

North Warren Central School District

Pre-K-12

Return-to-Learn-Plan

Fall 2020



Michele G. French
Superintendent of Schools

Updated: 7-31-2020

Revised: 8-20-2020 Revised: 9-4-2020

July 31, 2020

Dear Students, Parents/Guardians, Faculty, Staff and the NWCS Community:

The safety and health of our students, our faculty, and our staff is paramount and has been at the forefront of our planning. Our planning is designed to bring students back to face-to-face education as possible, while providing additional opportunities and improving upon the distance learning systems that we adopted this past spring. To allow our school district to safely reopen, there are a number of features, contingencies, and safety protocols that we must plan for, and we have attempted to outline this throughout our plan. We understand that the situation around COVID-19 is ever-evolving, and as a result, our plan will be forced to evolve with it. We, as a school district, cannot anticipate the way that the disease will develop, nor can we fully anticipate the way that it will affect our region, but through careful planning, hard work, and resilience, we have put together a plan that allows our school to have the flexibility to address these concerns. This plan has been developed through the input of a vast number of stakeholders, including district administrators, teachers, guidance director, nurses, buildings and grounds staff, transportation, food service, parents, our local department of health, and Presidents of both NWTA and CSEA, our Board of Education, and our local BOCES. Their time, efforts, and dedication have been inspiring and have provided the backbone for our return this fall. We look forward to having all students back in the fall.

I, along with my Administrative team and our Board of Education, understand how very challenging all of this may be for our students, parents, faculty and staff and we are here to help you with any needs you may have during these unprecedented times. Thank you for your support and understanding as we navigate these new waters. We look forward to greeting all students back in the fall.

Sincerely,

Michele G. French, Superintendent

Guiding Safety and Health Principles

Any and all discussions about how to safely and effectively reopen our schools requires us to understand the how of safely reopening. For us to safely reopen, there are four major areas that need to be considered – face coverings, social distancing, hygiene, and screening – all of which will be covered throughout the course of this planning document. As a baseline, we as a school district are required to maintain six feet of distancing in most scenarios; wear appropriate face coverings and PPE while in transit and when we cannot appropriately socially distance; we must maintain proper hand hygiene; and adhere to the CDC’s and Department of Health’s guidance as they relate to the cleaning and disinfection of our classrooms. We will perform screening of all staff, students, and faculty members as they enter, or prior to their entry into the building. In order for us to safely reopen, we need to be able to achieve and maintain these requirements, and throughout the course of this document we will explain and explore the process through which we will accomplish these requirements.

To be clear, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and the response to the disease in our community will be at the forefront of decision making as we move to open our school.

The school district has designated **Michele G. French** as their COVID-19 Safety Coordinator. This individual shall be responsible for the continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

The school district has designated the Superintendent of Schools, along with the support of the school Nurses, as primary point of contact upon the identification of a positive COVID-19 case and to be responsible for subsequent communications. This person shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians regarding the COVID-19 public health emergency and the plans being implemented in the school.

We will **require** all screenings to occur before individuals board buses or enter the school building or enter any school facility and should an individual fail the screening or feel ill, then they should remain home. Furthermore, we ask that parents and guardians remain vigilant in observing their students for signs of illness and to keep them home when they are ill. To facilitate this, the school district will utilize a daily application to parents’ devices that they can

download to answer the health assessment questionnaire daily for each child in their household. If an individual (delivery person, etc.) wants to enter the school building or facility they will be required to complete an in-person screening with the security desk or Supervisor receiving the person and will be required to wear a mask. If they don't have one we will provide all required PPE to ensure everyone's safety and well-being.

Of course, as with every plan being developed throughout NYS, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interest of our students, faculty, staff, and community.

Health and Safety

- An app will be utilized for all staff and parents/students to complete a daily health screening.

**In the event that the health screening is not up and running for day 1, temperatures will be taken upon arrival of all who will enter the building.

- Parents will be asked and reminded via our website and robocall to do their part and answer the app daily for health screening and temperature prior to entering the bus or building.
- Bus drivers will have masks available if a child forgets their mask.
- As parents drop off students, if they do not have the app filled out for the day indicating their child's health status they will be asked to move around the circle and fill it out before leaving their child.
- Bus will unload and any student who disembarks without an app completed, will not be allowed in the building until their temperature is checked.
- If the student's temperature is over 100.0 the parent will be called and told the student may not attend and they need to come pick him/her up. The nurse will follow up with each family during that day (*the record will only indicate if cleared to enter or not cleared - no temp will be recorded*).
- Students and staff will be required to wear their masks unless they are seated for instruction or eating.
- Training for all staff will be provided regarding social distancing, cleaning protocols, observing for COVID-related symptoms, etc. via in-person and virtual training.

Social Distancing

For our school district to maintain safe operations, we must attempt to maintain social distancing to protect against the transmission of the COVID-19 virus while on school grounds and in school facilities. To facilitate this, our school district has redesigned our classroom

spaces, common areas, and other rooms throughout the buildings for appropriate social distancing. Furthermore, the school district has evaluated smaller spaces in the school building, such as elevators, break rooms, and faculty offices, and will be limiting the use of these spaces. These identified spaces will require the use of face coverings and occupancy should not exceed 50% of the maximum, unless the space is designed for use by a single occupant. In addition to the above noted changes, our school district has evaluated the feasibility of modifying existing areas of mass assembly, such as auditoriums, gymnasiums, and cafeterias, to provide additional spaces for students that are more easily appropriately socially distanced.

- Students and staff will be directed to be 6 feet apart whenever possible. Signage will be posted on the floors and tape will divide the hallways to help keep as far apart as we can and keep traffic moving in only one direction on either side of the tape.
- Music and gym will follow the 12 ft guidance for social distancing as recommended by NYSED/DOH. Music will utilize an alternative space when the room does not accommodate this and physical education will occur outside when weather permits, but otherwise will use the gymnasium space to allow for appropriate distancing.
- Our fields and outside areas will be thoroughly maintained so that students and staff on nice days can socially distance on our lawns for instruction.

Infection control strategies

- Buses will have windows and top hatch open for additional ventilation unless air temperature falls too low.
- Teachers and staff will be asked and encouraged to leave windows and doors open each day to allow for additional ventilation in all rooms.
- The nurses' office will use their approved curtains to contain and separate any ill child.
- The nurses' suite will be divided into a "well person" area and a "sick person" area.
- The nurses will be called to any room in which a student requests to see the nurse; Nurse (or designee) will go to the room and temperature check a child and directly walk the student to the nurses suite for further evaluation, if necessary. This will be done no matter the age to eliminate students "wandering" or "detouring" on the way to the nurses' office and thus a potential for more contact with others if they truly are ill.
- Staff will be required to monitor their own temperature prior to arrival at work and throughout the day. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor immediately and await further instructions.

- *Notification* - Warren County health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.
- Closure considerations- The school administrators will coordinate with the school Nurses and Warren County Department of Health to make school closures and event cancellation decisions. This will be evaluated on a case-by-case basis to determine what actions need to be taken. This could include school remaining open, extra cleaning protocol, up to and including building closure. All decisions will be made in consultation with DOH. The health and safety of students, faculty, staff, and community will be at the forefront of all decision making.
- Any decisions to close or information needed by students, families and staff will be communicated as soon as possible utilizing DOH guidance.
- Any staff, student or visitor suspected of having any COVID 19 symptoms or hears of positive test results while on school grounds will be immediately placed in our “sick person” area in our Nurses’ suite.
- Reopening Following a Closure:
 - Following a closure, the school will only reopen once deemed safe by the Department of Health.
 - Custodial staff will thoroughly clean to ensure safety of all upon the return.
 - All guidance and protocol provided by DOH will be followed to ensure a safe return for all.

Management of Ill persons

- Anyone who has a temperature of 100.0 should remain home and contact their medical doctor as well as alert our school nurses. Anyone who receives a “not cleared” on their app please remain home and contact the school nurse and medical provider.
- Please note that a minimum of 72 hours out of district will now be the procedure along with documentation to return that the fever was not COVID related.
- If students or staff are sent home from the NW building for a temperature of greater than 100.0 they will **not** be able to return to school without proper documentation of a negative COVID 19 test or documentation from DOH clearing them from isolation. Any student or staff member sent home MUST call their healthcare provider and seek advice so that the above can be met. All staff and students sent home will be notated by our nurses and advice on how the district should proceed will be gathered from the Nurse in conjunction with the Warren County Health Department immediately.

Health Hygiene

- Nurses will demonstrate proper hand washing, techniques for covering your cough and sneeze, and mask wearing to all staff on opening professional day, so that all staff can train students in the same manner.
- Teachers will be for the first days of school completing mini lessons per class, per day on hand washing, mask wearing and for our older students reminding them about the daily health screening that must be completed at home before coming to school.
- Hand sanitizer: At times when hand washing is not available, students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol.
- Students and Staff should wash hands as follows:
 1. upon entering the building or classrooms
 2. after sharing objects or surfaces
 3. before and after meals
 4. after using the bathroom
 5. after helping a student in the restroom
 6. after sneezing, wiping, or blowing nose or coughing into hands
 7. anytime hands are visibly soiled
 8. when handwashing is not available use a hand sanitizer

Face coverings/PPE

Prior to entering the school bus, school facilities, or school grounds, staff, faculty, students, and visitors (if and when permitted) agree to wear a face covering in all required areas. The school district will remind staff, faculty, students, and visitors of this process through training, signage, verbal communication, and other means throughout the school year. During the school day, individuals will be required to wear a face covering while on the school bus, when they are entering or exiting the school building, while they are moving through the hallways or their classroom, at any time that they cannot maintain adequate and appropriate social distancing, and any other time as dictated by administration. Individuals may not be required to wear a

face covering while they are maintaining social distancing, including when they are seated in a classroom. While the school district will encourage all staff, students, and faculty to provide their own face coverings, the school district will continue to maintain an adequate stock of disposable PPE for their emergency use or by request.

- Face coverings MUST be worn at all times that students and staff are not seated for instruction or eating.
- Face coverings may be required in an occasional instance while seated for instruction until all have settled for the class period.
- Face coverings MUST be worn on the bus at all times.
- Face coverings will be available if a student or staff member needs one.

Hygiene, Cleaning, and Disinfection

Our school district has instituted, trained on, and continues to follow the CDC and NYSDOH guidelines on the hygiene, cleaning, and disinfection of school buildings and materials. We have developed extensive procedures and protocols for school-wide cleaning and the disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities based on the CDC guidance. We have also identified the areas of buildings that will require additional cleaning and disinfection, such as bathrooms. Throughout the course of the year, our district will maintain cleaning and disinfection logs which identify the date, time, and scope of cleaning and disinfection for those areas. We have also developed and maintained a list of commonly touched surfaces throughout the school district, with a cleaning and disinfection schedule assigned to individuals. We will also be increasing ventilation with outdoor air to the greatest extent possible based on the outdoor air temperature and the capabilities of our HVAC system. Lastly, the school district shall continue to conduct or complete the process of performing its required Lead-in-Water testing as required by NYS DOH regulation 67-4.

- Charts will be placed on each bathroom and classroom door to denote time/date of cleaning and sterilizing and what was done.
- Throughout the day, Custodians will be cleaning entry touch points, door handles, restrooms, all handrails and cafeteria tables and library tables on a defined schedule.
- Our cleaning department will clean and disinfect nightly after all students and staff have left the premises.
- We had our HVAC company in to review the outside air and ventilation of the building to ensure quality air to all.
- The nurses' suite will have one side for only COVID 19 symptomatic patients (staff or students).

Hallways/Stairwells

- Hallways will be divided by tape so it is visible to allow for one direction on each side with "x's" marked along each side at six feet intervals to allow for social distancing within each hallway.
- Signage will be posted to remind all to socially distance 6 feet apart.
- Adequate distancing will be maintained between all individuals by taped off lanes on the corridor floors/stair treads.
- All individuals must allow adequate space between each other when traveling in the same direction.
- All stairwells will be one direction only with signage posted (unless in an emergency or for a drill).

Break Rooms and Lunch Rooms

- Breakroom and staff lunch room will be organized to maintain social distancing of 6 feet of separation for consuming food or drink.
- Staff are welcome to take their lunch/breaks in their private offices or classrooms, if rooms are not in use or may utilize outside areas.
- Staff must adhere to the 6 ft. social distancing when taking breaks.

Copier Rooms/Areas

- Congregating in copier rooms/areas is prohibited.
- Students may not use copiers.
- Cleaning supplies will be provided at each copier station.
- Staff are encouraged to wipe down touch surfaces post usage.

Elevator

- Masks must be worn in the elevator at all times.
- Only one person may ride the elevator at a time unless staff is required to accompany a student.
- Staff who need to ride the elevator with a student should attempt to separate in the elevator and must wear a mask.

Gymnasium, Library and Auditorium

- Our gymnasium and/or library will be used for 9th -12th grade students to accommodate additional space, as needed, to allow for appropriate social distancing during instructional lessons or eating.
- Our auditorium will be used for instruction of large groups including band or chorus rehearsals to allow for 12 feet of social distancing.

Play areas

- Playground: The playground will be used by classes in grades PK – 5 per a weekly schedule. Only one classroom cohort will use the playground at a time to limit student numbers. All students and staff exiting the building to go out the door to the playground will use hand sanitizer. Students and staff will all wear their masks on the playground the entire time. Upon re-entry to the building, by the door, all students and staff will use hand sanitizer. High touch areas of the playground will be cleaned daily. The playground will not be open to anyone but NWCS students and only between the hours of 8:30am and 2:00pm on school days.
- Student parking area will be left empty for use for physical education classes, students and staff to spread out and have available places to get fresh air.

Restrooms

- All bathrooms will be cleaned on a rotational basis throughout the day.
- Paper towels will be available in all restrooms.
- Signage will be posted in all restrooms about proper hygiene with hand washing.

Conference Rooms

- Social distancing will be maintained in all conference rooms when utilized.

Classrooms

- Occupancy in each classroom will be specific and determined based on the overall square footage of the space.
- Cohorts will be used in elementary for grades PK-6. All classrooms will remain together all day and will eat in their room. Teachers at those grade levels will move and not the students. For specials, students will move as a group or the special area teacher will come to them based on the content and their room size for social distancing.
- Cohorts will be used in 7th and 8th grade. Students will remain with their specific group of 7th or 8th graders for the day except for some specials or when they need to attend advanced placement classes. These students may also be eating in their classrooms.
- Grades 9-12 will follow their provided schedule and students will move throughout the day.
- Restrict items in the classroom to that of obvious use.
 - Removal of unnecessary furniture
 - Removal of any soft surfaces that are difficult to disinfect such as:
 1. Area rugs
 2. Soft fabric chairs

Water fountains

- Water bottle dispensers will be available without the mouth fountain piece, as that is turned off. For students who forget a water bottle, cups in a cup dispenser, will be available for a single usage with garbage next to the fountain for cup disposal. Water fountains are located in each wing of the building.

Educational Philosophy

During the course of our discussions with stakeholder groups, different educational models were explored and the feasibility of each model was considered based on the resources available to us, our regional health metrics, and the guidance that we received from the New York State Department of Health and New York State Education Department. As a result of these different factors, we will be focusing on in-person instruction that will provide daily face-to-face education for all students Pre-K-12.

Given the highly contagious and opportunistic nature of COVID-19, our school district will provide accommodations to students who are at a high risk or who live with a person who is at a high risk of complications as a result of COVID-19. Each case will be approached depending on the individual situation, but these vulnerable populations will be educated through remote learning via Google classroom. In addition to this, we understand that certain student and staff populations may require modifications to social distancing or PPE based on hearing loss or impairment; receipt of language services, or because they are a young student in an early education program. In these scenarios, we may utilize or increase social distancing when possible and ensure that any modifications would minimize COVID-19 exposure risk for students, faculty, and staff to the greatest extent possible.

- Students: If you are unable to attend in-person schooling due to medical issues or a family vulnerability you can attend via Google Meets during the scheduled class time each day.
- Staff: North Warren will provide extra PPE if an individual is concerned due to a family member at their home, but they will be expected in person. If the instructor themselves is immunosuppressed or otherwise compromised and has medical documentation, then the district will work with them on how to accommodate.

Related training

- Staff: Professional development will review all of the protocols for health screenings and all safety protocols. Staff will be reminded to check their emails often and the use of robo calls to staff and families will be utilized for updates.
- Staff: They will be expected to take attendance so that accurate contact tracing can occur. Students will be notated for attendance in remote situations or in person daily.

- Website: We will have reminders posted on safety and good hygiene as well as information on mental health and contact information of our staff for families to use if they need support.

Instruction, School Schedules

We hope to return to “normalcy” by fall and are planning for on campus instruction for all students PK-12. However, teachers are preparing a remote learning experience in the event we need to pivot from in person learning to remote at any point prior to opening or once we have opened.

Our school calendar typically includes one day of staff-only before the students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, and the increased COVID information we need to share, the district will include an additional day prior to the return of students and focus these in-service days on providing support to our staff to welcome our students back.

Parents who have indicated via our survey that they are choosing to opt out of in-person learning will be sent an official opt out form, which will be kept on file. Parents opt out decisions will be for a minimum of one semester. The form must be received by August 21st. Once the official form is returned, the student will only be able to transition from remote learning to in-person learning after January 22, 2021.

- **In-person:**

All students will work daily in school following their provided schedules. All students in Grades PK-8 will remain in their cohort for each day. Teachers will move to classrooms for instruction except for Physical Education and Music, which will be held in appropriate spaces to allow for social distancing.

- Grading: Students will be graded through the use of assignments, assessments, projects, etc. to reflect mastery of learning standards.

- **Remote for opt out/compromised students:**

All remote learners/opt out students will begin their classes on September 14th. All remote/opt out learners will receive a schedule to follow for the grade level course work in the mail. All instructional hours and contact with teachers will occur between the hours of 8am and 3pm.

- **Elementary (Grades K-6):** Students in elementary will have a morning check in by a designated teacher which will help students to achieve academic success. During this time, attendance will be taken and support with curriculum/assignments/independent work will be provided. Special areas (art, music, etc.) will also post lessons/assignments on Seesaw (K-1) or

Google Classroom (2-6). Elementary students will then have two additional instructional times during the day provided on their schedule for instruction with the classroom teacher.

- **Middle/High School (Grades 7-12):** Students in grades 7-12 will have a schedule to follow for when they need to be logged on to a live or recorded Google Meet for all four cores. Students will login to a live Google Meet at 8:00 for daily attendance to be taken, and attendance will be taken for all live Meets as well; students are expected to login with their instructor per their schedule. They will also have elective coursework to complete independently and submit work via Google Classrooms. Physical education will be done as an independent study and each student will record their activity and progress and submit the sign off paperwork in Google Classroom to their instructor.
- **Special Education including Resource Room Support, OT, PT or Speech:** For any student in grades K-12 who has an IEP, a special education resource room, or related service: those services will be set up on an individual basis with the provider. Each provider will work around the content area coursework times for Meets to ensure that students are not missing a core academic class.
 - Grading: Students learning remotely will be graded the same as if in person with all assignments, assessments, projects, etc. to reflect mastery of learning standards.

- **Full Remote Learning for ALL Students, if circumstances require a closure of NW:**

All students will be using Chromebooks to attend their classes as per defined remote schedules with Google Meets.

Elementary: 5 days per week live interaction via meets at specific times per grade levels

- Times TBD by grade level/classroom teacher, if we go remote.
- Teachers will be available during school hours to assist students when not providing whole group or individual Google Meets.
- Grading: Students learning remotely will be graded the same as if in person with all assignments, assessments, projects, etc. to reflect mastery of learning standards.

MS/HS: A day and B day scheduled classes and one day per week for independent work submitted and 1:1 teacher/help contact--

- A days: 4 Periods Per Day
- B days: 4 Periods Per Day
- Wednesdays each week will be designated as an independent work day. This will allow time for 1:1 help sessions, additional lab times and AP class time during school hours.
- Electives that are not needed for graduation may be paused during full remote learning to allow elective area teachers to help support core academic learning

needs of students to ensure successful completion of mandatory graduation requirements.

- Grading: MS/HS grading process will remain consistent with grading practices utilized during in person learning.

- **Students without internet access at home:**

Students without internet access will be provided with paper-based, parallel activities and assignments to allow them to fully engage in the learning process. Teachers will regularly contact students and parents to ensure attendance and engagement. This will be available if students are opting out of in-person learning and/or if all instruction shifts to remote.

Career and Technical Education(CTE)

While planning for CTE instruction, whether in-person or remote, NWCS has collaborated with WSWHE BOCES to ensure high school instructional plans are aligned. They have developed models that ensure NYS learning standards, applicable industry certification requirements, clinical and work based learning hours will be met. In addition, their plans follow all of NYS/DOH health and safety guidelines for social distancing. Please note: if your child is registered to attend CTE they must attend in-person at NWCS too.

Special Education

All special education students will be ensured that their education program and services will provide equity and access to be involved in and to participate and progress in their program. While not all formats (in-person, remote) allow for maximum benefits to students, NWCS will work with families to provide accommodation, modifications, supplemental aids and service, and technology to meet the unique disability related needs of students.

Chromebooks will be offered to all special education students in primary grades who are in need of related services. All students receiving related services will participate in teletherapy sessions for speech, occupational therapy, physical therapy, and counseling services per each student's Individual Education Plans (IEP) if internet access allows. For those students without internet access, providers will provide paper-based parallel activities and will contact students and families using another means.

Case managers will work with teachers and providers to communicate with families to support students and keep open lines of communication regarding the provision of services to his/her child(ren). Case managers will also support students using supplementary aids and services and technology (including assistive technology). Modifications and accommodations listed on

students' IEPs will be provided during both in-person and remote learning settings to meet each student's unique disability-related needs.

The CSE and CPSE committees will meet to review student performance and progress during both in-person or remote learning to ensure IEP compliance. Providers will work together to share ideas and resources to enhance the educational experience for students.

Bilingual Education and World Languages

NWCS is committed to high quality instruction to ENL students. We will provide the required number of Units of Study to all ENLs based on their most recent language proficiency assessment. We will maintain regular communication with the parents/guardians and other family members to ensure that they are engaged in their children's education during the reopening process either with in-person or remote learning preferred language and mode of communication.

Chromebooks will be offered to all ENL students in primary grades who receive ELL services. All students will participate in teletherapy sessions if internet access allows. For those students without internet access, the ELL provider will provide paper-based parallel activities and will contact students and families using another means.

The case manager will work with teachers and providers to communicate with families to support students and keep open lines of communication regarding the provision of services to his/her child(ren). The case manager will also support families by offering information in their preferred language.

Contacts/Communication

Families and caregivers who need to contact the school in regards to learning modalities throughout the school year may do so by calling the school or emailing the teachers.

School number: Elementary Office, 518-494-3015 ext. 704

MS/HS Office, 518-494-3015 ext. 702

Email addresses: Email addresses for teachers/staff can be found [here](#) on our staff directory.

MS/HS Principal: Caleb Martin MS/HS Secretary: Christine Jay

Elementary Principal: Maggie Kelly Elementary Secretary: Holly Palmer

School-wide notifications will be provided by phone using SchoolMessenger and/or updates provided on our school website.

School Activities

- No interscholastic Fall sports (Athletics) will occur at least until September 21st unless we receive updated guidance.
- No large group assemblies will be held.
- Field trips will not be permitted other than virtual activities.
- Assemblies in our auditorium will be held when we can space students in seats 6 feet apart.
- No after school activities, clubs, organizational meetings, or help sessions will occur at this time to allow for appropriate cleaning of the building each night.
- Some clubs/organizations may meet virtually.

Visitors

- Visitors will not be allowed into the building.
- All vendors permitted to enter the building must be wearing proper face covering prior to entering and at all times when six foot social distancing cannot be maintained.
- All vendors must check in and complete the COVID 19 SCREENING.
- Anyone dropping off things for a student or staff member will be met at the door by security and will have to leave the material to be delivered.
- Any parent/guardian dropping off medications will have to make arrangements to drop medication at a specific time/date with the nurse so you can meet them at the front door.
- Any parent/guardian picking up a sick child will meet the nurse to sign their child out at the front door.

Meetings/Conferences

- All meetings with parents/guardians will be held via virtual means.

Technology and Connectivity

- We are aware of the families, very few, who do not have internet access based on a survey completed this past spring.
 - Please call the office if you don't have access at this time.
- Each student in grades 2-12 will have a Chromebook for use at school.
- Students in grades 7-12 will bring their assigned Chromebooks back and forth from home to school daily; students will be expected to charge their Chromebooks at home.
- Should we pivot to remote learning, those Chromebooks will be sent home with students listed above.
- Students without internet access OR grade levels that will not be provided with a Chromebook will be provided with paper-based, parallel activities and assignments to

allow them to fully engage in the learning process. Teachers will regularly contact students and parents by phone, text, etc. to ensure attendance and engagement.

- Our technology office will work with individual families without access to explore options including, but not limited to, hot spots and use of our parking lot for Wifi accessibility.
- We will have a help desk on our website for any Chromebook concerns for students and parents if they are in-person learning or remote learning.
- We will continue to sponsor and provide information on technology and Professional Development for teachers and to explore Professional Development opportunities via our website and online learning for parents and students.

Mental Health, Behavioral, and Emotional Support Services and Programs

Our school district, under the guidance of our certified counselors and in conjunction with our Olweus Committee Team which comprises members of the faculty, students, staff, parents, school psychologist, school social worker, Board of Education, Council for Prevention, school nurse, and administration shall make every effort to provide and address the mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction. Throughout the course of the school year, we will identify and support students who are having difficulty transitioning back into the school setting. We will also provide periodic training for faculty and staff on how to support students during and after the ongoing COVID-19 public health emergency. We will also provide information on developing coping and resilience skills for students, faculty, and staff during training or through written materials.

- Olweus class meetings will include COVID conversations.
- Contact information will be posted for outside and in-school support.
- Counselors will work with grade levels and teachers/staff to identify any students who are in need of support.
- Training for faculty and staff will take place regarding how to talk with and support students during this current COVID crisis to include:
 1. Information on developing coping and resiliency skills for students as well as faculty and staff
 2. Checklists on how to identify and support students experiencing difficulties during the transition to the school setting

Food Service

Regardless of the educational model chosen by our school district and the dynamic nature with which that can change, our school district shall continue to provide school breakfast and lunch to all students who were previously receiving school meals – both on-site and remotely. While

on-site, we will maintain social distancing during the course of our meals and provide food service.

Our food service Director and cafeteria staff are trained and certified to meet all health and safety standards including SafeServ. They will follow all guidelines to prepare food for our school meal program if in-person or remote.

- All students will be instructed to utilize proper hand hygiene before and after eating any meals.
- All trays, to go materials and utensils will be disposable.
- Students in K-6 will have breakfasts and lunch delivered to the classrooms.
- Students in 7-12 will pick up a breakfast bag upon arrival, use hand sanitizer upon entry into period 1 class and eat in their classrooms.
- Grades 7 and 8 students will pick up their lunches in an organized manner to eliminate congestion in the hall using the “x” to wait appropriately spaced out. They will use hand sanitizer as they enter to pick up their food. They will return to their classrooms, wash their hands and then eat at their desks.
- 9-12th grade students will be released intermittently to go to the cafeteria. They will wait on an “x” to be served using hand sanitizer as they enter to pick up their food and then find a seat socially distance between the cafeteria tables and our second location.
- All staff members supervising students during lunch will be notified of any food allergies and precautions that need to be taken by the school nurse.
- Students’ home due to opt out: Meals will be made to include breakfast and lunch and families can pick up the meal box for the week at 11:00 am on Mondays at the front door of the school.
- Full district remote: Meals will be made to include breakfast and lunch for multiple days with pick up or drop off sites provided at the time of a pivot to full remote.
- Any meals provided to students participating in school remotely will accommodate dietary restrictions and/or food allergies and will be labeled for individual students.
- Staff supervising in the cafeteria and/or secondary group eating location will thoroughly clean each table in between groups that enter.

Drills

The school district has given special consideration to the way that we will perform safety and emergency drills throughout the course of the school year while we are required to socially distance. We will still complete our eight evacuation drills and four lockdown drills, but the way that we conduct our drills shall be modified for the upcoming school year.

- Fire drills: All fire drills will be announced to staff. Students and staff will exit the building following the same evacuation procedures. Areas of relocation may be adjusted to accommodate for social distancing. Extra face coverings will be available should there be a need as all students and staff must wear their masks.
- Lockdowns: Lockdowns will be announced to all staff. Staff and students will follow the COVID 19 lockdown process to ensure social distancing is maintained in each room. Students and staff will all wear their masks during a lockdown.

Transportation

We recognize that transportation will present its own unique set of challenges for this upcoming school year and as a school district we are committing ourselves to providing a safe and healthful school environment at all phases and stages of the school day. In order for us to maintain this safety, face coverings will be required while students are entering the bus, exiting the bus, and are seated on the bus, unless a student is not physically able to wear a face covering. We will also maintain social distancing to the greatest extent possible while on the bus unless individuals are from the same household. If a student tries to enter the bus without a proper face covering they will not be denied service or entry – instead they shall be provided with a disposable face covering that is kept on the bus. Furthermore, transportation will not be denied to students with disabilities that would prevent them from wearing a mask nor will they be forced to do so during transportation.

The school district shall commit to ensuring that all buses that are used during the day are cleaned and disinfected at least daily and that all high-contact points shall be wiped down after each run. While we acknowledge that school buses cannot be equipped with hand sanitizer due to its combustible nature, and we will advise individuals to not bring personal hand sanitizer containers with them on the bus, we will ensure that hand sanitizing or hand washing stations are provided for all staff in transportation locations such as dispatch offices, employee lunch/breaks rooms, and bus garages.** Furthermore, we will provide all required PPE for transportation department staff and require the use of a face covering. Should a driver, monitor, or attendant be required to have direct physical contact with a child, they will be required to wear gloves, which the school district shall provide to ensure their safety and healthfulness. These employees will also be required to complete the daily self-health screening prior to arriving at work to help ensure the safety and healthfulness of their fellow employees.

**We have received updated guidance from NYSED, DOH and DOT and can now have available hand sanitizer on each bus. Each bus will be equipped with an 8oz. bottle of hand sanitizer, maximum size permitted on the bus, for use by students if they wish as they enter or depart the bus. This will be removed upon the end of the COVID pandemic.

If our school district is in remote session or otherwise, we will continue to maintain transportation services to nonpublic, parochial, private, charter schools, or students whose Individualized Education Program has placed them out of district to schools who are meeting and conducting in-person session education when/if the district is not.

- Parents/guardians are encouraged to transport their children to reduce density on the school buses for the school year. This allows us to ensure that we can appropriately socially distance students when on the bus.

- **The following is set for our opening:**
 1. **One bus run per day-all students K-12--please note start and end of day below for arrivals and dismissals**

 2. All students will have **assigned seats** and family members must sit together

 3. **Masks must be worn** the entire time on the school bus and on our grounds or in the building unless instructed to remove them for instruction or meals

 4. **School will start for students in grades 1-12** on Wednesday, September 9th.

 5. School will be from **8:00 - 2:00 pm daily**

 6. **School will start for Pre-Kindergarten and Kindergarten students on Monday, September 14th.**

 7. **Bus schedule for students riding the bus:**
 - Students will be dropped off in the front of the building beginning at 7:45 am and will enter the building for the day

 - In the afternoon dismissal by bus driver name/number will begin by announcement at 1:45 pm and the buses will departing at 2:00 pm

 - Students who attend BOCES programs will be driven home on the BOCES bus if they ride the bus to and from home

 8. **Students who drive themselves** to and from school are allowed to arrive and park in the lower end of the lot anytime after 7:30 am. At dismissal they will be released by announcement.

 9. **Parent schedule for students being dropped off and picked up daily:**
 - Parents/guardians may drop their children following the same pattern as in the past beginning at 7:30 am. **Please note we will only allow two cars at a time to unload so we can verify that you have done your screening each day**

 - **In the PM-** parents/guardians may begin to line up in their cars beginning at 2:05 pm this will be after the bus line has departed so that we can concentrate on a safe departure of our pick up children.

- Parents **MUST** create an 8 ½" X 11" sign in bold print with the first/last names of their child(ren) on it. Place it on the passenger side dashboard so that the security team will know what children have come out based on your order of arrival. Our security team will radio into our socially distanced holding zones for your child(ren) to come out as you pull up. You will exit via the playground driveway.
 - **NO parent/guardians will be** allowed to stand outside of the building; this does not allow for safe socially distancing for our students and staff when loading buses or meeting their parent/guardian to get in their vehicle.
 - We do realize that the first few days of pick up will take a bit of time, but after the first few days it will get faster as we learn parent/guardian cars and students will get better at hustling out to you.
- Parents that chose to opt out their child of transportation and have stated that they do not need transportation will NOT be able to change that decision for the entire school year, since we will be setting up busing and school scheduling based on the number of students that require transportation.
 - All students who ride will be expected to have a face mask. If they do not, one will be provided so they can ride.
 - Students who are dropped off or walk in to school will be required to also have a face mask. If they do not, masks will be available by each entrance.
 - Upon entry to the bus, students will be expected to proceed to their assigned family seat on the bus. Names will be posted above each seat to ensure social distancing and families sitting together.
 - Parent drop off and pick up times will be staggered to best suit scheduling needs and to promote social distancing.
 - Between each run we will utilize approved COVID cleaning tools and products to thoroughly clean the bus prior to departing for the next pick up group.
 - While loading and unloading of buses, students who enter will go to their assigned seat which will be set up to the best of our ability to eliminate contact of students passing each other when entering/exiting.

Additional Information

Head Start

The Head Start program located in our building will adhere to the same health and safety guidelines as outlined in our plan. They will do their own daily screening of their students and staff and will alert the NWCS Nurse and Superintendent if they have any concerns regarding

COVID. Their cohort of students and staff will remain in their room unless they are utilizing the small gym with their own equipment or the adult in the room is retrieving their meals.

Evaluation

Our school district's plan ensures that all teachers and principals will be evaluated pursuant to our currently approved APPR plan, including any variance applications approved by the Department. All teachers in our school district shall hold valid and appropriate certificates for their teaching assignments, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.

In order to assure that all teachers are properly certified, all certified positions are posted on our website and via the Online Application System for Educators (OLAS) for a month, or longer if needed. Other advertising and recruiting avenues include: print ads through the Post Star or other local papers; participation in job fairs; collaboration with local colleges and universities.

- We will use, if we must, the incidental teaching model to cover some of our classes and our remote learners.
- APPR: We will follow and/or adjust as needed with our Teacher's Association and Administration.

Childcare

- Our district does not provide childcare to families for before or after school. The YMCA holds an after care program that we are working with to make sure it will operate again this school year. The program will be held at the YMCA ADK Center in Brant Lake. Interested families should contact Senior Program Director, Angela Todriff: atodriff@glensfallsymca.org

Budget/fiscal

- All reporting will be done as in the past in accordance with obligations for state aid and data processes

Attendance

- Attendance will be taken daily if in person or remote using our student management system.
- Students will have to log in to attend classes to get credit for attending.
- Those students participating in remote learning that do not have internet access will collaborate with teachers to determine a means for sharing work progress with teachers to ensure student engagement in learning.
- Students not logging on for a meet will be counted as absent and will follow the same protocols as if in person.
- Teachers will be responsible for taking daily attendance.
- Staff attendance will be taken daily by supervisors.

Communication:

Our school district affirms and attests that we have reviewed and understand all state-issued industry guidelines and will submit our plans for reopening to them. In addition to this, we will post copies of our finished plan on the school website, in conspicuous areas across school buildings and facilities. Throughout the course of this process, we will also develop consistent communication plans to ensure that members of the school community are kept up-to-date with all developments and changes to our plan. This process will be managed through verbal instruction, posted signage that is consistent with DOH COVID-19 signage, the maintenance of our school website and the use of letters home and our robo call system. We will also develop communications for students and families about how to prepare for the upcoming school year, including specific information on the social distancing requirements, how to properly wear a face covering, and proper hand and respiratory hygiene. Throughout the course of the school year, we will continue to train students, faculty, and staff on how to follow any new COVID-19 protocols safely and correctly, including hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

We are looking forward to having our North Warren Cougars back in school on Wednesday, September 9, 2020.

NORTH WARREN CENTRAL SCHOOL

Appendix A

Program description for:

Remote Learning

COVID - 19 Testing

Contact Tracing

Version 1: August 14, 2020

Dear North Warren Families, Staff and Community:

Last week we had the exciting news that Governor Cuomo made the decision to permit schools to reopen this fall, providing an approved school reopening plan that would demonstrate health and safety for students and employees. Our first version of the plan was posted on July 31st.

The Governor has now asked that we extract and separately post the following components from our plans: Remote Learning, Covid 19 testing and Contact tracing. Those specific parts are attached to this for your convenience.

Finally, the Governor is requiring that each school host at least three public meetings with parents, community members and stakeholders to address and discuss potential concerns or outstanding questions regarding school opening in the fall. I had announced those via a robo call on Monday and our first one was Wednesday, August 12th at 3 pm. Our next two are scheduled for Monday, August 17th at 9 am and Tuesday, August 18th at 6 pm. Our website has the information on how to join the virtual meetings.

We also on our website have an on-going Q and A for parents and community members to reference.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Michele G. French, Superintendent

REMOTE LEARNING

This is version 1 extracted from the website.

During the course of our discussions with stakeholder groups, different educational models were explored and the feasibility of each model was considered based on the resources available to us, our regional health metrics, and the guidance that we received from the New York State Department of Health and New York State Education Department. As a result of these different factors, we will be focusing on in-person instruction that will provide daily face-to-face education for all students Pre-K-12.

Given the highly contagious and opportunistic nature of COVID-19, our school district will provide accommodations to students who are at a high risk or who live with a person who is at a high risk of complications as a result of COVID-19. Each case will be approached depending on the individual situation, but these vulnerable populations will be educated through remote learning via Google classroom. In addition to this, we understand that certain student and staff populations may require modifications to social distancing or PPE based on hearing loss or impairment; receipt of language services, or because they are a young student in an early education program. In these scenarios, we may utilize or increase social distancing when possible and ensure that any modifications would minimize COVID-19 exposure risk for students, faculty, and staff to the greatest extent possible.

- Students: If you are unable to attend in-person schooling due to medical issues or a family vulnerability you can attend via Google Meets during the scheduled class time each day.

Instruction, School Schedules

We hope to return to “normalcy” by fall and are planning for on campus instruction for all students PK-12. However, teachers are preparing a remote learning experience in the event we need to pivot from in person learning to remote at any point prior to opening or once we have opened.

Parents who have indicated via our survey that they are choosing to opt out of in-person learning will be sent an official opt out form, which will be kept on file. Parents opt out decisions will be for a minimum of one semester. The form must be received by August 21st. Once the official form is returned, the student will only be able to transition from remote learning to in-person learning after January 22, 2021.

- **Remote for opt out/compromised students:**

Students who are compromised and/or cannot do in-person will follow the schedule as if in person and meet at the times provided on their schedule through live streaming of classes using Google Meets

Please note: We are currently working on this part of the plan to potentially eliminate the full time synchronous model of instruction in order to reduce screen time for students who have opted for remote instruction through January 22, 2021. We have been thinking carefully about how to give our students who are engaging in remote learning personal time and attention from their classroom teachers. More information to come.

- Grading: Students learning remotely will be graded the same as if in person with all assignments, assessments, projects, etc. to reflect mastery of learning standards.

- **Full Remote Learning for ALL Students, if circumstances require a closure of NW:**

All students will be using Chromebooks to attend their classes as per defined remote schedules with Google Meets.

Elementary: 5 days per week live interaction via meets at specific times per grade levels

- Times TBD by grade level/classroom teacher, if we go remote.
- Teachers will be available during school hours to assist students when not providing whole group or individual Google Meets.
- Grading: Students learning remotely will be graded the same as if in person with all assignments, assessments, projects, etc. to reflect mastery of learning standards.

MS/HS: A day and B day scheduled classes and one day per week for independent work submitted and 1:1 teacher/help contact--

- A days: 4 Periods Per Day
- B days: 4 Periods Per Day
- Wednesdays each week will be designated as an independent work day. This will allow time for 1:1 help sessions, additional lab times and AP class time during school hours.
- Electives that are not needed for graduation may be paused during full remote learning to allow elective area teachers to help support core academic learning needs of students to ensure successful completion of mandatory graduation requirements.

- Grading: MS/HS grading process will remain consistent with grading practices utilized during in person learning.
- **Students without internet access at home:**

Students without internet access will be provided with paper-based, parallel activities and assignments to allow them to fully engage in the learning process. Teachers will regularly contact students and parents to ensure attendance and engagement. This will be available if students are opting out of in-person learning and/or if all instruction shifts to remote.

Career and Technical Education(CTE)

While planning for CTE instruction, whether in-person or remote, NWCS has collaborated with WSWHE BOCES to ensure high school instructional plans are aligned. They have developed models that ensure NYS learning standards, applicable industry certification requirements, clinical and work based learning hours will be met. In addition, their plans follow all of NYS/DOH health and safety guidelines for social distancing. Please note: if your child is registered to attend CTE they must attend in-person at NWCS too.

BOCES plan has been completed and will be shared with families that have students attending CTE, New Visions, ECCA or Special Education classes.

Students who attend CTE will be going on a hybrid schedule and on days that students are not going to BOCES they will be released to go home.

WSWHE BOCES Reopening Plan, “Career and Technical Education students will attend school on an alternating “A/B” day basis to the extent practicable.” [WSWHE BOCES Reopening Plan](#).

Special Education

All special education students will be ensured that their education program and services will provide equity and access to be involved in and to participate and progress in their program. While not all formats (in-person, remote) allow for maximum benefits to students, NWCS will work with families to provide accommodation, modifications, supplemental aids and service, and technology to meet the unique disability related needs of students.

Chromebooks will be offered to all special education students in primary grades who are in need of related services. All students receiving related services will participate in teletherapy sessions for speech, occupational therapy, physical therapy, and counseling services per each student's Individual Education Plans (IEP) if internet access allows. For those students without internet access, providers will provide paper-based parallel activities and will contact students and families using another means.

Case managers will work with teachers and providers to communicate with families to support students and keep open lines of communication regarding the provision of services to his/her child(ren). Case managers will also support students using supplementary aids and services and technology (including assistive technology). Modifications and accommodations listed on students' IEPs will be provided during both in-person and remote learning settings to meet each student's unique disability-related needs.

The CSE and CPSE committees will meet to review student performance and progress during both in-person or remote learning to ensure IEP compliance. Providers will work together to share ideas and resources to enhance the educational experience for students.

Bilingual Education and World Languages

NWCS is committed to high quality instruction to ENL students. We will provide the required number of Units of Study to all ENLs based on their most recent language proficiency assessment. We will maintain regular communication with the parents/guardians and other family members to ensure that they are engaged in their children's education during the reopening process either with in-person or remote learning preferred language and mode of communication.

Chromebooks will be offered to all ENL students in primary grades who receive ELL services. All students will participate in teletherapy sessions if internet access allows. For those students without internet access, the ELL provider will provide paper-based parallel activities and will contact students and families using another means.

The case manager will work with teachers and providers to communicate with families to support students and keep open lines of communication regarding the provision of services to his/her child(ren). The case manager will also support families by offering information in their preferred language.

COVID-19 TESTING

- North Warren will work closely and collaborate with the Warren County Department of Health if we have a suspected case of COVID 19.
- Anytime we have a concern about students or staff members the district liaison or Nurse will work with Warren County DOH and/or the district's medical director (HHHN) to refer students/staff for testing. The decision to test lies with the medical provider or DOH to determine the best route to take to ensure safety of all and to help advise the student's family or staff member.
- Parents and staff will be asked to check with their own primary care physician to determine if testing is necessary if they have symptoms of COVID and/or stay home due to not feeling well. If you are unable to contact or reach your primary care provided you can consult with the county health department.
- Anyone who has traveled internationally and/or to a state designated through NYS travel advisory must complete mandatory quarantine prior to returning to the school.
- Warren County Department of Health will be notified immediately upon being informed of any positive COVID-19 diagnostic test results by an individual in the school, including students, staff, faculty, and vendors/visitors. If the employee or vendor/visitor is not a Warren County resident we will contact the county of residence and work with them too to provide a contact list.

CONTACT TRACING

- Public Health Officials assume the primary responsibility for contact tracing. Upon request from the local DOH, North Warren will work immediately with them to determine, based on attendance records, transportation records and classroom/location occupancy who might have been in contact with the person(s). The school Nurse or Administrator will be in touch with DOH to decide on protocol for closures and additional cleaning.
- The Superintendent or designee, via an all district call, will alert families of a closure or change in schedule should there be a need to based on consultations with DOH .
- The Superintendent or designee will work with DOH to advise families or staff members of their course of action if they have been in contact with a person with confirmed positive COVID-19.