

# Reopening our P-12 schools: Reopening plan outline/template

UPDATED: July 21, 2020



*The following template was created by the Capital Region BOCES Health-Safety-Risk and Communications Services to assist districts in crafting their required school reopening plans following the COVID-19 closure. To promote accessibility, reopening plans should be posted as HTML text directly onto a web page and not as a PDF, Word document, Google Doc or other format. Include (on the web page) information about whom to contact if someone has difficulty accessing the plan.*

## Introduction

On Monday, July 13, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region.

Determinations will be made by region about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

While districts have been instructed to prioritize efforts to return all students to in-person instruction, the district is also planning for remote/distance learning as well as a hybrid model that combines in-person instruction and remote learning. Parents will always have the choice to remain in the remote learning model. Parents / guardians will be surveyed in early August to determine their preference for their student. Parents / guardians will be asked to commit to in-person, hybrid, or remote learning (dependent on grade level) for the first ten (10) weeks of school.

The plan outlined here is for the reopening of schools in the Scotia-Glenville Central School District] for the 2020-21 school year, following the building closure related to the COVID-19 pandemic. This plan includes procedures that will be followed in the following schools:

- **Scotia-Glenville Senior High School**
  - 1 Tartan Way, Scotia, NY 12302
  - Phone (518) 347-3600 (EXT. 61101)
  - Fax: (518) 386-4350
  - **Principal**
  - Peter J. Bednarek [PBednarek@sgcsd.net](mailto:PBednarek@sgcsd.net)
  - **Assistant Principal**
  - Thomas W. Fyvie [TFyvie@sgcsd.net](mailto:TFyvie@sgcsd.net)

- **Dean of Students**
- Christine T. Nofri [CNofri@sgcsd.net](mailto:CNofri@sgcsd.net)
- **Scotia-Glenville Middle School**
  - 10 Prestige Parkway, Scotia, NY 12302
  - Phone: (518) 347-3600 (EXT. 51101)
  - Fax: (518) 386-4303
  - **Principal**
  - Robert J. Cosmer [RCosmer@sgcsd.net](mailto:RCosmer@sgcsd.net)
- **Glendaal Elementary School**
  - 774 Sacandaga Road, Scotia, NY 12302
  - Phone: (518) 347-3600 (EXT. 11101)
  - Fax: (518) 382-1203
  - **Principal**
  - Thomas W. Eagan [TEagan@sgcsd.net](mailto:TEagan@sgcsd.net)
- **Glen-Worden Elementary School**
  - 30 Worden Road, Scotia, NY 12302
  - Phone: (518) 347-3600 (EXT. 21101)
  - Fax: (518) 346-0855
  - **Principal**
  - Nicholas J. Criscone [NCriscone@sgcsd.net](mailto:NCriscone@sgcsd.net)
- **Lincoln Elementary School**
  - 40 Albion Street, Scotia, NY 12302
  - Phone: (518) 347-3600 (EXT. 31101)
  - Fax: (518) 386-2808
  - Principal
  - John J. Geniti [JGeniti@sgcsd.net](mailto:JGeniti@sgcsd.net)
- **Sacandaga Elementary School**
  - 300 Wren Street, Scotia, NY 12302

- Phone: (518) 347-3600 (EXT. 41101)
- Fax: (518) 386-4311
- Principal:
- Tonya D. Federico [TFederico@sgcsd.net](mailto:TFederico@sgcsd.net)

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. 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 response to the disease in our community will be at the forefront of our decision making as we move to open our schools.

Susan Swartz, Superintendent and Drew Giaquinto, Business Official will serve as the district's COVID-19 Coordinators. Susan Swartz, Superintendent, and Drew Giaquinto, Business Official, will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines. Ms. Swartz and Mr. Giaquinto's contact information is available on the District website ([www.scotiaglenvilleschools.org](http://www.scotiaglenvilleschools.org)) and below.

Susan M. Swartz, Superintendent

[sswartz@sgcsd.net](mailto:sswartz@sgcsd.net)

(518) 347-3600, ext. 71101

Drew Giaquinto, Business Manager

[agiaquinto@sgcsd.net](mailto:agiaquinto@sgcsd.net)

(518) 347-3600, ext. 73101

Dear Scotia-Glenville Community members,

The following plan provides a structure within which the district will reopen school and provide opportunities for hybrid instruction. I would stress that this plan remains fluid and I anticipate changes between now and the opening of school as well as throughout the 2020 - 2021 school year.

The District has formed a variety of advisory teams to assist in the development of protocols and procedures in each main component of the plan. Advisory teams will begin meeting the week of August 3 and will continue to meet throughout the month of August and into the school year as needed.

Advisory teams are composed of administrators, teachers, school personnel, and community members. At present, advisory teams will be meeting virtually.

Again, please note that this plan is subject to change. We will make any changes available by updating the web-based plan. As advisory teams complete portions of their work, that work will also be posted on the District's website.

I thank you in advance for your commitment to the District, its staff and our students. We will endeavor to keep everyone safe while providing instruction and support to our students.

Sincerely,

Susan M. Swartz, Superintendent

## Content Outline

- Communication/Family and Community Engagement
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  - Social distancing, face coverings & PPE
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  - Cleaning and disinfecting
  - Vulnerable populations/accommodations
  - Visitors on campus
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- Bilingual Education and World Languages
- Staff
  - Teacher and Principal Evaluation System

- o Certification, Incidental Teaching and Substitute Teaching

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## Communication/Family and Community Engagement

To help inform our reopening plan, the district has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups.

Engagement efforts have included:

- Online surveys of parents and staff. The results of those surveys were posted and sent via Blackboard Connect to every parent and staff member.
- Virtual Town Hall was held on July 29. The recording from that session was post and sent to parents and staff via Blackboard Connect.
- Virtual meetings of advisory teams will continue throughout August and after the beginning of school in September.
- One-on-one conversations and emails from parents and staff have been received and responded to as appropriate.
- A Question and Answer section, gathered from the Town Hall meeting as well as emails and communication from parents, will be added to the school district's website to assist in the further understanding of this reopening plan.
- An article in the Summer 2020 newsletter, mailed to every community member, detailed the choices faced by the school district as it was developing it's reopening plan.
- The Scotia-Glenville Teachers' Association has also been meeting with teachers to discuss the planning and thinking behind the reopening plan.

The school district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website at <https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/>, and will be updated throughout the school year, as necessary, to respond to local circumstances. The link to the plan appears on the banner across the top of the website homepage and school homepages. Every effort has been made to ensure that the plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA. The plan can also be translated into other languages, via the G-Translate feature available on the district website.

As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to school district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication channels – including on the [school district website](#) and through the Blackboard Connect mass notification system – as well as appropriate signage and training opportunities to

support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic. Every school website page can be translated into any of 12 languages with a pull down feature beneath the search box at the top of every page.

The school district is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communicating with our school community. The district will rely on the [school district website](#) and Blackboard Connect mass notification system to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene. The information that we will share will be based on state guidance and procedures / protocols developed as well as the Advisory Team for Communication. The advisory team consists of members from administration, teachers, district staff, and community members.

In support of remote learning, the district will make computer devices available to students and teachers who need them. As the District did this past spring, we will survey parents / guardians to determine the need to loan devices and / or provide 'hot spots' for students. We are also instituting a "bring your own device" strategy for students who have a device they can use at school. We will enable individual devices to run on our guest network. We are in the process of upgrading our filter on the guest network to ensure student safety and compliance with all regulations and statutes. The district will provide students and their families with multiple ways to contact schools and teachers during remote learning, including the District website, providing student emails for children in grades 6 through twelve, providing teacher and school contact information (phone numbers, teacher and administrative emails) letter, and messaging through the school notification network.

The district will use existing internal and external communications channels to notify staff, students and families/caregivers about in-person, remote and hybrid school schedules with as much advance notice as possible. The District website, student and parent emails, letters, and messaging through the school notification network. will be utilized to provide parents / guardians with information regarding school schedules.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. The District will continue to follow its existing engagement and communication protocols with parents/guardians regarding the provision of special education services for their children. Virtual communication may replace face-to-face communication to accommodate health and safety concerns. Communication opportunities include but are not limited to:

- Parents are consulted regarding their preferred mode and language of communication. Communication is conducted in accordance with that preference as much as practical.
- Sharing of routine classroom information through periodic teacher-created newsletters and teacher created classroom websites.

- Phone and email contact with parents from general education, special education teachers and building principals regarding the implementation of student services and the student's response to the services.
- Daily or weekly communication notebooks as designated in the student's Individual Education Plan.
- Virtual Committee on Special Education meetings for program reviews and annual reviews as required.
- Communication to parents from the chairperson of the Committee on Special Education (and/or the Director of Pupil Personnel Services) regarding implementation of the Individual Education Plan and to address parental concerns.
- Scheduled parent teacher conferences.
- Periodic communication between parents/guardians and related service providers.
- Sharing/discussion of assessment results by the school psychologist and other providers with the parent/guardian for initial determination and program/annual review meetings.

In addition, the district will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication. The school district's website, [ScotiaGlenvilleSchools.org](http://ScotiaGlenvilleSchools.org), offers translation of every page into one of 12 languages.

The district is committed to ensuring that all of its students and their families are taught and re-taught new expectations related to all public health policies and protocols. As part of this continuous training, the district will assess the best approach to communicating the information for each students' age group and will provide frequent opportunities for students to review these policies and protocols. This targeted education will help ensure that all students and their families know what is expected of them as they successfully return to the school setting. These trainings will cover:

- Hand hygiene Protocols / procedures are being developed by a subgroup of the District's Advisory Team for Health and Safety. The advisory team consists of members from administration, teachers, district staff, and community members. The information developed by the team will be disseminated by the COVID 19 Coordinators and / or their designees.
- Proper face covering procedures (how to wear and remove) / protocols are being developed by a subgroup of the District's Advisory Team for Health and Safety. The advisory team consists of members from administration, teachers, district staff, and community members. The information developed by the team will be disseminated by the COVID 19 Coordinators and / or their designees.
- Social distancing procedures / protocols are being developed by a subgroup of the District's Advisory Team for Health and Safety. The advisory team consists of members from administration, teachers, district staff, and community members. The information developed by the team will be disseminated by the COVID 19 Coordinators and / or their designees.

- Respiratory hygiene procedures / protocols are being developed by a subgroup of the District's Advisory Team for Health and Safety. The advisory team consists of members from administration, teachers, district staff, and community members. The information developed by the team will be disseminated by the COVID 19 Coordinators and / or their designees.
- Identifying symptoms procedures / protocols are being developed by a subgroup of the District's Advisory Team for Health and Safety. The advisory team consists of members from administration, teachers, district staff, and community members. The information developed by the team will be disseminated by the COVID 19 Coordinators and / or their designees. The District will use a health app developed for the region by Capital District BOCES for staff and student daily health checks.

The district will create and deploy signage throughout the district to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

In addition to signage, the district will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and DOH guidance regarding the use of PPE through additional means such as instructional videos, posters, and website announcements.

The district is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. [These procedures are outlined in the Health & Safety section of our reopening plan at this link.](#)

The District's protocols and procedures for safety will be shared with all employees, students, families, and other stakeholders through additions to the web-based plan, on our website, in written and verbal communications, use of the school notification system. In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The district will not notify the wider community unless specifically directed to do so by local health officials.

### School Closures

The district is preparing for situations in which one or more school buildings need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

The District is meeting bi-weekly with the Schenectady County Department of Health and representatives of regional schools (public and private) and pre-schools to develop procedures and guidelines for possible school closures. In addition, the superintendent of schools is working in conjunction with Capital Region BOCES and its component school districts to plan and share information regarding protocols and procedures for potential closings.

The district may choose to modify operations in one or more schools prior to closing to help mitigate a rise in cases. The district will consult its school physicians and the Schenectady County Department of Health when making such decisions.

Scotia-Glenville's superintendent and school building administrators will communicate with each other regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely. Decisions regarding any closures will be made in conjunction with the school's physicians and Schenectady County Department of Health.

The District will use its school closing protocol to communicate with staff, students, and their families in the event of a closure. The protocol calls for use of the District website, staff and parent email, media, and the school notification system in the event of a closure (or early release / late arrival).

Determination of which District operations cease and which are continued will be made on a case by case basis.

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## Health & Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. 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 \(NYSED\)](#).

The following protocols and procedures will be in place in all district schools and facilities for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 safety coordinator at [tsswartz@sgcsd.net](mailto:tsswartz@sgcsd.net) (518-347-3600, ext. 71101) or [agiaguinto@sgcsd.net](mailto:agiaguinto@sgcsd.net) (518-347-3600, ext. 73101).

For more information about how health and safety protocols and trainings will be communicated to students, families and staff members, visit the *Communication/Family and Community Engagement section* at

<https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/communication-family-and-community-engagement/> of our reopening plan.

### Health checks

The district has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

The Scotia-Glenville Central School District will implement the following practices to conduct mandated health screening.

The District will utilize a Daily Health Screening app for both required staff and strongly encouraged student health screenings. The app is available to districts through Capital Region BOCES. The app is device agnostic so may be accessed through multiple technologies including iphones, androids, desktop computers, laptops, tablets, and Chromebooks. Staff will be required to complete the app each day prior to reporting to work and if determined to be ineligible to come to work, must remain home. In the off chance the individual cannot attest to their good health and arrives at work, they will be sent home. Staff who do not have digital access will complete a paper copy of the health app questions prior to entering the workplace.

Parents / guardians will have access to the same app and will be strongly encouraged to use the app daily before sending their child(ren) to school. Students who arrive at school but have not had a health check will be checked by the school nurse, including a temperature check and completion of a paper form which mirrors the health app. In the case of an elementary student, the school nurse will call the parent / guardian and complete the form by phone.

In the event a parent / guardian cannot be reached, the student will be isolated until such time as a parent / guardian can be reached. For parents / guardians without digital access, a daily phone call will be made prior to the start of school to complete a paper copy of the health screening questions.

Members of the Health and Safety Advisory Team will create the protocols for morning health checks which will be shared with staff and parents / guardians. Advisory teams will begin meeting the week of August 3 and will continue to meet throughout the month of August and into the school year as needed. Advisory teams are composed of administrators, teachers, school personnel, and community members. At present, advisory teams will be meeting virtually.

### Social distancing, face coverings & PPE

The district has developed a plan with procedures for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds and transportation.

Members of the Health and Safety Advisory Team will create the protocols for mask wearing and breaks which will be shared with staff and parents / guardians through the District website, signage, and instructional video. Advisory teams will begin meeting the week of August 3 and will continue to meet throughout the month of August and into the school year as needed. Advisory teams are composed of administrators, teachers, school personnel, and community members. At present, advisory teams will be meeting virtually.

If social distancing of 6 feet cannot be maintained, proper face coverings must be worn in common areas such as hallways or school buses. For those employees medically unable to wear face coverings, face shields will be distributed and required. For students unable to wear face coverings, staff will endeavor to keep the individual a minimum of 6 feet from classmates. In some instances where a student is unable to wear a face covering of any sort, the District's option for virtual instruction will be recommended.

Students, staff and visitors to our schools will be expected to wear face coverings indoors and outside, including on the school bus, and when six-foot physical distancing is not possible. Students will be allowed to remove face coverings during meals, some instruction, and for short breaks so long as they

maintain appropriate social distance. Students who are unable to medically tolerate a face covering will not be required to wear one.

Because students and staff will need to be prepared to wear a face covering if another person unexpectedly cannot socially distance, they will be required to wear a face covering in all common areas (e.g., entrances and exits) and when traveling around the school.

Face coverings will be provided to students and staff, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose. Parents / guardians will be encouraged to send their children with face masks that meet the requirement (cover nose and mouth) but have been selected by the parent for their child.

An employee is allowed to wear their own acceptable face covering if they choose. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so but will be offered a face shield.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so there may be periods of time when masks are not worn.

Face coverings should not be placed on:

- Children younger than 2 years old
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

The district will instruct students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings

Staff, parents / guardians and students will receive training and information about face coverings from the District website, posters, written communication and instructional videos.

### Infection control strategies

Mask wearing and social distancing will be required of all staff and students. Initially, there will be no in-person before or after school activities or evening continuing education so that facilities may be cleaned and disinfected after school, then closed down and locked until classes resume in the morning.

All staff and students will receive training in mask wearing and the need for social distancing. The trainings offered may be in-person or virtual. In addition, buildings and grounds staff (mechanics, custodians, cleaners) have received training through Needham Risk Management. Ongoing training opportunities will be provided to this group as they have primary responsibility for the facilities.

Members of the Health and Safety Advisory Team will create the protocols for facility cleaning and maintenance which will be shared with staff, parents / guardians, and students. Advisory teams will

begin meeting the week of August 3 and will continue to meet throughout the month of August and into the school year as needed. Advisory teams are composed of administrators, teachers, school personnel, and community members. At present, advisory teams will be meeting virtually.

## Facility Alterations and Acquisition

Tentative plans for both elementary schools and the middle and high school have been developed accounting for the use of social distancing and reducing space capacity.

The District, in conjunction with its architectural firm (SEI) completed a study of all usable instructional space, determining how many staff / students could be in each space based on square footage and maintaining 6 feet of social distance and appropriate egress in, and out of the classroom, as well as moving within the classroom. Cafeterias, gyms, and libraries may be utilized for classes. No temporary structures (tents, trailers) will be required. Based upon those calculations, the District has determined the following in terms of use of space and schedules:

### Elementary

- All students every day.
- Somewhat shorter day for students; same length of day for staff. [Here is a tentative elementary schedule for in-person and virtual education.](#)
- Students in socially distanced groups (pods) and masked (with mask breaks) with their teachers for core subjects during the first ½ of the day. For the second ½ of the day, these students remain in their classroom and receive lunch, one special, a recess or downtime, work in support of the other half of the day's teaching for ½ day, with a supervising adult.
- After the first half of the day, teachers will move to the second classroom and second group of students to teach the core subjects.
- Four day rotation for specials...art, music, physical education, library
- Students eat lunch in the classroom.
- Teachers have 45 min of planning time each day.
- Students with the most intense disabilities will meet every day

### Secondary 6 – 12

- One third of high school/middle school students would come to the buildings on any given day. The other students would connect virtually to their classes at the same time. Periods would be 40 minutes each.
- All students would be using virtual education on Wednesdays. Periods would be 20 minutes each.
- Students would be divided into three groups – Crimson, Strong and Tartans – based on their last names. Crimson will be last names of A-G, Strong will be last names of H-O and Tartans will be last names of P-Z.

- Each group would be in school on a rotating basis for four days every three weeks [as described on this schedule](#).
- Teachers teach their regular schedule so the days students are virtual, they are still learning from their assigned teacher
- Students in grades 6 – 8 will eat in the large gym and students in grades 9 – 12 will eat in the cafeterias
- Some programs for students with the most intensive needs will meet in-person daily; we are still determining what will happen with other programs.

The District's Advisory Team for Instruction will be working in subgroups to establish procedures and protocols for social / emotional well being, school schedules, school activities, attendance and chronic absenteeism and teaching and learning. The subgroups of the Instructional advisory team consist of members from administration, teachers, district staff, and community members. The information developed by the team will be disseminated through the District website, written information, student specific information (i.e. schedules), email, and phone calls.

### Space Expansion

The District will utilize available space in the cafeteria, gyms, auditorium, and libraries (or sections thereof), as classroom space. Minor alterations and the use of space dividers may be utilized in existing classrooms. The need for social distancing may be enhanced by alterations to a lobby or corridor and /or interior spaces/rooms.

### Plumbing Facilities and Fixtures

The District is planning for additional cleaning of bathrooms, kitchens, and all fixtures within them. Gang bathrooms (those serving more than one student at a time, will be adjusted (by partition or cordoning off sections) to allow for social distancing.

The District's Advisory Team for Health and Safety will develop protocols and procedures to enable social distancing in restrooms (for students) and within kitchens for food service staff. Staff restrooms are single occupancy. the advisory team will also be developing cleaning protocols for these areas.. The advisory team consists of members from administration, teachers, district staff, and community members and will begin meeting the week of August 3.

### Ventilation

The District will be upgrading the filters used in its heating/air exchange system to assist with air cleaning. In addition, fresh air intake will be increased in the facilities during the overnight hours to enhance the flow of fresh air.

Further detail will be added to this area as the district investigates and secures additional filters.

## Management of ill persons, contact tracing and monitoring

The district requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The district has designated areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

Each school and District facility will identify a space for isolation of those suspected of being exposed to, or having, COVID 19. Isolation rooms will be used to contain the individual, limiting their exposure to others. The District's Advisory Team for Health and Safety is identifying a space (potentially a second space in the school and not the Health Office) where a staff member or student may be isolated. The advisory team consists of members from administration, teachers, district staff, and community members and will begin meeting the week of August 3.

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

## Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, N-95 or a surgical mask with face shield, eye protection and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room will occur between use and cleaning of the equipment should be done following manufacturer's instructions after each use.

### If Students or Staff become Ill with Symptoms of COVID-19 at School

The district requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources on COVID-19 testing.

### Return to School after Illness

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The district will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

### COVID-19 Testing

Information regarding protocols and safety measures will be developed by the advisory team for Health and Safety and shared both internally (with employees) and with the greater Scotia-Glenville community. Methods for sharing information include use of the District's website, written communications, posters and signage.

In the event that a large-scale testing will need to be conducted at the school, the district administration will work with the following providers:

The District will work with its school physicians / Saratoga Hospital, the Schenectady County Health Department, and the New York State Department of Health (as needed).

### Contact Tracing

The district will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

To assist the local health department with tracing the transmission of COVID-19, the district has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

Districts may assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

If/when COVID-19 cases are discovered in the school, in consultation with the local health department, the district will do, at minimum, the following:

- Isolate the individual and cordon off the space they are / were in;
- Contact the Schenectady County Department of Health to report the case;
- Contact the District's school physicians; and
- Work jointly to determine risk of exposure to others, need for school or district closure, contact tracing parameters.

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

For more information about how COVID-19 containment efforts will be communicated to students, families and staff members, visit the *Communication/Family and Community Engagement section* at <https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/communication-family-and-community-engagement/> of our reopening plan.

### School Closures

A closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education and/or closing the school. The district will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

At a minimum, the plan will incorporate the following:

In conjunction with the District's school physicians, Schenectady County Department of Health, and New York State Department of Health, the District may face a situation that warrants reducing in-person education or closing the school in consultation with the school physicians and state and local health departments, a determination will be made for an orderly closure. Conditions that may precede closure include:

- Schools will close if the regional infection rate rises over 9% after Aug. 1. Schools will close if the 7-day rolling average of the infection rate is above 9%.
- Schools in regions in Phase 4 can reopen if the daily infection rate remains below 5 percent using a 14-day average, unless otherwise directed from the Schenectady County health department.
- If the infection rate rises about 9%, schools must wait until the 14-day average is below 5%
- Once schools open at Phase IV below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise about 5% until it reaches 9% for the 7-day average.

- Scotia-Glenville will be notified by the Schenectady County Department of Health on the situation.
- Scotia-Glenville administrators may consider closing school if absentee rates impact the ability of the school to operate safely.
- Scotia-Glenville may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5% or may consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities.
- Scotia-Glenville will consult their medical director and/or the local department of health when making such decisions.
- Scotia-Glenville will determine which operations will be decreased, or ceased and which operations will be conducted remotely during any potential reduction in services or closure

For more information about how school closure information will be communicated to students, families and staff members, visit the *Communication/Family and Community Engagement* section at <https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/communication-family-and-community-engagement/> of our reopening plan.

## Health hygiene

The district will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick.
2. Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
3. Properly store and, when necessary, discard PPE.
4. Adhere to social distancing instructions.
5. Report symptoms of, or exposure to, COVID-19.
6. Follow hand hygiene, and cleaning and disinfection guidelines.
7. Follow respiratory hygiene and cough etiquette.

## Hand Hygiene

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.

- After using a tissue.
- Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

## Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the district will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

For more information about how hygiene information will be communicated to students, families and staff members, visit the *Communication/Family and Community Engagement* section at <https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/communication-family-and-community-engagement/> of our reopening plan.

## Cleaning and disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)

- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The district will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

For more information about how cleaning and disinfection information will be communicated to students, families and staff members, visit the *Communication/Family and Community Engagement section* at

<https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/communication-family-and-community-engagement/> of our reopening plan.

### Vulnerable populations/accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal that these individuals are able to safely participate in educational activities.

The District's advisory team for Instruction includes subgroups planning for virtual instruction and opportunities to enable vulnerable staff and students to fully participate in the school day. Members of the advisory team will create the protocols and guidelines for participation of vulnerable staff and students which will be shared with staff and parents / guardians. Advisory teams will begin meeting the week of August 3. Advisory teams are composed of administrators, teachers, school personnel, and community members.

In addition, the superintendent of schools continues to work with the Capital Region BOCES planning group which is exploring / planning to implement a regional approach to addressing the needs of vulnerable populations.

### Visitors on campus

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face

coverings and will be restricted in their access to our school buildings. Visitors must follow all safety protocols as listed above.

### School safety drills

- The district will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

Scotia-Glenville's elementary, middle, and high school will conduct all required safety drills during the school year.

- Scotia-Glenville schools maintain Fire Safety, Evacuation, and Lockdown Plans as required by Fire Code Section 404. These plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during the evacuation drills are being developed by a subgroup of the District's advisory team for Health and Safety. Recommended changes will be appended to the required planning documents.
- Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. When planning drills, consideration will be given to procedures to minimize the risk of spreading infection. Methods to promote social distancing and reduce the risk of infection during evacuation drills are being developed by a subgroup of the District's advisory team for Health and Safety. Recommended changes will be appended to the required planning documents.
- Regardless of the modification used when conducting a drill, students should be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and will not be the first priority.

The school district is considering modifications to evacuation drill protocols that may include, but are not limited to:

- Conducting drills on a "staggered" schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom may minimize contact of students in hallways, stairwells, and at the evacuation site. Conducting drills using a modified procedure, requires that the drill be conducted with all students in the school building on that school day, so may result in doing so during a class period that is extended for this purpose.
- Scotia-Glenville currently plans to reopen with a hybrid model in grades 6 through 12, resulting in smaller groups of students receiving two days of in-person instruction, followed by four days of virtual instruction. As such, the District must be certain that all students are receiving instruction in emergency procedures, and participating in drills while they are in attendance in-person.

Modifications to Lockdown Drills may include, but are not limited to:

- Conduct lockdown drills in the classroom setting while maintaining social distancing/using masks.
- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.
- Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

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## Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

The district plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

Upon reopening, the district plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

The school district has worked with its HVAC engineers and architects to establish additional filtration requirements that can be instituted including replacement of filters and increasing air flow into the buildings during overnight hours.

All “soft items” in classrooms are being removed as our additional desks and furniture to allow for social distancing and appropriate egress entering and exiting. The middle school and high school will be considering student and staff traffic flow within the schools and possible adjustments. E=Three of the four elementary schools already have a restricted traffic pattern due to layout and the fourth and largest school will be examining its student and staff traffic flow.

The school district’s advisory team for Health and Safety will develop protocols and procedures for school buildings and its other facilities (transportation, buildings and grounds, and district office). Advisory teams will begin meeting the week of August 3. Advisory teams are composed of administrators, teachers, school personnel, and community members. Protocols and procedures developed by advisory teams will be appended to the school district’s plan.

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## Child Nutrition

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

For information about how meal information will be communicated, visit the Communication/Family and Community Engagement section at

<https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/communication-family-and-community-engagement/> of our reopening plan.

### Meals onsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The district will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

In the school district's current reopening plan, students in grades kindergarten through Fifth will eat in their classrooms. As is current practice, students may bring a lunch or will order lunch upon arrival at school. Lunches will be prepared in the school cafeteria and then delivered to the classroom. Students will eat at their desks which are arranged to provide for social distancing. Desks will be cleaned before and after lunch.

At the middle school, students in grades 6 through 8 will eat in the large gym, at socially distanced desks, during one of three lunch periods. Students who choose to purchase lunch will go to the cafeteria, wait socially distanced, and then get their lunch from the serving line. The school district is investigating the use / purchase of sneeze guards for the serving line. Desks in the large gym lunch area will be cleaned before and after each lunch period.

At the high school, students in grades 9 through 12 will eat in one of the two cafeterias, socially distanced at tables, during one of the lunch periods. Students who choose to purchase lunch will wait socially distanced, and then get their lunch from the serving line. Make your own salads (or other make your own options) will not be initially available. The school district is investigating the use / purchase of sneeze guards for the serving line. DeskTables in the cafeterias will be cleaned before and after each lunch period.

The school district is working with its consultant, HMB Consulting and its food service provider, Chartwells, to ensure compliance with Child Nutrition Program requirements.

## Meals offsite/remote

Meals will be provided to students who are learning remotely by Chartwells, the school district's food service provider. The current plan is to provide "grab and go" breakfast and lunch, with a single pick up point at the high school to all students who seek meals. This is the same method as used during the school closure at the end of the 2020 - 2021 school year.

The school district will continue to partner with the Regional Food Bank, Trinity Presbyterian Church, and the Dutch Reformed Church to provide weekly back packs of food to identified students (both those in attendance and those learning remotely).

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## Transportation

The district will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable.

Students who are able will be required to wear masks and social distance on the bus to the extent practicable; however, students whose physical or mental health would be impaired are not required to wear a face covering, but must be appropriately socially distanced. Members of the same household may be seated within 6 feet of each other. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

All buses that are used every day by districts and contract carriers will be cleaned/ disinfected once a day. High contact spots will be wiped down after the morning (AM) and afternoon (PM) run depending upon the disinfection schedule.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet.

Whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them in out of district whose schools are meeting for in-person sessions.

All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

## School Bus Staff

School bus drivers, monitors, attendants and mechanics are required to perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the

symptoms of COVID-19, they will notify their employer as per the reporting policies and seek medical attention.

School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield.

Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

The school district's current plan for reopening plans for bus capacity at 50% of ridership with students socially distanced and masked. A staggered schedule for elementary runs (two of four schools starting at one time, and the remaining two elementary schools starting later) will enable buses to be cleaned and disinfected between elementary runs. Middle and high school schedules may be tweaked prior to opening if it is determined in the coming weeks that more time is needed for cleaning and disinfecting prior to pick up of secondary students. Buses will be cleaned after each bus run.

Parents / guardians will be surveyed during the first two weeks of August to determine which students will return for in-person instruction, which may remain at home, and which need transportation. The school district also has a "walking population". Once the district knows which students will need transportation to and from school, routes may be reconfigured.

The school district's advisory team for Health and Safety will develop protocols and procedures for transportation. Advisory teams will begin meeting the week of August 3. Advisory teams are composed of administrators, teachers, school personnel, and community members. Protocols and procedures developed by advisory teams will be appended to the school district's plan.

For more information about training protocol for students and staff and how transportation information will be communicated, visit the *Communication/Family and Community Engagement* section at <https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/communication-family-and-community-engagement/> of our reopening plan.

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## Social Emotional Well-Being

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important. The district has made available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction. Professional development for staff will include opportunities for faculty and staff

about how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff.

Students will continue to have access to counseling through district staff and the school district's partnership with Saratoga Center for the Family. Instructional staff will receive professional development as they return to school in recognizing and addressing the needs of students. We will continue to implement Responsive Classroom practices as a district-wide initiative for our elementary students..

The district has established two advisory teams to address the needs of students and staff. The advisory team for Instruction will have a subgroup addressing the needs of students as we reopen school and throughout the coming year. It is anticipated the team will focus on all students including those returning for full time in-person instruction, those receiving instruction in a hybrid model, and those children learning remotely. A second advisory team, Employee Supports and Assistance, will focus specifically on the needs of staff members in the school district. Its focus will be to identify individuals with specific needs and connect those staff to meaningful employee assistance.

We will leverage our partners including the school district's physicians, the Schenectady County Department of Health, and Saratoga Center for the Family to identify community resources.

Finally, social emotional well-being has been identified as a regional need and planning with Capital R Region BOCES and its component school districts to develop and share resources is ongoing.

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## School Schedules

The school district presently plans for the following elementary and secondary schedules as we return.

### Elementary

- All students every day.
- Somewhat shorter day for students; same length of day for staff. [Here is a tentative elementary schedule for in-person and virtual education.](#)
- Students in socially distanced groups (pods) and masked (with mask breaks) with their teachers for core subjects during the first ½ of the day. For the second ½ of the day, these students remain in their classroom and receive lunch, one special, a recess or downtime, work in support of the other half of the day's teaching for ½ day, with a supervising adult.
- After the first half of the day, teachers will move to the second classroom and second group of students to teach the core subjects.
- Four day rotation for specials...art, music, physical education, library

- Students eat lunch in the classroom.
- Teachers have 45 min of planning time each day.
- Students with the most intense disabilities will meet every day

## Secondary 6 – 12

- One third of high school/middle school students would come to the buildings on any given day. The other students would connect virtually to their classes at the same time. Periods would be 40 minutes each.
- All students would be using virtual education on Wednesdays. Periods would be 20 minutes each.
- Students would be divided into three groups – Crimson, Strong and Tartans – based on their last names. Crimson will be last names of A-G, Strong will be last names of H-O and Tartans will be last names of P-Z.
- Each group would be in school on a rotating basis for four days every three weeks [as described on this schedule](#).
- Teachers teach their regular schedule so the days students are virtual, they are still learning from their assigned teacher
- Students in grades 6 – 8 will eat in the large gym and students in grades 9 – 12 will eat in the cafeterias
- Some programs for students with the most intensive needs will meet in-person daily; we are still determining what will happen with other programs.

The school district continues to plan for a virtual option for students who do not return for in-person instruction. While we believe we will be able to provide a fully virtual experience for those students, it may be with our staff or potentially, with a staff member from another school district and in concert with a regional approach being developed through Capital Region BOCES and its 24 component school districts. A regional approach has the benefit of making more courses available, particularly at the secondary level.

Families will be asked to make a commitment regardless of whether they choose in-person or virtual learning. Changes – either from in-person to virtual or virtual to in-person – will only be made at the end of the quarters for HS/MS students (Nov. 13, Jan. 30 or April 23) or the end of the trimester for elementary students (Dec. 4 or March 3). It would be too difficult at other times to accommodate changes with transportation while maintaining social distancing in classrooms and not exceeding the maximum number of students in a classroom.

For information about how school schedule information will be communicated to students, families and staff members, visit the *Communication/Family and Community Engagement* section at

<https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/communication-family-and-community-engagement/> of our reopening plan.

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## School Activities

### Extracurriculars

The school district plans to cancel any extracurricular activities as well as continuing education for adults so it is better able to clean and disinfect its facilities on a daily basis, ensuring they are ready for returning student and staff each school day morning.

The possibility of virtual clubs is being explored with our collective bargaining groups and may enable us to offer some options as we reopen. The school district will convey information to students, parents / guardians as it becomes available.

Interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming. The start of the fall athletic season has been pushed back to September 21 (subject to change).

### Childcare

Before and after school YCare through the YMCA **will be provided at the four elementary schools.** It was previously not believed the programs would be offered this year in the buildings.

The before and after care hours have been altered to match the new school start and end times. Registration is open now.

Contact Sahara Outing at 518-456-3634 ext 1124 with questions. You can also check the website at [www.cdymca.org](http://www.cdymca.org) for the most up-to-date information.

Here are the operating times for the YMCA before- and after-school care programs at Scotia-Glenville this year:

- **Glendaal and Glen-Worden**
  - AM 7:00 am – 9:00 am
  - PM 2:35 pm – 6:00 pm
- **Sacandaga and Lincoln**
  - AM 7:00 am – 9:30 am
  - PM 3:05 pm – 6:00 pm

In addition, these child care providers are available in the community to provide before- and after-school care:

- **Duanesburg YMCA**  
221 Victoria Drive Delanson NY 12053  
Cheryl Misiewicz  
518-895-9500  
[cmisiewicz@cdymca.org](mailto:cmisiewicz@cdymca.org)
- **JCC Schenectady**  
2625 Balltown Road Schenectady NY 12309  
Lynn Capobianco  
518-377-8803  
[lynnc@jcc.org](mailto:lynnc@jcc.org)
- **Lally Center (YMCA)**  
204 South Ten Broeck St Scotia NY 12302  
Beth Doris  
518-374-4914  
[bdoris@cdymca.org](mailto:bdoris@cdymca.org)
- **Little Dreamers Daycare**  
1 Deerfield Place Scotia NY 12302  
April Talbot  
518-414-0443
- **Prentice, Elizabeth**  
51 MacArthur Drive Scotia NY 12302  
Elizabeth Prentice  
518-374-3752  
[bprentice@verizon.net](mailto:bprentice@verizon.net)
- **Rechnitzer, Janet**  
201 Swan Street Scotia NY 12302  
Janet Rechnitzer  
518-275-9912
- **Smart Strides Childcare, LLC\***  
3 Horstman Drive, Scotia NY 12302  
Tiffany Starring  
518-374-4912  
[smartstrideschildcarellc@yahoo.com](mailto:smartstrideschildcarellc@yahoo.com)
- \*Pre-school aged children only
- **The Giving Tree**  
9 Cuthbert Street Scotia NY 12302  
Kristy Van Hoesen  
518-396-6448  
[thegivingtree12302@gmail.com](mailto:thegivingtree12302@gmail.com)
- **Tiny Town Daycare**  
14 Saratoga Road Glenville NY 12302  
Jackie Congdon

518-399-5866

tinytowndaycare14@gmail.com

Child Care Resource and Referral Agencies (CCR&R) provide services to families. If you are looking for child care, the CCR&R for Schenectady county has a complete listing of CCR&Rs can be found on the OCFS website at <https://ocfs.ny.gov/main/childcare/referralagencies.asp>

The school district will continue to share information about daycare providers on its website at [www.scotiaglenvilleschools.org](http://www.scotiaglenvilleschools.org).

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## Attendance and Chronic Absenteeism

In grades K-12 teachers will record students virtual or in person attendance or engagement in the District's student management system, PowerSchool. At the secondary level we are investigating combining homeroom with another period to create an advisory period where the teacher will act as the daily point of contact for each student. Attendance or engagement will be recorded daily.

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## Technology and Connectivity

The school district will survey parents / guardians and staff to determine the need for technology (Chromebooks) and connectivity (provision of "hot spots"). We will use the same procedure for distribution of these items as we used in the spring of 2020. Parents / guardians will sign out Chromebooks for their child(ren) and we will have a centralized drive-up pickup for items. A similar process will be used with staff.

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## Teaching and Learning

The school district calendar includes two staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the district will focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

When a remote or hybrid learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, special education students, English language learners, students who did not engage in remote learning during the spring of 2020, and students with technology or connectivity needs.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice although formative, paper and pencil, or computer generated testing will not.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

The school district's advisory team for Instruction will be examining and developing grading practices including numeric, a standards-based framework, and methods designed to provide direct feedback regarding students' mastery of course content. Grading practices may vary (as they do now) from elementary, to middle, to high school. At secondary, attention will be paid to SUPA and College in the High School courses and their grading requirements.

For information relating to teaching and learning in BOCES special education and Career and Technical Education programs, please see the BOCES website <https://www.capitalregionboces.org/>.

Parents / guardians will be surveyed the first two weeks in August to determine which students will return for in-person instruction and which will engage in remote learning.

### In-person Instruction

Upon reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart.

Accommodating a six-foot radius around students will necessitate the identification of additional rooms and common-area spaces that can be converted into classrooms.

Current staffing levels may be insufficient to accommodate the expanded number of classrooms needed to ensure social distancing. All support personnel (reading, special education, social work service providers, teaching assistants and aides / monitors will, where appropriate, provide instruction, support, or supervision.

All instruction will continue to be aligned to the New York State Learning Standards.

Our schools will minimize the movement of students. At elementary this means having students eat lunch in their classroom instead of the cafeteria and eliminating assemblies, field trips and other large-group activities. Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom or offered virtually. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.

To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students.

For information on school schedules, visit the School Schedules section

<https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/school-schedules/> of our reopening plan.

At secondary (grades 6 - 12), students will be divided into thirds and each third will receive two days of in-person instruction followed by four days of virtual instruction. Students at the middle school will eat lunch at socially distanced desks in the large gym while students at the high school will eat lunch socially distanced in the cafeterias. Movement for students in both settings will be minimized, masks will be required, and social distancing will be practiced.

For information about how in-person instruction information will be communicated to students and families, visit the Communication/Family and Community Engagement section <https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/communication-family-and-community-engagement/> of our reopening plan.

### Remote/Hybrid Instruction

Given that our school district will offer a plan for hybrid instruction in grades 6 through 12, we have are developing a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

Instruction will not only focus on “core” subject areas to the exclusion of elective courses. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

The advisory team for Instruction will endeavor to develop student schedules that remain the same whether instruction is in person or remote so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.

Remote learning opportunities for secondary students will include a greater emphasis on synchronous instruction, with administration and teachers determining means to provide live instruction and lessons to students. While recording of live lessons may be essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis.

To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices will be developed by a subgroup of the advisory team for Instruction and will be shared with teachers, students, parents and guardians prior to the start of the new school year. For information on school schedules, visit the School Schedules section

<https://www.scotiaglenvilleschools.org/scotia-glenville-school-reopening-plan-2020/school-schedules/> of our reopening plan.

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## Special Education

The school reopening plan considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. Students in grades K-5 will receive special education services as outlined on their individualized education plans (IEPs) via daily in-person instruction. Students in grades 6-12 will receive special education services via a hybrid model (in-person and remotely). Related services may be provided in person or remotely. All K-12 students who attend the district's self-contained special education programs will receive daily in-person instruction in accordance with their Individual Education Plans.

In addition to the communication efforts schools make for all students, parents of students with disabilities have a legal right to be informed regarding the identification, evaluation, educational placement, and the provision of FAPE (a free and appropriate public education) to their child. Whether special education programs and services are provided in-person, remotely, or through a hybrid model, effective communication between school personnel and parents will include the following:

- Working collaboratively and creatively to help ensure there is an understanding of the school's efforts to provide services consistent with the recommendations on the individual Education Plan and monitor student progress
- Communicating with parents in their preferred language or mode of communication and documenting outreach efforts.
- All Committee on Special Education / Committee on Preschool Special Education meetings will be held remotely until schools reopen fully
- Collaboration between committees on preschool special education/committees on special education and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs, plans for monitoring and communicating student progress and commitment to sharing resources.

Until schools return to normal operating conditions, the same flexibility with respect to IEP implementation for delivery of services during school closures due to the COVID-19 outbreak continues to apply to the programs and services whether delivered in-person and/or remotely (e.g., flexibility with respect to the mode and/or manner; group or individual sessions; specific group size for related services, frequency, duration and location of related services, and special class size ratio etc.). All providers will work collaboratively with their content area partners to ensure that communication, and educational materials are accessible, adapted, modified and appropriate in accordance with student's IEPs. Teachers and service providers will collect data, whether in-person or remotely, and use these data to monitor each student's progress toward the annual goals and to evaluate the effectiveness of the student's special education services. Reports of progress to parents may be made via telephone or other electronic means if progress reporting procedures specified in the student's IEP cannot be met with reasonable efforts

Whether in person or remote, delivery of special education services will be achieved by using a variety of resources provided by our teachers and providers through collaboration to ensure educational materials are accessible, adapted, modified and appropriate in accordance with student's IEPs or Section 504 Plan. Lessons, tasks and activities will relate to the student's IEP goals and objectives and may include pre-recorded lessons, synchronous teaching (recorded for those who cannot attend) and teacher-designed learning activities.

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## Bilingual Education and World Languages

Students that are English Language Learners will be prioritized for in-person instruction. Parents will still be able to choose the option of in person or virtual learning.

Communication regarding our reopening plan will be provided to parents in their preferred language. The ELL identification, screening, placement, review and exit process will be completed within 30 days of the start of school for students that enrolled from March to August 2020. After this 30 day period, identification of ELL students will occur within the required 10 school days of initial enrollment. ELL teachers will continue to progress monitor students to identify gaps toward English language proficiency.

Regardless of instructional model, required instructional units of study will be provided to all ELL students based on their most recently measured English language proficiency.

For information about regular communication and engagement with parents/guardians of English-language learners, visit the Communication/Family and Community Engagement section <https://www.scotiaglennvilleschools.org/scotia-glennville-school-reopening-plan-2020/communication-family-and-community-engagement/> of our reopening plan.

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## Staff

### Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan.

## Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

### Key References

- [State Education Department Issues Guidance to Reopen New York State Schools](#) (July 16, 2020)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) (July 13, 2020)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#), NYS Department of Health (July 13, 2020)

### Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency](#). (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency](#). (June 26, 2020)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency](#). (June 26, 2020)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

*Once finalized, reopening plans must be posted on the district's website. By July 31, 2020, districts will need to complete a survey through the Portal, providing NYSED with:*

- *A link to the public website where each school plan has been publicly posted*
- *A set of mandatory assurances that the reopening plan includes all of the mandatory elements outlined in the NYSED guidance*

*NOTE: Information submitted through the Portal will not include detailed narratives or descriptions of specific actions to be taken by a school or district as part of their reopening Plan; those details must be articulated in the materials that are publicly posted on the school/district website.*

*Also by July 31, 2020, districts must complete a short companion [Department of Health survey that includes a link to the publicly posted plan on the district/school website](#).*