

Sullivan West Central School District  
Home of the Bulldogs



Plan for Re-Opening of School Buildings

**Bulldogs United: Moving Forward, Together**

2020-2021 School Year

Sullivan West Elementary School  
33 Schoolhouse Road  
Jeffersonville, NY 12748

Sullivan West High School  
6604 Route 52  
Lake Huntington, NY 12752

Summer 2020

Dear Bulldog Families:

The Sullivan West Central School District is committed to providing for the health, safety and well-being of our students and staff members at all times, but particularly in light of the COVID-19 pandemic and our planning to re-open our school buildings. We recognize and appreciate that our schools are at the core of our communities, and we take seriously our responsibility to place health and safety at the forefront of our decision-making.

Additionally, our priority is to continue to provide an instructional experience for our students which enables them to feel connected to their school, their teachers and their peers, as well as to be challenged to meet their potential.

This Re-Opening Plan seeks to balance the priorities of health and safety with the instructional experience that students need, and we are appreciative of the efforts of many members of our School District, as well as the feedback that we have received from parents, students, staff members, community residents, and from medical professionals. The format of this plan will follow the assurances that all school districts must provide to the State Education Department regarding re-opening, while keeping in mind that circumstances will likely result in the need to make modifications to this plan over time.

Thank you to the many members of our School District community for their contributions to the planning and development of this document.

We look forward to making the 2020-2021 school year a valuable and wonderful experience for all of our students, staff members, and visitors.

Thank you for your ongoing support of our schools and students.

Sincerely,

Stephen Walker

Superintendent of Schools

**Sullivan West Central School District**  
**Re-Opening Plan Contributors**

Name	Role
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Kathleen Bressler, Ed.D	Assistant Superintendent for Instructional Services Sullivan West CSD Parent
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Katrina Chellis	Board of Education Member Sullivan West CSD Parent
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Dan Welton	School Counselor
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Cathy Mele	First Student, Inc. Transportation
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Stephen Walker	Superintendent of Schools

## Plan Overview and Required Assurances

This portion of the Re-Opening Plan is designed to provide information on a variety of areas which are important for the successful re-opening of our school buildings.

### **Community/Family Engagement:**

The District highly values the partnerships and collaboration that have been formed with our parent community, our faculty and staff, and community organizations, as well the importance of “student voice” in our planning. The following information provides detail regarding the District’s focus on Community and Family Engagement during the Re-Opening Process.

- The District created three teams to provide for the creation of this Re-Opening Plan. The District Re-Opening Steering Team has met on multiple occasions to review and analyze the guidance documents provided by the New York State Education Department (NYSED) and the Department of Health (DOH), with the objective of providing the school-level re-opening teams with support and guidance. The District Re-Opening Steering Team is also tasked with reviewing and providing direction in the following areas: Health and Safety; Transportation; Professional Development; Human Resources, and others.
  - The Elementary School and High School Re-Opening Teams have met on multiple occasions to review and make plans in the following areas: Curriculum and Instruction; Scheduling; Student Grouping; Assessment; Staff Assignments, and others.
- The District is using multiple mechanisms to communicate information to our School District community. These include the creation of a dedicated webpage focused on the Re-Opening of Schools, which can be found here: <https://www.swcsd.org/Page/2747>.
  - The District is also utilizing our website, Facebook page, K12 Alert automated messaging system, other social media (Instagram and Twitter), email and phone calls to provide information regarding Re-Opening Plans to our community.
- All faculty, staff and students will be provided with teaching and/or training regarding how to follow the COVID-19 protocols safely, and signage will be placed throughout both Schools to serve as reminders. Training videos and in-person demonstrations will be provided to faculty and staff, and in-person teaching/demonstrations will be provided to students. The COVID-19 protocols to be covered through training/teaching include, but are not limited to: hand hygiene, wearing of proper face coverings and social distancing.

- The District will encourage all students, faculty, staff and visitors to adhere to Centers for Disease Control (CDC) and Department of Health (DOH) guidance regarding the use of Personal Protective Equipment (PPE), specifically acceptable face coverings, when a social distance cannot be maintained. The District will do this through visual communications (i.e. signs) in our schools, written communications to our School District community, and verbal communications with staff, students and visitors.
- School District communications will be provided to families in their language(s) spoken at home, and written plans will be accessible by visual and hearing impaired users.
- Both schools will be holding meetings, either in-person or remotely, with members of the student body, in order to ensure that students have an opportunity to ask questions and share their goals, questions, concerns and perspectives regarding the re-opening of our schools. Student input will be utilized in making decisions about how our schools can best support all of our learners.
- If any member of our School District community is unable to access any of the information or communications regarding Re-Opening, please email Stephen Walker at [walkerste@swcsd.org](mailto:walkerste@swcsd.org), or call (845) 482-4610, extension 3000.

### **Health and Safety:**

The health and safety of our students, staff and visitors will always be the top priority for our School District. The District has reviewed guidance from a number of organizations, including the Centers for Disease Control, the New York State Department of Health, and the New York State Education Department. The following items provide an overview of how the District plans to address the health and safety concerns of all Bulldogs, both in school and on the bus.

- In creating our Re-Opening Plan, the School District considered the number of students and staff who could occupy our schools, and the spaces in each school, while observing social distancing. The District met with representatives from First Student Transportation, Inc. to review current guidance regarding social distancing on the school bus and to determine the number of students who may ride a bus at the same time. The District also consulted with the Department of Health regarding access to hospital capacity in our region.
- The District created 3 teams to generate the Re-Opening Plan. Each team has met on multiple occasions, and has received input from community members, School District organizations and medical professionals.
- Information regarding instructions, recommendations and other important COVID-19 information will be provided using multiple mechanisms. The automated K12 Alert system will be used to send telephone calls, emails and text messages, and the School District's website and social media will also be used. Signage will be placed throughout both

schools to provide visual and written depictions of the expectations regarding social distancing and appropriate use of PPE. Any visitors to the schools will also be provided with verbal information regarding the expectations to maintain social distancing and wear an appropriate face covering. Schoolwide announcements will be provided, when appropriate.

- The School District will utilize instructional videos to provide training to faculty and staff on identifying potential symptoms of COVID-19. Staff training will include visual handouts describing COVID-19 symptoms, how to take appropriate precautions to prevent the spread of COVID-19, and health and wellness protocols. Signage will be placed throughout both schools to remind all faculty and staff of the information provided in the trainings. Any individual who feels sick or exhibits COVID-19 symptoms will be required to report immediately to the School Nurse for evaluation. Spaces to be used to isolate potentially-ill staff members or students have been identified in both schools. Following evaluation by the School Nurse, anyone exhibiting potential COVID-19 symptoms will be isolated and will be required to return home. Parents will be required to arrange for pick-up of their ill child within a reasonable amount of time.
- All students will have their temperature checked prior to entering the school building on a daily basis. This temperature check will be conducted by staff members who have been appropriately trained by the School Nurse on use of the necessary equipment. Staff members will be assigned to each student entrance of both schools in order to ensure that all students have their temperature taken each day that they arrive at school.
  - All faculty and staff members will complete a daily questionnaire using an online program to comply with the requirements related to the screening questionnaire. If a staff member is unable to complete the required daily screening questionnaire at home before reporting to work, he/she will be required to immediately report to the School Nurse to complete the required questionnaire and have their temperature checked.
  - Periodically, parents will be asked to complete the screening questionnaire regarding their child's overall health. At this time, the District plans for this to occur every month.
- The District has developed a protocol by which all students and staff will be screened for possible COVID-19 symptoms on a daily basis. If a student or staff member exhibits possible COVID-19 symptoms, that individual will be immediately be sent to the Nurse's Office for evaluation. Rooms to be used for isolation of potentially-ill staff members or students have been identified in both schools. Following evaluation the school nurse, the potentially-ill staff member or student will be isolated in the designated space, and arrangements will be made for the staff member or student to be sent home. If the school nurse is not available, the ill student or staff member will be sent home with a plan for follow up with his/her healthcare provider.

- Both schools have developed a protocol for students or staff members who exhibit signs of illness, including a temperature above 100 degrees, and/or a positive response to one or more of the screening questionnaire items, to be immediately sent to the room designated for isolation. These individuals will remain in the isolation room until they are picked up or otherwise sent home from school.
- The District has developed a protocol to ensure that visitors and other guests at either school are included in the health screening process as required. Upon entering the school, any visitor or guest will report to the greeter's desk, upon which time he/she will have his/her temperature checked and will be required to complete the screening questionnaire. Contact information for all visitors and guests will be recorded upon entry to the school. Visitors to either school will be significantly limited, with the exception of essential functions.
- The School District will be providing parents with information using a number of methods in order to assist them in identifying potential COVID-19 illness in their child(ren). These methods will include sharing information through social media, the District's website, information provided to parents while in the school building, and through K12 Alert automated communications. Our school nurses are creating videos for parents and students to utilize in learning more about COVID-19 prevention strategies as well.
- The District is developing a written protocol and appropriate signage to provide instruction to staff and students regarding proper hand and respiratory hygiene and other practices to help prevent the spread of germs and illness. All staff members and students will take part in educational activities through video or other mechanisms in order to be provided information on this topic.
- In order to ensure that all students, staff members and visitors to our schools observe social distancing of at least 6 feet whenever possible, the School District will limit the capacity of each classroom and our schools. Classrooms will be rearranged to ensure that student desks are not within 6 feet of each other, and the daily schedules will be modified to ensure that students are not forced to gather together in order to move between classes in the school building. Locker access will be limited in order to avoid gatherings of students in the hallways. Cafeteria seating will be modified to allow for social distancing during lunch, and classroom instructional practices will consider how to maintain social distancing for students and staff members in the learning environment.
  - Students will be required to maintain social distancing on the school bus, in addition to wearing masks.
- The District has developed a protocol to ensure that all students and staff who are at high-risk, or who live with a person at high-risk, are provided with appropriate accommodations. Each plan will be developed specifically to respond to the issues raised by the student, parent or staff member, in consultation with the appropriate health officials and legal counsel.

- The District has developed a protocol requiring all students, staff members and visitors to our schools to wear a face mask whenever social distancing cannot be maintained. Signage will be placed throughout both schools, and written guidance will be provided to all students, staff members, parents and visitors explaining the requirement.
- The District has developed a plan to ensure that an adequate supply of cloth face coverings is available for school staff members, students who forget their masks, and necessary PPE for school nurses and other staff members whose assignments require PPE beyond a face mask.
- The District is developing a protocol, in collaboration with the County Department of Health to address the actions to be taken in the event that there is a confirmed case of COVID-19 in the school. Isolation areas have been created in both schools, and any individual who feels sick or exhibits potential COVID-19 symptoms will be required to immediately report to the school nurse for evaluation. In the event that there is a confirmed case of COVID-19 in the school, the Superintendent will immediately be informed, and he or his designee will inform the County Department of Health to determine the appropriate next steps. The timeline for the individual's return to school will be based upon the guidance from the Department of Health.
- The District has a protocol which will comply with the Department of Health and Centers for Disease Control guidance to address the return to school of a student or staff member following a positive screening result for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19. The return to school of a student or staff member following the above-listed scenarios will be coordinated with the Sullivan County Department of Health.
- The District has a written protocol regarding cleaning and disinfecting schools following the guidance from the Centers for Disease Control. All frequently-touched surfaces will be cleaned and disinfected regularly throughout the school day, with all student desks wiped down between each use. Laptops, calculators and other student materials will also be wiped down between each use. Bottle-filling water fountains have been installed in both schools, and students will be encouraged to use refillable water bottles brought from their home.
  - Hand sanitizer will be available in all classrooms, cafeterias and other spaces used by students or staff members. School buses will be cleaned on a daily basis as well.
- The District has a protocol to ensure that the required school safety drills, including fire drills and lockdown/intruder drills, are completed, while providing for the necessary social distancing. During a fire drill, students and staff members will wear masks while exiting the school building, and will gather at the designated area while observing social

distancing. Lockdown drills will be addressed through discussion of the appropriate actions that would be taken if a lockdown were to occur.

- The District has a protocol to ensure that social distancing and wearing of face masks will occur as required during the before and afterschool program. The District will ensure that temperature screenings occur for all students prior to entry to the program in the morning, and that all staff members involved in the supervision of the program receive the necessary training regarding effective methods to prevent the spread of COVID-19. If a student exhibits symptoms of potential COVID-19 illness during attendance in the before/afterschool program, the student will be immediately isolated and his/her parents will be contacted to pick him/her up.
- The School District has designated an administrator to be the COVID-19 Safety Coordinator. This role will entail ensuring for compliance with all aspects of the School District's Re-Opening Plan. The COVID-19 Safety Coordinator is the Superintendent of Schools, Mr. Stephen Walker. He can be reached at (845) 482-4610, extension 3000.
- The District has developed flowcharts designed to provide guidance in the event that a student, or a staff member, displays possible COVID-19 symptoms in the school setting. These flowcharts are attached as appendices to the end of this plan.

### **Facilities:**

The School District has been reviewing all aspects of our school facilities to ensure that they are appropriately configured to meet the requirements for social distancing, regular and thorough cleaning, and meet the mandates set by the New York State Education Department. The following information provides an overview of that planning and preparation.

- The School District does not plan on any additions to the facilities during the 2020-2021 school year.
- The District will comply with the 2020 Building Condition Survey and Visual Inspection by utilizing our architectural firm to complete the required survey and inspection.
- The District will ensure that the necessary Lead-In-Water testing is conducted, as required by New York State regulation.
- The District will ensure that all existing, and any new Alcohol-Based Hand-Rub Dispensers which are installed are in compliance with the applicable New York State regulation.
- The District does not plan to install any dividers in any space during the 2020-2021 school year.

- The District will ensure that all new building construction projects will be submitted to the New York State Education Department’s Office of Facilities Planning for review.
- The District does not plan to lease any facilities during the 2020-2021 school year.
- The District will ensure that any use of tents, for temporary or permanent use, is done so after having submitted plans for their use to the BCNYS.
- The District will ensure that the existing or altered number of toilet and sinks fixtures meets the minimum standards of the BCNYS.
- The School District will ensure that each school provides the appropriate number of sources of drinking water for students and staff members. Bottle-filling stations have been installed in both schools, and students and staff members will be encouraged to use refillable water bottles provided from home.
- The District will ensure that adequate, code-required ventilation is provided as designed. Cleaning, inspection and certification of our HVAC system will occur as scheduled.
- The District will ensure that all project submissions only dedicated to “COVID-19 Reopening” will be labeled as such.
- The District will ensure that any use of plastic separators in any space in the school buildings will be done so in compliance with the 2020 BCNYS Section 2606.

### **Child Nutrition:**

The School District prioritizes the overall physical and mental health of our students, including the importance of providing students with healthy meals while at school. The following items provide details regarding the District’s planning regarding Child Nutrition for the re-opening of our school buildings.

- The School District will provide all students enrolled in the SFA with access to school meals each day. This will include students who are attending school in-person, and those who are learning remotely. The District plans to continue offer “grab-and-go” meal access to families during the school day, and to provide students with access to breakfast and lunch during days when they are receiving in-person instruction.
- All applicable health and safety guidelines will be adhered to during the breakfast and lunch programs. All Food Service Workers will receive training on hand hygiene, appropriate wearing of PPE and will be wearing PPE during food preparation and service. Social distancing will occur in the cafeteria through the alteration of student seating arrangements, and surfaces will be cleaned after each use.

- In the event that students are served meals in a location outside of the cafeteria, the District will ensure that students with food allergies will be provided the necessary protective measures. Food Service Staff will coordinate with the school nurse and the student's teacher to ensure that the student's food allergies are appropriately and discretely addressed.
- The District will develop written protocols for how students will perform hand hygiene before and after eating, how hand hygiene will be promoted among students, and to discourage the sharing of foods and beverages. Students will be provided the opportunity to wash their hands before and after food service, and hand sanitizer will be provided. Posters and signage will be provided for a visual reminder of the importance of hand hygiene.
- The cafeteria tables, food service line, and other common areas will be cleaned after each group of students has finished their lunch. The Food Service Worker will utilize the keypad while wearing gloves to code each student's ID number, so that use of that instrument does not cause potential issues with spread of illness.
- The School District will ensure compliance with the Child Nutrition Program requirements by providing any necessary training to all Food Service Workers.
- The School District will communicate with families using multiple means, including our website, K12 Alert automated phone call, email and text system, social media, and mailings.
- The School District will ensure that social distancing will occur in the cafeteria setting. This will occur through modifying the configuration of our cafeteria seating, and limiting the number of students who can sit at one table. Students will also be encouraged to eat lunch outside, when appropriate, while continuing to socially distance. At the High School, the District plans to provide additional seating options for students around the outside of the cafeteria, to allow for additional social distancing.

### **Transportation:**

Sullivan West contracts with First Student, Inc. to provide transportation to our students on a daily basis. In preparation for the re-opening of our schools, District officials met with representatives from First Student in order to make plans to provide for the health and safety of students who ride the bus, as well as the First Student employees. The information below provides detail regarding the District's collaborative efforts with First Student, Inc. to provide bus transportation to all students who require it, beginning in September.

- The School District, in collaboration with First Student, Inc. transportation and any other applicable partners, will ensure that the following occurs:
  - a. each school bus which is used by students is cleaned and disinfected on a daily basis.
  - b. due to the fact that hand sanitizer is flammable, it will not be allowed on school buses.
  - c. school bus drivers and monitors do not carry personal bottles of hand sanitizer with them on the school bus.
  - d. all school bus drivers and monitors wear a face mask while on the school bus.
  - e. all transportation staff, including drivers, monitors, attendants, mechanics and others receive training on the proper use of PPE and the signs and symptoms of COVID-19.
  - f. all transportation staff receive training on the proper use of social distancing.
  - g. PPE will be provided for all transportation staff.
  - h. hand sanitizer will be provided for all transportation staff in their office locations, such as dispatch offices, employee lunch/break rooms and bus garages.
  - i. drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.
  - j. all transportation staff must perform a self-assessment for symptoms of COVID-19 before arriving to work.
  - k. students must wear a mask on the school bus if they are physically able.
  - l. students who do not have a mask will not be denied transportation. Students will be provided with a mask to wear on the bus if they do not have one.
  - m. students with a disability which would prevent them from wearing a mask will not be forced to do so, and will not be denied transportation.
  - n. students will be trained and provided periodic reminders on the proper use of social distancing on the school bus.
  - o. students attending a non-public, parochial, private or charter school or students whose Individualized Education Program have placed them out of district will be provided transportation in accordance with the applicable laws and regulations.

### **Social Emotional Well-Being:**

As part of our District's focus on educating the "whole child", Sullivan West has done significant work in the past year to engage our staff members in learning about the value and importance of social emotional learning in schools, both for children and adults. The District has adopted use of the RULER Social Emotional Learning Approach, which will continue to be used, both during in-person and at-home learning, during the 2020-2021 school year.

- The District began reviewing our comprehensive School Counseling Plan in the 2019-2020 school year. We will ensure that this process continues in the 2020-2021 school year in order to meet the complex and changing needs of our students.

- The School District will ensure that a collaborative group is tasked with working to inform the School Counseling Plan development, including the use of student voice in the development of the School Counseling Plan.
- The District will ensure that resources and referrals are provided to students and staff members in order to address mental health, behavioral and emotional support needs. The District’s Social Workers have developed a regular newsletter containing a number of resources and supports, as well as a social media presence in order to share information digitally. The newsletter, called “Bulldogs United”, is distributed on a monthly basis, and a sample can be found here:  
<https://www.swcsd.org/cms/lib/NY02211678/Centricity/ModuleInstance/1605/Bulldogs%20United%20Newsletter.pdf>
- The District will ensure that professional development opportunities are provided to faculty and staff on how to talk with students about the ongoing COVID-19 pandemic and its impact, as well as provide supports for developing coping and resilience skills for students, faculty and staff.
- The District began using the RULER Social/Emotional Learning Approach in the 2019-2020 school year, which is oriented toward providing all staff and students with an emotional vocabulary, ways to recognize, understand, learn about, evaluate and harness our emotions. The District will continue to utilize the RULER Approach in the 2020-2021 school year, both through in-person and at-home learning activities.
- The District has created a webpage specifically to share resources for students and families related to physical and mental health. The webpage can be accessed using this link, and will be regularly updated during the 2020-2021 school year:  
<https://www.swcsd.org/site/default.aspx?PageType=3&DomainID=197&ModuleInstanceID=3839&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=6316&PageID=2720>

### **School Schedules:**

The District has worked to develop instructional schedules to address the multiple re-opening scenarios currently being contemplated for the fall. Details regarding the various scheduling scenarios are included below.

- The School District has developed several instructional schedules in order to plan for the possibility of multiple scenarios, including full-time in-person instruction, a hybrid of in-person and at-home learning, and full-time at-home learning.

The full-time in-person schedule would allow for all students to attend school on a daily basis, in the event that such a schedule would be able to comply with the DOH and NYSED guidelines.

The hybrid schedule would allow for students to attend school two days per week on an in-person basis, and three days per week through at-home learning. Students would be divided into two groups, with one group attending school in-person on Mondays and Tuesdays, and the second group attending school in-person on Thursdays and Fridays. Wednesdays would be a full at-home learning day for all students, during which a thorough building cleaning would occur, and teacher professional development and at-home learning support would take place. The in-person daily schedule would be shortened in order to allow for teachers to support the students learning at-home on a daily basis.

The full-time at-home learning schedule would provide for synchronous and asynchronous learning to occur for all students, using various online learning platforms, including Schoology and Seesaw.

Parents have been provided with the opportunity to select whether they prefer to send their child to receive in-person instruction, or receive completely at-home instruction.

Sample student schedules have been attached to this plan as appendices.

### **Attendance and Chronic Absenteeism:**

The District created building-level committees during the 2019-2020 school year to analyze student attendance data trends, and to create interventions to reinforce and address the importance of regular student attendance. Those committees will continue their work into the 2020-2021 school year. Details regarding how the District will address student absence and chronic absenteeism, either during in-person or at-home learning, are shared below.

- The District will ensure that daily student attendance will be taken, whether in an at-home or hybrid instructional schedule. The District will employ a “Check and Connect” approach where each staff member is assigned a small number of students who are receiving at-home instruction on a given day, and will be required to check in with each of those students. This will allow each student to have access to support on a daily basis, and for our staff to help the student to troubleshoot any issues he/she may be having with at-home learning on that day.

In addition, Teaching Assistants and Specialist Teachers will be assigned to provide synchronous learning support periods to students receiving at-home instruction on a daily basis. This will serve as an additional support and check-in for our at-home learning students. Further, the District plans to provide for an hour daily of at-home learning support from each classroom and core content area teacher on a daily basis, to reinforce instructional concepts, provide re-teaching and support and preview upcoming learning material.

### **Technology and Connectivity:**

Beginning last spring, the District began contacting every student household to determine their level of Internet access and their access to devices needed to engage in at-home learning. Based on the results of this engagement, the District has been able to provide student devices to all students whose parents requested this resource. The District is repeating this process this summer in order to inform our decision-making to provide equity to all learners as part of the re-opening of our schools in September.

- The District has collected information on the level of access to devices and high-speed Internet access for all students and staff members. All staff members will be expected to report to work in their classrooms on a daily basis, where they will have access to Internet connectivity and support. The District will prioritize the attendance of students without Internet access on a daily basis, so that those students can have access to School District Internet resources in order to complete at-home learning assignments on an equitable basis with peers who have Internet access at home.
- All staff members will be expected to report to work in their classrooms on a daily basis, where they will have access to Internet connectivity and support. The District will prioritize the attendance of students without Internet access on a daily basis, so that those students can have access to School District Internet resources in order to complete at-home learning assignments on an equitable basis with peers who have Internet access at home. The District will also provide access to our Public Wi-Fi to families and students after school hours, in the event that students without Internet access at home would like to complete online work in the evening hours. The District will also collaborate with our local libraries to communicate hours when students and families can access Internet connectivity by visiting their local library.

### **Teaching and Learning:**

The District's focus remains on providing a high-quality program of teaching and learning for all students, regardless of the model which is adopted for the beginning of the 2020-2021 school year. Details regarding the District's planned approach to the instructional program for students are provided below.

- The School District's Re-Opening Plan includes a continuity of learning plan for the 2020-2021 school year, including preparations for in-person, at-home and hybrid models of instruction.
  - The District has prepared a plan to provide for full-time, in-person instruction for all students, in the event that Department of Health and New York State Education Department requirements allow for such a plan to be implemented.

- The District has prepared a hybrid model of instruction for students for the 2020-2021 school year, which would allow for students to attend school two days per week on an in-person basis, and three days per week through at-home learning. Students would be divided into two groups, with one group attending school in-person on Mondays and Tuesdays, and the second group attending school in-person on Thursdays and Fridays. Wednesdays would be a full at-home learning day for all students, during which a thorough building cleaning would occur, and teacher professional development and at-home learning support would take place. The in-person daily schedule would be shortened in order to allow for teachers to support the students learning at-home on a daily basis. At-home learning would be designed to build upon the concepts and learning introduced during in-person instruction, with review of material, independent practice, preview of new material to be learned, and project-based learning to be prioritized. Support for at-home learning will be provided through synchronous and asynchronous methods, utilizing classroom and core content area teachers, as well as Teaching Assistants and Specialist Teachers.
- The full-time at-home learning schedule would provide for synchronous and asynchronous learning to occur for all students, using various online learning platforms, including Schoology and Seesaw.
- The instructional program for the 2020-2021 school year will meet the New York State Learning Standards, regardless if instruction is delivered in-person, remotely or in a hybrid model.
- Regardless of the model of instruction, students will receive regular substantive interactions with their teachers. The District plans for teachers to provide in-person instruction, as well as synchronous online learning opportunities and asynchronous learning materials, discussion and feedback to students using our learning management system (Schoology). All students will have an opportunity for direct interaction and engagement with their teachers every day, either through in-person or online methods. Students will receive feedback and assessment on their learning, and interventions will be provided for students who are struggling to demonstrate learning, either in-person or via at-home learning.
- The School District values equity in our decision-making regarding students, and we will ensure that our instructional program demonstrates equity for all students. Students with significant Special Needs, English Language Learners, and students who do not have Internet access at home will be prioritized to attend school on a daily basis, even if the District adopts a hybrid model of instruction. Students will be regularly assessed regarding their demonstration of learning materials both through in-person and at-home methods, and interventions, including scheduling a student to attend school daily if the District adopts a hybrid model, will be implemented when appropriate.
  - Students will receive regular “check-ins” with faculty and staff to ensure that their social/emotional and other needs are being met, and Special Education and

related services will be provided to all students in compliance with the Individualized Education Program documents.

- The School District will clearly communicate to families and students who they can contact to receive assistance, both with the instructional program and technology supports. In addition, students will receive regular “check-ins” with faculty and staff to ensure that their social/emotional, learning, technology and other needs are being met.
- The School District provides a Pre-Kindergarten program for eligible students, and plans to continue to do so in the 2020-2021 school year, while adhering to the Department of Health and New York State Education Department guidelines. The School District does not contract with an outside agency to provide the Pre-K program.
- The District has created resources to provide an overview of the expectations regarding instruction, both for in-person and at-home learning. Those resources are attached to this plan as appendices.

### **Special Education:**

Students with special needs are required to receive the programs, services and supports detailed on their Individual Education Program document, regardless of the type of instructional model which is adopted for the start of the 2020-2021 school year. The District’s plan to meet the needs of our students with special needs is detailed below.

- Students receiving special education services through any of the instructional models (In-Person, Hybrid or At-Home) will receive specially-designed instruction from their Special Education Teachers aligned with their needs, in the Least Restrictive Environment. The Instructional Services Office and the Special Education staff will ensure that students who have IEPs are receiving education which is designed specifically to allow the students to make progress toward their IEP goals and demonstration of learning of instructional material. Considerations will include:
  - a. Specially-Designed Instruction
  - b. Related Services
  - c. Accommodations and Modifications
  - d. Instructional Materials individualized to the student’s needs
  - e. Individual and/or Small-Group Instruction
  - f. Modeling of Instruction for parents to practice with their children
- The District will ensure that it is documenting the programs and services offered and provided to students with disabilities, as well as communication with parents. Each student’s IEP and Progress Reports will remain the foundation for written communication regarding a student’s progress. In addition, parents will receive communications from

teachers by email, phone call and learning management system related to their child's academic and social/emotional progress.

- The District will ensure that there is meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Students' present levels related to their IEP goals will be assessed in order to record necessary baseline data. Baseline data will be used in measuring progress toward a student's annual goals. The parent of a student with a disability with the Committee on Special Education will convene a meeting for the purpose of reviewing the student's progress and recommending any necessary changes to the student's IEP. Meetings will be conducted either in-person or virtually. Progress monitoring of IEP goals will be reported to parents on a quarterly basis.
- The District will ensure that there is collaboration between the Committee on Preschool Special Education (CPSE) and Committee on Special Education (CSE) and program providers in order to ensure there is an understanding of the provision of services consistent with the recommendations on IEPs, plans for monitoring and communicating student progress, and commitment to sharing resources.
- The District will ensure that all accommodations and services will be provided, either in-person, virtually and/or in a hybrid instructional model. Changes in services and accommodations will be made through the IEP Amendment process, if needed.

### **Bilingual Education and World Languages:**

The District has developed plans to ensure that our English Language Learners continue to receive the instructional support required under Part 154 of the Commissioner's Regulations, regardless of the instructional model which is adopted for the start of the 2020-2021 school year.

- The District will ensure that the identification process for students who may be English Language Learners (ELLs) will be completed within 30 school days from the start of the school year for all students who enrolled during the COVID-19 closures in 2019-2020, as well as all students who enroll during the summer of 2020 and during the first 20 school days of the 2020-2021 school year.
- The District will continue to provide the required instructional units of study to all ELLs based on their most recently measured English Language proficiency level during in-person or hybrid instruction.
- The District plans to specifically schedule our English Language Learners so that they receive significant daily instruction from the Teacher of English as a New Language, either in-person or at-home, or a combination of both approaches.

- The District will continue to ensure that we maintain regular communication with parents/guardians of ELLs to provide for their engagement during the re-opening process and throughout the 2020-2021 school year.

### **Teacher and Principal Evaluation System:**

The District highly values its commitment to providing all teachers and principals with feedback on their professional practice, and we will continue to do so during the 2020-2021 school year.

- The District will ensure that all teachers and principals are evaluated pursuant to the District's recently-approved Annual Professional Performance Review (APPR) Plan.

### **Certification, Incidental Teaching and Substitute Teaching:**

- The District will ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's Regulations.