



Shenendehowa
Central Schools

Redefining Ready - Reimagining Shen Maximizing Opportunities for In-Person Learning Reopening Plan

Commitment to Excellence: Authentic Learning Diverse, Inclusive, Axiomatic

Introduction

On Monday, July 13, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September 2020 if COVID-19 infection rates stay at 5% or lower in a given region.

Determinations will be made by region about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. However, if daily infection rates exceed 9% over a seven-day average, schools in that region would not reopen. Should a region see such an average after reopening, schools in that region would be directed to close.

While districts have been instructed to prioritize efforts to return all students to in-person instruction, the district is also planning for a hybrid model that combines in-person instruction and remote learning, as well remote/distance learning. The district is required to submit plans via a NYSED portal by July 31, 2020.

The plan outlined here is for the reopening of schools for the 2020-21 school year, following the building closure related to the COVID-19 pandemic. This plan includes procedures that will be followed in all eight (8) elementary schools, three (3) middle schools, and the two (2) high school buildings:

- *Arongen Elementary, Shatekon Elementary, Okte Elementary, Chango Elementary, Karigon Elementary, Orenda Elementary, Tesago Elementary, and Skano Elementary*
- *Gowana Middle, Acadia Middle, and Koda Middle School*
- *High School West (Grade 9) and High School East (Grade 10-12)*

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 following institutions/agencies:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [New York State Department of Health \(NYSDOH\)](#)
- [New York State Education Department \(NYSED\)](#)
- [Preparing K-12 School Administrators for a Safe Return to School in Fall 2020](#)
- [DOH Interim Guidance for In-person Instruction At Pre-k To Grade 12 Schools During the Covid-19 Public Health Emergency](#)
- [RECOVERING, REBUILDING, AND RENEWING: THE SPIRIT OF NEW YORK'S SCHOOLS- NYSED REOPENING GUIDANCE.](#)



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It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of our decision making as we move to open our schools.

Rebecca Carman, Director of Policy/Community Development and Jill Bush, Asst. Superintendent for Human Resources will serve as the district's COVID-19 Coordinators. They will serve as the central contacts for schools, 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.

The pivoting of education in the era of COVID-19 is both tactical and strategic...keenly analyzing and addressing the notable health fallout of the crisis, while steadfastly focused on positioning the school system for continued prosperity. Continuity of quality learning remains the North Star, the true north, the fixed point in a seemingly spinning world. Education remains oriented to the fundamental value and belief of preserving equity in opportunities and outcomes for all students.

Content Outline

- Communication / Family and Community Engagement
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 - Vulnerable Populations / Accommodations
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 - Hand Hygiene
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- Facilities
 - Social Distancing
 - Cleaning and Disinfecting
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 - School Safety Drills
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- Child Nutrition
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- Transportation



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- Cleaning and Disinfecting
- School Bus Staff
- Social Emotional Well-Being
- Teaching and Learning - Equity in Opportunities and Outcomes
 - In-Person Instruction - Grades K-6
 - Hybrid Instruction - Grades 7-12
 - Completely Virtual Learning (CVL) Option for Vulnerable Students
 - Pivoting to All Remote
 - Transitioning Back to School
- Special Education
- Bilingual Education and World Languages
- Extracurricular Activities
- Staff
 - Teacher and Principal Evaluation
 - Certification, Incidental Teaching and Substitute Teaching
- Key References

Communication/Family and Community Engagement

To help inform our reopening plan, the district has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included online surveys, virtual forums/meetings and one-on-one conversations.

The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website at [\[https://www.shenet.org/about-us/reopening-school-2020/\]](https://www.shenet.org/about-us/reopening-school-2020/), and will be updated throughout the school year, as necessary, to respond to local circumstances and any decisions made by the state or otherwise. Every effort has been made to ensure that the plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA. The plan can also be translated into other languages, via the G-Translate feature available on the district website.

As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication channels – including a special page on the district’s website, Facebook, Twitter, List-Shen (all employees) and Student Information System (SIS) (parents and students), as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

The district is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. The district will rely on the district's website, Facebook, Twitter, List-Shen (all employees) and SIS (message to parents) to communicate news, requirements and updates related to



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reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene. The information shared will be based on state guidance.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. In addition, the district will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication for students and families classified as English as a New Language (ENL).

In support of remote learning, the district will make computer devices available to students and teachers who need them. The district will provide students and their families with multiple ways to contact schools and teachers during remote learning, including email, learning management system (Google Classroom or Seesaw), or via phone.

The district is committed to ensuring that all of its students and their families are taught and re-taught new expectations related to all public health policies and protocols. As part of this continuous training, the district will assess the best approach to communicating the information for each student's age group and will provide frequent opportunities for students to review these policies and protocols. This targeted education will help ensure that all students and their families know what is expected of them as they successfully return to the school setting. These trainings will cover:

- Hand hygiene *protocols the district will follow and the training methods that will be used for students and their parents/guardians.*
- Proper face covering *procedures (how to wear and remove) the district will follow and the training methods that will be used for students and their parents/legal guardians.*
- Social distancing *protocols that the district will follow and the training methods that will be used for students and their parents/legal guardians.*
- Respiratory hygiene *protocols that the district will follow and the training methods that will be used for students and their parents/legal guardians.*
- Identifying symptoms *protocols that the district will follow and the training methods that will be used for students and their parents/legal guardians.*

The district will create and deploy signage throughout the district to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing
- Adherence to social distancing instructions
- Symptoms / prevention of COVID-19

In addition to signage, the district will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and DOH guidance regarding the use of PPE through additional means such as district's website, Facebook, Twitter, List-Shen (all employees) and SIS (parents and students).

The district is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district will operate under a standard procedure for addressing situations in which an



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individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the [Nurses Services](#) plan.

In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The district will not notify the wider community unless specifically directed to do so by local health officials.

Health & Safety

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

This plan includes procedures that will be followed in all eight (8) elementary schools, three (3) middle schools, and the two (2) high school buildings for the 2020-2021 school year:

- *Arongen Elementary, Shatekon Elementary, Okte Elementary, Chango Elementary, Karigon Elementary, Orenda Elementary, Tesago Elementary, and Skano Elementary*
- *Gowana Middle, Acadia Middle, and Koda Middle School*
- *High School West (Grade 9) and High School East (Grade 10-12)*

Anyone with questions or concerns should contact our COVID-19 safety coordinators at: Rebecca Carman (Carmrebe@shenschools.org) and Jill Bush (Bushjill@shenschools.org).

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

Nursing Services

The school nurse is an essential member of pandemic preparedness, re-opening and re-entry planning teams. School nurses are on the front lines of exposure to students who are sick or who are asymptomatic but infectious. The Shenendehowa nursing department has created a [comprehensive reopening plan](#) to ensure that we are providing care for all students.

Nurses are the wellness advocates for their schools, and their roles have never been more important than now, with school communities wrestling with how to prevent the spread of the novel coronavirus.

Plans and protocols have been developed to provide [training to recognize signs and symptoms](#) as well as [health hygiene training](#) for students and employees.

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used (if an N-95 respirator is not available, a surgical face mask and face shield will be used).



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School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

Return to Work Protocols

The district has developed specific protocols for return to work and applicable training materials consistent with the [Interim Guidance For Office-based Work During The Covid-19 Public Health Emergency](#), as follows:

- [Shen Return Protocols](#)
- [Employee Expectations - Safety Plan](#)

Health Checks

The district has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

Daily temperature check and completion of the screening questionnaire provided in the [New York Forward Pre-K to Grade 12 School Guidelines](#) for staff, contractors, vendors, and visitors [prior to arrival/at school] is required. The district will implement the following practices to conduct mandated health screening. An electronic survey tool shall be used for daily health screening for all employees, located on the website at the [Mandatory Daily Health Screening](#) link. Computer kiosks shall be available onsite to account for groups that do not have internet access. Parents/guardians are required to complete health checks of their child prior to arrival to school, most notably assurance of temperature not exceeding 100°F. Daily temperature check and completion of the screening questionnaire (mentioned above) shall be made available for students to complete prior to arrival at school.

All steps shall be taken to ensure all students are treated equally and students whose parent/guardian did not complete the screening are not singled out. Multiple avenues of screening completion shall be used, including having nurses take temperature for specific cases or even randomly. In no instance will a child be excluded from school due to lack of home screening. Any such instance requiring screening to be completed at school shall be treated in a confidential manner with the screening being completed as quickly as possible to minimize time away from class.

Any screening data shall be kept confidential by the COVID-19 safety coordinators in a secured database. Information will be segregated and shared with respective administrators/supervisors for attendance and job responsibility purposes.



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Contact Tracing

The district shall ensure compliance with [Contact Tracing Protocols](#). The district will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

To assist the local health department with tracing the transmission of COVID-19, the district has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

Districts shall assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

Confidentiality shall be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

Information about COVID-19 containment efforts will be communicated to students, families and staff members via the district's website, Facebook, Twitter, List-Shen (all employees) and SIS (parents and students).

In the event that a large-scale testing for COVID-19 will need to be conducted at the school, the district administration will work with the Saratoga Department of Health to do so.

Infection Control Strategies

Spaces are designated in school buildings for isolation from others and immediate dismissal from school if an individual has a temperature of 100°F or greater or has a positive response to a screening question. Students and staff must notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours and how the school should be notified. The respective school nurse and building administrator serve as the primary point of contact.

The district requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office and the dedicated isolation area, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources on COVID-19 testing.

If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The district has designated areas to separate individuals with symptoms of COVID-19 from others until they



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can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

Return to School After Illness

Protocols have been established for [Return to School/Work Protocols After COVID-19 Case](#), in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The district will refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Vulnerable Populations / Accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal that these individuals are able to safely participate in virtual/remote educational activities.

The district shall work to identify vulnerable populations, those at increased risk for [severe COVID-19 illness](#), with the assistance of the designated school physician and the COVID-19 safety coordinators. As applicable, the following may occur:

- Provision of additional PPE
- Modification to work/educational services
- Isolation and containment of people with symptoms

Face Covering

The district understands and affirms the wearing of [face covering](#), required for students and staff. Students, staff and visitors to our schools will be expected to wear face coverings when six-foot physical distance is not possible, including on the school bus and outside the school bus. Students will be allowed to remove face coverings during meals, portions of instruction under the guidance of the teacher, and for short breaks so long as they maintain appropriate social distance. Students who are unable to medically tolerate a face



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covering will not be required to wear one. Other PPEs like a face shield may be beneficial and will be provided.

Students and staff will need to be prepared to wear a face covering in case another person unexpectedly cannot socially distance, they will thus be required to wear a face covering in all common areas (e.g., entrances and exits) and when traveling around the school.

The district shall provide a washable, cloth face cover with the school district logo to all employees and students. Staff and students are allowed to wear personal face coverings as well. A disposable face covering will be provided to students and staff, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so there may be periods of time when masks are not worn.

Face coverings should not be placed on:

- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

The district will instruct ([training video](#)) students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings

Health Hygiene

The district will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick.
2. Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
3. Properly store and, when necessary, discard PPE.
4. Adhere to social distancing instructions.
5. Report symptoms of, or exposure to, COVID-19.
6. Follow hand hygiene, and cleaning and disinfection guidelines.



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7. Follow respiratory hygiene and cough etiquette.

Hand Hygiene

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue.
- Before and after using shared materials.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the district will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

For more information about how hygiene information will be communicated to students, families and staff members via the district's website, Facebook, Twitter, List-Shen (all employees) and SIS (parents and students).

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.



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

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

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

Social Distancing

The district has developed a plan with policies and procedures for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds and transportation. The plans are consistent with USDOL OSHA standards: [Spatial Relationships-Maximizing Social Distancing \(Protocols\)](#). A “Cohort” model (especially K-6) shall be instituted to minimize transitions. Classroom capacity, primarily the number of desks in classrooms has been assessed, depicted in the following photos: [ES Capacity](#) ... [MS Capacity](#) ... [HS Capacity](#). In some buildings spaces such as gyms, libraries, and/or computer labs will be repurposed for instruction. Offices and Workrooms have also been remodeled, as depicted in the following photos: [\(HSE\)](#) [\(HSW\)](#). In instances physical barriers are used when six feet is not feasible in a space.

Reduced transitions and avoidance of congestion in shared space (hallways, no locker use, common areas) is vital. Maximum capacity signage for smaller spaces shall also be posted based on the 6 ft. requirement. One way directional and signage will be used as much as feasible.

Even with the existence of social distancing of 6 feet, proper face coverings must be worn in common areas such as hallways or school buses. For those medically unable to wear face coverings accommodations will be made to ensure a social distancing of 6 feet.

Cleaning and Disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by [Disinfecting and Cleaning of Facilities](#), 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. [Protocols for daily disinfection](#) of all spaces have been reviewed extensively with cleaning and custodial staff. Specialized equipment for sanitizing spaces and buses ([video](#)) have been purchased and staff trained for proper use.

Examples of facility types where cleaning and disinfection frequency will be include:

- Bathrooms
- 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.)



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- Breakrooms
- Cafeterias / Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Large meeting areas (auditoriums, gymnasiums, music rooms, libraries)
- 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.
- Touch-free paper towel dispensers.
- 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. Employees will be provided with resources for cleaning personal space and cleaning of frequently touched areas and items.

Additional information about cleaning and disinfection will be communicated to students, families and staff members via the district's website, Facebook, Twitter, List-Shen (all employees) and SIS (parents and students).

Filtration and Ventilation

The district has clear [protocols for the enhancement and maintenance of filtration and ventilation](#). The protocols are as follows: filtration and ventilation meet or exceed minimum requirements. The protocols serve to ensure adequate, code required ventilation (natural or mechanical), with the goal of increasing ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students. Working with engineers, the district has established proper filtration requirements, both type and frequency of replacement.



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Visitors to Campus

Visitors will not be allowed in school buildings, except for official purposes or for reasons related to the safety and well-being of students. 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 will be required to wear face coverings and will be restricted in their access to our school buildings. Visitors must follow all safety protocols as listed above. Training will be conducted for front door staff (aides/monitors, etc.) to ensure that these protocols are followed consistently. Protocols for maintenance and grounds, as well as contractors working in buildings have been established:

- [Maintenance and Grounds Protocols](#)
- [Contracted Services and Contractors Protocols](#)

Similarly, protocols for [Movement and Deliveries](#) to buildings serve to limit entry into buildings. Designated delivery areas are marked. Separate ingress and egress are designated whenever feasible.

Public Use of Facilities and Grounds

Any allowable use of school facilities must be subjected to the same guidelines required for all other school operations. The following plans provide further information:

- [Community Education Reopening Plan Fall 2020](#)
- [Community Service - Facilities Use](#)

School Safety Drills

The district will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies. Examples of required plans and drills include:

- Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans.
- Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. Conducting drills is an important part of keeping students and staff safe in an emergency; however, steps shall be taken to minimize the risk of spreading infection while conducting drills.

Procedures shall be implemented to modify school safety drills to ensure social distancing between persons. Regardless of the modification used when conducting a drill, students should be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety;

maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

The school district modifications to evacuation drill protocols may include, but are not limited to:

- Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by the classrooms, minimizes contact of students in hallways, stairwells, and at the evacuation site. If



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conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose.

- If schools reopen with a “hybrid” in-person model, such as one where students attend following alternate school weeks structure to reduce the occupancy of the school building, schools must be certain that all students are receiving instruction in emergency procedures, and participating in drills while they are in attendance in-person.

Modifications to lockdown drills may include, but are not limited to:

- Conduct lockdown drills in classroom settings while maintaining social distancing/using masks.
- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.
- Conduct lockdown drills in classrooms without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

School Closures

A closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education. The district will collaborate with the Saratoga County Department of Health to determine the parameters, conditions or metrics (increased illness in school, community, or region) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

The decision for school closure (reduction of in-person education) shall be in consultation with state and county health departments, and plan for an orderly closure; such conditions may include, but not limited to:

- Schools will close if the regional infection rate rises over 9% after August 1. Schools will close if the 7-day rolling average of the infection rate is above 9%.
- Schools in regions in Phase 4 can reopen if the daily infection rate remains below 5% using a 14-day average, unless otherwise directed from the Saratoga County health department.
- If the infection rate rises above 9%, schools must wait until the 14-day average is below 5%
- Once schools open at Phase 4 below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise about 5% until it reaches 9% for the 7-day average.
- If absentee rates impact the ability of the school to operate safely.

The district may choose to modify operations prior to closing to help mitigate a rise in cases. For instance, if infection rates are rising above 5%, consideration may be given to modifying school operations for medically vulnerable students and staff if they are participating in in-person activities.

The district shall consult the local department of health when making such decisions. Determination will be made as to which operations will be decreased, or ceased and which operations will be conducted remotely; a process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel shall be made by the Superintendent of Schools.



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Information about how school closure will be communicated to students, families and staff members via the district's website, Facebook, Twitter, List-Shen (all employees) and SIS (parents and students).

Child Nutrition

School meals will continue to be available to all students, including those attending school in-person and access provided to those learning remotely at designated sites. Protocols have been established to safely serve meals in accordance with [state regulations](#). The [serving protocols](#) include, but are not limited to, meal options and serving capacity.

Meals Onsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The district will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students. Measures shall be taken to protect students with food allergies, how students perform hand hygiene before/after eating, how hand hygiene will be promoted, how sharing of food/beverages will be discouraged; how social distancing and/or physical barriers will be utilized.

Pre-packaged meals shall be served. The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

Meals Offsite / Remote

Designated sites and hours, akin to the summer meal program, shall be communicated via the district's website, Facebook, Twitter, List-Shen (all employees) and SIS (parents and students). Meals will not be delivered to homes.

Transportation

The district will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. A comprehensive set of safety protocols for staff and students have been developed ([Transportation Reopening Operational Plan](#)).

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 distancing to the extent practicable.

Students who are able will be required to wear masks and social distance on the bus to the extent practicable; however, students whose physical or mental health would be impaired are not required to wear a face covering, but must be appropriately socially distanced. Members of the same household may be



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seated with each other. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

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 out of the district and whose schools are meeting in in-person sessions.

Transportation shall also be provided to eligible children who are in foster care or homeless. 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

All buses that are used every day by districts and contract carriers will be cleaned / disinfected once a day. Frequently touched spots will be wiped down after the morning (AM) and afternoon (PM) run depending upon the disinfection schedule. The following is a demonstration of specialized equipment purchased to sanitize buses: [Disinfecting after each run/route](#)

School buses shall not be equipped with hand sanitizer 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.

School Bus Staff

School bus drivers, monitors, attendants and mechanics are required to perform a [daily self-health assessment](#) for symptoms of COVID-19 before arriving at work. If personnel are experiencing any of the symptoms of COVID-19, they will notify their employer as per the reporting policies and seek medical attention.

School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield.

Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Transportation departments will provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

More information about training protocols for students and staff regarding transportation information will be communicated via the district's website, Facebook, Twitter, List-Shen (all employees) and SIS (parents and students).



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Social Emotional Well-Being

The district recognizes that the social emotional well-being of our students and staff during these challenging times is critically important. The district has developed a network of [Mental health supports](#), resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction. This has been done by an ad-hoc advisory council that involves school building and/or district leaders, community-based service providers, certified school counselors, and other pupil personnel service providers. The advisory council formulated the comprehensive development of a student focused [social emotional well-being plan](#), including culturally-responsive instruction.

The district shall continue to provide professional development opportunities and talking points for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resiliency skills for students, faculty, and staff.

Teaching and Learning - Equity in Opportunities and Outcomes - Authentic Approach to Learning

The district's plan for reopening is focused on prioritizing in-person learning, ensuring substantive daily interaction between teachers and students. This includes, but is not limited to, special education students, English language learners, students who did not engage in remote learning during the spring of 2020, and/or students with technology or connectivity needs. Early grades (K-6) are planned to be onsite daily. Grades 7-12 are planned to attend in a hybrid model, within an alternate day block. Online learning options for vulnerable populations will also be available.

The plan serves to provide clear opportunities for equitable instruction for all students; ensuring continuity of learning regardless of the instructional model used; providing standards-based instruction; and clearly communicating information about instructional plans with parents and guardians. All instruction will continue to be aligned to the New York State Learning Standards.

To ensure a high quality learning experience for students a series of protocols have been established including: addressing learning gaps, prioritized curriculum, standards-based instruction and high-value lessons, standards for grading, standard for use of learning management platforms, and professional development to maximize the expertise of instructional professionals.

- [Addressing learning gaps- Remediation/AIS-\(K-5\)](#)
- [Prioritized curriculum - high quality instruction](#)
 - Standards-based instruction
 - High-value lessons and activities
- **Grading for learning**
 - [Grading for Hybrid Learning - Standardized Rubric](#)



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- [Grading guidance document](#)
- Updates to [effort and conduct rubrics](#)
- [Shen Standard for Online Learning Secondary](#)
- [Shen Standard for Google Classroom Set-up](#) (Gr. 4-12)
- Shen Standard for Seesaw Learning Management Platform (Gr. K-3)
- [Professional Learning Plan & Support for Teachers](#)
 - [Prioritizing Culturally Proficient & Social Emotional Learning](#)
 - [Planning for Teaching in an Extended Block and Hybrid](#)
- [Ubiquitous Access-Technology](#)
 - Support for employees
 - Support for students / parents

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

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

In-Person Instruction - Grades K-6

Early grades (K-6) are planned to be onsite daily. Upon reopening, the number of students in each classroom will be reduced to adhere to CDC guidance regarding proper social distancing.

Classroom capacity, primarily the number of desks in classrooms has been assessed, depicted in the following elementary room photo: [ES Capacity](#). Accommodating for social distancing will necessitate the identification of additional rooms and common-area spaces that can be converted into classrooms.

At the elementary K through grade 6 level, classes will be held onsite with teacher specialization. The goal is to maximize contact time. Synchronous and asynchronous instruction through the use of technology may be integrated to accommodate the expanded number of classrooms needed to ensure social distancing. The predominant focus will be students being in attendance (daily tracking), the quality of the learning experience/delivery, and grading for learning. Capacity shall be provided for employees to deliver remote services from an on-site location when warranted.

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 delivered in the classroom or asynchronously. Whenever possible, students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.



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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.

Information on school schedules will be distributed by the respective principals prior to the official start of school, yet to be determined.

Hybrid Instruction - Grades 7-12

Grades 7-12 are scheduled to attend in a [Hybrid Alternate Day Schedule \(7-8\) \(9-12\)](#). Due to the large number of students in a single building, this approach is consistent with public health recommendation, in that it:

- Reduces transitions of students
- Lends to less daily contact exposure for teachers/students (contact tracing ability)
- Provides for fewer students in each classroom space each day - social distancing
- Establishes more of a cohort approach
- Provides opportunities for in-person, positive relationship building social emotional learning and mental health
- Provides the ability to pivot from hybrid to virtual

The goal is to maximize contact time. Synchronous and asynchronous use of technology may be integrated to accommodate the expanded number of classrooms needed to ensure social distancing. The predominant focus will be students being in attendance (period by period tracking), the quality of the learning experience/delivery, and grading for learning. Capacity shall be provided for employees to deliver remote services from an on-site location when warranted.

Classroom capacity, primarily the number of desks in classrooms has been assessed, depicted in the following photos: [MS Capacity](#) / [HS Capacity](#). Accommodating for social distancing will necessitate the identification of additional rooms and common-area spaces that can be converted into classrooms.

Due to social distancing requirements, large assemblies, field trips and other large-group activities will be suspended indefinitely. Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom or delivered asynchronously or virtually. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.

To the extent possible, students will remain 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.

Information on school schedules will be distributed by the respective principals prior to the official start of school, yet to be determined.

Completely Virtual Learning (CVL) Option for Vulnerable Students

For families who have concerns about their child's health or impact on a family member with high risk factors (qualified as a COVID-19 Vulnerable Population ([DOH Guidance](#) and [NYSED Guidance](#))) they may choose to have their child engage in the [Completely Virtual Learning \(CVL\) Option during COVID](#),



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which shall entail both synchronous and asynchronous engagements. The district shall use both in-district instruction and instructional resources, as well as regional instruction and instructional resources.

It must be noted that while a virtual instructional experience will be substantive, it will not be equivalent to an on-site/in-person or hybrid learning experience. Instructional areas of focus will be core areas (i.e., English/ELA, math, science and social studies) and courses required for graduation. Limited elective offerings will be available in the CVL model. Students participating in the entirely virtual learning option must meet all criteria to enroll in Shenendehowa. [Procedures and requirements for the Completely Virtual Model \(CVL\)](#) are outlined here.

Information on opting into the completely virtual instructional (CVL) will be distributed by the respective principals prior to the official start of school, yet to be determined.

Families who prefer to not have their child attend the Shenendehowa School District in-person or CVL may also exercise their right to [Homeschool](#) their child.

Pivoting to All Remote

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 onsite school closures, the district is prepared to pivot to an all remote model and schedule aligned with the in-person environment.

All instruction will continue to be aligned to the New York State Learning Standards. Student schedules will remain the same whether instruction is in person or remote so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.

Remote learning opportunities for secondary students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While recording of live lessons is still essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis.

To ensure high-quality remote learning experiences, standardized use of a single online learning platform has been established, along with a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content. A five-scale grading rubric based on levels of competency/mastery, which can then be aligned to numeric bands (for GPA purposes).

Information about pivoting to an all remote environment will be distributed by the respective principals, as communicated via the district's website, Facebook, Twitter, List-Shen (all employees) and SIS (parents and students).

Students in the Completely Virtual Learning (CVL) model will remain in CVL classes if onsite classes are suspended.



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Transitioning Back to School

The school calendar typically includes one or more staff-only days throughout the year. Acknowledging the challenges that teachers, staff and students will encounter upon transitioning back to school, the district will shift those days to the start of the school year to focus on in-service, professional learning days.

These days will also be utilized for student orientation. This time will allow small groups of students to meet with their teacher(s) and begin to establish the relationship necessary for a successful school year.

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.

Special Education

Whether services are provided in-person, remote and/or through a hybrid model, the district will make all reasonable effort to address the provision of free appropriate public education, while protecting the health and safety of students with disabilities and those providing special education services. Priority will be given to have students in 7-12 FSD, ISD, MOVE attend school daily.

A comprehensive [Special Education](#) framework was developed to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs, plans for monitoring and communicating student progress and commitment to sharing resources.

The plan also addresses access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability-related needs of students.

Information about the provision of services to a child to meet the requirements of the IDEA shall be communicated via the district's website, List-Shen (all employees) and SIS (parents and students) as applicable.

Bilingual Education and World Languages

Districts that plan to reopen using in-person or hybrid instruction address the need of bilingual learners ([Bilingual Education and World Languages](#)). It addresses the need to complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20-day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment.

Required instructional units of study to all ELLs should be provided based on their most recently measured English language proficiency level during in-person or hybrid instruction.



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Information about the provision of services to a child to meet the requirements of the ELL shall be communicated via the district's website, List-Shen (all employees) and SIS (parents and students) as applicable.

Extracurricular Activities

Extracurricular Activities, including interscholastic athletics, will follow guidance from the NYS Department of Health and the New York State Public High School Athletic Association.

Staff

Teacher and Principal Evaluation

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan, until further notice.

Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

Key References

- [Preparing K-12 School Administrators for a Safe Return to School in Fall 2020](#)
- [State Education Department Issues Guidance to Reopen New York State Schools](#) (July 16, 2020)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) (July 13, 2020)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health](#) (July 13, 2020)
- [NYS P-12 Guidelines Summary](#)

Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency.](#) (June 26, 2020)



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- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.](#) *(July 17,, 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](#)