires will also be provided to staff and parents and posted at each building's main entrance for visitors/vendors/contractors to complete before being granted access to the building: using the Health Questionnaire for COVID-19. Also, employee temperatures will be checked upon entry.

**Health Questionnaire:**

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:691f491b-b9f0-4eaf-aa0c-257ad6a7834b>

## Contact Tracing

The important task of contract tracing is dependent on the accuracy of our records. Contact tracing will be conducted in conjunction with the Chautauqua County Department of Health. 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);
- Hallway passes
- Bus rosters
- Substitute employee records (substitute teachers, aides, etc.)
- Our visitor management system (Raptor), which provides the date and entrance/exit time of all visitors.

## Conducting 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.

\*\* Please see individual school plans\*\*

## Special Education

**Provision of FAPE:** In developing our reopening plans, the District has considered IDEA and the needs of our special education students to the fullest extent possible and ensures the provision of a Free and Appropriate Public Education (FAPE). In planning the Least Restrictive Environment (LRE) has been central in the decision making on an individualized basis to ensure that every student has access to their grade-level standards and makes educational progress.

**Communication and Parental Involvement:** The District recognizes the role of the parent/guardian in the IEP process is critical. Parents and students with disabilities are always encouraged to be a part of the decision-making process and attend the CSE meetings. During the closure, parents were contacted with multiple attempts through various means (ie. email, phone calls, certified letters) to participate in virtual CSE meetings. The District will continue to conduct virtual or phone meetings until such time the health and safety of all parties can be ensured. The District will work with parents/guardians to establish a mutually agreeable timeline with those who wish to meet face-to-face.

## Homeless

Accommodations will be made to acknowledge equity with our homeless population under McKinney Vento designation. Our McKinney Vento liaison will continue to monitor and address needs as appropriate.

## English Language Learners

The District will continue to provide appropriate services to our English Language Learners (ELL). This may include instruction with our ELL staff and/or family communication in their native language.

## Educational Plans and Supportive Documentation

Westfield Academy & Central School formed a reopening committee; the committee consisted of Teachers, Nurses, Principals, Administration, Transportation, Food Service, and Building & grounds staff. Subcommittees developed the actual instructional plans for elementary and secondary specific plans.

### Our Goals

1. We will protect the health and safety of students, staff, and the community where they live utilizing the State and local health department COVID-19 safety guidelines.
2. We will ensure the social, emotional, and mental health of our students and employees.
3. We will restore in-person learning to the greatest extent possible while adhering to the County and NYS Health Department and NYS Department of Education requirements.
4. We will utilize lessons learned during the spring of 2020 to guide planning for potential future periods of remote learning.
5. We will maximize possibilities for direct teacher instruction.
6. We will optimize our resources to deliver high-quality instruction to our students, regardless of the delivery model.

### Types of Learning Plans

- Types of Instruction
  - **100% In-Person** – 100% In-Person instruction is similar to a traditional classroom setting with accommodations for social distancing, cleaning and disinfecting, and symptom monitoring.
  - **Hybrid** - District will use both in-person and remote instruction dependent on grade levels and guidelines established by local, state, and federal agencies. Face-to-face settings follow protocols set forth by county and state directives, as well as WACS safety standards.
  - **100% Remote** - At-home instruction and support provided by WACS teachers and staff. In this model, both asynchronous and synchronous sessions are supported with communication, interaction, and digital and paper learning.
    - **Types of Remote Instruction**
      - **Asynchronous Instruction**
        - Students and teachers are not online at the same time.



- The teacher provides learning resources and tasks in an age-appropriate digital platform (Google Classroom or Schoology).
- Students access these learning resources and tasks at a time that works for their family.
- **Synchronous Instruction**
  - Students and teachers are online at the same time with a set schedule.
  - The teacher provides learning resources and tasks through one of our age-appropriate digital platforms (Google Classroom or Schoology) during the set class time.

<b>DISTRICT LEVEL</b>			
	<b>Remote - 100%</b>	<b>Hybrid</b>	<b>In-Person - 100%</b>
<b>Location</b>	Students attend school following the District Calendar <b>remotely</b> .	Students attend school following the District Calendar either at the <b>campus</b> or <b>remotely</b> .	Students attend school following the District Calendar at the campus.
<b>Academic Gaps</b>	In September, staff will collaborate and design assessments to determine academic gaps due to school closure in Spring 2020. Staff will progress monitor throughout the school year to address necessary changes in the curriculum.		
<b>Attendance</b>	Regardless of the learning platform, attendance will be recorded by the teacher in PowerSchool daily.		
<b>Hallways</b>	N/A	Buildings and Grounds will reduce bi-directional foot traffic using tape or signs with arrows in hallways or spaces throughout the school, and post signage and distance markers denoting social distance spacing in all common areas where feasible.	
<b>Shared Objects</b>	N/A	Sharing of technology devices, school supplies and belongings among students will be very limited and only if it is absolutely necessary. If equipment or supplies must be shared by students, staff will clean the item after each use.	

	<b>Remote - 100%</b>	<b>Hybrid</b>	<b>In-Person - 100%</b>
<b>Safety Drills</b>	N/A	Safety drills will be modified to reflect social distancing and the use of face coverings.	
<b>Social Distancing &amp; Face Coverings</b>	N/A	<p>Acceptable face coverings (covering mouth and nose) must be worn by all individuals, at any time or place that individuals cannot maintain appropriate social distancing. This includes at all times on the school buses.</p> <ul style="list-style-type: none"> <li>• Face coverings must comply with the dress code found in the Code of Conduct so that they do not disrupt school activities, are not obscene or otherwise inflammatory, and do not endanger the health and safety of themselves or others.</li> <li>• If a student does not comply with the social distancing and/or face covering requirements, this student may be removed from the in-person learning model and transition into a 100% remote learning model.</li> <li>• Within a normal 40-minute period, teachers will provide for at least 2 face-covering breaks.</li> <li>• Within a normal 80-minute Block period, teachers will provide for at least 4 face-covering breaks.</li> </ul>	
<b>Water Fountains</b>	N/A	<p>Due to multiple touchpoints, water fountains will not be used.</p> <p>Students are encouraged to bring their own refillable water bottle to school and refill them at our filling stations throughout the school.</p> <p>To minimize congregation at water filling stations and in recognition of the shortened staggered transition times, students will report first to class and then gain permission from the teacher for its use.</p>	

	<b>Remote - 100%</b>	<b>Hybrid</b>	<b>In-Person - 100%</b>
<b>Assemblies</b>	<b>N/A</b>	Adherence to social distancing guidelines, assemblies will not be conducted at this time.	
<b>Field Trips</b>	To ensure the health and safety of students and staff, field trips will not be conducted at this time.		
<b>Open House</b>	Open House will be held virtually prior to the start of the school year.		
<b>Parent-Teacher Conferences (October)</b>	The District plans to conducted conferences virtually at this time.		
<b>Substitute Teachers</b>	<b>TBD</b>	Follow standard policy and procedures for substitutes, including staff screenings	

**Elementary School Specifics for UPK-5<sup>th</sup> Grade**

<b>Elementary Plan</b>			
	<b>In-Person - 100%</b>	<b>Hybrid</b>	<b>Remote - 100%</b>
<b>Reintegration of Students</b>	<p>Students will attend school on a daily basis. This could include a shortened day (8:30 to 1:30 for example)</p> <p>All safeguards established will be followed (see specifics in the subsequent sections of this document)</p> <p>Students will remain in their classrooms with their cohorts. Teachers will move to them with the exception of SC ELA/Math classes. Students will not share supplies. Each student will have their own set of materials.</p> <p>Common supplies will be used by one student and then placed in a bin on the windowsill for sanitation. Cleaning personnel will sanitize the items between use.</p> <p>Classroom bathrooms will be sanitized after each use. Hallway bathrooms will be sanitized based on the protocols of the Buildings and Grounds Department.</p>	<p><b>UPK-5</b> Students will attend school four days per week with one day of virtual work (The fifth day will involve practice work, assignment completion, and IREADY lessons, etc.)</p> <p>The platform for grades K-3 – Seesaw The platform for grades 4/5 – Schoology</p> <p><b>SC Sp Ed Classes</b> All safeguards established will be followed (see specifics in the subsequent sections of this document)</p> <p>Students will remain in their classrooms with their cohorts. Teachers will move to them with the exception of SC ELA/Math classes. Students will not share supplies. Each student will have their own set of materials. Common supplies</p>	<p>Students will receive daily virtual instruction, 2 days per week ELA/ 2 days per week Math and 1 day per week S/SS (Total Daily Instruction Time no less than 45 minutes)</p> <p>UPK-3 will use Seesaw as their learning platform. 4-5 will use Schoology as their learning platform. All groups will use Zoom, Remind, and other school-approved programs. Daily attendance will be taken by the classroom teacher</p>

		<p>will be used by one student and then placed in a bin on the windowsill for sanitation. Cleaning personnel will sanitize the items between use.</p> <p>Classroom bathrooms will be sanitized after each use. Hallway bathrooms will be sanitized based on the protocols of the Buildings and Grounds Department.</p>	
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Secondary School Specifics for Grades 6-12			
	Remote - 100%	Hybrid	In-Person - 100%
School Day			
<b>Weekdays</b>	<p>Hybrid models are based on classroom capacity in accordance with NYSDOH and NYSED health and safety guidelines.</p> <p><b>Kansas Model</b></p> <ul style="list-style-type: none"> <li>• Students in Grades 6-12 will be divided into two groups with each group attending two days a week. The other three days would be online learning either synchronous or asynchronous instruction.</li> <li>• Group A (last name A-K) – Monday and Tuesday - in person; Thursday and Friday – remote</li> <li>• Group B (last name L-Z) – Monday and Tuesday – Remote; Thursday and Friday - in person</li> <li>• Wednesday – Teachers will</li> </ul>	<p><b>Wolverine Model</b></p> <ul style="list-style-type: none"> <li>• If the District is open for 100% in-person learning, however, families have chosen to keep their child(ren) home, the MS/HS staff will continue to provide instruction.</li> <li>• Blend of synchronous and asynchronous instruction will be provided to the student</li> <li>• Synchronous instruction- Teachers will live stream their instruction to the students during their regular class period.</li> <li>• Asynchronous instruction - Teachers may record and then post their instruction to their learning platform for the student to view outside their regular class period.</li> <li>• Teachers will follow up with that student daily either during their preparation time, before 1<sup>st</sup> Period or after 9<sup>th</sup> Period</li> </ul>	

	<p>have set office hours to work one-on-one with students. In addition, Wednesday would allow Buildings and Grounds to thoroughly clean between groups of students.</p>	
<p><b>Student Arrival</b></p>	<p>N/A</p>	<p><b>At Home</b> Prior to arrival, parents/guardians will check students at home to rule out fever and/or signs or symptoms of illness prior to departure from home.</p> <p><b>Staggered Schedule for Arrival - Example</b></p> <ul style="list-style-type: none"> <li>• Parent Drop-Off &amp; Walkers 7:45am</li> <li>• Buses (staggered dismissal from bus into the building) 7:55am</li> <li>• Student Drivers 8:15am</li> </ul> <p><b>Designated Entrances</b></p> <ul style="list-style-type: none"> <li>• Parent Loop</li> <li>• Bus Loop</li> <li>• All students, including student drivers, must enter through either the Parent Loop or the Bus Loop for their daily health screening.</li> </ul> <p><b>Upon entry into the school</b> Health Screenings conducted in the hallways flanking the Auditorium</p> <p>Each student will proceed directly to the student’s first period classroom. (Lockers will not be utilized at this time)</p> <p>A staff member will visually check each student for symptoms prior to students entering the classroom. Any student with</p>

		visible symptoms of a change in congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be sent to the health office. Parents may be contacted for pick-up.
<b>Breakfast</b>	N/A	Cafeteria is closed in the morning. Breakfast will be a grab-n-go bag breakfast to be eaten in the classroom.
<b>Pre-1st Period</b>	N/A	<b>Wolverine Restart AM</b>  While the teacher waits for their students to fill their rosters, teachers will provide time for breakfast (grab-n-go from the lobby), social & emotional well being lessons, health & hygiene lessons and reinforcement, and academic intervention to sharpen skills and address learning gaps.
<b>Bell Schedule</b>	Synchronous instruction will be conducted with a schedule.  Asynchronous instruction may be provided to students and their families too.	Due to the staggered arrival, transitions, and dismissal to allow a reduced density within the building, the traditional bell schedule will be changed to reflect this needed.



	Remote-100%	Hybrid	In-Person-100%
<b>Reduce Hallway Density</b> (Transitions between Class Periods)	N/A	Staggered Dismissal  <u>Example:</u> Two-minute staggered dismissal after First Period <ul style="list-style-type: none"> <li>○ 8:30 – Grades 6 &amp; 9</li> <li>○ 8:32 – Grades 7 &amp; 10</li> <li>○ 8:34 – Grades 8 &amp; 11</li> <li>○ 8:36 – Grade 12</li> </ul>	
<b>Lunch</b>	N/A	Students will eat their lunches in the cafeteria annex, ½ gym and/or LGI. Limit cafeteria seating to the number of assigned seats. Students will be prohibited from sharing lunch items with one another.	
<b>After 9th Period</b>	N/A	After the end of 9 <sup>th</sup> Period, students will proceed to their first period classroom <ul style="list-style-type: none"> <li>• <b>Wolverine Restart PM</b> – Academic assistance on classwork as students wait until their dismissal.</li> </ul>	
<b>Student Departure</b>	N/A	<b>Departure Exits</b> <ul style="list-style-type: none"> <li>• Bus Loop</li> <li>• Parent Loop</li> <li>• Curriculum &amp; Technology Wing - Student drivers ONLY</li> </ul> <b>Staggered Departure Schedule - Example</b> <ul style="list-style-type: none"> <li>• Parent Pick-Up &amp; Walkers 2:45pm</li> <li>• Buses (staggered dismissal from classrooms based on bus arrival to school) 2:55pm</li> <li>• Student Drivers 3:05pm</li> </ul>	

<b>6-12 Instruction</b>			
	<b>Remote - 100%</b>	<b>Hybrid</b>	<b>In-Person - 100%</b>
<b>Asynchronous Instruction</b>	<p>Teachers and administration will partner together with families that are unable to follow the 100% In-Person Bell Schedule for instruction time.</p> <p>Families with conflicts should contact the MS/HS Guidance Office who will share that information with that student’s teachers.</p> <p>Teachers will collaborate with each other and families to create a time to offer asynchronous instruction</p> <p>This asynchronous instruction schedule will be submitted to administration for approval.</p> <p>Attendance will be recorded in PowerSchool at the beginning of the virtual period unless asynchronous instruction has been approved by administration.</p>		<b>N/A</b>
<b>Classroom</b>	<b>N/A</b>	<p>Teacher classroom assignment may change to accommodate student capacity and/or adhere to health and safety guidelines.</p> <p>Classroom furniture may be removed to maximize student capacity in accordance with health and safety guidelines.</p>	
<b>Instructional Packets</b>	<ul style="list-style-type: none"> <li>• Self-Contained Special Education Classes ONLY: Any instructional packets distributed to students must be collected on a regular basis</li> </ul>		
<b>Learning Platforms</b>	<p>District approved learning platforms listed below:</p> <ul style="list-style-type: none"> <li>• Google and/or Google Classroom</li> <li>• Schoology</li> <li>• Any platform aligned with a college-level program</li> </ul>		

	Remote - 100%	Hybrid	In-Person- 100%
<b>Pedagogy</b>	<p>Rigorous standards-based instruction will be provided for all students</p> <p>All staff will be at the school building to provide instruction remotely.</p> <p>Staff will be able to utilize all of their classroom materials including use of their Smart Board/ Interactive TV and white board.</p> <p>Staff will be able to utilize the school's consistent, reliable broadband connection along with the IT Department Support Services.</p> <p>Following social distancing and face covering guidelines, staff will be able to collaborate with grade level teachers on student progress, provide additional professional development opportunities, and support their colleague's use of the online learning platforms and tools.</p>	<p>Rigorous standards-based instruction will be provided for all students</p> <p>Teaching and learning will be adjusted to reflect social distancing and face covering protocols (guidance outlined by NYSED and NYSDOH)</p> <ul style="list-style-type: none"> <li>• 12ft distancing for choir, band (any wind instrument only), and physical education</li> </ul>	

<b>6-12 Student Code of Conduct</b> (Updated to reflect NYSDOH and NYSED guidance)			
	<b>Remote – 100%</b>	<b>Hybrid</b>	<b>In-Person – 100%</b>
<b>Assignments &amp; Grading Policy</b>	<p>Students are encouraged to keep up with their assignments. It is critical that students check in to <b>all of their classes</b> (i.e.: Google Classroom, Schoology, Remind, etc.) and their school email daily in order to put forth their best effort.</p> <p>We recommend students and their families plan according to this information to help us facilitate instruction at home.</p> <p><b>Numerical Grading</b></p> <ul style="list-style-type: none"> <li>○ Our students will be graded per District’s expectations using our standard <b>numerical grade</b> scale (i.e. 7/10, 85%, etc.).</li> <li>○ Teachers will be providing an appropriate number of assignments based on their course requirements.</li> </ul> <p><b>Advanced Placement (AP) and College Courses (JCC, SUNY Fredonia, &amp; Buffalo State)</b></p> <ul style="list-style-type: none"> <li>○ We will adhere to those expectations and guidance established by these organizations.</li> </ul> <p><b>State Assessments &amp; Regents Exams</b></p> <ul style="list-style-type: none"> <li>○ We are awaiting guidance and information from the NYS Department of Education.</li> </ul>		
<b>Chronic Absenteeism Tiered Intervention Plan</b>	<p>The intent of this intervention is to target the small population of students who are not engaging whatsoever in their learning during this time of remote learning. If a student occasionally misses an assignment, you certainly don’t need to go to these lengths- this is intended for kids who are “absent entirely” from online learning.</p> <ul style="list-style-type: none"> <li>• Step 1 - Teacher emails both student and parent(s)</li> <li>• Step 2 - Teacher contacts parent(s) directly on the phone (*67)</li> <li>• Step 3 - School counselor is notified and provides support</li> <li>• Step 4 - School administrator (Principal) contacts the parent(s) by phone</li> <li>• Step 5 - School administrator (Principal) initiates a parent teleconference to determine next steps</li> <li>• Step 6 - Administrator contacts School Resource Officer to pursue the matter from their end.</li> </ul>		

	<b>Remote-100%</b>	<b>Hybrid</b>	<b>In-Person – 100%</b>
<b>Lockers</b> (Hallway & PE Locker Room)	N/A	<p>At this time, students will not utilize a hallway locker or a PE locker to avoid unnecessary mixing and congregation of students</p> <p>Students may be allowed to use backpacks at this time.</p>	
<b>Office Hours</b>	Balancing school and family is important for both students, parents, and staff. Each teacher will communicate to students weekdays and times that they are available to assist learning	<p>Balancing school and family is important for both students, parents, and staff. Each teacher will communicate to students weekdays and times that they are available to assist learning</p> <p>Westfield Restart AM &amp; PM are opportunities for students to gain assistance from their teachers during the school day.</p>	<p>Westfield Restart AM &amp; PM are opportunities for students to gain assistance from their teachers during the school day.</p>
<b>Offices</b> (Guidance, Nurses & Secondary)	N/A	<p>Students and staff will minimize their movement throughout the school.</p> <p>Students should not be released to the Principal’s Office, Guidance Office, or the Nurses’ Office at any given time.</p> <p>If a student is sick:</p> <ul style="list-style-type: none"> <li>Notify the Nurses Office and the nurse will attend to that student in your classroom or location.</li> </ul> <p>If the Building Principal is required by student or staff:</p> <ul style="list-style-type: none"> <li>Notify the Building Principal’s Secretary who will have the</li> </ul>	

		<p>Principal arrive at your classroom or location as soon as possible.</p> <p>If a student requires Guidance Counseling:</p> <ul style="list-style-type: none"> <li>• Notify the Guidance Department or Pupil Personnel Services and an individual will come to your classroom or location as soon as possible.</li> </ul>
<b>Restrooms</b>	<b>N/A</b>	<p>To minimize unnecessary congregation of students and in recognition of the shortened staggered transition times, students will report to the class instead of using the facilities between bells</p> <p>Teachers will then stagger restroom use of students.</p>
<b>Zoom Expectations</b>	<p>Zoom is a vital communication tool between teachers and students. Class ID and password are for the sole purpose of students enrolled in that particular class. Students will not share this information with other individuals. If it is discovered that a student has shared that information (Class ID and/or password), the District will assign appropriate consequences including, but not limited to the suspension of online learning for a period of time.</p> <ul style="list-style-type: none"> <li>• The following are our expectations for students using Zoom: <ul style="list-style-type: none"> <li>○ Student attendance and participation will be recorded and then entered into PowerSchool</li> <li>○ For each class session, you should do your best to open a Zoom meeting from a quiet, distraction-free environment <u>prior</u> to the start of class.</li> <li>○ Be on time for class!</li> <li>○ Dress will be school-appropriate</li> <li>○ Backgrounds should be blurred or school appropriate</li> <li>○ Understand that attendance is expected</li> </ul> </li> </ul>	<b>N/A</b>

	<ul style="list-style-type: none"><li>○ If for any reason you miss class, it is student's responsibility to reach out to the instructor to determine what is missed</li><li>○ Sit in a seat that is on camera for the instructor to see you. It is not acceptable to be in bed in a sleeping position for instruction.</li><li>○ Keep your Audio on mute until you want to speak. We must work together to limit background noise.</li><li>○ Enable Video so that we can see you!</li><li>○ Enable your name as the individual entering the class. If you are unable to change it due to using another person's device, please notify the teacher immediately.</li><li>○ Engage in class following the instructions given by the instructor</li><li>○ Be respectful to all in the class</li><li>○ Understand that all classes are recorded and microphones may be "live" at all time</li><li>○ Adhere to all policies and guidelines as stated in the Student Handbook and the Student Code of Conduct</li><li>○ Remain in class until you are dismissed by the teacher.</li><li>○ Notify school personnel of any technical issues immediately</li></ul>	
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<b>Miscellaneous School Items</b>			
	<b>Remote-100%</b>	<b>Hybrid</b>	<b>In-Person-100%</b>
<b>Announcements</b>	Daily announcements will be sent electronically to the students (school email or Google Classroom - Secondary Office)	Announcement will ONLY be the Pledge of Allegiance conducted by Secondary Office staff  Daily announcements will be sent electronically to the students (school email or Google Classroom - Secondary Office)	
<b>Athletics &amp; Extra-Curriculars</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>
<b>CTE</b> (LoGuidice, Maple Ave, P-Tech)	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>
<b>Fundraisers</b>	<b>TBD</b>		
<b>Social Emotional Well-Being Specific to 6-12</b>	<p>Staff will regularly check students' well-being, especially during our Westfield Restart times (AM &amp; PM)</p> <p>Counselors will provide focused check-ins with high risk students, regardless of learning location.</p> <p>SRO will be utilized for wellness checks if necessary.</p> <p>Resource information will be developed and readily available for staff, students, and families.</p> <p>MTSS will be developed and implemented that addresses such issues as fear and anxiety</p> <p>The District will collaborate with community stakeholders to promote staff wellness and provide supports regarding student mental health, trauma, suicide prevention, and resilience.</p>		



## Student Social and Emotional Support

Students	Plan A: Operational with Precautions	Plan B: Blended Learning	Plan C: Virtual Learning
	<ul style="list-style-type: none"> <li>• All students will be encouraged to join in age-appropriate conversations pertaining to how school has changed and how it looks different. Teachers and school staff will speak to students in calm, confident voices that will reassure students that the District wants to keep them all safe. Precautions will be explained in an age-appropriate way while maintaining calm, confident voices throughout the school day. Staff will allow time and experiences for children to reacclimate to the school culture, if needed.</li> <li>• School staff will receive information on how to identify children who may be in distress by learning symptoms of increased anxiety, fear, anger, or any other difficult emotion. Staff will also be on alert for any long-lasting or reoccurring behavior changes with students.</li> <li>• If an entire classroom/cohort is in a distressed emotional state and could benefit as a whole with mental health counseling/additional SEL instruction, the mental health staff will be available to provide such services</li> </ul>	<ul style="list-style-type: none"> <li>• All students will be encouraged to join in age-appropriate conversations pertaining to how school has changed and how it looks different. Teachers and school staff will speak to students in calm, confident voices that will reassure students that the District wants to keep them all safe. Precautions will be explained in an age-appropriate way while maintaining calm, confident voices throughout the school day. Staff will allow time and experiences for children to reacclimate to the school culture, if needed.</li> <li>• School staff will receive information on how to identify children who may be in distress by learning symptoms of increased anxiety, fear, anger, or any other difficult emotion. Staff will also be on alert for any long-lasting or reoccurring behavior changes with students.</li> <li>• If an entire classroom/cohort is in a distressed emotional state and could benefit as a whole with mental health counseling/additional SEL instruction, the mental health staff will be available to provide such services</li> </ul>	<ul style="list-style-type: none"> <li>• All students will be encouraged to join in age-appropriate conversations pertaining to how school has changed and how it looks different. Teachers and school staff will speak to students in calm, confident voices that will reassure students that the District wants to keep them all safe. Precautions will be explained in an age-appropriate way while maintaining calm, confident voices throughout the school day. Staff will allow time and experiences for children to reacclimate to the virtual/online school culture, if needed.</li> <li>• School staff will receive information on how to identify children who may be in distress by learning symptoms of increased anxiety, fear, anger, or any other difficult emotion. Staff will also be on alert for any long-lasting or reoccurring behavior changes with students and lack of participation in virtual learning.</li> <li>• If an entire classroom/cohort is in a distressed emotional state and could benefit as a whole with mental health</li> </ul>

<p>after the needs of the classroom are discussed between the classroom staff and the mental health staff.</p> <ul style="list-style-type: none"> <li>● If/when a staff member observes and/or receives information regarding a student who is deemed to be in distress, the staff member will complete and send a referral to the Child Study Team in order to discuss the needs of the child and resources that would help them best. If the student is in immediate distress, the staff member will immediately notify the mental health staff and/or direct the caregiver/referral source to the mental health staff.</li> <li>● Once the needs of the students are properly and carefully determined, services recommended by the Child Study Team or mental health staff could include: <ul style="list-style-type: none"> <li>– Appropriate resources sent to caregivers as necessary</li> <li>– Check-in, check-out services (daily, weekly, bi-weekly, monthly)</li> <li>– In classroom/classroom group counseling (daily, weekly, bi-weekly, monthly)</li> <li>– 1:1 counseling with mental health staff member (daily,</li> </ul> </li> </ul>	<p>after the needs of the classroom are discussed between the classroom staff and the mental health staff.</p> <ul style="list-style-type: none"> <li>– If distress is occurring in a virtual setting, mental health staff would be available to join virtual discussions and post relevant mental health resources to the virtual platform.</li> <li>● If/when a staff member observes and/or receives information regarding a student who is deemed to be in distress, the staff member will complete and send a referral to the Child Study Team in order to discuss the needs of the child and resources that would help them best. If the student is in immediate distress, the staff member will immediately notify the mental health staff and/or direct the caregiver/referral source to the mental health staff.</li> <li>● Once the needs of the students are properly and carefully determined, services recommended by the Child Study Team or mental health staff could include the following in-person or through virtual contact: <ul style="list-style-type: none"> <li>– Appropriate resources sent to caregivers as necessary</li> </ul> </li> </ul>	<p>counseling/additional SEL instruction, the mental health staff will be available to virtually provide such services after the needs of the classroom are discussed between the classroom staff and the mental health staff. Mental health staff would be available to join virtual discussions and post relevant mental health resources to the virtual platform.</p> <ul style="list-style-type: none"> <li>● If/when a staff member observes and/or receives information regarding a student who is deemed to be in distress, the staff member will complete and send a referral to the Child Study Team in order to discuss the needs of the child and resources that would help them best. If the student is in immediate distress, the staff member will immediately notify the mental health staff and/or direct the caregiver/referral source to the mental health staff. This could be done through virtual meetings.</li> <li>● Once the needs of the students are properly and carefully determined, services recommended by the Child Study Team or mental health staff could include the following using virtual platforms: <ul style="list-style-type: none"> <li>– Appropriate resources sent to</li> </ul> </li> </ul>
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<ul style="list-style-type: none"> <li>– weekly, bi-weekly, monthly)</li> <li>– Continuous contact with caregivers</li> <li>– Individual/frequent home visits</li> <li>– Referrals to community resources</li> <li>– Collaboration with community resources</li> <li>– Other courses of action determined by mental health staff</li> </ul> <ul style="list-style-type: none"> <li>• Student’s level of need and appropriateness for intervention will be continuously monitored and evaluated by school staff, mental health staff, and caregivers.</li> </ul>	<ul style="list-style-type: none"> <li>– Check-in, check-out services (daily, weekly, bi-weekly, monthly)</li> <li>– In classroom/classroom group counseling with mental health staff member (daily, weekly, bi-weekly, monthly)</li> <li>– 1:1 counseling with mental health staff member (daily, weekly, bi-weekly, monthly)</li> <li>– Continuous contact with caregivers</li> <li>– Individual/frequent home visits</li> <li>– Referrals to community resources</li> <li>– Collaboration with community resources</li> <li>– Other courses of action determined by mental health staff</li> </ul> <ul style="list-style-type: none"> <li>• Student’s level of need and appropriateness for intervention will be continuously monitored and evaluated by school staff, mental health staff, and caregivers.</li> </ul>	<ul style="list-style-type: none"> <li>caregivers as necessary</li> <li>– Check-in, check-out services (daily, weekly, bi-weekly, monthly)</li> <li>– Virtual class/group counseling with mental health staff member (daily, weekly, bi-weekly, monthly)</li> <li>– 1:1 counseling with mental health staff member (daily, weekly, bi-weekly, monthly)</li> <li>– Continuous contact with caregivers</li> <li>– Individual/frequent home visits (if staff and caregivers are comfortable with in-person services)</li> <li>– Referrals to community resources</li> <li>– Collaboration with community resources</li> <li>– Other courses of action determined by mental health staff</li> </ul> <ul style="list-style-type: none"> <li>• Student’s level of need and appropriateness for intervention will be continuously monitored and evaluated virtually by school staff, mental health staff, and caregivers.</li> </ul>
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