

# Forestville Central School District

## Reopening Plan



Forestville Central School District  
BEDS Code: 061503040000  
Forestville Middle/High School  
BEDS Code: 061503040002  
Forestville Elementary  
BEDS Code: 061503040001

# Table of Contents

Introduction.....	ii
Overview .....	iii
Communications/Family and Community Engagement .....	1
Health and Safety.....	2
Facilities.....	9
Child Nutrition .....	10
Transportation.....	11
Social Emotional Well-Being.....	12
Attendance and Chronic Absenteeism .....	13
Technology and Connectivity .....	14
Teaching and Learning.....	15
Special Education .....	17
Bilingual Education and World Languages .....	18
Teacher and Principal Evaluation System (Education Law 3012D/APPR).....	19
Certification, Incidental Teaching, and Substitute Teaching.....	20

Forestville Central School District  
Reopening Plan  
September, 2020

The Forestville Central School District's COVID-19 health and safety reopening plan establishes and explains the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) and New York State Education Department (NYSED) guidelines for COVID-19, the State's "New York Forward" guidelines, along with federal Occupational Safety and Health Administration (OSHA) standards related to employee safeguards and potential exposure to COVID-19. As the health and safety of district staff is our top priority, the plan has a strong commitment to those measures.

Effective family and community engagement have always included regular and frequent communication between schools, families and the wider community. We have and will continue to work together with families to foster and build relationships to sustain our collaborative efforts.

## Overview

Forestville Central School will conduct a hybrid model of learning in September of 2020 that includes both in-person and remote instruction. This model will ensure that every FCS student can equitably attend in-person classes with a modified schedule, or learn remotely. Students will be placed in two similarly sized groups. Group A will attend school in-person on Monday and Thursday. Group B will attend school in-person on Tuesday and Friday. On days when students are not in school, students will participate in remote learning.

All in-person instruction will adhere to strict New York State Department of Health and New York State Education Department guidelines that are designed to stop the spread of the Covid-19 virus. These guidelines include but are not limited to the following:

- Maintaining a socially safe distance at all times
- All persons (students, faculty, and staff) in the building will be required to wear masks at all times while on school property and in all school buildings. The only time masks will be removed will be during lunch or during a scheduled mask break.
- All persons must receive a daily health screenings before being allowed access to the building or a school vehicle. Screenings will include temperature checks, checks on current health, and if the person has had a possible exposure to Covid 19.
- All persons will be trained on proper hygiene, cleaning, and disinfection techniques.
- All students using district transportation must wear face coverings and remain in their assigned seat. The bus will be marked to assist students with social distancing efforts. Only members of the same household will be allowed to sit together on the bus.

Communication/Family and Community Engagement

1. Engagement with school stakeholders and community members, groups involved: school leaders, a Board of Education member, multiple teachers from all buildings, parents, bus drivers, transportation personnel, culinary, school counselor, and school nurse.
2. Our communications plan includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
3. Teaching for all students on how to follow new COVID-19 protocols, including hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene will be done in every classroom, K-12, and repeated weekly in grades K-5. Signage aligned to CDC and DOH guidance will be in every classroom, bathroom, hallways, offices.
4. All correspondence to families (email, phone calls, letters home, texts) will consistently be delivered using their preferred language.

## Health and Safety

1. In both of our school buildings our students will follow a 2 day in person/3-day remote schedule. By family groups, our students will return to school on September 3, 2020, and will follow a Monday/Thursday or Tuesday/Friday in person schedule (referred to throughout the plan as a 2/1/2 Plan). All students will be learning remotely on Wednesday and on their non in person instructional days. Teachers will instruct two similarly sized groups of their students on Monday/Thursday and the other similarly sized groups on Tuesday/Friday. This allows for social distancing guidelines to be followed, every day, in every classroom. We will continue with the 2 in person/3 remote days learning plan through the month of September and will reevaluate given the rate of infection within our region of New York and within our own community, following the executive orders of the Governor and all DOH/CDC guidance.
2. All students and staff are provided with two washable face coverings per person and all classrooms are set up to follow socially safe distancing guidelines between seating and student desk shields. Face coverings will be required at all times in common areas, while on school property, in school buildings, during school sponsored events, and on school buses.
3. We have a written protocol for staff to observe for signs of illness in students and staff and to require symptomatic persons to be sent to the school nurse. The written protocol follows for daily temperature screenings of all students and staff, along with a daily questionnaire for faculty and staff and periodic use of the questionnaire for students. Families are a critical part of keeping everyone safe. Families must follow our protocol to observe for illness in their children, requiring students to stay home based on this protocol.

## COVID-19 Student Daily Health-Screening Questionnaire

**STUDENT Name:** \_\_\_\_\_

**PARENT/GUARDIAN Name:** \_\_\_\_\_

Questions	Yes	No
1. Have you or a member of your household tested positive for, or had a confirmed case of COVID-19 in the past 14 days?		
2. Are you experiencing any COVID-19 or flu-like symptoms such as (Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea?)		
3. Are you or any member of your household under active quarantine due to COVID-19 exposure?		
4. Have you been in contact with anyone who has a confirmed case of, or has been exposed to COVID-19?		
5. Have you traveled outside the U.S. within the past 14 days?		

***If you have answered "YES" to any of questions 1-5 above, please:***

- ***Do not place your child on the bus***
- ***Do not enter any school buildings***
- ***Immediately notify your child's teacher or Principal***

**I have reviewed and accurately answered "NO" to all of the questions above**

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Protocol for Family and Staff Daily Health Checks:**

Families and staff members will be responsible for the careful observation of symptoms of COVID-19 and health screening that must be conducted **each morning before coming to school**. Families and school staff are instructed that any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection should NOT be present in school. The Centers for Disease Control and Prevention (CDC) keep an [up to date list of symptoms](#) of Coronavirus on its website. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/21/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater);
  - Cough;
  - Shortness of breath or difficulty breathing;
  - Fatigue;
  - Muscle or body aches;
  - Headache;
  - New loss of taste or smell;
  - Sore throat;
  - Congestion or runny nose;
  - Nausea or vomiting; and/or
  - Diarrhea
1. Students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire who come to school must be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. The school nurse may notify the school medical director or Chautauqua County DOH if concerned that someone is presenting with covid related symptoms. Symptomatic students or staff who are sent home with COVID-19 related symptoms must have a doctor's note, negative COVID-19 test results, symptom resolution or if positive, release from isolation from a medical doctor to return to school.
  2. Instructions on correct hand and respiratory hygiene, social distancing of at least 6 feet and signage will be posted in every classroom, office and throughout the common areas.
  3. Signage, [based on the COVID-19 protocols](#), will be posted throughout our buildings will include the following to remind individuals to:
    - Stay home if you feel sick.
    - Cover your 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.
    - Properly store and, when necessary, discard PPE.
    - Adhere to social distancing instructions.
    - Report symptoms of, or exposure to, COVID-19, to the school nurse.
    - Follow hand hygiene and cleaning and disinfection guidelines.
    - Follow respiratory hygiene and cough etiquette.

## Protocol for Social Distancing:

[Social Distancing](#) also called “physical distancing” means keeping a six foot space between yourself and others.

Forestville Central School District will ensure that student groupings are as intact as possible by having the same group/cohort of students stay together when possible.

Additionally, we will follow the recommendations:

- a. The size of groups/cohorts of students will be determined by the number of students who can be in each classroom while maintaining 6 feet of social distancing, where practicable.
- b. We will follow all safety requirements when considering the use of other entrances and ensure that all entrances are monitored and are locked after use.
- c. We will establish designated areas for student drop-off and pick-up at each building, excluding contact and entry of parents/guardians into the building, to the greatest extent possible.
- d. We will reduce in-school movement where possible by keeping students within a defined area or classroom and modifying class schedules or class transitions **using these NYSED**

### **recommendations:**

- If possible, have the same cohort of students with the same teacher each day
- Special area teachers (e.g., music, art, physical education) may go to individual classrooms versus rotating all students through a shared space that is not able to be cleaned with each new use.
- Open windows to improve ventilation, but will not open windows if there is a health or safety risk (e.g., allergies);
- Keep individual student belongings separated. Limit use of shared supplies to one group of students, clean between use by cohorts of students;
- Use visual aids (e.g., painter’s tape, stickers, posters, cones etc.) to illustrate traffic flow and appropriate spacing to support social distancing;
- Explore the use of alternate spaces (e.g., classroom/gym) for eating lunch and breakfast. If alternate spaces are not available, ensure classroom groups are together in lunchrooms while adhering to the social distancing rules;
- Restrict the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced. Assign lockers or other student storage areas by cohort or reduce their use;
- Based on recommendations of the NYSDOH and NYSED, we will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requiring projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.
- Cancel/limit student assemblies, athletic events/practices, performances, school-wide parent meetings. Consider transitioning field trips to free virtual opportunities. Consider changing in-school events to a virtual format; and
- Restrict visitors to school buildings. Utilize online meetings with parents and other persons, when feasible.

1. We will provide accommodations to all students and staff who are at high risk of contracting the virus or live with a person at high risk on a case by case basis.
2. We will obtain and maintain adequate supplies of cloth face coverings for all school staff, students who forget their masks, and PPE for use by school health professionals.
3. We will take action according to our written protocol if there is a confirmed case of COVID-19 in the school. This includes return to school protocol that follows the DOH and CDC guidance for students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19, including coordinating with the Chautauqua County DOH.

**Protocol for Return to School AFTER COVID-19:**

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings. CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected. Return to School after Illness Protocol. We will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- a. Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- b. If they have been diagnosed with another condition and have a healthcare provider written note stating, they are clear to return to school.
- c. If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
- d. It has been at least ten days since the individual first had symptoms;
- e. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

Our cleaning and disinfecting of all schools follows the CDC guidance. Our cleaners and custodians have been instructed to clean every space as if there was someone in it who finds out they're COVID-19 positive, including using their own protective equipment to stay safe. This cleaning protocol is extensive.

### **Protocol for Cleaning and Disinfection:**

The CDC provides Reopening Guidance for [Cleaning and Disinfection](#) with specific guidance for schools along with the Cleaning and Disinfection Decision [Tool](#) to aid in determining what level of cleaning and/or disinfection is necessary. Our cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, and busses. The guidance provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
  - Disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19. Where disinfectants are used, products should be registered with EPA and the NYS Department of Environmental Conservation (DEC). Frequent disinfection of surfaces and objects touched by multiple people is important;
  - When EPA-approved disinfectants are not available, alternative disinfectants will be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be extremely dangerous to breathe in. Keep all disinfectants out of the reach of children;
  - We will identify cleaning and disinfection frequency for each facility and area type; and we will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.
  - It is important to establish a schedule for cleaning and/or changing heating/air conditioning system filters. Opening windows, if it can be done safely, and conducting classes outdoors are other strategies to increase airflow;
  - We will follow the manufacturer's instructions for cleaning and disinfection of electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., between use.
    - Playgrounds will be cleaned per CDC guidance:
  - Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.
1. All required and standard operations and procedures for school safety drills will be conducted, following social distancing modifications to the extent possible. This will include fire (evacuation) drills and lockdown drills as required by Education law and regulations and the Fire Code. Drills will be conducted without exceptions.
  2. The Superintendent will be our district designated COVID-19 Coordinator whose responsibilities include continuous compliance with all aspects of our reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

## Facilities

1. Our district will comply with the requirements of the Fire Prevention and Building Code, the State Energy Conservation Code, the 2020 Building Condition Survey and Visual Inspection, the Lead-in Water Testing required by NYS DOH regulation 67-4. All classrooms, offices and entrances have the new alcohol-based hand rub dispensers. We are not installing dividers in any spaces and therefore do not have to submit floor plans to Office Facilities Planning for review. We have no new building construction or temporary facilities, nor are we leasing any spaces or tents. We are not altering our number of toilet and sink fixtures. The basis of our reopening plan is bringing back half of our students to our buildings, thus ensuring social distancing requirements in all areas. We have sufficient water bottle filling stations and drinking fountains to easily accommodate the one per 100 occupant requirement.

## Child Nutrition

1. All students will have access to school meals, each school day to include both in-person and remote learning days. Meals will be provided on remote days. Our program will follow all Child Nutrition health and safety guidelines as we follow in every school year and as were followed during the March-August food program managed by our food service program, to include measures that protect students with food allergies throughout our buildings. Our Wellness Committee has developed procedures to protect students with food allergies, including all food service staff are trained on procedures as per our BOE Policy. All food service staff are ServSafe certified. We have protocols, teaching, signage and procedures for hand hygiene before and after eating.
2. Sharing of food and beverages will be prohibited.
3. Our students will socially distance while consuming meals.

## Transportation

1. All buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day will be cleaned/disinfected by bus drivers. All buses shall NOT be equipped with hand sanitizer due to its combustible composition and potential liability. School bus drivers, monitors and attendance are prohibited from carrying personal bottles of hand sanitizer with them on school buses.
2. All transportation staff will be trained and provided periodic refreshers on the proper use of personal protective equipment, the signs and symptoms of COVID-19, and the proper use of social distancing.
3. All transportation staff will be provided with PPE such as masks and gloves.
4. **All school bus drivers, monitors, attendants and students MUST wear a face covering at all times on the buses.** Students that do not have a face mask will be provided one by the bus driver or monitor on the bus.
5. All monitors, drivers and attendants who must have direct physical contact with a child must wear gloves.
6. Hand sanitizer will be provided within the transportation facility, including the driver break room.
7. The self-health assessment for symptoms of COVID-19 before arriving to work will be required of all transportation staff, as it is for all other district employees.
8. We will provide transportation to nonpublic, parochial, private or students whose Individualized Education Program have placed them out of district whose schools are meeting in person as requested and following all other protocols herein.

### Social Emotional Well-Being

1. Our district and building level comprehensive developmental school counseling program plans, developed under the purview of our certified school counselors, are reviewed and updated to meet current needs.
2. Staff will be provided professional development opportunities on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as providing supports for developing coping and resilience skills for students, faculty and staff.

DRAFT

### Attendance and Chronic Absenteeism

Forestville Central School District will follow its current Board of Education 7110 policy regarding student attendance, referenced below. School staff will follow the same procedures of intervention for those students not engaging in remote instruction. Building level attendance teams will increase the frequency of attendance meetings as needed.

DRAFT

### Technology and Connectivity

The access to technology and the connectivity of both staff and students is important to any instruction that will be provided in a remote setting.

The district will distribute devices while students are attending in-person instruction. Students will receive training in how to access programs, assignments and communication from the district. Our intention is to provide devices for students in grades prek-12. Devices will be distributed while students are attending in-person instruction and will receive training in how to access programs, assignments and communication from the district.

The district will continue to use its OPEN WIFI throughout the district (accessible throughout campus and parking lots). Staff and students can connect to our open platform to access the Internet. The district will work with families whose geolocation is not hindered by MiFi capabilities and try to accommodate this group with wireless devices.

## Teaching and Learning

Our reopening plan includes a continuity of learning plan for the 2020-2021 school year. Our plan prepares for in person, remote, and hybrid models of instruction.

Beginning September 3, 2020, all of our students will participate in a hybrid model of instruction to allow social distancing. A similarly sized group of our students will attend in person instruction on Monday and Thursday, all will participate in remote learning on Tuesday, Wednesday, and Friday. The similarly sized group of our students will attend in person instruction on Tuesday and Friday, with remote learning taking place on Monday, Wednesday and Thursday. We will group families together on the same two days of in person instruction. Parents will be notified of the days students will be attending school in person.

Our plan will be to move to a full in person plan, as soon as possible when the vaccine and guidance from DOH/CDC/NYSED and Governor Cuomo will allow. Our school schedules will be designed to accommodate the modified hybrid model but to then transition to a full in person model easily. If the infection rate spikes and we're ordered to full remote again, we can also transition to do so. The start of the school year with at least two days in person will allow our teachers, counselors, administrators to form strong relationships with our students. Our focus will be on the SEL needs of our students in the first few weeks of school, for example, with restorative practices used daily to establish relationships and to identify the needs of our students.

We will evaluate our most vulnerable students and determine which students will return to school four days a week, Monday/Tuesday and Thursday/Friday.

As a NYS public school district, our instructional program, whether in-person, hybrid, or remote, is at all times aligned to the NYS Learning standards. Teachers will work collaboratively at grade level or subject area to identify any gaps in learning from the sudden March-June 2020 school closures and to identify power standards for primary focus. Teachers will collaborate by department/grade level to develop common communication methods and instructional delivery models utilizing an interdisciplinary/project-based approach when possible.

PowerSchool will be used to track completion of assignments, grading and attendance. The district will return to grading protocols, policies and procedures in place prior to the closure in March. Work assigned during the remote days will be graded as determined by the classroom teacher.

Our district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered through in person or remote models of instruction.

Every effort will be made to ensure daily contact with each and every student, with daily attendance taken on in-person and remote learning days. We anticipate some flexibility for the times in which students are working remotely but it will be imperative that all students have access to teachers during the remote learning days.

On Wednesdays, we will also plan to offer staff virtual office times (Zoom, Google Hangouts), where students can, by building, sign on or call for help with any work or assignments.

There will also continue to be technology assistance available to students and families.

The district will provide teachers with **professional development** opportunities to enhance best practices and streamline our remote processes. Staff will be provided additional training in, remote learning and other topics as necessary to ensure a consistent approach for families and students. Professional Development will include consistency in naming protocols, the setup of assignments and grading to allow for a streamlined view of the program, consistent in all buildings across the district. Also, building principals will continue to provide professional development opportunities throughout the year during staff meetings, as needed.

Instructional leaders within the district have outlined and documented gaps in curriculum and will work within their grade levels and departments to continue this work in the fall. The base of this work will be to focus on priority standards to guide instructional practices. Teachers will collaborate at grade level and department to ensure alignment of instructional practices.

Our reopening plan will be available on the school district website. We are designating, in a very easy to locate webpage, all necessary information for our families with clear communication pieces and contact information. In addition, we will employ our parent broadcast system, frequent messaging from building principals and teachers to update our families along the way.

## Special Education

1. Our district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.
2. We will document the programs and services offered and provided to students with disabilities as well as communications with families. Those communications will be provided in the parent's preferred language or mode of communication to meet the requirements of the IDEA.
3. Our committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served will continue to meet as needed and communications with our families will provide clear information for an understanding of the provision of services consistent with the recommendations on IEPs, plans for monitoring and communicating student progress, and commitment to sharing resources. Our responsibilities to follow the procedures and laws of the IDEA remain an integral part of our school programs.
4. We will ensure 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

1. We will 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 as required by Commissioner's Regulations Part 154.
2. As we did during the school closure of 2019-20, we will provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.
3. Regular communication with families of ELLs will continue throughout the school year and will be provided in the preferred language or mode of communication.

Teacher and Principal Evaluation System

1. We will evaluate all teachers and principals pursuant to our approved APPR plan.

DRAFT

Certification, Incidental Teaching, and Substitute Teaching

We ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (ex. Incidental teaching) or Education Law.

DRAFT

DRAFT