

# Greenburgh Eleven UFSD



## 2020-2021 RE-OPENING 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 for five days a week 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 for 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 must complete, sign and return an opt-out letter whenever they decide to opt their child out.

The plan outlined here is for the reopening of schools in the Greenburgh Eleven UFSD 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:

- Greenburgh Eleven Elementary <https://www.greenburgheleven.org/elementary-school>
- Greenburgh Eleven Middle School <https://www.greenburgheleven.org/middle-school>
- Greenburgh Eleven High School <https://www.greenburgheleven.org/high-school-bethune>

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.

Anthony Gyetua-Danquah, Superintendent and Elton Thompson, District Principal, will serve as the district's COVID-19 Coordinators. Dr. Traci Gardner, Children's Village Medical Director, and Anthony Gyetua-Danquah will work closely with our local health department. Superintendent Anthony Gyetua-Danquah and Principal Elton Thompson 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.

They can be contacted by using the District website contact form <https://www.greenburgheleven.org/contact-us>. An alternative way is using the following emails [adanquah@greenurghelven.org](mailto:adanquah@greenurghelven.org) or [ethompson@greenburgheleven.org](mailto:ethompson@greenburgheleven.org).

We look forward to the 2020-21 academic year no matter what challenges it may bring because together we can succeed!

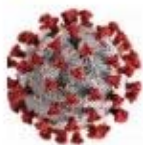
**This is a living document that will be updated as guidance and circumstances evolve.**

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## What you should know about COVID-19

# What you should know about COVID-19 to protect yourself and others



### Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



### Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



### Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



### Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



### Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



### Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 21-4921R 04/15/2020

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Plan Summary

## **Health and Safety**

The Greenburgh Eleven plan focuses on preventive actions required to perform health checks and screenings, per DOH guidance, and recognize signs and symptoms of illness in students and staff; maximize social distancing; manage and isolate ill persons until they can be sent home; instruct students and staff in proper hand and respiratory hygiene; require wearing appropriate face coverings; cleaning and disinfection procedures for the school in accordance with CDC and DOH guidance.

## **Facilities**

In the Greenburgh Eleven plan, schools and school district staff should promote social distancing while maintaining existing safety requirements designed to protect students. The District will continue to meet or exceed ventilation requirements and may wish to consult with design professionals to increase ventilation and filtration.

The District Schools will continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. School leaders will plan for these drills to 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.

## **Nutrition**

Greenburgh Eleven will include food service personnel of Children's Village in reopening plan discussions so they are able to meet their requirements to provide all enrolled students with access to school meals each school day; address all applicable health and safety guidelines; ensure compliance with Child Nutrition Program requirements; and communicate with families through multiple means, in the languages spoken by those families.

## **Transportation**

Greenburgh Eleven will collaborate with all sending school districts and Districts of residents of day students on their transportation needs. The school bus is an extension of the overall school program and services should be provided to all students with consistency and equity. Each sending district of day students will be required to: perform regular school bus disinfection measures; train students and school bus staff regarding social distancing on the bus, at stops, and at unloading times; and train students and staff regarding the wearing of masks. Both students and drivers will wear masks and social distance on the bus. Districts will continue to provide transportation to homeless students, students in foster care, those who attend religious, independent or charter schools – and those with disabilities – just as they always have.

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

As school and district personnel adapt to environments that result in substantially less time spent interacting in-person, ensuring intentional and meaningful inclusion of social emotional learning (SEL) across all aspects of operating strategies is critical to support the well-being and success of students, staff, and families. Along with physical health and well-being, schools and districts must also prioritize social emotional well-being – not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.

## **School Schedules**

Greenburgh Eleven Schools will create a comprehensive plan for a schedule that includes in-person instruction, remote instruction or a hybrid of both in-person and remote. All plans will be clearly communicated, with as much advance notice as practicable, to students, families and staff. To adhere to state and local health and safety guidelines and ensure social distancing practices, the District may consider various reopening plans and schedules that stagger or alternate students' return to campus. The District will collaborate with district stakeholders when considering alternate schedules.

## **Budget and Fiscal**

All schools and school districts must continue to meet existing state aid reporting requirements. Additionally, the content of data submissions, such as attendance data, will remain consistent with past practice, except where modified by law, regulation or executive order.

### **Attendance and Chronic Absenteeism**

The District will utilize its current mechanism to collect and report daily teacher student engagement or attendance. While this requirement is straightforward in an in-person setting, the procedure to make daily contact with students in remote or hybrid settings will continue. The homeroom teacher or advisory teacher will be the point of contact to touch base with a specific group of students daily. Attendance data must be reported in the student information reporting system or SIRS. The District and School policies and procedures must focus on the academic consequences of lost instructional time and address absences before students fall behind in school. It is critical for schools to use a variety of creative methods to reach out to students and their families who have not engaged in distance learning.

### **Technology and Connectivity**

The District recognizes that adequate access to a computing device and high-speed broadband is essential for educational equity. The districts will determine the level of access all students and teachers have in their places of residence; to the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and provide multiple ways for students to participate in learning and demonstrate their mastery of the learning standards in remote and hybrid instructional models.

The district will provide instruction on using technology and IT support for students, teachers and families and provide professional development for teachers and leaders on designing effective online/remote learning experiences.

### **Teaching and Learning**

Mandatory teaching and learning requirements include providing clear opportunities for equitable instruction for all students; ensuring continuity of learning regardless of the instructional model used; providing standards-based instruction; ensuring substantive daily interaction between teachers and students; and clearly communicating information about instructional plans with parents and guardians.

To allow for schools and districts to adapt to complications caused by the pandemic, certain flexibilities will be authorized, including: flexible student/staff ratio in prekindergarten; extended time for prekindergarten and kindergarten screening to be completed; a waiver allowing districts to convert UPK seats from full-day to half-day (not applicable to Statewide Universal Full Day Pre-K programs); flexibility with the 180 minutes per week Unit of Study requirement; flexibility in the delivery of physical education; allowance for a blend of hands-on and virtual science laboratory experiences; and when appropriate, districts and charters may utilize remote or virtual work-based learning experiences for CTE and CDOS programs.

### **Special Education**

Greenburgh Eleven, as a Special Acts School District is required to provide: a Free Appropriate Public Education consistent with the need to protect the health and safety of students with disabilities and those providing special education and services; meaningful parental engagement regarding the provision of services to their child; collaboration between the Committee on Preschool Special Education/Committee on Special Education (CPSE/CSE) and program providers representing the variety of settings where students are served; access to the necessary instructional and technological supports to meet the unique needs of students; and documentation of programs, services and communications with parents.

Greenburgh Eleven schools will consider in-person services a priority for our resident and day students whenever possible and consider contingency plans developed by the CSE to address remote learning needs in the event of intermittent or extended school closures.

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

Reopening plans will address the learning loss experienced by many English language learners (ELLs), in both their English language development and their mastery of content area knowledge. The District will implement the Department of Education's requirements and considerations that will allow schools to provide ELL services that address the impact of last year's school closures and prepare them for potential challenges in the coming year. Schools and districts must:

- provide all communications to parents/guardians of ELLs in their preferred language and mode of communication to ensure that they have equitable access to critical information about their children's

education;

- ensure that all ELLs receive appropriate instruction that supports their college, career, and civic readiness, by providing them the required instructional Units of Study in their English as a New Language or Bilingual Education program based on their most recently measured English language proficiency level;
- conduct ELL identification for all students who enrolled during COVID-related school closures in 2019-20, during the summer of 2020, and during the first 20 days of the 2020-21 school year within 30 days of the start of the school year; and
- recognizing that all teachers are teachers of ELLs, provide professional learning opportunities related to the instruction and support of ELLs to all educators, as required by Part 154 of the Commissioner's regulations.

Schools in the district will align their policies to the Blueprint for English language learner/Multilingual learner (ELL/MLL) Success; adopt progress monitoring tools to measure ELL proficiency; provide social-emotional learning supports to ELLs in their home language; continue utilizing technology in ELL instruction; support Students with Interrupted/Inconsistent Formal Education (SIFE) and other vulnerable populations; ensure the Emergent Multilingual Learners (EMLL) Profile supports early learning; and support completion of the NYS Seal of Biliteracy.

### **Staffing and Human Resources**

The District's plan for the 2020-21 school year will ensure that all teachers, school and district leaders and pupil personnel service professionals hold a valid and appropriate certificate for their assignment; can continue to utilize incidental teaching when determining how to staff their classrooms; can employ substitute teachers to address staffing needs for the allowable amount of days given their qualifications and teaching assignment; should work with educator preparation programs to identify appropriate ways in which student teachers can support classroom instruction; and would consider whether the currently approved APPR plan may need to be revised in order to be consistent with the plans for re-opening under an in-person, remote or hybrid instructional model.

# 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 included surveys, virtual forums/meetings and one-on-one conversations.

The 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 [www.greenburgheleven.org](http://www.greenburgheleven.org) and will be updated throughout the school year, as necessary, to respond to local circumstances. The link to the plan appears on the website homepage. 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. Depending on accessibility and translation options and availability, the following languages are available.-English, Spanish, Dutch, German, French, Portuguese, Italian and Hindi

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 district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication channels – including k-12 alerts, e-mails, text messages and phone calls– 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. The District employs the Google translate to provide communication in other languages.

The 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 communications with our school community. The district will rely on local television and radio stations 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 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.

In support of remote learning, the district will make computer devices available to students and teachers who need them. All students and teachers are assigned district issued chrome books. The district will provide students and their families with multiple ways to contact schools and teachers during remote learning, including text messaging, Google meets, phone calls other platforms.

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. Using the K-12 alert communication system, e-mail, text messaging and the website, information will be communicated to all internal and external stakeholders as necessary.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child.

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. All written communications will be translated into the preferred languages of parents and guardians, and where possible, translators will be used in telephone conversations.

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](#) – in classroom videos and demonstration as well as review of [CDC guidelines](#)
- Proper face covering procedures ([how to wear and remove](#) - in classroom videos and demonstration)
- [Social distancing](#)- in classroom [videos](#) and demonstration
- Respiratory hygiene- in classroom videos and demonstration
- Identifying symptoms- in classroom videos and demonstration

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 \(PPE\)](#)
- [Stop the spread](#)
- [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 information on the website.

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 [www.greenburgheleven.org](http://www.greenburgheleven.org)

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 the school building needs 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.

In collaboration with local health officials, the district will determine parameters, conditions or metrics, such as increased absenteeism or increased illness that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, the Superintendent will provide data to that extent.

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 the Westchester County Department of Health when making such decisions. School building administrators will communicate with each other regularly and, if needed, will consider closing the school if absentee rates impact the ability of the school to operate safely. When directed by local health officials, the District will announce immediate closure of schools and teaching and learning will be conducted remotely.

A k-12 alert communication will be sent to staff, parents, and caregivers as soon as a closing determination is made. The District may also send out text messages, emails and post the closing on the website.

## 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. 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 for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 safety coordinator at [adanquah@greenburgheleven.org](mailto:adanquah@greenburgheleven.org) or 914-693-8500.

Age and stakeholder appropriate practices and protocols have been developed in partnership with the Westchester Health Department, our medical advisor, and in accordance with all CDC and NYSDOH recommendations. Plans for the Fall will be informed by practices and protocols developed and activated for in-person Summer school learning.

- Teachers will engage in instructing students in these protocols and practicing these routines.
- Set aside time at the beginning of the school year, as well as frequent reminders, to review and assess, and reeducate if deficient and assess again at least once a month (duration will depend on age group) the new policies and protocols with all staff and students.
- Communications plan includes signage, webinars for families, staff, and students, making resources available, and allotting practice time for staff and students.
- All supplies meet the CDC and State Health Department guidelines. School and offices have been stocked and reserves are currently being built.
- Protocol for a single point of contact.
- Communication to families about a child that may have symptoms consistent to Covid19.
- Students or staff should stay home if he or she is feeling sick or has recently had close contact with a person with COVID-19 (14 days).
- Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health (14 days)
- Staff and students that tested positive can return to school when:
- CDC's criteria can help inform when employees should return to work:
  - If they have been sick with COVID-19
  - If they have recently had close contact with a person with COVID-19

## **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.

In an effort to screen building occupants prior to their arrival at school, Greenburgh Eleven will implement the following screening procedures:

1. Staff will be encouraged to [stay home if they are sick](#) and parents to keep sick children home.
2. All employees, parents, and regular contractors will be required to complete a mandatory health screening questionnaire provided in the [New York Forward Pre-K to Grade 12 School Guidelines](#) that will be emailed to employees and parents daily prior to the start of each school day. Employees and parents will be required to certify “No” to all of the following in order to be permitted access to school buildings.
3. Employees who answer “Yes” to any of the screening questions will be prompted to seek medical help from their health care provider and will not return until cleared to do so.
4. Students whose parents report them sick, must not return to school until cleared by a health care provider that it is safe to return.
5. Additional daily temperature checks for all students will be conducted during the morning transition.
6. Multiple avenues of confidential screening may be completed by sending a student to medical for confirmation to make sure that a faulty screening may not be used as a basis to exclude students from school.
7. The isolation from others and immediate dismissal from school will be implemented if an individual has a temperature of 100°F or greater or has a positive response to a screening question.

8. Require students and staff to notify the Principal, Mr. Thompson via e-mail or telephone when they develop symptoms or if their answers to the questionnaire change during or outside school hours.
9. Visitors will complete the written questionnaire and have their temperatures taken prior to being allowed to enter the building.
10. Require individuals, who have come into close or proximate contact with a person with COVID-19, or have been alerted via tracing, tracking or another mechanism to self-report to their immediate supervisor at the time of alert and shall not be allowed to remain or return to the building until they have completed the required Department of Health quarantine or isolation.
11. In the event **a student or district employee reports testing positive for COVID-19 or is exposed to a person who tests positive for COVID-19**, the parent or employee should contact: Elton Thompson - 914-693-8500 xt. 244 or email at [ethompson@greenburgheleven.org](mailto:ethompson@greenburgheleven.org)
12. If a student or staff tests positive for COVID-19, the district will immediately notify state and local health departments and cooperate with [contact tracing](#) efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

## **Face Coverings**

**Face covering is mandated for all students and staff before entering the Bethune Building, in the hallways and in classrooms.**

Students, are mandated to wear face coverings indoors and outside, including on the school bus, when six-foot physical distancing is not possible such as during “core activities” like instruction. Students will be allowed to remove face coverings during meals, 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.

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.

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

All staff are always mandated to wear face covering. An employee can 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.

## **Social Distancing**

Social distancing will be maintained to the extent possible. In the classrooms, desks will be spaced to allow for 6 feet distancing between students. Students will remain in their assigned homeroom groups for majority of the day. Strategic movement and a reduction of density in hallways and stairways will

be maintained to the degree possible to allow for appropriate distancing. Floor and wall signage will be utilized to prompt distancing where appropriate. Hallway markings to prompt one-way patterns will be utilized.

### **Infection control strategies**

The District will implement infection control strategies, including time management, alcohol-based hand rub dispensers/containers.

### **Facility Alterations and Acquisition**

The District is not planning to make alterations or acquire space in order to reopen for the fall.

### **Space Expansion**

The district does not intend to make any expansions of the existing space.

### **Tents for Additional Space**

The District does not intend to use tents.

### **Plumbing Facilities and Fixtures**

- The Bethune Building has the minimum number of toilet fixtures that must be available for use in a building is established in the building code
- Drinking Water Facilities: all drinking fountains have been shut down as a safety measure. Portable drinking water will be provided in all classrooms.
- Use of bathrooms will be limited to one person at a time.
- Distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible.

### **Ventilation**

- The Central Air condition will be serviced twice a year and replace filters with MERV-8 grade to ensure adequate, code-required ventilation (natural or mechanical) as designed.
- To the greatest extent, possible ventilation should be increased (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students.
- Continue to work with our Engineers to establish proper filtration

### **Management of ill persons, contact tracing and monitoring**

The district requires students and staff who develop COVID-19 symptoms during the school day to report to medical for evaluation and assessment. The medical department will follow all CDC and department of health guidelines.

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

In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, the district may consider closing for a shorter time (1-2 days) for cleaning and disinfection.

The District will notify local health officials, staff, parents and caregivers immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA).

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

The Superintendent of Schools will notify the State and or Local health department immediately upon being informed of any positive or presumed-positive cases in school facilities involving students, staff or visitors.

### 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 the following: isolation, alert those who have come in close contact with a person with COVID-19 closing areas or classrooms or the school.

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 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 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:

Describe the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure; such conditions may include [update accordingly]:

- 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 LOCAL (insert 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.
- School will be notified by the Westchester County Department of Health on the situation.
- School administrators will consider closing school if absentee rates impact the ability of the school to operate safely.
- The District may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%; consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities.
- Schools will consult their medical director and/or the local department of health when making such decisions.
- The District will determine which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.

### **Health Hygiene Practices**

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 [provide link] 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 and gymnasium
- 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
- Day Student Room spaces
- 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 uses. 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.

### **Vulnerable populations/accommodations**

Currently, information indicates that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Those at high risk for severe illness from COVID-19 are people aged 65 years and older and people who live in a nursing home or long-term care facility. Those at high risk include people of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised –Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

### **Students**

We recognize that some students may be at an increased risk for severe COVID-19 illness, or simply do not feel comfortable returning to an in-person educational environment. It is our goal that these individuals will safely participate the remote education option.

### **Staff**

We recognize that some staff members may be at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk. Such individual must contact their immediate supervisor to discuss their individual situation and seek a reasonable accommodation in accordance to the Americans with Disabilities Act (ADA).

### **Visitors Management**

A modified visitor management process will be utilized at the school building as follows:

- Only essential visitors, including parents and caregivers will be permitted into the school building
- Essential visits consist of:
  - Pre-scheduled meetings that cannot be handled virtually. Parents will be provided the opportunity to meet with school personnel virtually via Google Meet or Zoom including parent/teacher conferences, which should be limited to virtual meetings
  - Picking up of sick persons
  - Other visits deemed essential by the school administration
- Visitors will be asked to register their visit at the security desk
- Complete the COVID-19 screening
- Temperature check will be completed for all visitors
- All persons entering the building will be required to wear face masks prior to being permitted entry into the building. Disposable masks will be provided to visitors for exigent circumstances
- Visitors will be required to clean their hands with sanitizer prior to the check-in process



- Visitors will be required to answer mandatory screening questions, and access declined when indicated.
- Agree to assist with [contact tracing](#) when needed.

## **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.

Describe the written protocol to conduct required school safety drills with modifications ensuring social distancing between persons. Considerations for plans include:

- Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during the evacuation drills are ultimately the district's or other applicable school's decision and responsibility. Those changes must be included in the Fire Safety plans.
- Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. When planning drills, consideration should be given to how a school may modify their drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency; however, steps should be taken to minimize the risk of spreading infection while conducting drills. As such, it may be necessary for schools to conduct drills in the school year using protocols that are different than they are used to.
- 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 should not be the first priority.

The school district modifications to evacuation drill protocols 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, minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose.
- If schools reopen with a “hybrid” in-person model, such as one where students attend school alternate school weeks to reduce the occupancy of the school building, schools 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 drill in 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 drill in classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

## **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.

The District worked with our architect to develop a social distancing plan for the Bethune building without the need for making changes to the physical plant. 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.” The district has worked with our mechanical engineer to increase ventilation, to the greatest extent possible. Water systems will be flushed in rooms that have been unoccupied.

The following building reopening plan and activities have occurred including:

- Work with engineers to establish proper filtration requirements (e.g., filters that your HVAC system can handle).
- The configuration of existing classrooms
- Assessment of the minimum number of toilet fixtures that must be available for use in a building is established in the building code.
- Drinking Water Facilities: Districts or other applicable schools may wish to reduce number of drinking fountains available, in order to facilitate frequent cleaning. However, drinking fountains are a code required plumbing fixture. One fountain is required for each one hundred occupants.
- Maintain adequate, Code required ventilation (natural or mechanical) as designed.
- If other air cleaning equipment (e.g. new technology) is proposed, submit to OFP for review and approval.

## Classrooms

The District will implement the following procedures to the extent possible depending on the size of the classroom:

- Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff.
- Ensure that student and staff groupings are as static as possible by having the same group of students stay Together with their cohort.
- Keep each child’s belongings separated from others’ and in individually labeled containers, or areas and taken home each day and cleaned, if possible.
- Restrict mixing between groups.
- Space seating/desks to at least six feet apart whenever possible

Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single student) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.

## Hallways and Stairways

The District will implement a strategic movement and a reduction density in hallways and stairways (to the degree possible) to allow for appropriate distancing. The district will take the following safety actions:

- Face masks or face coverings are mandated to be worn when students and staff are moving throughout the building
- Announcements will be made to release classes in a staggered manner based on homerooms or cottage assignments.
- Additional time needed to stagger transitions may be factored into the school day.
- Floor and wall signage will be utilized to prompt distancing where appropriate including outside classrooms where students will be required to stage during class transitions
- Hallway movement will be evaluated in each building, and a modified traffic pattern will be utilized to:
  - Create one-way corridors where appropriate
  - Create one-way stairways where appropriate
  - Use of center hallway prompts (e.g., cones, floor tape )to promote distancing of 2-way traffic

## Restrooms

The District will implement and maintain a [Stop the Spread](#) campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff as well as take the following safety actions to conform with CDC guidelines:

- The number of people permitted in bathrooms at one time will be restricted utilizing the use of signage indicating when a restroom is “in use”
- The district will maintain its current procedure of one student using a bathroom at a time
- Signage indicating that toilet lids (if present) should be closed before flushing will be installed
- Signs asking employees and students to wash hands before and after using the restroom will be installed
- No-touch trash cans will be placed by restroom doors
- Paper towels will be made available
- Frequent cleaning of restrooms will be required and indicated with signage

## Child Nutrition

School meals will continue to be available to all students in accordance with [Child Nutrition](#) guidelines.

### Meals onsite

For students onsite, meals will be provided while maintaining appropriate hygiene, sanitation practices and 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/ multipurpose room) 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. Meals will be served to students in school buildings, including applicable health and safety guidelines, measures to protect students with food allergies, how students will perform hand hygiene before/after eating, how hand hygiene will be promoted, how sharing of food/beverages will be discouraged; social distancing and/or physical barriers will be utilized. The District will ensure compliance with Child Nutrition Program requirements.

## Transportation

Greenburgh Eleven will collaborate with all sending school districts and Districts of residents of day students on their transportation needs. The school bus is an extension of the overall school program and services and should be provided to all students with consistency and equity. Each sending district of day students will be required to: perform regular school bus disinfection measures; train students and school bus staff regarding social distancing on the bus, at stops, and at unloading times; and train students and staff regarding the wearing of masks. Both students and drivers will wear masks and social distance on the bus. Districts will continue to provide transportation to homeless students, students in foster care, those who attend religious, independent or charter schools – and those with disabilities – just as they always have.

## 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 instructions

The district will identify and support students having difficulty with transitioning back into the school setting, especially given the changes in the school environment. The district The District Health and Safety Committee will expand to include families, students, members of the board of education, school building and/or district leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers. The Committee will inform the comprehensive developmental school counseling program plan. This program plan will be reviewed and updated to meet current needs. The district addresses professional development opportunities for faculty and staff on 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.

## School Schedules

The school schedule planned for implementation at the beginning of the 2020-21 school year will be modified to the extent practicable to ensure flexibility and safety.

## School Activities

### Extracurricular

All extra curricula activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Refer to DOH's "[Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#)" Interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming.

## Attendance and Chronic Absenteeism

### Attendance and Chronic Absenteeism

The District will utilize its current mechanism to collect and report daily teacher student engagement or attendance. While this requirement is straightforward in an in-person setting, the procedure to make daily contact with students in remote or hybrid settings will continue. The homeroom teacher or advisory teacher will be the point of contact to touch base with a specific group of students daily. Attendance data must be reported in the student information reporting system or SIRS. The District and School policies and procedures must focus on the academic consequences of lost instructional time and address absences before students fall behind in school. It is critical for schools to use a variety of creative methods to reach out to students and their families who have not engaged in distance learning.

## Technology and Connectivity

The District recognizes that adequate access to a computing device and high-speed broadband is essential for educational equity. The districts will determine the level of access all students and teachers have in their places of residence; to the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and provide multiple ways for students to participate in learning and demonstrate their mastery of the learning standards in remote and hybrid instructional models.

The district will provide instruction on using technology and IT support for students, teachers and families and provide professional development for teachers and leaders on designing effective online/remote learning experiences.

## Teaching and Learning

The 2020-2021 District calendar has three Superintendent's conference days scheduled on September 8, November 4 and March 19, 2021. Acknowledging the need to provide for the socio-emotional needs of both staff and students that the COVID-19 closures have caused, we plan to front load the school year with Superintendent's

days as follows:

- September 8- full day conference day (No Students)
- September 9- 11-half days (conference day for staff) and remote learning half-days for students.

These remote half-days will be utilized for student orientation and establishing expectations for the 2020 fall reopening. This time will allow small groups of students to meet with their new homeroom teachers and begin to establish the relationship necessary for a successful school year.

The daily schedule for students is as follows:

School will start at 8:30 am and end at 3:15 pm each day for the school week (Monday to Friday) for all students. Although in the approved [2020-2021 school calendar](#) school begins on September 9, 2020, the first day for in-person instruction for students in the reopening plan will be Monday, September 14.

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.

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.

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.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

### **In-person Instruction**

The district intends to reopen in the fall for full day in-person instruction five days a week for all students starting September 14, 2020. Upon reopening, the number of students in each of our classrooms will adhere to CDC guidance regarding proper social distancing. Class size will reflect the students' individual education plan (IEP) based on their classification and to ensure that students' desks/seats are positioned no less than six feet whenever possible.

All instruction will continue to be aligned to the New York State Next Generation Learning Standards. Our schools will minimize the movement of students. This potentially means reducing large group assemblies, field trips and other large-group activities. Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom if necessary. 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 with their homeroom cohorts when leaving the classroom for any necessary transition, to reduce their exposure to additional students.

### **Remote/Hybrid Instruction**

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, our district has developed 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 Next Generation Learning Standards.

Remote learning opportunities for students will include a greater emphasis on asynchronous instruction.

To ensure high-quality remote learning experiences, we will standardize the use of Google Classroom and Google meet learning platforms, to the extent possible.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

## Special Education

As a Special Acts School District, Greenburgh Eleven is required to provide Free Appropriate Public Education consistent with the need to protect the health and safety of students with disabilities. This requirement includes providing meaningful parental engagement regarding the provision of services to their child; collaboration between the Committee on Special Education (CSE) and program providers representing the variety of settings where students are served. It further requires the provision of access to the necessary instructional and technological supports to meet the unique needs of students; and documentation of programs, services and communications with parents.

- Services will be provided in-person, five days a week and remote and/or through a hybrid model for students whose parents opt out of the in-person instruction.
- The district will provide free appropriate public education consistent/with the need to protect the health and safety of students with disabilities and those providing special education services.
- Programs and services offered will be documented and provided to students with disabilities, as well as communications with parents
- 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.
- Access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability-related needs of students.

## Bilingual Education and World Languages

- Districts that plan to reopen using in-person and/or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20-day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment.
- Required instructional units of study to all ELLs should be provided based on their most recently measured English language proficiency level during in-person or hybrid instruction.

For information about regular communication and engagement with parents/guardians of English-language learners, visit the Communication/Family and Community Engagement section [provide link] of our reopening plan.

## Staff

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

All teachers and principals will continue to be evaluated pursuant to the current district 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, this 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.](#)