

**Spackenkill Union Free School District  
Reopening & Continuity of Learning Plan**

**2021-2022**

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Submitted by Spackenkill Return to School Committee

submitted July 31, 2020

updated August 30, 2021

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## Superintendent's Introduction & Welcome Letter

August 30, 2021

Dear Spackenkill Community,

This reopening plan was originally submitted to New York State on July 31, 2020. Since then, we have updated this plan several times, incorporating recommendations and guidance from the New York State Education Department's (NYSED) [Health and Safety Guide for the 2021-2022 School Year](#), [Centers for Disease Control](#) (CDC), [American Academy of Pediatrics](#) (AAP), [Dutchess County Department of Behavioral and Community Health \(DBCH\)](#), and the [American College of Cardiology](#) (ACC) for sports. [New York State Department of Health](#) (NYSDOH) updated and clarified guidance on mask wearing and social distancing on August 27, 2021, and our plans also incorporate these protocols. Essentially, this guidance mandates masks for all students, staff, and school visitors and outlines social distancing rules. In addition, [Governor Kathy Hochul](#) has been pursuing updated COVID-19 protocols for a safe return to school; if mandated, these protocols will be reflected in future plan updates.

Here are some key takeaways:

- There will be universal masking indoors, including on school buses, for all K-12 employees and students, regardless of vaccination status.
- While outdoors masks are optional. We will continue to utilize our wonderful outdoor spaces, which proved so helpful last year.
- We will follow three-foot social distancing, which will allow us to return to full in-person instruction, all day, five days a week. Our goal has always been to return full time and we believe that in-person instruction is the best possible scenario for the academic, social, and emotional well-being of our students. There will be no need for a hybrid option and Spackenkill will not offer a remote option. However, if our local health department advises a classroom, school, or schools to remain home, we will shift to remote instruction for all of those affected.
- Following the latest NYSDOH guidance, released on August 27, 2021, individuals must be six feet apart if masks are removed, to the extent possible. Valid reasons for removing a mask are eating, drinking, singing, or playing a wind instrument.

- For students with documented medical conditions that prohibit them from returning to school in person, a meeting (504 Committee) will be convened to discuss an instruction plan. Please contact your principal with questions.
- We will no longer need to utilize the daily screening app. This could change, however, it is no longer required by NYSED and the CDC.
- We plan to offer interscholastic athletics this year following NYSED and Department of Behavioral and Community Health (DBCH) guidance. The fall season is scheduled to begin August 23 for Varsity and JV sports. Modified fall sports will start after September 9. This information could change.
- We plan to offer after-school clubs and activities following social distancing and masking guidelines.
- We will continue to have layered prevention strategies to support in-person learning and keep our students and staff safe, including ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine, and cleaning and disinfection consistently.

This back-to-school plan helps to normalize life and get us back to our daily routines. One thing is certain, and that is things are constantly changing. NYSED itself has stated that its guidance might change as well. While we may be starting off the year wearing masks, it doesn't mean that will be the case for the entire school year, depending on conditions in the community. It's important to remain patient and keep an upbeat attitude.

We have discussed our plan at Livestreamed Board meetings and with the [Return to School Committee](#), a group of stakeholders and community members that includes parents, Board of Education members, teachers, nurses, and administration. Our plan meets the Return to School Committee's goal of bringing students back to school fully in person. Assuming there is no increase in the rate of infections, we are confident we can sustain full in-person attendance, but are aware that the pandemic has given us an ever-changing environment.

Mitigating factors that we are implementing to keep everyone safe may include physical barriers, open windows and ventilation, handwashing and respiratory etiquette, cleaning and disinfecting, required universal and correct use of masks, as well as vaccination of teachers, staff, and eligible students. In addition, we will maintain six feet social distance between all adults and all adults and students.

We thank our community—including parents/guardians, students, and staff—for their ongoing support and for following guidelines outside of school, especially masking and social distancing measures, as well as avoiding large gatherings. In my weekly meetings with the DBCH, their commissioner has endorsed what we are doing and reiterated that transmission of COVID is happening in the community rather than in schools. It's up to the community to continue mitigation efforts and not become complacent. This is a community effort and we will need to continue to be diligent and team oriented. We will face future challenges and by continuing to stay together we will overcome any obstacles.

I also want to thank the Spackenkill Union Free School District's Return to School Committee, which has spent countless hours crafting plans for the past and upcoming school year. Our committee is comprised of subcommittees focused on Transportation and Food Service, Communications, Human Resources, Facilities, PE/Athletics/Clubs, Pupil Personnel Services and Medical/Mental Health, Instruction, and Technology. We have a diverse array of constituents, including community members, on our building-level teams (Nassau/Hagan and Todd/Spackenkill High School).

Additionally, our Board of Education is an active partner as we develop our plans. Our District Nurse Coordinator, Elizabeth Giancaspro, RN, has provided up-to-the-minute information on ever-changing CDC and Department of Health guidelines.

We have compared notes with districts across our county and our state, remaining receptive to new ideas while also brainstorming our own and discussing what is best for our students, staff, and families. In doing so, we examined our core values. The words of our district mission, "a tradition of excellence with a vision for tomorrow," guide us daily. Central to Spackenkill's enduring success is the delivery of personalized education and the relationships that our faculty, staff, and administrators develop with students, parents/guardians, and community members. We are acting true to what we fundamentally believe.

This is a living document that offers the flexibility to pivot to remote as circumstances change. It will be updated regularly as the situation evolves and as additional state guidance changes. Thank you again to all who have worked together crafting our plans and to the entire community for your feedback and support. We're looking forward to having everyone back together and will continue to update you on our plans as they evolve.

Sincerely,

Paul M. Fanuele, Ed.D.  
Superintendent of Schools, Spackenkill UFSD

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### **Introduction**

At Spackenkill Union Free School District, our primary commitment is to the students and families we serve. Our priority must be keeping them safe. This School Reopening Plan will set for clear guidance for the reopening of our four schools and aligns with the regulations developed by the NYSDOH, NYSED, the CDC, DBCH, ACC, and the AAP for school year 2021-2022.

The areas outlined in this plan represent the myriad considerations Spackenkill UFSD will address to reopen schools safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students is a priority and therefore we have addressed this within our plan.

This plan includes procedures that will be followed in the following schools:

*Nassau School (K-2) [Nassau School Web Page](#)*

*Hagan School (3-5) [Hagan School Web Page](#)*

*Todd Middle School (6-8) [Todd MS Web Page](#)*

*Spackenkill High School [Spackenkill HS Web Page](#)*

To be clear, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school campuses.

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 decision making as we move to open our schools.

John Farrell, Assistant Superintendent for K-6 Instruction and Human Resources, will serve as the District's COVID-19 Coordinator. He 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.

Of course, as with all school reopening plans in New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

### **Guiding Principles**

The development of this plan was guided by and grounded in the following principles:

1. Safeguarding the health and safety of students and staff;
2. Providing the opportunity for all students to access education in the fall;
3. Monitoring schools, students, and staff. When necessary, modifying schedules appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
5. Fostering strong two-way communication with partners, such as families, educators, and staff;
6. Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure; and

7. Considering and supporting diversity in our schools and school districts as we provide education is essential.

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

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 <https://www.spackenkillschools.org/COVID-19>, and will be updated throughout the school year, as necessary, to respond to local circumstances.

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 modes – including SchoolMessenger/weekly newsletter updates, district website, and social media – 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.

#### **Spackenkill UFSD Communication Goals:**

- To encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to NYSED, CDC, and DOH guidance.
- To provide regular updates about health and safety, scheduling, and all other information faculty, staff and families should be aware of.
- To provide information to families through a wide array of platforms including mail, email, telephone calls, text messaging, social media and website postings.
- To provide information on how families can access technology and receive technical support to assist with utilization and maintenance of equipment.

Spackenkill developed communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. We will utilize communication methods used by the District to inform the school community. Information will be dispersed in a variety of platforms that include:

- District website
- Call list/ROBO Call
- Email blast
- Online training
- Correspondence (letters) to homes
- District newsletter
- Social media accounts used by district

Clear messaging will be prepared and consistently communicated before reopening, on the first day, during the first week, throughout the first month, and continuously throughout the year. Minimum monthly communication will provide information on the following topics:

- Whom to contact with questions, concerns or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.

- The facts as we currently know them (NYSDOH, CDC).
- The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home.
- Set protocols for entrance (screening) and the review process for staff calling in sick. Constant reminders for staff to stay home if they feel sick.
- Encourage and implement social distancing in bathrooms, break rooms, hallways, etc. Installing social distancing markers on the floors, etc.
- Practice proper hand hygiene. Staff/students are allowed to use hand sanitizer, but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands.
- Encourage and practice proper respiratory etiquette (i.e. coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.
- Educating the school community on district policies/procedures, including how to properly wear and dispose of a face mask/respirator.

## Health and Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#), [New York State Education Department \(NYSED\)](#), and the [Dutchess County Department of Behavioral and Community Health \(DBCH\)](#).

The following protocols and procedures will be in place in all district schools. If you have suggestions or concerns, you should contact our COVID-19 Safety Coordinator at [john.farrell@sufsdny.org](mailto:john.farrell@sufsdny.org) or (845) 463-7800.

For more information about how health and safety protocols and training will be communicated to students, families, and staff members, please see the Communication/Family and Community Engagement section.

To ensure employees and students comply with communication requirements, Spackenkill will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
  - Website
  - Email
  - Social media
  - Print copy mailings
  - Voice and/or video messaging
  - Traditional media outlets



- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a worker or staff member tests positive for COVID-19, the school 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.

## **Accommodations**

### **Student Accommodations**

For K-12 students with documented medical conditions that prohibit them from returning to school in person, a meeting (504 Committee) will be convened to discuss an instruction plan. Please contact your principal with questions.

### **Staff Accommodations**

If a staff member will be seeking an accommodation they must notify the superintendent, in writing, that they intend on requesting an accommodation. Any staff member who is requesting an accommodation will be required to submit medical documentation to the Superintendent or his designee setting forth the basis for the request as well as the accommodations being sought. The Superintendent or his designee will evaluate such requests and may request additional medical documentation or request that the employee submits a HIPAA authorization for the disclosure of records related to the request being made. The District reserves the right to send an employee for a 913 medical exam or request that the employee sign HIPAA authorization allowing the District to speak with the employees treating physician or the physician of the high risk individual with whom the employee resides.

### **Facility Entry**

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. If applicable, a single point entry and single point egress will be identified to minimize cross traffic. All entry to the buildings will occur through the main entrance to a check-in point at the security station.
- A face covering must be worn by all individuals, students, staff, and visitors on Spackenkill property.
- Proper face covering should adhere to CDC guidelines: [Your Guide to Masks](#)
- A plastic face shield alone is not an acceptable face covering.
- All individuals may choose to utilize their own face covering, however face coverings can and will be provided by Spackenkill daily.
- Spackenkill has assessed potential needs for PPE for the 2021-2022 school year. The District will provide gloves, masks, and shields for students and staff. In addition, N-95 masks, shields and disposal gowns will be provided for health professionals. Inventory will be taken by building administrations on a monthly basis and sent to the COVID coordinator. Orders for additional PPE supplies will be placed two months in advance to ensure adequate supplies are available.

## Daily Self-Check Health Screening

Please do not attend school or work and call your school nurse if you have any of the following symptoms:

### Symptoms can include

- 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

This list does not include all possible [COVID-19 symptoms](#). Children and adolescents with the virus that causes COVID-19 may experience any, all, or none of these symptoms.

People with COVID-19 have a wide range of reported symptoms – from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus that causes COVID-19.

### Social Distancing

- All individuals on Spackenkill premises must maintain social distancing and face covering at all times except when eating, taking a predetermined face mask break or alone in a room/office. The face mask must be immediately available for the individual to put on if another individual comes into the room/office.
- Proper social distancing among students will be three- (3-) feet separation between students.
- Proper social distancing between adults and students remains six feet.
- Ensure six- (6-) foot distance between personnel, unless safety or core function of the work activity requires a shorter distance.
- Social distance separation will be using tape or signs that denote six (6) feet of spacing in commonly used and other applicable areas on the site (e.g., clock in/out stations, health screening stations, reception areas).
- In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

### Personal Hygiene

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools should plan time in the school day schedule to allow for hand hygiene.

- Hand hygiene includes:
  - Signage encouraging hand washing and correct techniques;
  - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
  - Adequate facilities and supplies for hand washing including soap and water;
  - Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can aerolize germs);
  - Use of no-touch/foot pedal trash can where feasible;
  - Extra time in the schedule to encourage frequent hand washing.
- Students and staff should wash hands as follows
  - Upon entering the building and classrooms;
  - After sharing objects or surfaces;
  - Before and after snacks and lunch;
  - After using the bathroom;
  - After helping a student with toileting;
  - After sneezing, wiping, or blowing nose or coughing;
  - Anytime hands are visibly soiled;
  - When handwashing is not available use a hand sanitizer;
  - Following recess.
- Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
  - Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
  - Placement of sanitizer dispensers should be located near entrances and throughout common areas.
  - Note if students or staff have an allergy to hand sanitizer, they must have access to hand washing.

### **Visitor and Vendor Practices**

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

### **Visitors**

- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- All visitors must sign in and out at the main entrance of each building stating their destination and contact phone number at that building for contact tracing. All visitors should be accompanied by a staff member.

- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention. Staff member must inform the building school nurse of issue immediately when visitor leaves.
- Sign-in and Sign-Out Sheets will be saved and filed in each respective building.

**Vendor**

- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- The vendors will be provided with an identification/visitor badge This will indicate to all other security locations that the vendor has been screened.
- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via (Google Meet) when possible.
- All vendors must sign in and out at the main entrance of each building stating their destination and personal phone number at that building for contact tracing. All vendors should be accompanied by a staff member.
- Should a vendor become ill while on campus, they must alert the staff member they're visiting to report the issue and then immediately seek medical attention. The staff member must immediately notify the building school nurse once the vendor has left.

**Before- and After-Care Program**

- While the District does not run a before and after-care program, it does contract with a private company which provides this service. Any before and after-care program must file its own, separate plan with SED and the DOH. When there is a discrepancy between the guidelines for day care and the school's plan, the day care facility will follow the District's guidelines.

**Training**

Spackenkill will train all personnel on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted either remotely or in person. Social distancing and face coverings will be required for all participants if training is conducted in person. Training material is designed to be easy to understand and available in the appropriate language and literacy level for all workers.

Spackenkill will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. Additional training will be provided in:

- Prevention of disease spreads by staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment.
- Provide employees and students with up-to-date education and training on COVID-19.
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

## Training topics for all staff and substitutes

- Proper hand washing: proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
  - [Hand washing video](#)
- Proper cough and sneeze etiquette
- Social Distancing
  - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Operating procedures (various by building)
  - Entrance into the building
  - Cleaning procedures
  - Sick child pick up
  - Staff who are sick or suspected to be sick  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Proper cleaning techniques
  - Cleaning and disinfecting  
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>  
[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)
- Hazard Communication – Right-To-Know
  - Proper use of chemicals and Safety Data sheets
    - <https://www.osha.gov/dsg/hazcom/>
  - No chemicals from home
  - Transfer of hand sanitizer in smaller containers
  - List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
    - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Exposure Control Plan – with a focus on Pandemic/COVID-19
- Personal Protective Equipment - PPE
  - Update Hazard Assessment and PPE Selection Worksheet for all identified employees
  - Proper type, use, and size
  - Cleaning and sanitizing of the face covering (if applicable)
  - Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- [Use of CDC-Approved Face Coverings](#)
- Use of face coverings (donning/doffing) (cloth vs. surgical)

- [Face coverings don/doff video](#)
  - <https://www.youtube.com/watch?v=PQxOc13DxvQ>
  - Respirator Protection (N95 - required for identified employees per NYS)
    - Inclusive into your existing Respirator Protection Program or can be a separate Respirator Protection Program for medical staff only
    - Fit Testing for N95 masks which will be completed through School Medical Director
    - Training provided for identified personnel only
- <https://oshareview.com/2020/04/osha-requirements-for-occupational-use-of-n95-respirators-in-healthcare/>

### Signs and Messages

[Signs](#) will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures and](#) describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face cover](#)).

### When Students Eat in Classrooms

- Train teachers on food allergies, including symptoms of allergic reactions to food.
  - Train teachers and staff in choking emergencies and the use of the Heimlich Maneuver.
  - Train all non-food service staff on any meal service-related activities they will be responsible for.
- [https://www.cdc.gov/healthyschools/foodallergies/pdf/13\\_243135\\_A\\_Food\\_Allergy\\_Web\\_508.pdf](https://www.cdc.gov/healthyschools/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf)
- Please see Child Nutrition section

### Space Design and Capacities

#### General Office Area

- Where applicable, offices will be limited to 50% the rated occupancy for the space.
- Where applicable, all offices and small spaces will be limited to one (1) individual at a time.
- In a multiple occupant office, occupancy will be reduced to 50% normal load in addition to maintaining at least 6 feet of separation between individuals.
- Additional protective barriers such as polycarbonate screens or strip curtains will be utilized to create a physical separation without hindrance to egress or airflow.
- Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided.
- Face coverings must be worn in these multiple use office settings.
- Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual's program supervisor.
- The District will reduce tasks requiring large amounts of people to be in one area.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, consider limiting meetings to 10 people or less depending on local, state, and federal guidelines.

### **Conference Rooms**

- The District will limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible.
- If meetings are to occur in person, they will be conducted in a quick manner.
- Social distancing among participants will be required.
- Lingering and socializing before and after meetings should be discouraged.

### **Break Rooms and Lunch Rooms**

- Break room use is discontinued if a minimum of 6 feet separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their private offices or classrooms; in their vehicles or outside at the picnic tables throughout the campus.
- Staggered break schedules may be utilized to assist with separation concerns.
- If staff wish to take breaks together they must do such in a large space or outside, where at minimum 6 feet of separation can occur.
- Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks will be replaced with alternatives where possible.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

### **Copier Rooms/Areas**

- Congregating in copier rooms/areas is discouraged.
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior use.
- Social distance spacing will be added if appropriate.

### **Elevators**

- One person in an elevator at a time.
- Personnel must wear acceptable face coverings.
- Elevators will be frequently disinfected.
- Students to be assisted by a staff member if the elevator is required to ensure compliance with face masks and social distancing.

### **Restrooms**

- In special circumstances where a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable personal protective equipment including a face covering, and the student will be wearing a proper face covering as well.

### **Hallways/Stairwells**

- Where feasible hallway traffic may be limited to single flow direction.
- Where single flow is not applicable, bi-direction traffic will be permitted.
- Directional flow will be identified by indications on the floor/stairs
- Adequate distancing will be obtained between all individuals by taped off lanes on the corridor floors/ stair treads.
- All individuals must also allow for adequate space between when traveling in the same direction.

## Classrooms

- Occupancy in each classroom will be specific and determined based off of the overall square footage of the space.
- Additional considerations will be taken to account for space utilized for classrooms and teaching material.
- Overall class sizes will be reduced to accommodate all safety parameters.
- Students, teachers, and support staff will be required to wear a proper face covering.
- Where possible, special teachers and PPS staff will travel to the classroom to provide instruction.
- Restrict items in the classroom to that of obvious use where possible.
  - Remove any unnecessary furniture.
  - Remove any soft surfaces that are difficult to disinfect such as:
    - Area Rugs
    - Soft fabric chairs

## Nurse Stations

- All students and staff are required to wear appropriate face coverings.
  - N95 Respirator use for nurses should be limited to situations of suspected COVID-19
  - Nurses must receive proper training and fitment of N95 Respirators prior to use.
- Where applicable, nurse stations have been reconfigured to:
  - Maintain social distancing of no less than six (6) feet.
  - Create “sick” and “well” zones.
    - Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
    - Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation. Nurse will be in full PPE - face mask, face shield, goggles, disposable gloves, disposable gowns, and hair/shoe covering.
    - Student tracheostomy suctioning will be conducted in a separated isolated space with adequate fresh air circulation. Nurse will be in full PPE - face mask, face shield, goggles, disposable gloves, disposable gowns and hair/shoe covering.
  - Physical separation will be achieved by utilizing:
    - Individual exam rooms
    - Polycarbonate barriers
    - Retractable dividing curtain walls.
- Isolation Room/s
  - Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce risk of transmission.
  - A separate room will be utilized where applicable.
  - *Reference the Isolation Room/s section for additional information.*

## Isolation Rooms

- Where applicable, separate, independent room(s) with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.
- Adequate ventilation must be provided in these rooms and may include portable HEPA filter.



- Where excess space is not available. Nurse stations will be equipped with dividing curtains allowing for both a physical divide and at minimum 6ft of separation.
- These rooms have been identified in each building
- Nurse will be in full PPE - face mask, face shield, goggles, disposable gloves, disposable gowns and hair/shoe covering if necessary.
  - Nassau School - room with direct access to health office (Social Worker's Office)
  - Hagan School - Room 18 (next to Nurse's Office)
  - Todd Middle School - closed room within health office
  - Spackenkill High School - back room of health office

### **Security Vestibule/Reception areas**

Security Stations will remain at all entrances of each building.

- Where a multi-entrance design is used, additional security posts will be instituted.
- They will serve as the primary location for accounting for all individuals entering and exiting the building.
- Floor demarcations have been installed to indicate where visitors shall stand to maintain social distance.
- Reception areas have had seating removed or adequately spaced to provide at minimum of 6ft of separation.
- Frequently touched materials such as magazines have been removed.

### **Computer Labs (if used)**

- The use of shared space and equipment use will be limited where feasible.
- Blocks of computers will be sectioned off to ensure social distancing is maintained.
- Tables of computers will be reconfigured so as to not face each other or a polycarbonate barrier will be installed to create a physical barrier.
- Cleaning and disinfection of computer labs and keyboard will be frequent
  - Keyboards should be wiped and disinfected before and after each use.
  - Keyboard covers may be utilized to aid in the cleaning and disinfection process.
- Students should be instructed to wash hands prior to and after touching the keyboards along with other frequently touched surfaces.

### **Library Spaces**

- Remove all soft covered surfaces that cannot be properly cleaned and disinfected
  - Bean bag chairs
  - Upholstered couches or chairs
  - Area rugs
- Reconfigure space to ensure social distancing
  - Tables will be limited to one individual at a time, where applicable.
    - Polycarbonate barriers may be installed to create a physical barrier.
  - Desks should be arranged so as to not face each other.
  - Small reading nook use should be discontinued unless:
    - Limited to one person at a time
    - Cleaned and disinfected routinely
- Borrowing of materials, such as books, may need to be discontinued if adequate disinfection cannot be achieved.
- Create directional traffic flow patterns between bookcases to ensure social distancing.

## Engineering Controls

- Alcohol-based hand sanitizer will be available in each entry, all corridors, and each classroom.
- Bathrooms
  - Automatic hand dryer use will be discontinued.
  - Soap dispensers are in place at each sink.
  - Paper towels dispensers have been installed.
  - Entry doors to gang bathrooms will be left open where applicable to reduce the need to handle.
- Vestibules/Reception Areas
  - Where possible and necessary, polycarbonate barriers, meeting the 2020 BCNYS Section 2606 requirements, may be installed to provide protection for Spackenkill staff and visitors.
- Water Fountains
  - As required by New York State Code a potable water supply will be provided per 100 occupants, but not less than one source per floor.
  - To reduce cross contamination the bubbler/drink spout has been removed or disabled.
  - Automatic/touchless bottle filling equipment is installed in place of the drink spout.
  - Additional bottle filler stations will be installed where necessary.
  - These appliances will be routinely cleaned and disinfected as described in the Cleaning and Disinfection Section.
- Floor Demarcations
  - All entrances or areas of static wait have floor signage installed allotting for a minimum of six (6) feet of separation between all individuals
  - All corridor floors and stairway treading have been fitted with stripping to indicate directional traffic flow and social distancing.
- Corridor doors will all be affixed open using electromagnetic hold-open devices to minimize the need to touch doors.

## Ventilation

Spackenkill will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- Modifications to the Building Management Systems to allow fresh air dampers to introduce more outside air.
- Air handling systems have been inspected for function and disinfected prior to the opening of school.
  - Where applicable filters will be exchanged for MERV rating ranging from 11-13.
- Spaces where fresh air is limited due to original building systems, fresh air will be introduced through open windows and doors.
  - Options for replacement and modification to existing systems will be explored.
  - Fan motors speeds will be increased where applicable to ensure volume and flow of 15cfm minimum.
- More frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems.
- Filter replacement schedules will be more frequent.
- In offices where there are no windows, a portable air filter will be supplied.

## **Cleaning and Disinfection**

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

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

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

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

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

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

For more information about how cleaning and disinfection information will be communicated to students, families and staff members, please see the Communication/Family and Community Engagement section of our reopening plan.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and be appropriate for the surface.

### **Suspect or Confirmed COVID Cases**

- *Emergency Response* - Students and staff with symptoms of illness must be sent to the health office. A school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient.
- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may also be in this isolation room if they can be separated by at least 6 feet. Students should be escorted from the isolation area to the parent/guardian. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center; Other considerations include:
  - Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
  - Opening outside doors and windows to increase air circulation in the area
  - Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
  - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas. This includes cleaning first followed by spraying disinfectant.
  - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- *Notification* - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

### **Contact Tracing**

*Public Health Officials assume the task of contact tracing, once notified. Contact tracing will be done on an individual basis in conjunction with seating charts from the classroom and buses, faculty input and direction from the DBCH and NYS Contact Tracers.*

To ensure the school district and its employees comply with contact tracing and disinfection requirements, the Spackenkill Union Free School District will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health, in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

### **Return to School/Work After Illness**

The Spackenkill Union Free School District has established protocols and procedures, in consultation with the Dutchess County Department of Behavioral and Community Health, 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 PCR test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The District will refer to [CDC's Guidance for Businesses and Employers Responding to Coronavirus Disease 2019](#) 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.

### **Closure Considerations**

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process In Spackenkill could include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the DBCH.
- Establish a decision-making tree at the district level.

- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Implement as needed short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
  - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.
  - Opening outside doors and windows to increase air circulation in the area.
  - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
  - Communicating as soon as possible with staff, parents, and students.
- Using NYSDOH/DBCH guidance/procedures for when someone tests positive.
  - In consultation with the DBCH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the DBCH.
  - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
  - Additional close contacts at school outside of a classroom should also quarantine at home.
- Closing of schools could be a regional decision.
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and PPE are not available

## Facilities

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

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

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

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

The following actions will be taken as needed:

- All project submissions dedicated to “COVID-19 Reopening” will be labeled as such.
- Work with engineers to establish sufficient fresh air exchange.
- Drinking Water Facilities: Reduce the number of drinking fountains available, in order to facilitate frequent cleaning. However, drinking fountains are a code required plumbing fixture.
- Alterations to the configuration of existing classrooms or spaces or the introduction of temporary and/or movable partitions, the change will be submitted to OFP, the local municipality and/or code enforcement officials for review.
- For offsite facilities, communication with the project manager at NYSED OFP and a Temporary Quarters (TQ) Project submission.
- Minimum number of toilet and sink fixtures that must be available for use in a building is established in the building code.
- 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.

### **Emergency Response Protocols & Drills**

Emergency response drills, including evacuation and lockdown drills, will continue as planned. These include:

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

#### **Shelter-In-Place**

Areas will be identified in each school that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.).

Shelter-In-Place protocols will be the same with the following changes:

- Provide six (6) feet of space between students and staff during the Shelter-In-Place;
- Plan to have extra face coverings on hand in the event that a face covering becomes unusable; and
- Listen for updates and respond accordingly.

#### **Hold-In-Place**

Hold-In-Place protocols will be the same the following changes:

- Provide six (6) feet of space between students and staff during the Hold-In-Place;
- Plan to have extra face coverings on hand in the event that a face covering becomes unusable; and
- Listen for updates and respond accordingly.

## **Evacuation**

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow six (6) feet of separation of students and staff. Verify that students and staff will not impede emergency responders;
- Plan to have extra face coverings on hand in the event that a face covering becomes unusable;
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building; and
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable, and hand sanitizer; and

## **Lockout**

Lockout protocols will be the same, besides maintaining six (6) feet of space between students and staff in the area.

## **Lockdown**

During a Lockdown, there will be a violation of the six- (6-) foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight; and
- Plan to have extra face coverings on hand in the event that a face covering becomes unusable.

## **Child Nutrition**

All schools in the Spackenkill Union Free School District will follow School Food Authority (SFA) policies when communicating about school meal services, eligibility, options, and changes in operations. All communications will be provided through a variety of communication methods including website, social media, emails, robocalls, newsletters, and regular mail and translated into the languages spoken by families.

Spackenkill has identified Lisa French, Food Service Director, [lisa.french@sufsdny.org](mailto:lisa.french@sufsdny.org), as the contact person to receive and respond to communications from families and to school staff regarding child nutrition. Families will be reminded in food service communications during the summer and periodically that they can submit a new application for free and reduced-price meals any time during the school year. Applications are available in each school building, on our website and through email or regular mail as needed. Phone-in and in-person support to complete the application is available from our Food Service Director, Lisa French.

School meals will continue to be available to all students.

For information about how meal information will be communicated, please see the Communication/Family and Community Engagement section.



### **Food Service Staff Requirements**

Staff who develop symptoms during the workday shall follow district protocol for staff illness. Food service staff shall always wear face masks at the workplace. These procedures are in addition to any existing health-related standard operating procedures or policies the district has in place for food service staff. Staff will be trained and provided resources that may be needed to enable child nutrition staff to implement enhanced sanitation standards and follow social distancing guidelines while preparing and serving meals.

### **Meals Onsite**

Elementary students will be served lunch in the classroom, cafeteria, or other instructional areas. Lunch will be pre-packaged and served to ensure appropriate social distancing. Students will not need to wear face coverings when seated and eating so long as they are appropriately socially distanced. Staff will be training to ensure the safety of children with food allergies. [Food Allergies | Healthy Schools](#)

Signage promoting handwashing and general good hygiene practices related to eating will be prominently displayed in classrooms and throughout the building. As part of their orientation program, teachers will carefully review best practices to ensure sanitary eating conditions, such as using hand sanitizer, handwashing for at least 20 seconds before and after lunch and snack time, and not sharing food and beverages. In addition, each classroom will have an ample supply of hand sanitizer, and the cafeteria (should we choose to use it for student lunch time) is equipped with multiple hand sanitizing stations. Before students eat snack or lunch, teachers, lunch monitors, or other school staff will remind students to either use hand sanitizer or wash their hands prior to eating.

Elementary students may either be eating in their classrooms or in the cafeteria in order to maintain three-(3-) foot social distancing. Secondary students may eat in the cafeteria. The District will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

For meals served in the cafeteria or other common areas cleaning and disinfecting will occur between lunch periods per CDC/NYSDOH protocols.

The District will use disposable food service items (e.g., utensils, dishes).

Gloves will be required for all staff involved in preparation and service of meals. Gloves will be changed per current industry standards and are not a substitution for handwashing.

The District will comply with all Child Nutrition Program requirements.

## Transportation

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

Students will be required to wear masks and social distance on the bus to the extent practicable. Members of the same household may be seated together. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

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

Spackenkill will require that school bus drivers, monitors, attendants, and mechanics perform a self-health assessment for symptoms of COVID-19 before arriving to work and will be provided resources to educate them regarding the careful observation of symptoms of COVID-19.

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

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

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

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

## Cleaning and Disinfecting

Refer to the cleaning standard operating procedures guidance for further information.

- Buses and other transportation vehicles will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes. At the end of the day clean and disinfect the entire bus.
- *Daily Cleaning*
  - All trash removed
  - Floors swept and dust mopped

- o Walls and windows cleaned
- *High Touch Surfaces*
  - o Bus seats and seat backs
  - o Seat belts
  - o Door handles, handrails
  - o Driver operator area
- Cleaning and disinfecting products approved by the EPA will be used according to instructions.
- Eating and drinking will be prohibited on the bus
- Buses will be inspected to ensure cleaning/disinfecting protocols are followed on district-owned and contracted buses
- All cleanings/inspections will be documented (via trackable log)

### **Bus Protocols for a Reported Case of COVID-19 on a School Bus**

The Dutchess County DBCH will be notified first, followed by Doreen Wright, Transportation Director, of a reported case of COVID-19 on a school bus. The building administration will then be notified. A plan will be implemented with the building administration and nurse to contact parents of students on that bus. Bus will be disinfected following CDC guidelines.

### **Students Using Transportation**

- As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school;
- Students must wear a mask on a school bus;
- Students must social distance following CDC guidelines on the bus;
- Students who do not have a mask will NOT be denied transportation, but instead, be provided with a mask by the District.

### **Training (Office Personnel, Drivers, Mechanics, Aides)**

Safety training will be provided to all employees prior to returning to service. This training will include updated loading and unloading procedures, proper use and keeping of PPE, personal hygiene, and disinfection tips in accordance with CDC guidelines. (See additional training below).

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Bloodborne Pathogen (BBP)
- COVID Awareness
  - o New cleaning Protocols (buses, transportation center)
  - o Handwashing
  - o Face Covering (sizing, use, wear & care) and gloves
  - o Personal Health and Hygiene
  - o Special working conditions with face coverings (strenuous activity)

### **Required Personal Protective Equipment (PPE)**

- Face Covering/Mask
- Hand sanitizer for all staff in their transportation locations such as employee lunch/break rooms and/or bus garages.

### **Transportation Communication**

- Spackenkill will emphasize to parents and students prior to reopening schools that the District has thoroughly disinfected all buses and student transportation vehicles.
- Spackenkill will communicate with parents and students that student transportation vehicles are included in the District's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing district transportation services.
- Spackenkill will require parents to perform a self-assessment on students and will advise parents not to send their children to school or board the bus if sick or with an elevated temperature.
- Remind students/parents/guardians that social distancing requirements extend to the bus stop.

### **Density Reduction, Social Distancing, Bus Capacity**

- CDC guidelines suggest creating distance between children on the school bus when possible.
- As a density reduction strategy, another consideration is to seat one student per row, all students wearing masks. (*Source: National council on school facilities and cooperative strategies*). This results in approximately 22-25 students on a 66-passenger bus.
- Spackenkill UFSD will consider these restrictions when planning transportation route.
- Allow siblings or those that live in the same household to sit together.
- Do not seat students directly behind the driver.
- Provide hand sanitizer of at least 60% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles.
- Students shall wear face masks while in transit.

### **Proper Ventilation**

- When temperatures are above 45 degrees, school buses should transport passengers with roof hatches or windows slightly opened to provide air flow.

### **Loading/Unloading & Pickup/Drop-off**

- Students shall be loaded in sequential route order. First student on the bus sits in the back, when going to school, last student off sits in the back when going home from school.
- Dismissal times will be staggered to best suit building needs and to promote social distancing
- Adjustments will be made by buildings:
  - For unloading and entry, and loading and departure.
  - Route timing which will be affected by delayed loading/unloading processes to promote social distancing.
  - Arrival and departure activities shall be supervised to ensure social distancing.
- Will add or modify bus routes to reduce load levels on buses.

## **Transporting to BOCES**

- Spackenkill will be transporting students to BOCES and will follow similar protocols as previously described.
- Spackenkill will keep a log of attendees on the trip in both directions from the BOCES building. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES must assist in contact tracing due to exposures either at the BOCES buildings, or during transportation.

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

In planning for our reopening in September, the District has formed a Pupil Personnel Team to examine the guidance provided by the Department of Health and NYSED. Our work is grounded in our beliefs that the most equitable opportunities for educational success relies upon the comprehensive support for students and families provided in our schools with our professionals and the systems of support we have built. These supports include academics as well as the social and emotional well-being of our students. We are committed to prioritizing social-emotional well-being and emotional space to access rigorous academic content with confidence. In support of this belief, a Pupil Personnel Team was created consisting of certified teachers, certified school counselors, licensed mental health professionals, and school administrators. This Pupil Personnel Team was created to develop protocols and processes regardless of the reopening phase, to support students and staff upon for the 2021-2022 school year; this includes a means to identify and actively support student and staff well-being and mental health concerns through a range of predetermined tactics to be employed by those dealing with difficult situations. These protocols and processes will focus specifically on how to best support students and staff in a blended learning model scenario, which includes a mix of both in-person and virtual classroom instruction. This plan includes considerations for teams to rapidly transition between face-to-face and continuous remote learning, which may be required based on the pandemic.

Research shows the importance of mental and emotional well-being for students and staff, which has both psychological and ultimately academic outcomes. We know, after this prolonged closure, many of our students and staff will require social-emotional supports to help them re-engage and re-enter work and school. As a District, our commitment is to create emotionally and physically safe, supportive and engaging learning environments promoting all students' social and emotional well-being and development. The pandemic has elevated the role of leaders in creating conditions helping students practice empathy, create social bonds across distance, and adapt to new learning experiences. Counselors, school-based health programs, and wrap-around supports will play an extremely important role in the adjustment period when buildings reopen and access to school counselors and school-based health programs will be invaluable supports to our students. School counselors and administrators will be equipped with tools and information needed to see each child through a social-emotional lens. We remain committed to supporting all students and maintain our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students. Supports will include resources from identifying and delivering responsive SEL supports, including mental health check-ins, planning and goal setting, opportunities for self-reflection, and social interactions as applicable which are already being implemented in the Spackenkill Union Free School District. Additionally, all Spackenkill employees have access to the Employee Assistance Program (EAP) which offers many free services including face-to-face and virtual counseling.

Information about all social-emotional supports will be made widely available to the Spackenkill Union Free School District community via building websites. We are committed to developing/making accessible family/caregiver-appropriate social and emotional learning (SEL) content to be used during all phases of our reopening.

Transitions are important every year, and they will be even more important this fall. Districts should support transitions in a culturally responsive manner and engage students, families, and communities in the process of identifying needs and supports. Transitions take many forms and include returning to school in the fall, moving from one grade band to another, or dealing with the varying emotional needs as a result of the health pandemic.

The following considerations guided our building level planning:

***Emotional reactions to coming out of quarantine may include:***

- Mixed emotions, including relief after quarantine;
- Fear and worry about your own health and the health of your loved ones;
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19;
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious;
- Guilt about not being able to perform normal work or parenting duties during quarantine; and
- Other emotional or mental health changes.

**Addressing Social-Emotional Health**

- Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families;
- Assist in adequate training for staff/faculty as requested to assist them in understanding:
  - Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making;
  - The warning signs for quarantine related mental health needs; and
  - How to access crisis support and other mental health services.

**What Mental Health Professionals Can Do in Schools**

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance;
- Promote social emotional learning competency and build resilience;
- Help ensure a positive, safe school environment;
- Teach and reinforce positive behaviors and decision-making;
- Encourage good physical health; and
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports.

School Schedules 2021-2022

<b>2021-2022 Hagan/Nassau Regular Day Schedule</b>	
HOMEROOM	8:35 am – 8:45 am
Period 1	8:50 am – 9:30 am
Period 2	9:30 am – 10:10 am
Period 3	10:15 am – 10:55 am
Period 4	10:55 am – 11:35 am
Period 5	11:35 am – 12:15 pm
Period 6	12:15 pm – 12:55 pm
Period 7	12:55 pm – 1:20 pm
Period 8	1:20 pm – 1:50 pm
Period 9	1:50 pm – 2:20 pm
Period 10	2:20 pm – 2:50 pm

<b>2021-2022 Hagan/Nassau Remote Schedule</b> <small>(to be used in the event of school-wide COVID-related closure)</small>	
HOMEROOM	8:35 am – 8:45 am
Period 1	8:50 am – 9:30 am
Period 2	9:30 am – 10:10 am
Period 3	10:15 am – 10:55 am
Period 4	10:55 am – 11:35 am
Period 5	11:35 am – 12:15 pm
Period 6	12:15 pm – 12:55 pm
Period 7	12:55 pm – 1:20 pm
Period 8	1:20 pm – 1:50 pm
Period 9	1:50 pm – 2:20 pm
Period 10	2:20 pm – 2:50 pm

<b>2021-22 Todd MS Regular Day Schedule</b>	
Homeroom	7:45 am – 8:00 am
Period 1	8:03 am – 8:43 am
Period 2	8:46 am – 9:26 am
Period 3	9:29 am – 10:09 am
Period 4	10:12 am – 10:52 am
Period 5	10:55 am – 11:35 am
Period 6	11:38 am – 12:18 pm
Period 7	12:21 pm – 1:01 pm
Period 8	1:04 pm – 1:44 pm
Period 9	1:47 pm – 2:27 pm
Extra Help/Activities	2:30 pm – 3:00 pm

<b>2021-22 Todd MS Remote Schedule</b> <small>(to be used in the event of school-wide COVID-related closure)</small>	
Homeroom	7:45 am – 8:00 am
Period 1	8:03 am – 8:38 am
Period 2	8:46 am – 9:21 am
Period 3	9:29 am – 10:04 am
Period 4	10:12 am – 10:47 am
Period 5	10:55 am – 11:30 am
Period 6	11:38 am – 12:13 pm
Period 7	12:21 pm – 12:56 pm
Period 8	1:04 pm – 1:39 pm
Period 9	1:47 pm – 2:22 pm
Extra Help	2:30 pm – 3:00 pm



<b>2021-2022 SHS Regular Day Schedule</b>	
Period 1	7:28 am – 8:12 am
Period 2	8:15 am – 8:56 am
Period 3	8:59 am – 9:40 am
Period 4	9:43 am – 10:24 am
Period 5	10:27 am – 11:08 am
Period 6	11:11 am – 11:52 am
Period 7	11:55 am – 12:36 pm
Period 8	12:39 pm – 1:20 pm
Period 9	1:23 pm – 2:04 pm

<b>2021-2022 SHS Remote Schedule</b> <small>(to be used in the event of school-wide COVID-related closure)</small>	
Period 1	7:28 am – 8:07 am
Period 2	8:15 am – 8:51 am
Period 3	8:59 am – 9:35 am
Period 4	9:43 am – 10:19 am
Period 5	10:27 am – 11:03 am
Period 6	11:11 am – 11:47 am
Period 7	11:55 am – 12:31 pm
Period 8	12:39 pm – 1:15 pm
Period 9	1:23 pm – 1:59 pm
Period 10	2:07 pm – 2:45 pm (for teachers only)

## **Attendance, Attendance Reporting, and Chronic Absenteeism**

### **Attendance for Instructional and Reporting Purposes**

All schools in the Spackenkill UFSD will take daily attendance. Attendance policies and procedures will be sent to all families prior to the start of the school year or if the instructional model changes during the year. Communication will take the form of building level parent letters/newsletter/annual notifications, robocalls, emails, text messaging, and social media. Teachers/Attendance office will record daily attendance in eSchooldata, our student management system, based on the required daily scheduled student contact and engagement. Reports will be generated to identify students who are absent and/or chronically absent. Contact with the families will be made to determine reasons for absence and needs or barriers the student may have to participate in daily lessons.

### **Attendance for State Aid Purposes**

Spackenkill will record daily attendance using designated guidelines for state aid purposes by submitting the SA-129 reports and the model calendar through the SAMS system.

### **Chronic Absenteeism**

While there is no one-size-fits-all approach to addressing chronic absenteeism, Spackenkill UFSD is committed to providing interventions to prevent and address chronic absenteeism.

### ***The Spackenkill UFSD will address chronic absenteeism as follows.***

1. Nurture a culture of attendance by:
  - Communicating clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction.
  - Explaining the importance of attendance to the entire school community.
  - Tracking daily attendance, tardies, and student engagement in one central, secure location and running attendance reports to identify students at risk of chronic absenteeism.
2. Early Identification and Intervention. Each school will:
  - Regularly monitor attendance data and communicate with parents about issues as they arise.
  - Use data to identify which students are at risk and intervene before isolated absences become chronic absenteeism.
  - Establish intervention plans including parent/guardian phone calls/texts, home visits, counseling, instructional modifications, engaging with school resource officer and Social Services.
3. Create a more positive school culture and a focus on engaging instruction:
  - Evaluate and address students' engagement in learning by reviewing period by period attendance and conducting weekly check-ins by school counselors and administration.
  - Provide professional development through BOCES, mentor program, tech fellows, etc. to teachers and school leaders to help support students stay more engaged and act in a positive manner.
  - Help students achieve positive social and emotional character development through individual and group counseling, asynchronous and synchronous instruction, school sponsored fundraisers, social events and online meets.

### **Educational Neglect/PINS (Persons in Need of Supervision)**

An allegation of educational neglect may be warranted when a custodial parent or guardian fails to ensure a child's prompt and regular attendance in school or keeps the child out of school for impermissible reasons resulting in an adverse effect on the child's educational progress, or imminent danger of such an adverse effect.

If the interventions described directly above in item 2 have proven unsuccessful, before reporting educational neglect, the school will first reach out to the local department of Social Services (LDSS) for assistance and guidance to further intervene on behalf of the student.

In addition, the school will outreach to the LDSS for intervention assistance before the last resort of initiating a PINS proceeding.

### **Technology and Connectivity**

Access to technology is essential for the successful roll-out of this plan. Spackenkill has been committed to ongoing planning and implementation of district technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and computers.

1. In the event, students and/or teachers do not have access to devices and high-speed broadband, the District will take the necessary steps to meet their needs where possible.
2. Conduct and/or maintain an inventory of equipment and other assets.
3. Identify which students, families, and staff have district assets in their possession.
4. Procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.
5. Identify professional learning needs for teachers and continue to support their development of skills and pedagogy in a virtual learning environment.
6. Arrange a "Help desk" system for parents/students/teachers to report technical issues that might be experienced during remote learning. Communicate protocols to these stakeholders to inform them in advance of how to gain assistance in such cases.

Spackenkill UFSD will provide all students with access to learning materials and resources in multiple formats, wherever possible. Further, the District will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards.

### **Teaching and Learning**

In an effort to assure high-quality teaching and learning this continuity of learning plan has been developed for the 2021-22 school year. Our plan assures that Instruction is aligned with the New York State Learning Standards and assures equity as well as quality for all learners.

Equity is at the heart of all school instructional decisions. All instruction in our district will be designed so that there are clear, comprehensive, and accessible learning opportunities for all

students. Such opportunities will be aligned with state standards. Our teaching and instructional plan outlines routine, scheduled times for students to interact and seek feedback and support from their teachers. Our teaching and learning plan includes a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information will be accessible to all, available in multiple languages, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g. email, online platform, and/or by phone) in an effort to assure learning for all.

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.

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

### **In-Person Instruction**

Upon reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than three (3) feet apart.

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

Current staffing levels may be insufficient to accommodate the expanded number of classrooms needed to ensure social distancing.

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

Our schools will minimize the movement of students. This potentially means having students eat lunch in their classroom instead of the cafeteria and eliminating assemblies, field trips, and other large-group activities. Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 6 feet between students when engaging in physical activity.

Secondary-level science classrooms will perform lab instruction where students may be less than three feet socially distanced for more than 10 minutes at a time. Due to this, students will be required to wear goggles and a double mask or a single mask and face shield, as per DBCH guidance.

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

As indicated previously, please refer to the COVID-19 Information Center on our website for schedules: <https://www.spackenkillschools.org/COVID-19>.

### **Remote 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 remote schedule that can continue as is in a fully remote environment.

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

As indicated previously, please refer to the COVID-19 Information Center on our website for schedules: <https://www.spackenkillschools.org/COVID-19>.

### **Career and Technical Education (CTE)**

While planning for CTE instruction, Spackenkill UFSD has collaborated with Dutchess County BOCES to ensure high school instructional plans are aligned. DCBOCES has developed models that ensure NYS Learning Standards, applicable industry certification requirements, clinical and work based learning hours have been met. In addition, their plans follow all NYS/DOH health and safety guidelines and social distancing.

### **Athletics and Extracurricular Activities**

#### **Interscholastic Athletics**

Both the CDC and NYSED recognize that school-sponsored sports and extracurricular activities provide students with enrichment opportunities that can help them learn and achieve and support their social, emotional, and mental health.

Section IX has determined the following start dates for interscholastic athletics for the 2021-2022 school year:

Fall Sports- August 23, 2021

Winter Sports- November 15, 2021

Spring Sports- March 14, 2022

The Section IX Protocol Committee has developed a set of guidelines for the Fall 2021 season. These guidelines are subject to change based on any future mandates from the Governor, the State Department of Health, the local County Departments of Health, the State Education Department or the NYSPHSAA.

The guidelines are as follows:

1. Section IX will conduct the fall 2021 season in all sports.
2. Indoor sports of Volleyball and Girls Swimming (except when in the water) are required to wear masks. This includes players, coaches, site personnel and officials. Game Day Cheerleading will follow the guidelines based on whether a competition is held indoors or outdoors.
3. Indoor sports will allow spectators. Spectators will be required to wear masks.
4. Outdoor sports will not require masks for players, coaches, site personnel and officials.
5. Outdoor sports will allow spectators with no mask requirements.
6. Section IX reminds all schools to follow social distancing and all other mitigating protocols to keep all participants as safe as possible.

### **Student-Athlete Expectations**

While participating in interscholastic athletics outdoors, a face covering is optional. Participating in athletics indoors and while traveling on the bus, a face covering must be worn. If a face covering cannot be tolerated during activity the student-athlete will:

- Remove themselves from practice or game by notifying their coach and/or official
- Move to a designated area as denoted by the coach and discontinue participation until they are able to tolerate wearing the face covering again.

In accordance with NYSDOH guidance (Interim COVID-19 Guidance for Sports and Recreation) student-athletes must:

- Tell the coach/athletic trainer immediately when they are not feeling well.
- Refrain from hugging, high fives, shaking hands, or fist bumps.
- Come to practice ready to play with the appropriate clothing and equipment.
- Provide their own personal labeled water bottle.

Not share uniforms, towels, apparel and/or personal equipment

### **Extracurricular Activities**

In-person extracurricular activities will be allowed if they can follow CDC safety precautions including; social distancing, PPE usage, cleaning and disinfection guidelines, as well as risk of COVID-19 transmission.

## Special Education

The Spackenkill Union Free School District reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of students, families, and staff, our plan is designed to enable transitioning between in-person and remote learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist.

Special education programs and services of the the Spackenkill Union Free School District provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students. While not all formats allow for maximum benefit to students, these programs and services can be provided in all formats (in person or remote). The Spackenkill Union Free School District will document, via IEP documents, quarterly reports, parent & team meetings, and annual review notes, the programs and services offered and provided to students with disabilities as well as to the communications with parents in their preferred language and mode of communication (eg. Related Services Log). The District 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.

The Spackenkill Union Free School District is committed to providing meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Further, we will maintain regular communication with the parents/guardians and other family members to ensure that they are engaged in their children's education during the reopening process.

The Spackenkill Union Free School District will plan and support collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) 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 (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

The Spackenkill Union Free School District will maintain records to document the implementation of each IEP. The documentation will include, but will not be limited to: narrative records of how the student is adjusting to in-person and remote instruction during 2021-22, a record of what instruction and services were provided, a record of formative, summative, and standardized assessments and their results as well as progress monitoring documentation, a record of school-family collaboration, and the provision of compensatory services records.

## **Bilingual Education and World Languages**

The Spackenkill Union Free School District provides world language instruction in Spanish and French 6-12 and English as a New Language (ENL) instruction for ELLs/MLLs K-12. We utilize OU BOCES technical assistance for World Language Instruction 7-12 and PreK-12 for ENL instruction. This assistance will be provided in all formats (in-person and remote).

Support of English Language Learners (ELLs) will be comprehensive, high-quality, and culturally responsive. 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 2020-21, as well as all students who enroll during summer of 2021 and during the first 20 school days of the 2021-22 school year. After this 20-day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

The Spackenkill Union Free School District is committed to comprehensive, high-quality, and culturally responsive instruction for ENL students. We will provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level. Further, we will maintain regular communication with the parents/guardians and other family members of ELLs to ensure that they are engaged in their children's education during the reopening process which includes telephone contact, text messages, social media, emails and regular mail in their preferred language. We will provide all communications for parents/guardians of ELLs in their preferred language and mode of communication. The District utilizes a translation service to assist with translation services. This service can translate live conversations as well as documents.

The Spackenkill Union Free School District will provide professional learning opportunities for our district that support best practices and equitable instruction for ELLs as well as general education students to help address learning gaps caused by the COVID-19 school closures. The District also has access to the MyLearning Plan professional development catalog to support teachers to assure ENL and world language instruction is personalized and research-based.

We will provide professional learning opportunities to our district that supports best practices and covers equitable instruction for our ELLs, SWDs, and general education students who are studying world languages such as Spanish or French to help address learning gaps caused by the COVID-19 school closures.

Through using our district and additional resources, we are well prepared to reopen our schools and serve ELLs, MLLs, and students learning world languages as they expand their skills, knowledge, and facilities with languages.

## **Staffing**

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

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan. School leaders will continue to attend annually required Lead Evaluator training.



## **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.

## **Student Teachers**

Student teachers from NYSED-registered college or university programs can serve under the supervision of fully certified teachers in the Spackenkill UFSD. Student teachers will follow all of the social distancing, mask wearing, health status reporting, and other COVID-19 procedures that the teachers follow. Student teachers will serve under the supervision of our full-time certified teachers only. At no time will a student teacher be used as a teacher of record.

## **Key References**

- [NYSED Health and Safety Guide](#)

### Additional References and Guidance 2020

- [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](#)
- [Responding to the Challenges of Learning in Masked Environments from NYSED \(October 2020\)](#)

### Additional References and Guidance 2021

- [Updated Interim Guidance for End-of-Year Celebrations \(April 27, 2021\)](#)
- [Guidance on Supporting Student Mental Health \(April 16, 2021\)](#)
- [Interim Guidance for Instruction \(April 9, 2021\)](#)
- [Pre-K to Grade 12 COVID-19 Tool Kit \(February 1, 2021\)](#)
- [Interim Guidance for Sports and Recreation \(March 25, 2021\)](#)
- [In-person Learning, Sports, and Testing Guidance from NYSED \(February 27, 2021\)](#)
- [CDC Physical Education and Physical Activity](#)
- [Interim Public Health Recommendations for Fully Vaccinated People](#)

On July 31, 2020, SUFSD completed a short companion [Department of Health survey that included a link to the publicly posted plan on the District/school website](#)