

**Warrensburg Elementary School**  
**Re-opening Plan for September 2020**  
**“Warrensburg PRIDE”**  
*“Safe, Responsible, Respectful”*

**Introduction:**

The Warrensburg Elementary School will provide in person daily instruction for students in Pre-K-6th grade daily. Parents who wish to keep their child(ren) home and opt for virtual learning will have the option to do so. Students at home learning virtually will be required to log into a live stream when their teacher is providing the lesson during the day. Parents/Students must make a 13 week commitment to virtual learning. Parents and students may choose to opt back into in person instruction every 13 weeks. A form will be posted on the District website for parents to indicate their choice of 100% virtual learning. Attendance will be mandatory and failure to attend will result in an unexcused absence. We feel that being in school daily is the best way to provide instruction to elementary school students as well as maintain and address their social emotional health needs on a regular basis.

We will be able to maintain social distance in classrooms therefore students will not be required to wear face coverings during instruction. We will practice social distancing in as many other locations throughout the building as possible. Where and when this is not possible, masks will be required to be used by students and staff.

Should school need to close at any point in the school year we will utilize remote learning for all students and require them to log into live stream lessons throughout the day with their teacher(s). Attendance will be mandatory and traditional grading will be done.

This document is subject to change due to the possibility of additional guidance, changes in regulations, or executive orders.

**Communication/Family and Community Engagement:/**

The Warrensburg Elementary School will provide an opportunity for all stakeholders in our school community to review and comment on our opening plan and provide feedback. Stakeholders included administrators, faculty, staff, students, parents, Warren County Public Health, and collective bargaining units. If information is needed in alternate languages, the district will provide this to families.

Social Media, the school website, text, e-mail, automated messages, signage, online chats and newsletters will be utilized to provide information on an ongoing basis about procedures and other relevant information necessary to ensure the safety of our school community both prior to school starting in September as well as throughout the year, and any time a need or change in protocols or procedures arises. Signage will be posted throughout the building to remind all parties of COVID-19 procedures and visitors will be instructed on proper procedures when they enter the building.

Students will also be taught how to follow our new safety protocols safely and correctly in all areas of the school building including hand washing, face coverings, social distancing and respiratory hygiene. This teaching will take place the first week of school.

All stakeholders will be informed that if they have questions regarding our safety protocols or other COVID-19 information, they should direct these to the Building Principal.

### **Health and Safety:**

The health and safety of our school community is our top priority and we will ensure the following occur:

- ❑ Social Distancing will occur in classrooms and all other areas of the building where possible. If social distancing guidelines can not be followed in some locations or when moving through the building, face coverings will be required by students and staff.

- ❑ The district will provide face coverings to any students, staff, or visitors that may need one.
- ❑ The COVID- 19 Health resource individual will be the School Nurse.
- ❑ Daily health checks will be required. Parents will be asked to check their child's temperature prior to coming to school and screen their child for any signs of illness. All students will have a temperature check completed upon arrival at school. All staff members and 5-6 grade students will be required to complete a daily health screening questionnaire as well upon arrival at school. UPK to 4 grade students will be periodically screened by school staff. Any visitors or contractors that need to enter the building will be required to complete a health screening and follow all health and safety measures including practicing social distancing and/or face coverings.
- ❑ Any student or staff who exhibits signs of illness will be sent home. If it is necessary for a student to wait for a parent to pick them up there will be an isolation room in the health office for them to wait until the parent arrives.
- ❑ Staff will be trained to observe and monitor signs of illness that may be related to COVID-19 and refer to the School Nurse.
- ❑ The School Nurse will monitor the daily health screenings once they are completed.
- ❑ The school nurse and administration will work with our local health providers and Department of Health for all reporting requirements as well as when it is safe for students and/or staff to return to school. Students and staff who test positive for COVID-19 regardless of whether the person is symptomatic or asymptomatic, the student or staff may return to school upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if

they remain asymptomatic. Warren County Public Health will make the final determination regarding release from isolation.

The county health department will collaborate with the school when there is a concern that diagnostic testing is needed. Diagnostic testing is generally someone who is a high priority or symptomatic. The School District liaison and/or the school nurse will work with the County Health Department and/or the district's medical director to refer students/staff for required testing.

- ❑ Individuals who have returned from international travel and/or a state designated through a New York State Travel advisory must complete mandatory quarantine prior to returning to the school.
- ❑ Upon request from the Warren County Public Health Department or NYSDOH, the District will provide information on the past locations of students and staff who are involved in the contact tracing program, including, but not limited to room locations, who was in the room and information on transportation. The District will need to maintain adequate records to answer questions. Should this information be needed, the County Liaison will contact the District's Liaison to obtain the needed information in a timely manner.
- ❑ Visitors will be limited to only those individuals that are absolutely necessary for them to enter. Signage will be provided as to expectations for social distancing and face coverings, and a health screening will be completed prior to entrance into the building.
- ❑ Proper hand hygiene and respiratory hygiene will be taught to students and there will be scheduled times throughout the day to allow handwashing to occur such as entrance to the building, after using shared objects, before and after eating, after using the bathroom, after sneezing and coughing, blowing their nose and after being outside. If there are times when hand washing is not possible, an alcohol based sanitizer will be made available and students may use this under

the supervision of an adult. Tissues will be provided in the classroom and common areas as well.

- ❑ Students will move with their same homeroom class throughout the day to specials, lunch and recess to limit exposure to other students.
- ❑ Students will attend Art, Music and Physical Education weekly with their cohort group. Social distancing will be utilized in all settings and time will be allowed in between groups to allow for disinfecting and transition out of the room prior to a new class entering. Outside spaces will be utilized on nice weather days when possible, and if necessary the special area teachers may come to the students classroom for lessons in lieu of the students transitioning to their respective classrooms.
- ❑ Morning arrival time will utilize multiple entrances to allow for greater social distancing. Arrival time will be 8:00 a.m and grade levels will enter one at a time with an adult to supervise them going to their classrooms. Students will wear a face covering during this time in the hallway.
  - ❑ Kindergarten, 1st and 2nd grade students will use the entrance near the playgrounds.
  - ❑ 3rd and 4th grade students will use the Main Entrance door.
  - ❑ 5th and 6th grade will use the entrance door near the General Purpose Room.
  - ❑ Pre-Kindergarten will enter the building @ 8:30 a.m. for the Morning Session and 12:15 p.m. for the Afternoon Session. They will be escorted to their classroom by the teacher and wear a face covering in the hallways.
- ❑ Afternoon Dismissal will be staggered as well and utilize all three entrances to maintain better social distancing. Students will wear a face covering when

dismissing as well. Teachers and staff will escort students to the appropriate exits and monitor them until they are released to their parents and/or guardians or loaded on the bus.

- ❑ In the classroom, desks will be arranged facing the same direction six feet apart, adhering to social distance guidelines. Students will not be required to wear face coverings in the classrooms except when moving around the room, or anytime social distance cannot be practiced. There will be visual markings to identify adequate space for teachers to identify social distance guidelines. Anytime a teacher is beyond this area, they will wear a face covering. Students will each have their own set of supplies at their desks instead of sharing supplies. Any supplies that must be shared will be disinfected after each use. Cubbies will not be used unless space allows for social distancing and/or procedures are in place that allow an appropriate number of students access to this area at any one time.
- ❑ Appropriate social distancing will be required at all times throughout the building. If appropriate social distancing cannot be maintained face coverings will be required.
- ❑ Lockers will not be used in the hallways during the day. Students will be able to store items in their locker and access these at the beginning and end of each day following a schedule for each cohort to access their belongings. If they need to carry several items during the day from class to class, they may use a backpack. Face coverings will be worn when students are using their lockers at these times.
- ❑ A bathroom schedule will be utilized to allow for social distancing and will be monitored by an adult. Face coverings will be worn when students leave the classroom and bathrooms will be disinfected throughout the day. Bathrooms in the classrooms will allow for one student at a time and disinfected throughout the day. Students will wash their hands following the use of the bathroom.
- ❑ Breakfast will be provided by our food service company in the classroom daily

- ❑ Windows and doors in the classrooms and building will be open to improve ventilation when it does not prevent a safety risk.
- ❑ Playgrounds and our courtyard will be used for recess activities daily. The schedule will limit the number of students using each space and will keep cohorts of students together to limit exposure. If possible, visuals and barriers will be used to help maintain social distancing as long as it does not pose a safety risk. Playground equipment will only be used if disinfecting of equipment can occur prior to the next group of students' use. Students will wash their hands or use sanitizer under the supervision of an adult following recess.
- ❑ School assemblies, concerts or other large group gatherings will not take place. Any events such as these will be done virtually. Morning announcements will also be done virtually.
- ❑ Parent or other necessary meetings will take place virtually. If this is not possible, they will take place in a location that can utilize social distancing. All health and safety measures and procedures, such as face coverings and health screenings will need to be followed for any individuals entering the building for these meetings.
- ❑ Any students who are unable to wear a face covering due to medical or social emotional needs must provide a medical note. The school will work with the medical provider, parent, school nurse, and staff members to ensure the safety of this child as well as others utilizing social distance practices throughout the day. A health plan may be necessary if deemed by the health professionals.
- ❑ The school will work with Warren County Public Health in regards to any necessary closures due to a confirmed case or increased cases of COVID-19. The District will follow the direction of Warren County Public Health to allow students or staff who have a positive screen or diagnosis of COVID-19 or following a quarantine due to contact with a confirmed case of COVID-19.

- ❑ The school will follow all guidelines set forth by the CDC in regards to cleaning and disinfecting the building and school grounds. Our District Director of Facilities will coordinate these efforts and work with the Building Principal to ensure that all requirements are being met daily and throughout the school year.
- ❑ Safety drills such as fire and lock down drills will take place during the year. Students will be instructed as to the procedures to be followed in a real drill, however to ensure the safety of students, a staggered schedule for exiting the building will be utilized for fire drills and students will remain at their desks during lockdown drills.
- ❑ Students will be able to use the water bottle filler stations throughout the day.
- ❑ The District will provide appropriate accommodations for students and staff who are at high risk. These accommodations will be determined on a case by case basis.
- ❑ The District will provide appropriate PPE for any person who does not have their own. All afterschool programs will follow all guidelines for the school day including appropriate social distancing and the use of face coverings at all times.
- ❑ The Superintendent of Schools shall act as the designated COVID-19 safety coordinator.
- ❑ The school nurse and administration will work with our local health providers and Department of Health for all reporting requirements as well as when it is safe for students and/or staff to return to school. Students and staff who test positive for COVID-19 regardless of whether the person is symptomatic or asymptomatic, the student or staff may return to school upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic. Warren County Public Health will make the final determination regarding release from isolation. Additionally, students who have



tested positive will be required to provide a note from their physician allowing them to return to physical education and extra-curricular activities.

**Facilities:**

The Warrensburg Elementary School will meet or exceed all expectations for reopening as identified in the NYS Guidance Document and CDC requirements for cleaning and disinfecting protocols. The Building Principal will work with the District Director of Facilities to ensure all expectations are being met and addressing any ongoing needs throughout the school year. Protocols will include but not limited to the following: more frequent cleaning and disinfection for high risk and frequently touched surfaces (i.e. desks, cafeteria tables) during enhanced movement of cohorts from one room to another and; more frequent cleaning and disinfection of restrooms depending on the frequency of use.

It is anticipated that there will be no structural changes to the building and/or classrooms involving temporary and/or removable partitions. Currently all changes will include the removal or addition of desks and chairs to improve social distancing. The building reopening plan is in compliance with our current building condition survey and visual inspection.. Lead-In-Water testing will take place in accordance with NYS DOH regulation 67-4. All hand sanitizer stations are in compliance with FCNYS 2020 Section 5705.5. There will be no change to the required number of water fountains and the building ventilation will meet or exceed the current code requirements.

**Child Nutrition:**

All students in the Warrensburg Elementary School will have access to breakfast and lunch daily. Students whose parents have elected to have their child(ren) participate in virtual learning will be able to receive breakfast and lunch as well daily. Families will be made aware of the availability of meals even when using virtual learning

through district communication efforts. Our food service provider will work with our school nurse to protect students with food allergies.

Upon arrival, students will receive breakfast in their classrooms. Following breakfast, proper hand hygiene will be done by all students.

Lunch will take place in the cafeteria and the General Purpose Room to ensure that social distancing is practiced. Only one grade level will be in each location at one time. Students will need to wear face coverings until they sit down to eat or at any time there is a need for them to leave their tables during lunch time. Directional markings will be used for traffic flow and increase social distancing. A touch free system will be used for purchasing and there will be monitoring of the number of students in line to avoid crowding when picking up lunches. Students will be supervised at all times by adults who will be wearing face coverings, and following eating, hand hygiene will be practiced. All tables and other necessary surfaces will be disinfected prior to the next group entering the cafeteria and or General Purpose Room.

**Transportation:**

Students, drivers and aides will be provided specific training while riding the bus and at bus stops on the proper use of PPE, social distancing and signs/symptoms of COVID 19. Parents will be provided access to training materials for their informational purposes and provide additional encouragement to their child(ren).

The Warrensburg Elementary School will encourage parents to transport their children to school when possible, or if they live within walking distance, encourage students to walk to school following a safe route.

Parents will be asked to do temperature checks and daily health screenings prior to their child getting on the bus. Students and parents will be taught and asked to practice social distancing at bus stops.

When riding the bus, students will use social distance practices and bus seats will act as natural barriers between students. Family members will sit together, and students will wear face coverings. Drivers will wear a face covering at all times. Weather permitting, windows will be slightly opened to allow better airflow on the bus. Buses will be filled from back to front and unloaded from front to back.

Following each bus run, disinfecting and cleaning protocols will be completed before students will load the bus for the afternoon trip.

As of now, field trips will not be allowed, therefore buses will not be used during the day for any field trips.

Bus drivers and any bus aides will be required to perform a daily health screening. The district will provide PPE to include face coverings and gloves if there is any need for physical contact with a student (ie. helping a child use a seat belt). Hand sanitizer will not be provided nor carried by students, drivers or aides as they are combustible and a hazard. Hand sanitizer will be provided at the elementary school or bus garage.

If remote instruction becomes necessary the district will provide transportation for those requiring instruction out of the district as required by a student's individual education plan or to a private or parochial schools.

Students who do not have a mask will NOT be denied transportation. Extra masks will be made available for anyone who does not have one. Any student with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

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

The Warrensburg Elementary School realizes that our school community has faced extremely challenging times and the need to provide an intentional and structured

social emotional curriculum and program for our students is necessary upon our return to school.

The Building Principal, School Counselor, School Social Worker and School Psychologist and Director of Pupil Personnel Services will collaborate with all teachers to implement a sequential and structured year long curriculum that all students will have access to, even those using remote learning. In addition, individual counseling and group counseling will be provided to targeted students as needs are identified throughout the school year using a Multi-Tiered System of Supports. Additional resources and outside agencies for students and families who are in need of Tier 2 and Tier 3 level of supports.

Our Child Study team will be used for student referrals during the year. Our Counseling team will meet monthly to discuss not only student and family needs, but staff needs in regards to professional development and support systems that may be necessary to improve school climate. Surveys will be used for both students and staff periodically during the year to determine needs.

### **School Schedules:**

The Warrensburg Elementary School plans to offer in person instruction daily for all students Pre-K-6th grade. Parents who wish to keep their child(ren) home and use remote learning will be provided with a device. Students at home will be expected to log in to their classroom at the time the teacher is providing a lesson throughout the day. Attendance will be mandatory and all work will need to be completed and submitted for grading.

If the number of students has to be reduced at some point during the school year, we would switch to an alternate day schedule. Our Kindergarten program will be a ½ day schedule so our youngest students can still participate daily for a shorter amount of time. Our Pre-K program will continue with a ½ day program as in the past, however there will be a limit of 10 students per session instead of 15 to allow for better social

distancing. If the school district is not able to accommodate any students, we would switch to remote learning for all students. Staff would continue to provide a schedule for students to follow each day, and students would use remote learning for all lessons during the day with attendance being mandatory and traditional grading taking place.

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

Throughout the year, teachers will take attendance daily for each lesson using E-School data. Even students who are using remote learning will be required to attend at the same time other students are participating in the lesson at school. Attendance will be mandatory for all students.

If a student of compulsory age is not attending, the teacher will first reach out to the family to check in and try to engage the student. If this does not correct the problem, our School Counselor will try to connect and establish a team meeting to discuss concerns, barriers to attendance and develop a plan for improvement. Attendance will continue to be monitored and all efforts will be made by the district to assist families, to the extent possible, with ways to improve engagement. Failure to make any improvements or work with the district that leads to chronic absenteeism may result in a report to Social Services if it is warranted. This will be a last resort as we understand the difficulties some students and families may be experiencing, but perhaps necessary in some instances.

### **Technology and Connectivity:**

The Warrensburg Central School District surveyed our families to find out who had reliable high speed internet connection. There are currently a number of families who live in rural areas that do not have access, therefore remote learning is a challenge, if not impossible, for these students. If a parent chooses to have their child not return to school for in person instruction or they are unable to due to medical concerns, and also do not have internet access, we will work with the families to develop a plan to provide instructional materials for them as well as a process for

recording attendance and grading. We will work with the community to provide locations where internet access could be used if they are able to use these locations.

All students and staff will be provided with a device to use for remote learning by the district if they are unable to attend due to closure during the year at any point.

Students and staff will be provided with a means to send information to the school for printing needs, if necessary during this time.

Students who do not have access to high speed internet will be provided with learning materials aligned to the NYS standards in paper format, if necessary.

Parents using remote learning will be able to contact our IT Staff for assistance with device or troubleshooting needs during this period. Their contact information will be shared with families as a resource.

### **Special Education:**

In order to ensure a free and appropriate education all students (K-6) with disabilities will be in attendance daily in the general education classroom with appropriate social distancing and use of PPE when not possible. Specially designed instruction developed to meet the unique needs of students with disabilities will be provided in small pull out groups of up to five students. Related services will also be provided in either small group or individual sessions in a location other than the general education classroom. This will minimize the number of people in a single room and allow for social distancing. Small group areas will be sanitized according to established protocols after each group of students. Code compliant plastic barriers will be used if unable to maintain social distancing during small group instruction/related service.

Should the need to move to remote instruction arise, special education teachers and related service providers will use a distance learning platform to continue small groups and related service provision to the greatest extent possible.

Programs and services will be documented on students IEPs which are developed in collaboration with parents. Teachers and service providers will continue to communicate as needed with parents via phone calls, emails, and various communication applications. Requests for Committee on Special Education review meetings will continue to be accepted and meetings scheduled accordingly. Virtual meeting participation will be encouraged.

Committee on Preschool Special Education services will be provided either face to face or via tele-therapy when necessary. Program providers and the Pupil Personnel Services office will maintain close contact in order to ensure continuity of service. Providers will be allowed to deliver service in the elementary building for those children in the UPK program when necessary. Preschool service providers will continue to progress monitor per the schedule on students Individualized Education Programs. Student progress will be reported to parents quarterly. Requested review meetings will be scheduled as required, virtual meeting participation will be encouraged.

Special education and related service providers will refer to Individualized Education Programs for each student and ensure that the accommodations, modifications and supplementary aids and services are in place in the classroom and during small group instruction. Should the district be required to revert to distance learning accommodations, modifications and supplementary aids and services will be provided to the greatest extent possible.

For information about meaningful parent engagement regarding the provision of services to a child to meet the requirements of the IDEA, visit the Communication/Family and Community Engagement section of our reopening plan.

### **Teaching and Learning:**

The Warrensburg Elementary School will return to in person instruction daily for all students in Pre-K-6th grade. Parents may choose to keep their child(ren) home for remote learning. All learning that takes place will be aligned to the NYS Standards and

our Pre-Kindergarten will follow the guidance documents provided by the Office of Early Learning for developmentally appropriate learning experiences for our youngest students. Students who participate in remote learning will be provided with the same instruction and experiences during the year. If remote learning becomes necessary during the year, the district will provide devices for students and continue to provide the same learning experiences aligned to the NYS Standards to all students on a daily basis. All families will be provided with the information necessary to contact their child's teacher as well as IT support or any other staff needed throughout the school year whether in person or remote instruction is being provided. A staff directory is on our school website with email and phone numbers for all staff. In addition, our teachers use an app to communicate with all parents via text for quick and easy access to their child teacher daily.

We realize that a great deal of instructional time was lost this past school year, and students not only need time to adjust socially to school again, but we need to determine what their academic needs are to customize our lessons and instruction accordingly. There will be designated time for teachers to meet with teachers from the previous year to discuss curriculum and instruction as well as student strengths and needs.

Screening and diagnostic testing will be completed for all students in Reading and Math after the first month of school to allow time to acclimate back to the school setting and become comfortable and familiar with their new classroom setting. This data will then be analyzed and utilized to plan for instruction based on each student's needs. Monitoring of progress will take place throughout the year, and individual students can be referred to our Child Study Team for individualized program planning if necessary. All information about student progress will be shared with their parents once completed and they will be part of any team meetings that take place for their child.

The Warrensburg Elementary School is committed to helping our students transition back to school in a positive way. We realize that their social emotional health



is our top priority followed by their academics. Our staff will work collaboratively with each other and families to provide the best program we can to ensure the most success for every child, whether they are participating in remote learning or in person instruction. Our goal is to have every child back at school every day at some point.

**Teacher and Principal Evaluation System:**

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.

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

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.