

## **Warrensburg Jr. - Sr. High School**

### **Re-opening Plan for September 2020**

#### **Introduction:**

The safety and health of our students, our faculty, and our staff is paramount and has been at the forefront of our planning. Our planning is designed to bring the most students back to face-to-face education as possible, while providing additional opportunities and improving upon the virtual learning systems that we adopted this past spring. To allow our school district to safely reopen, there are a number of features, contingencies, and safety protocols that we must plan for, and we have attempted to outline this throughout our plan.

We understand that the situation around COVID-19 is ever-evolving, and as a result, our plan will be forced to evolve with it. We, as a school district, cannot anticipate the way that the disease will develop, nor can we fully anticipate the way that it will affect our region, but through careful planning, hard work, and resilience, we have put together a plan that allows our schools to have the flexibility to address these concerns. This plan has been developed over weeks through the input of a number of stakeholders and Warren Public Health. The Warrensburg Jr. - Sr. High 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 virtual learning or in-person instruction. Our goal is to have every child back at school every day at some point.

The Warrensburg Jr.- Sr. High School will utilize a blended model to ensure that we are following social distancing guidelines outlined by the DOH and NYSED. Students will be grouped in two groups, by last name and grade level (Group A and Group B) and we will follow an A, A, B, B Schedule. Group A will attend school for two days for in-person instruction and group B will be required to attend class virtually during class time as indicated on their academic schedule. After two days, group B will attend in-person instruction and group A will move to virtual learning for two days. This schedule is a rotating schedule with no off days. (It will look like AA, BB, A, weekend, A, BB,AA, weekend, BB, AA, B, etc.) This schedule allows us to accommodate for core classes, electives, physical education, technology, the arts, health, family and consumer science and every-other- day classes.

Students that have been identified as not having internet access will attend school every day and attend classes virtually from the library, gym and/or the auditorium. All students will be supervised if at school and attending virtually.

Parents who wish to keep their child(ren) home and choose virtual learning will have the option to do so. As of September 24th, Teachers have been given permission to adjust their teaching from synchronous (live streaming every period) to asynchronous (work/recorded lessons, posted to google classroom) based on what works best for the specific class and what is being taught/learned.

Students at home learning virtually will be required to log into their google classrooms when their teacher is providing the lesson during the day. Attendance will be mandatory, and failure to attend will result in an unexcused absence. We feel that being in school as much as possible is the best way to provide instruction to students as well as maintain and address their social emotional health needs on a regular basis. Parents/students must make a 10 week commitment to virtual learning. Parents and students may choose to opt back into in person instruction every 10 weeks. A form will be posted on the District website for parents to indicate their choice of 100% virtual learning.

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 all other locations throughout the building as possible. Except during instruction or due to medical reasons 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 virtual learning for all students and require them to log into classes throughout the day with their teacher(s). Those classes may be synchronous (live streaming every period) and/or asynchronous (work/recorded lessons, posted to google classroom) based on what works best for the specific class and what is being taught/learned. Attendance will be mandatory and traditional grading will be done.

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

The Warrensburg Jr. - Sr. High 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.

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

### **Health and Safety:**

Any and all discussions about how to safely and effectively reopen our schools requires us to understand the how of safely reopening. For us to safely reopen, there are four major areas that need to be considered – face coverings, social distancing, hygiene, and screening – all of which will be covered throughout the course of this planning document. As a baseline, we as a school district are required to maintain six feet of distancing in most scenarios; wear appropriate face coverings and PPE while in transit and when we cannot appropriately socially distance; we must maintain proper hand hygiene, wear a face covering and adhere to the CDC's and Department of Health's guidance as they relate to the cleaning and disinfection of our classrooms.

We will perform screening of all staff, students, and faculty members as they enter, or prior to their entry into the building. In order for us to safely reopen, we need to be able to achieve and maintain these requirements, and throughout the course of

this document we will explain and explore the process through which we will accomplish these requirements.

- 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 Resource individual will be the School Nurse and/or the building administrator
- 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 students will be required to complete a daily health screening questionnaire as well upon arrival at school. 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. 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.

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.

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.

- 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.
- 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 follow their assigned schedule, limit their time in the hallway and follow the guidelines and signage in the building with regards to social distance and traffic patterns to limit exposure.
- Time will be allowed in between classes 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.
- Morning arrival time will utilize multiple entrances to allow for greater social distancing. Arrival time will be 7:50 a.m. Students that arrive early are asked to stay in their vehicles or on the buses until 7:50. If students are not on buses or in

vehicles they are asked to be socially distanced in front of the building and NOT gather in groups. Grades 7/8 will enter the building in the cafeteria entrance, grades 9/10 will enter in gym entrances and grade 11/12 will enter in the main entrance.

- An adult will be present to supervise them entering the building and in the designated areas. Students will wear a face covering while entering the building and while in the hallway.
- Afternoon Dismissal will be staggered (2:55-HS Wing, 2:57-Jr. High Wing, 2:59-all others) and we will utilize different exits to maintain better social distancing. Students will wear a face covering when dismissing as well. Students in the senior high wing at the end of 9th period will exit the senior high exit at the end of the hallway. Students in the junior high wing at the end of 9th period will exit the junior high exit at the end of the hallway. All other students at the end of 9th period will exit out the main entrance.
- 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 distancing 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 should each have their own school supplies with them instead of sharing supplies. Any supplies that must be shared will be disinfected after each use.
- Lockers will not be used in the hallways. Students will be able to carry backpacks from class to class.
- Face coverings will be worn when students leave the classroom to use the bathroom or for any other purpose. Bathrooms will be 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 during first period.
- Windows and doors in the classrooms and building will be open to improve ventilation when it does not pose a safety risk.
- School assemblies, field trips, concerts or other large group gatherings will not take place. Any events such as these will 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 filling stations only throughout the day. Students will not be able to use the drinking fountains and are encouraged to bring water bottles.
- 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.
- Any Student or staff member who travels to a state on the NYS 14 day quarantine list must remain out of school for 14 days after returning to NYS.

### **Facilities:**

The Warrensburg Jr. - Sr. High 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 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 Jr. - Sr. High 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, the gym and the library to ensure that social distancing is practiced. 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, the gym or the library.

The following students will eat in the listed locations: (subject to change)



## Lunch #1 - 7/8 grades

7th grade - +/- 30 students - cafeteria

8th grade - +/-30 students - gym

## Lunch #2 -9/10/11/12th grades

BOCES students will eat inside or outside from 10:45-11:00 then leave for BOCES

9th grade- +/- 30 students- cafeteria

10th grade- +/- 30 students - gym

11th grade- +/- 25 students - cafeteria (some 11th graders - to BOCES)

12th grade- +/- 25 students - Library/Gym (some 12th graders - to BOCES)

## **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 Jr. - Sr. High 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 Jr. - Sr. High School or bus garage.

If virtual learning 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 Jr. - Sr. High School realizes that our school community has faced extremely challenging times and the need to provide an intentional and structured social emotional program for our students is necessary upon our return to school.

The building principal, school counselors, school social worker, and school psychologist will collaborate to strengthen our Multi-Tiered System of Support to help ensure that student, family, and faculty/staff social-emotional needs are met. The counseling department will continue to be visible, accessible, and available to help students and staff debrief and adapt as we transition back to in-person schooling. The counseling department will meet regularly to discuss student, family, and staff needs and continue to develop plans to support the social-emotional well-being of our school community. Our Student Support Team/At Risk Team/Grade level teams (7/8th grade) will meet regularly (weekly or every other week) to ensure that social-emotional needs are addressed. Relationships with outside agencies will continue to be fostered. Communication with families of available social-emotional supports will occur through several platforms. Intervention provided will be culturally sensitive and trauma-informed.

Interventions provided may include but are not limited to: strategies to improve school climate, support for teachers and staff, support during class meetings/homeroom, individual counseling, and referrals to outside agencies when needed.

### **School Schedules:**

The Warrensburg Jr. - Sr. High School plans to offer instruction using a blended model for all students 7th - 12th 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 using grading outlined by the individual teachers.

If the school district is not able to accommodate any students, we would switch to virtual learning for all students. Staff would continue to provide a schedule for students to follow each day, and students would use virtual 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 Counselors and/or an administrator 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:**

Jr. Sr. High School – In order to ensure a free and appropriate education to students with disabilities in grades 7-12 a blended model will be utilized with a rotating two days in person instruction and two days distance learning. Specially designed instruction will be developed to meet the needs of students in the general education classroom, or in some cases in a special class for math and/or English language arts. On days scheduled for distance learning, special education teachers will provide specially designed instruction in collaboration with general education teachers and/or using small virtual instruction groups to the greatest extent possible.

Students in the 12:1:1 program at the Jr. Sr. High School will attend school daily in order to receive intensive supports and specially designed instruction.

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.

Jr. Sr. High School - 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. In the blended model, when students are engaging in distance learning from home, the special education teacher in collaboration with the general education teachers will provide accommodations, modifications and supplementary aids and services to the greatest extent possible.

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

The district will follow its established plan to identify English Language Learners. Students who enter the district and indicate a language other than English as their first language will be screened via an individual interview. The individual interview will be conducted in both English and the student's home language by qualified personnel. If the interview confirms that the student's first language is other than English, the New York State Identification Test for English Language Learners will be administered by appropriately certified personnel. If any result less than Commanding is obtained, parent will be notified of their child's eligibility for services as an English Language Learner and provided with an orientation. The child will be placed in an appropriate English as a New Language Program.

### **Teaching and Learning:**

The Warrensburg Jr. - Sr. High School will utilize a blended model to ensure that we are following social distancing guidelines outlined by the DOH and NYSED. Students will be grouped in two groups, by last name and grade level (Group A and Group B) and we will follow an A, A, B, B Schedule. Group A will attend school for two days for in-person instruction and group B will be required to attend class virtually during class time as indicated on their academic schedule. After two days, group B will attend in-person instruction and group A will move to virtual learning for two days. This schedule allows us to accommodate for core classes, electives, physical education, technology, the arts, health, family and consumer science and every other day classes.

Students that have been identified as not having internet access will attend school every day and attend classes virtually from the library, gym and/or room 306. All students will be supervised if at school and attending virtually.

Parents may choose to keep their child(ren) home for remote learning. All learning that takes place will be aligned to the NYS Standards. Students who participate in virtual learning will be provided with the same instruction and experiences during the year. If virtual 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 virtual learning instruction is being provided. A staff directory is on our school website with email and phone numbers for all staff.

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 grade level teams for individualized program planning, if necessary. All information about student progress will be shared with their parents, via progress reports and they will be part of any team meetings that take place for their child.

### **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.