



**WELCOME BACK!**

**ENVISIONING TEACHING & LEARNING  
AT THE BEEKMANTOWN CENTRAL  
SCHOOL DISTRICT**

*A comprehensive safety and educational plan for teaching and learning during the 2021-2022 school year.*

**Reopening**

**April 14, 2022**

## **Table of Contents**

<b>Introduction</b>	<b>2</b>
<b>School Reopening Continuum for 2021-2022</b>	<b>3</b>
<b>Return to Work For Employees Testing Positive for COVID-19 or Presumed Positive</b>	<b>4</b>
<b>Return to Remain at Work for Employees Who Are Symptomatic for COVID-19</b>	<b>4</b>
<b>Return to School For Students Testing Positive, Presumed Positive For COVID-19 or Quarantined Due to Exposure</b>	<b>4</b>
<b>Return to School for Students Who Are Symptomatic For COVID-19</b>	<b>5</b>
<b>Use of Rapid Antigen Tests for Students to Remain and Return to School</b>	<b>5</b>
<b>Quarantine Expectations for Schools</b>	<b>6</b>
<b>Commitment to Health &amp; Safety</b>	<b>6</b>
<b>Communication/Family Community Engagement</b>	<b>6</b>
<b>Stakeholder Survey</b>	<b>8</b>
<b>Health and Safety</b>	<b>8</b>
<b>Facilities</b>	<b>16</b>
<b>Child Nutrition</b>	<b>18</b>
<b>Transportation</b>	<b>20</b>
<b>Social Emotional Well-Being</b>	<b>22</b>
<b>Attendance and Chronic Absenteeism</b>	<b>23</b>
<b>Technology and Connectivity</b>	<b>24</b>
<b>Teaching and Learning</b>	<b>25</b>
<b>Special Education</b>	<b>30</b>
<b>Bilingual Education &amp; World Languages</b>	<b>31</b>
<b>Teacher &amp; Principal Evaluation Systems</b>	<b>32</b>
<b>Certification, Incidental &amp; Substitute Teaching</b>	<b>33</b>

# REOPENING PLAN FOR BEEKMANTOWN CENTRAL SCHOOL



**April 14, 2022**

## **INTRODUCTION**

**Please note that by swiping with your proximity card into the building staff are attesting to the fact that they are asymptomatic.**

When you are sick - stay home

This plan may change daily based on changes in public health policies and or other related policies or procedures from the:

- Governor of New York State
- Center for Disease Control
- NYSED
- NYS Department of Health
- Clinton County Department of Health
- BCSD Board of Education
- Superintendent of Schools
- Reopening Committee Recommendations

Physical distancing at Beekmantown Central School District. Employees and students should strive for a distance of at least 3 to 6 feet between individuals when practicable, unless safety or the core function of the work activity requires a shorter distance. Whenever persons are expected or required to wear masks (for example, post positive days 6 -10, not having obtained a PCR test, alternate diagnosis or participated in rapid antigen testing), masks may be removed when eating, drinking, singing, going outside, or playing a wind instrument. **When masks are removed for these purposes, physical distancing of 6 or more feet should be maintained to the extent possible.**

Beekmantown Central School District's COVID-19 health and safety reopening plan establishes and outlines the policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and/or New York State Department of Health (NYSDOH) guidelines for COVID-19, the State Education Department's Guidance and standards related to employee safeguards and potential exposure to COVID-19. The health and safety of students and staff is our top priority and this plan remains committed to that standard.

As the reopening process unfolds and time passes, the District anticipates additional guidance from the state and federal governments. The District will be following all state and local guidelines and recommendations that are set forth and will adapt our protocols as guidance evolves, while maintaining the ability to be flexible and nimble in our approaches and strategies.

By local decision of the BCSD superintendent, school was closed for emergency reasons on March 15, 16 and 17 of 2020. By Executive Order 202.4, Governor Cuomo closed the District's school buildings for the instruction of students as of March 18, 2020. That Executive Order has been extended by several subsequent Orders, most recently Executive Order 202.28 which closed the buildings for student instruction for the remainder of the 2019-20 academic year. As the District begins preparations for the 2021-2022 school year, it will be necessary to resume more regular student and employee operations as they are essential to the continued function of the District.

**School Reopening Continuum for 2021-22**

The School Reopening Continuum will be used by BCSD leadership to notify students, parents, faculty and staff of the level the District is functioning in based on COVID-19 circumstances.

School Reopening Continuum levels are determined based upon available data and evidence from the New York State Governor's Office, the Centers for Disease Control, the Clinton County Health Department and other necessary sources. **Continuum levels are subject to change without notice due to a variety of reasons which may include: NYS Governor's recommendations, COVID-19 cases locally, hospitalization rates, vaccination rates, infection rates, school district risk assessments, available in-person staff, staff on quarantine, etc.**

The BCSD Reopening Continuum provides us with the ability to adapt and be flexible depending on state requirements (guidance from public health and education officials).

Level 1	Level 2	Level 3	Level 4	Level 5
<p><b>Traditional Model I</b></p> <p>-Traditional education -Normal building use</p>	<p><b>Traditional Model II</b></p> <p><i>-Everyone is back in session</i> -WITH mitigation in place (face masks, physical distancing) -Restrictions in building use for public health safety</p>	<p><b>Hybrid</b></p> <p>-Split schedules (various models - mix of digital &amp; traditional) -WITH mitigation in place (face masks, physical distancing) -Major restrictions in building use</p> <p>Virtual school still in session</p>	<p><b>Digital Model I</b></p> <p>-ALL students attending virtual school and are learning digitally from home -Teachers instructing digitally from school</p>	<p><b>Digital Model II</b></p> <p>-ALL students &amp; Teachers learning/teaching digitally from home -NO on campus learning</p>

## **RETURN TO WORK FOR EMPLOYEES TESTING POSITIVE FOR COVID-19 OR PRESUMED POSITIVE**

Any school employee (or volunteer) testing positive for COVID-19 and/or with a presumed positive due to symptoms and known exposure, may return to work after their isolation period ends as long as symptoms are resolving and fever-free for 24 hours without the use of fever-reducing medication.

Currently, isolation should last for 5 days, with day 0 being onset of symptoms, or if asymptomatic, date of first positive test. Additional medical clearance or testing is not required.

These individuals are required to wear a mask for days 6,7,8,9,10.

If symptoms are not resolving, the isolation period will last 10 days.

Rapid tests are available at the BCSD nurses offices.

## **RETURN TO AND REMAIN AT WORK FOR EMPLOYEES WHO ARE SYMPTOMATIC FOR COVID-19**

Any employee (or volunteer) who demonstrates symptoms for COVID-19, may return to work in the district and/or virtually by providing the district a negative PCR test result, a note from a health care professional giving clearance, or by administering rapid antigen tests with a negative outcome.

Rapid antigen tests should be self-administered for 3 consecutive school days, with day 1 being day of symptom onset. Individuals may work, if test results remain negative, during this time period if they remain fever-free for 24 hours without the use of fever-reducing medication.

If an individual does not provide negative PCR test results, clearance from a health care professional, or self administer rapid antigen tests, they may return to work after 5 days from symptom onset if symptoms are resolving and fever-free for 24 hours without the use of fever-reducing medication.

These individuals are required to wear a mask for days 6,7,8,9,10.

## **RETURN TO SCHOOL FOR STUDENTS TESTING POSITIVE, PRESUMED POSITIVE FOR COVID-19 OR QUARANTINED DUE TO EXPOSURE**

Students testing positive for COVID-19 and/or with a presumed positive due to symptoms and known exposure, may return to school after their isolation period ends as long as symptoms are resolving and fever-free for 24 hours without the use of fever-reducing medication.

Isolation should last for 5 days, with day 0 being onset of symptoms, or if asymptomatic, date of first positive test. Additional medical clearance or testing is not required.

These students are required to wear a mask for days 6,7,8,9,10.

If symptoms are not resolving, the isolation period will last 10 days.

Rapid tests are available at the BCSD nurses offices.

## **RETURN TO SCHOOL FOR STUDENTS WHO ARE SYMPTOMATIC FOR COVID-19**

Students who demonstrate symptoms for COVID-19 and are not well enough to remain in school, may return to school by providing the district a negative PCR test result OR a note from a health care professional giving clearance.

If a student does not provide negative test results or clearance from a health care professional, they may return to school after 5 days from symptom onset if symptoms are resolving and fever-free for 24 hours without the use of fever-reducing medication.

If an individual does not provide negative PCR test results, or clearance from a health care professional, they may return to school after 5 days from symptom onset if symptoms are resolving and fever-free for 24 hours without the use of fever-reducing medication.

These students are required to wear a mask for days 6,7,8,9,10.

## **USE OF RAPID ANTIGEN TESTS FOR STUDENTS TO REMAIN AND RETURN TO SCHOOL**

### **Remain in School**

Symptomatic students who are well enough to remain in school (i.e. a runny nose, headache, occasional sneezing, sore throat) can remain at school after being administered and receiving a negative result via a rapid antigen test administered by a school nurse.

These students will also be tested the next 2 consecutive school days. These tests should occur in the morning, prior to breakfast or going to a classroom.

Families are encouraged to administer tests prior to sending the child to school.

Rapid tests are available at the nurses office in each building.

### **Return to School**

Students who are symptomatic and not well enough to remain in school will be sent home. A rapid test can be administered by a school nurse prior to going home with parent consent. The student may return to school (assuming rapid test is negative) when they are no longer sick (and fever free for 24 hours without the use of medication). Upon return to school, these students will be tested by the school nurse for 2 consecutive days.

Students who do not come to school because they are sick (as opposed to having been sent home) have a similar requirement; they may return to school when they are no longer sick (and fever free for 24 hours

without the use of medication). Upon return to school, these students will be tested by the school nurse for 2 consecutive days.

In both scenarios, families will be encouraged to administer tests prior to sending the child to school.

## **QUARANTINE EXCEPTION FOR SCHOOLS**

Exposed or potentially exposed (e.g. in a classroom within 6 feet without a mask with an infected individual for at least 15 minutes) students, teachers, and staff who must quarantine because they are not up to date with their COVID-19 vaccines (i.e., are unvaccinated, partially vaccinated, or are eligible for a booster but have not received one) can attend or work at school and school-based extracurricular activities, during the quarantine period if they undergo recommended testing. However, these individuals must continue to quarantine as otherwise required outside of school.

Recommended testing: if symptoms develop, get tested immediately. If symptoms do not develop, get tested at least 5 days after the date of last close contact with someone with COVID-19.

Individuals designated as a close contact should wear a well fitting mask for 10 days, with the day of exposure being day 0.

## **COMMITMENT TO HEALTH & SAFETY**

Beekmantown Central School District is committed to providing a safe and healthy school environment for students and employees.

All administrators and employees are responsible for implementing and complying with all aspects of this COVID-19 health and safety reopening plan. Beekmantown CSD administrators and supervisors have full authority in enforcing the provisions of this plan. The District's goal is to mitigate the potential for transmission of COVID-19 in our workplaces and community, and that requires full cooperation among all of our employees. Only through this cooperative effort can we establish and maintain the health and safety of the District's students and staff.

As such, BCSD students and families will be responsible for upholding their end of this social contract based mainly on the honor system to ensure the right of public health. This shared responsibility gives BCSD the best chance of making this reopening plan successful.

Planning for schools to reopen or for in person daily school is not a one-time event. Beekmantown Central School District continuously monitors the situations and provides updated guidance, policies, and changes as the situation requires in the weeks and months ahead.

## **COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT**

All stakeholders (students, parents, administration, supervisors, teachers, Board Members, Clinton County Department of Health, CEWW BOCES, YMCA, School Medical Director, two local medical providers, and a school attorney) were instrumental in our reopening efforts and plan development. We held regional leadership meetings and discussed in person or via email specific reopening items with the local officials

and experts. The following groups or committees were formed or ignited to help guide this plan. They are; our Safety Team, Crisis Team, Our Employee Reopening Team and our Reopening Team.

The school and/or district engaged with school stakeholders and community members when developing this reopening plan. The District-Wide Safety Committee continued through in-person, virtual or email communications during the 2020-2021 school year and continued into the 2021-2022 school year. The District-Wide Safety Committee was broken into eight (8) subcommittees that met several times and reported back to the District-Wide Safety Committee. The Employee Reopening Team met on 7/20/2020, 7/22/2020 and 7/24/2020. The District's Reopening Team held meetings on 7/20/2020 and 7/22/2020. The Board of Education was briefed on the reopening plan on 6/23/2020, 7/14/2020 and 7/28/2020. Online parent surveys were conducted in May and July as well. During the 2020-2021 school year, the District Reopening Team met on 9/24/2020, 9/29/2020, 1/7/2021, 1/8/2021, 2/22/2021, and 3/24/2021. In preparation for the 2021-2022 school year the District Reopening Team met on 7/21/2021, 8/11/2021, 8/26/2021, 9/23/21, 10/18/21, 12/21/21, 1/12/22 and 3/1/22.

Beekmantown CSD has developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

The district will communicate with students, parents, legal guardians, staff and visitors to the district using a variety of modes of communication to ensure the maximum reach of our messaging. The district has created a section on each school and district web page to disseminate relevant information regarding reopening plans as well as important instructional and training information that these stakeholder groups need to be aware of. Additionally, the district employs four main communication media platforms, Facebook and Twitter, Website and Parent Square to further promote this information within the school community. For staff, students, parents or legal guardians we employ a mass notification system called ParentSquare to send targeted email or text messages to these groups.

Updated Information regarding face masks, physical distancing, hand hygiene, respiratory hygiene, visitor policies, health checklist, etc. will be posted on social media (Facebook, Twitter, and ParentSquare), Google Classroom, the school website, and shared as an ongoing daily announcement (verbally and via email).

- COVID-19 Reopening Communication Plan includes, but is not limited to:
  - **Web Pages:** Developed to communicate information: [www.bcsdk12.org](http://www.bcsdk12.org)
  - **Alert Solutions:** Continued use of mass emailing, electronic signage, website, social media and phone calling of up-to-date information. The district will most likely be utilizing an enhanced text messaging system in the coming weeks.
  - **Social Media:** Continued use of the district's social media channels on Facebook and Twitter.
  - **Training Communications:** BCSD 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 mask wearing, physical distancing, and respiratory hygiene during first days of returning to school in either full-attendance or hybrid scenarios.
  - **Visual Communications:** The District will encourage all students, faculty, staff, and visitors through verbal, written and visual communication (e.g., monitors and signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings.
  - BCSD will provide communications in the **language(s) spoken at home** among families and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments



## **STAKEHOLDER SURVEY**

Prior to the publication of state-level guidance, the Beekmantown School District conducted preliminary surveys of households. The spring and summer surveys were useful and informative in understanding preliminary perceptions and gathering data from caregivers as to the notion of students returning to school in September. The survey was also intended to serve as a means of advancing and promoting communication and feedback - thus strengthening home-school communication. Survey data also assisted District leadership in the preliminary planning for reopening and the construction of this first-version plan.

### **Trainings:**

Staff will receive training on the Superintendent Conference days prior to the start of the school year; and dedicated Professional Development days throughout the start of school on COVID-19 protocols. These training will be made available virtually.

**Student training** will include in-class instruction by the teacher using videos from the CDC and based on training for the conference days. Jeff Sisson from CVES has also created public health safety videos to be shared. Students who are following COVID-19 protocols safely and correctly will receive positive reinforcement throughout the school year as part of the PBIS initiative.

The facilities staff have acknowledged an understanding of the CDC and Beekmantown Central School District guidance regarding the use of PPE, specifically acceptable face masks, when a social distance cannot be maintained. The facilities staff have been instructed to encourage all building occupants to adhere to the CDC and Beekmantown Central School District guidance regarding the use of face masks. Information regarding the requirement of face masks will be communicated within the buildings: on signs (i.e, face coverings required, physical distancing, hand hygiene, respiratory hygiene, visitor policies, health checklist, etc.) located on the sidewalks leading up to the entrance and door entrances of the campus, bathrooms, classrooms, lobbies, hallways, and on electronic monitors. The information will be posted on social media (Facebook, Twitter, and ParentSquare), Google Classroom, the school website, and shared as an ongoing daily announcement (verbally and via email).

The District ELL Coordinator will be in contact with all ELL caregivers to ensure this small but meaningful group remains informed.

## **HEALTH AND SAFETY**

The creation of this reopening plan has given consideration to the number of students and staff attending Beekmantown Central School District. Factors considered when determining resumption of in-person instruction: (1) Ability to maintain appropriate physical distancing; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity – the District has consulted (and continues to consult with) the Clinton County Department of Health to obtain hospital capacity and regional infection information; (5) Ability to eat safely.

- (1) The Kentucky Space Calculator is being used to determine the safe number of occupants in each classroom or location with regards to maintaining physical distancing
- (2) 3 feet physical distancing will be maintained. Student desks will be placed 3 feet apart or greater when allowable.
- (3) Per NYS DOH guidance as of March 1, 2022 mask are required for the following individuals;

- (a) for those identified as a close contact to a COVID-19 individual, for 10 days from the date of last close contact (the date of last close contact is considered day 0) regardless of vaccination status.
  - (b) for those returning to school after confirmed to have COVID-19, and isolating for days 1-5, must continue to wear a mask for days 6 through day 10.
  - (c) symptomatic individuals who do not produce a negative PCR test or participate in rapid antigen testing, must wear a mask when returning to school for days 6 through day 10.
- (4) All Beekmantown Central School District employees and students reserve the right to wear a mask in a situation when they are not required, whether this plan indicates (or doesn't indicate) a mask needs to be worn in a given scenario. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Personal cloth face coverings should be washed frequently. Disposable surgical masks should be discarded in the trash. BCSD frequently monitors and plans for obtaining and maintaining adequate supplies of face coverings/masks for school staff, students who forget their masks, and PPE for use by school health professionals. The School Business Manager works with appropriate administrators and supervisors to assess inventory levels of on-hand PPE (inventory kept by the School Nurse and Buildings and Grounds Department) and facilitate ordering and procurement in conjunction with the Treasurer. Non compliance from staff and/or outside vendors may result in immediate removal from the building, progressive discipline and a memo of counsel may be issued to staff members if/when applicable.
- (5) Safe transportation will be provided to all students within the district. Vehicles will continue to drive with windows partially opened to facilitate fresh air flow. Masks will be provided to any student, driver or other staff member who is required to or wishes to wear a mask.
- (6) BCSD will work directly with our School Medical Services Provider, as well as the Clinton County Health Department, in regards to the local hospital capacity.

**As directed by the District Medical Director**

If any students or staff exhibit symptoms of COVID-19 upon entering the building or develop symptoms during the school day, the following actions will be taken:

- bring or go to isolation room or a designated location
- school nurse will determine if individual is able to remain in school and eligible to be administered a rapid antigen test
- **if it is determined a student** must go home - immediately contact parent/guardian for pick-up which should be within 30-60 minutes. Parents and office assistants will be directed to call emergency contact if this is not possible.
- **if it is determined a staff member** must go home - direct immediate departure from building and notify administration.
- parents will be reminded that students may return to school after a release is provided to the school principal or designee. This release will be signed by their primary medical provider or the Clinton County Health Department.

**Observing for signs of illness in students and staff:** The written protocol, developed in collaboration with the district or school's director of school health services, to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel is as follows:

1. If you suspect signs of illness in students and/or staff, notify the main office.
2. Contact the school nurse immediately.
3. Email the main office and nurse.

In regard to student pick-up, parent will be instructed to follow the directions of the building principal which could include:

- park in front of building and remain in vehicle
- call school when they arrive
- student will be brought to car by staff in full PPE
- parent will sign COVID-19 Return to School Protocol Form and will be given a copy

**Daily screening of all students and staff:** Parents/Guardians will be encouraged to screen their child(ren) at home prior to coming to school for symptoms of COVID-19 including: fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Staff should self monitor.

**Absence of School Nurse:** In the event that ill students and staff should be assessed by the school nurse (registered professional nurse, RN) or medical director, and the school nurse or medical director is not available, ill students and staff will be sent home for follow-up with a healthcare provider.

In case of a positive COVID-19 Test, contact tracing will be conducted by the CCHD. The Clinton County Health Department may conduct case investigation and contact tracing for individuals with a confirmed diagnosis of Covid-19. Contact tracing is part of the case investigation and is a process to identify, monitor, and support individuals who may have been exposed to a person with COVID-19.

As of January, 2022 CCHD is no longer contact tracing school settings. CCHD is instead referring individuals to complete self attestation paperwork for isolation and quarantine purposes.

\*\*School districts do not conduct contact tracing activities or make final determinations on potential exposures or quarantines. The CCHD will determine who should quarantine.

Parents will be reminded to please contact the main office as soon as possible, if your child is unable to come to school.

**Written Protocol for Dedicated Isolation:** Students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire must be sent directly to the dedicated isolation area as follows:

1. Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare provider depending on how severe their symptoms are, and follow CCHD guidance for caring for oneself and others who are sick.
2. School staff shall immediately contact parents/guardians or emergency contact for employees.
3. Isolation room or area designated to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
4. School staff should communicate to parents/guardians to use specifically numbered exterior doors for the exit of ill students or staff.
5. In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality.
6. Inform those who have had close contact with a person diagnosed with COVID-19 symptoms, and follow CDC guidance or local health department guidelines if symptoms develop.

**Written protocol to address visitors, guests, contractors, and vendors to BCSD:** Visitors to the building may be prohibited in some circumstances. However the following applies:

1. In general, the building will be considered a 'closed campus'
2. Visitors who buzz for entry to the building will be engaged at the entry door by office staff. Employees will ask the purpose for their visit and whether their business can be accomplished through phone, email, or mail. If they are dropping something off, they should be advised to leave the item at the door.
3. Only visitors with scheduled meetings with an employee in the building should be allowed in. Visitors will be required to sanitize their hands upon entry to the building. All visitors must sign in.
4. To the extent possible, deliveries should be made to the loading area door (Door 1). Visitors, guests, contractors and vendors must screen themselves for symptoms of COVID-19 and should not enter the building if symptomatic.

**Written protocol to instruct staff and students in correct hand and respiratory hygiene:** Signs will be posted visibly in entrances, classrooms, on hallway monitors, hallways, bathroom stalls, doors, sinks. Student training will include in-class instruction by the teacher using videos from the CDC and based on training from the conference days. Teachers will conduct mini-lessons on how to follow COVID-19 protocols. Students who are following COVID-19 protocols safely and correctly will receive positive reinforcement throughout the school year as part of the PBIS initiative.

BCSD will instruct all staff and students to engage in correct hand and respiratory hygiene:

- **Hand hygiene protocols:** Hand washing is one of the most effective ways to prevent the spread of germs.
  - Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  - Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
  - Rinse your hands well under clean, running water.
  - Dry your hands using a clean towel or air dry them.
- **Respiratory hygiene protocols:**
  - Cover your mouth and nose with a tissue when coughing or sneezing;
  - Use the nearest waste receptacle to dispose of the tissue after use;
  - Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials.

**Additional social distancing protocols for the District include:**

- Tightly confined spaces will be occupied by only one individual at a time.
- Phone or video conferencing may be utilized when possible.
- If necessary to ensure physical distancing in workspaces and locations throughout the buildings, the District reserves the right to stagger shifts and breaks, create additional shifts, relocate certain workspaces to less crowded areas, and/or increase physical space between employees.

**Signage:** Signage may be on the floor (hallways, classrooms, bathrooms, outside walkways) to serve as a visible reminder to maintain physical distancing. Tape placed on classroom floors denoting assigned space and where to line up will be at the Elementary Schools. Visual guides on walls are depicted to help young students visualize physical distancing.

**Written protocol detailing how BCSD will provide accommodations to all students and staff who are at high risk or live with a person at high risk:**

Beekmantown Central School District is committed to the American Disability Act and developed a plan in accordance with the ADA and our attorneys which identifies clear paths for those students or staff who may be at high-risk or live with someone who is high-risk.

- The Principals will direct all those seeking accommodations to engage in an interactive dialogue if employees in their buildings have a reason for not returning to work in person or wanting another type of accommodation. Employees will be directed to notify the Business Manager or designee of the need for the dialogue.
- Medical documentation and transmittal of the ADA interactive process will likely be needed.
- As soon as practicable, administration will consult with the District's Medical Director to develop a list of "high-risk" situations that are applicable in this situation.
- The Business Manager or designee will keep detailed records of all requests for accommodations by employees.
- The building principal will keep detailed records of all requests for accommodations by students, and coordinate appropriate planning with the school nurse, or engage in a 504 process.

The District will provide employees with an acceptable face mask at no-cost to the employee. The District encourages employees to use any fabric face masks they may have in their possession, due to comfort and availability of disposable surgical masks at this time. However, masks will be provided by the District as needed.

BCSD has sourced masks and PPE. A satisfactory inventory count has been completed and will be maintained.

**Written protocol for actions to be taken if there is a confirmed case of COVID-19 at Beekmantown Central School District:**

- Isolate and Transport Those Who are Sick
  - Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
  - Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
  - Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
  - Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- Notify Health Officials and Close Contacts

- In accordance with state and local laws and regulations, school administrators should follow proper protocols for notifying agencies and families while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Clean and Disinfect
  - Classroom seating or isolation area should be cleaned following a known
  - Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

**Written protocols for cleaning and disinfection practices:**

The Facilities Staff will take the following actions if there is a confirmed case of COVID-19 in our schools as outlined in the CDC :

- (1) Staff will close off areas known to be used by the person who is sick.
- (2) Staff will open outside doors and windows to increase air circulation in the area if possible.
- (3) Staff will clean and disinfect all areas known to be used by the person who is sick using an approved disinfectant and will be utilizing appropriate PPE.

Staff will vacuum the affected spaces as needed prior to occupancy as safely as possible. When cleaning and disinfecting, employees should always wear Personal Protective Equipment (PPE) appropriate for the chemicals being used. Additional (PPE) may be needed based on an area of the building and the product used.

Cleaning and disinfecting recommendations from the CDC can be viewed at: [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.p df](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.

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.

Protocols:

- Ensure safe and correct application of disinfectants ensuring adequate contact times.
- Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Keep products away from children.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, or other methods.
- Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) risk to children using the facility. Follow NYSDOH and/or local Public Health guidelines.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.

Frequently touched surfaces in common areas shall be cleaned and disinfected at least daily. Examples include (but are not limited to):

- Door knobs
- Light switches

- Tables
- Countertops
- Desks
- Phones
- Restrooms
- Handrails
- Faucet handles
- Drinking fountains

#### Cleaning/Disinfecting Procedure:

##### Appropriate cleaners:

- Surface cleaner
  - Spray bottle
  - Bucket
- Soap & water
  - Spray bottle
  - Bucket

\*Spray bottle recommended to minimize cross contamination

##### Step 1: Clean

- Clean surfaces using an appropriate cleaner making sure you produce friction on the surface
- Read all labels and follow instructions (PPE may be required)
- Cleaning reduces the number of germs, dirt and impurities on the surface. Friction action breaks down biofilm on any virus allowing disinfectant to contact the area
- Consider changing out cleaning cloths (microfiber) often or use disposable products
- Clean surfaces prior to disinfecting
- Practice routine cleaning of frequently-touched surfaces. Be sure not to miss highly touched surfaces (i.e. PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies)

##### Step 2. Disinfect

- Disinfecting kills germs on surfaces
- Ensure the area or item is cleaned with a cleaning agent before disinfecting
- Then disinfectant can be used
- Take all precautions on the label such as PPE, and safe handling procedures
- Consider changing out cleaning cloths (microfiber) often or use disposable products
- Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  - Keeping the surface wet for the entire contact/dwell time (see product label)
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product
- Diluted bleach solutions may also be used if appropriate for the surface
  - 1/3 cup bleach per gallon of water - highly concentrated solutions may result in adverse health effects, discoloration and residue
  - Bleach solutions should be made fresh and not kept for more than 24 hours
  - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection

- Unexpired bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation
- Never mix bleach with ammonia or any other cleanser
- Leave solution on the surface for at least 1 minute

### **Classrooms:**

- Teachers and staff may be responsible for general cleaning within the classrooms and should be provided with appropriate cleaning supplies
- Keep cleaning supplies out of reach of children
- Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses. Consider scheduling this task late morning and early afternoon, ensuring adequate contact time for the disinfection
- In order to facilitate cleaning and disinfection, classroom materials should be removed to the greatest extent possible
- Trained custodial staff should be responsible for heavier cleaning and disinfecting within classrooms

### **Suggested Cleanliness and Disinfection Standards**

- Clean and disinfect highly touched surfaces (but not limited to):
  - Classroom desks and chairs
  - Door handles and push plates
  - Bathroom faucets
  - Light switches
  - Shared telephones
  - Shared desktops
  - Shared computer keyboards and mice, touch screens, copier controls
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and countertops
- Window in the classroom door is cleaned at minimum once per week
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)
- Vacuum carpet daily if applicable
- Carpets are spot cleaned
- Re-stock all paper and soap products
- Clean baseboards - Weekly
- Clean light fixtures - Weekly
- Replace lights (Notify custodian or maintenance)
- Clean and disinfect toilets, sinks and shower areas
- Check that toilets, faucets, and drains are working
- Drinking fountains
- Door handles and push plates
- Handrails
- Clean doors and partitions in restrooms and locker rooms
- Walls are spot cleaned
- Check sanitary napkin boxes
- Clean exterior of dispensers



- Clean and disinfect health cots regularly (after each student use)

**COVID-19 Safety Compliance Coordinator:** Beekmantown CSD designates a COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

**Roles of the COVID-19 Safety Compliance Coordinator:**

- Acts as a liaison between administrators, Department of Health and the community.
- Manages and answers questions from staff, parents/legal guardians and community members regarding the COVID-19 health emergency and the plans implemented by the District.
- Coordinates phased-in reopening activities to maintain compliance and allow for operational issues to be resolved before activities return to new normal levels.
- Coordinate the identification of positive COVID-19 cases and is responsible for subsequent communication.
- Assists with compliance with the return to school protocol when staff and students are seeking to return to work after a suspected or confirmed case of COVID-19 or after close contact with a person with COVID-19.
- Maintains confidentiality as required by federal and state law and regulations.

**Before and Aftercare Programs:**

The Beekmantown Central School District will allow for YCare if their plan is submitted and approved by the district superintendent. The plan will need to ensure many of the same procedures we have in place for regular school operations.

## **FACILITIES**

The latest edition of the Beekmantown Central School District Reopening Plan does not include changes or additions to facilities, as none are planned at this time in relation to the COVID-19 pandemic.

Beekmantown Central School District buildings (Elementary, Middle School and High School) must provide one (1) drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.

District will encourage students to bring their own water bottles. Disposable cups will be sourced for when students do not have a water bottle. All classroom drinking fountains will be shut off. Water filling stations will remain open for use. Staff and students will use a filling station or classroom sinks to fill or refill their water bottle or cup.

The District will continue to maintain adequate code required ventilation per system design. Recent NYSED approved capital projects included the operational enhancement of the HVAC systems controls via the Direct Digital Controlled Building Management System and verification of required ventilation for each occupied space.

Each occupied space will continue to be ventilated with either the individual classroom Cabinet Unit Ventilators (CUV's) or with an Air Handling Unit (AHU) in conjunction with the operation of the Powered

Roof Exhaust (PRE) fan in excess of the minimal code requirement (15cfm per occupant of outside air). PRE's will be programmed to cycle during the heating season dependent on occupied room temperatures.

Facilities will continue to maintain all the District's air handling equipment per the NYSED guidelines, which includes semiannual filter changes, coil and cabinet cleaning. Facilities anticipate relying solely on the mechanical ventilation system design that provides adequate required ventilation.

Adequate, code-required ventilation: A schedule for cleaning and/or replacing HVAC filters will be kept by the Director of Facilities. Building ventilation systems should be evaluated and adjusted to run according to optimal manufacturer recommendations. Occupied areas shall be provided with mechanical ventilation of at least **15 cfm per occupant of outside air** during periods of occupancy. Ventilation and air filtering capacity may be increased, within design parameters, as needed.

Beekmantown Central School District plans to continue to run HVAC systems in occupied mode, in all areas, for a week prior to students and instructional employees returning to the building.

Increased filter efficiency generally results in increased pressure drop through the filter. The District will ensure that HVAC systems can handle filter upgrades without negative impacts to pressure differentials and/or air flow rates prior to changing filters.

For HVAC systems suspected to be contaminated with SARS-CoV-2, it is not necessary to suspend HVAC system maintenance, including filter changes, but additional safety precautions should be taken. The risks associated with handling filters contaminated with coronaviruses in ventilation systems under field-use conditions have not been evaluated.

Workers performing maintenance and/or replacing filters on any ventilation system with the potential for viral contamination should wear appropriate Personal Protective Equipment (PPE):

- A properly-fitted respirator (N95 or higher)
- Eye protection (safety glasses, goggles or face shield)
- Disposable gloves

#### **Air Filter Considerations:**

- Consider letting the filter load up further than usual to reduce frequency of filter changes
- Don't let pressure drop increase enough to disrupt room pressure differentials
- Confirm filters remain snug in their frames

When feasible, filters can be disinfected with a 10% bleach solution or another appropriate disinfectant, approved for use against SARS-CoV-2, before removal. Filters (disinfected or not) can be bagged and disposed of in regular trash.

When maintenance tasks are completed, maintenance personnel should immediately wash their hands with soap and water or use an alcohol-based hand sanitizer.

#### **Additional Facility Procedures/Protocols:**

Hallways

- Place directional movement (signage)

- Walk on the right side with your right shoulder toward the wall, single file
- Where lines may form, consider floor markings to assist with physical distancing

#### General Office Areas

- Reduce tasks requiring large amounts of people to be in one area
- Staff should not linger or socialize in common areas
- Eliminate reception seating areas and request that visitors phone ahead or install a plastic partition at the reception area
- Review floor plans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with 3 feet guidelines
- Designated areas for pick-ups and deliveries shall be established, limiting contact to the extent possible.
- Hand hygiene stations for personnel will be provided and maintained, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer for areas where handwashing is not feasible.
- Employees are asked to clean their personal workspace at the end of each workday to assist in disinfection activities

#### Security Cameras and Software

- Verify that cameras are operational, they may be useful if you have to track the movement of an individual through a building that is suspected to have or has the COVID-19 virus.

#### Delivery of Items to District Buildings

- If there is limited access/contact there is no need to trace their presence
  - Personnel with limited access/contact between buildings may be considered:
    - Maintenance personnel
    - IT personnel
    - Teachers
    - Administrators
    - Support Staff
  - UPS/USPS/FEDEX: Should be dropping delivery and leaving immediately.
  - Food Delivery- For staff ordering food delivered to the facility, they should meet the delivery driver outside the building so they are not entering the facility.

## **CHILD NUTRITION**

The Beekmantown Central School District will ensure that all students participating in all learning models have access to healthy meals.

#### **Basic Operations for Employees**

- Per CDC guidelines actively encourage employees who are sick or who have had prior close contact with a person with COVID-19 to stay home.
- Cafeteria staff are required to wear gloves at all times per CDC and NYS Health Department guidelines. Gloves are required to be changed frequently in between clean and dirty tasks.
- All employees will wash their hands with soap and water following NY State Health Department guidelines. Only when soap and water is not available they will use hand sanitizer.

### **Operation of the Kitchen**

- Exhaust fans and windows (where available) will be on and open to add increased ventilation
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows.
- Disinfection of all surfaces will occur more often
- Delivery personnel from outside companies will not be allowed inside the kitchen
- The School Food Service Director will continue to collaborate with state and local health officials regarding all guidelines.
- Enhance cleaning and disinfecting of all areas. Continue with the use of checklists to document all routine cleaning/disinfecting.

### **Education**

Cafeteria staff education/training prior to school opening will include but not be limited to the following :

- Hand hygiene and respiratory etiquette
- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Teach and reinforce use of cloth face coverings. Face coverings should be worn by staff. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information will be provided to staff on proper use, removal, and washing of cloth face coverings.

### **Signs and Messages**

- Signs will be posted in highly visible locations (e.g., breakroom, restrooms, hand sinks and kitchen areas ) that promote everyday protective measures.
- Signs will include but will not be limited to, properly washing hands, properly wearing a cloth face covering and standard operating procedures.
- Messages may include behaviors that prevent the spread of COVID-19 when communicating with staff. (such as on school websites, in emails, and on school social media accounts.

### **Food Allergies**

Students with food allergies will be identified by the nurse. All staff members are trained on the use of Epi-Pen and provide an overview of the child's specific medical needs as it relates to his/her allergy. Students who are identified as having severe allergy (airborne) will be placed in a "nut free" classroom. Specific dietary requirements will be shared with cafeteria staff to ensure the meal meets their dietary requirements. Allergies will be documented in the cafe so food items will not be delivered to student classrooms. HIPAA policy and procedures will be followed.

### **Hand Hygiene**

In rooms where there is a handwashing station, students will perform hand hygiene before and after eating while maintaining physical distancing. In rooms without a handwashing station students will use hand sanitizer while maintaining physical distancing.

Signage may be posted at all sinks and hand sanitizer dispensers about proper hand hygiene. Additionally, faculty and staff will promote proper hand hygiene and not sharing of food by using incentives (PBIS).

### **Child Nutrition Program**

The district will continue its compliance with all Child Nutrition Program requirements.

The district will notify the NYSED Office of Child Nutrition of the SFA's plan to use any of the following waivers necessary for operations:

- o Non-congregate feeding
- o Meal service time flexibility
- o Bulk meals require both non-congregate and meal service time waivers
- o Meal pattern flexibility

### **Communication to Families**

The district will communicate with families using our mass notification system, Parent Square, which has the ability to translate written messages into the language spoken by families at home for emails as well as translating written messages using text to speech technology for any phone based notifications. We will use our existing website <https> to serve as the primary location for all communication that is not done through social media. The district's official Facebook page will be used to push notifications to individuals.

## **TRANSPORTATION**

Beekmantown Central School continues its goal to provide safe and effective transportation for all students - inclusive of those who are homeless and covered under the McKinney-Vento Act, students in foster care, those students with disabilities and students within our district who attend non-public schools (where applicable).

BCSD 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. Instead, hand sanitizer will be provided for all staff in their transportation locations such as the bus garage office and bus garage building (166 Haynes Road, Plattsburgh, NY 12901).

General Operational Procedures for District Transportation:

- Ensure students who are required to wear masks have access to masks as needed. Never deny transportation to any student without a mask, including a student with a disability.
- Ensure all buses which are used every day are cleaned and disinfected after each run (minimally between each morning and afternoon run).
- Prohibit hand sanitizer on school buses and prohibit school bus drivers, mechanics and monitors from carrying personal bottles of sanitizer on school buses.
- Configure wheelchair placement on school buses to ensure physical distancing.
- Require drivers, monitors and mechanics to perform a self-assessment of COVID-19 symptoms prior to work.
- Provide personal protective equipment to transportation staff, including gloves for drivers and monitors who have direct physical contact with students.
- Provide training and refreshers on COVID-19 signs and symptoms, proper use of personal protective equipment, and physical distancing.
- Provide transportation to nonpublic, parochial, students with IEPs that have been placed out of district and whose schools are meeting in-person sessions when the district is not.

Specific procedures for transportation stakeholders:

## **Employees**

- Employees trained in proper use of PPE at the opening day meeting
  - Proper wearing of face masks/coverings
    - Worn at all required times (for example, post positive days 6 -10, not having obtained a PCR test, alternate diagnosis or participated in rapid antigen testing)
    - Masks will be provided if an employee does not have one
    - Face shields may be provided to employees to be worn in conjunction with masks if desired (optional)
  - Nitrile gloves provided to all employees
- Employees trained in proper hand washing sanitizing methods at the opening day meeting
  - Proper signage in building (CDC, DOH)
  - Hand sanitizer provided in building
- Employees trained in physical distancing practices at the opening day meeting

## **Buses/Students**

- Parents/Guardians are required to ensure their students are not experiencing any signs or symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to boarding the bus.
- Students to wear face masks at all times on the school bus when required (for example, post positive days 6 -10, not having obtained a PCR test, alternate diagnosis or participated in rapid antigen testing)
  - If a student does not have a mask, transportation will still be provided
  - If a student does not have a mask, one will be provided
- Students should social distance to the best extent possible when on the school bus
  - Siblings will sit together when possible and practical
- Assigned seats will be mandatory
  - Insures student seating and physical distance
  - Allows ease of contact tracing
  - Alternate location pickup and drop off may be discontinued or modified
    - Proper loading will require consistency in seating assignments
- School buses will travel with all windows and roof hatches open to improve ventilation
  - Buses with students possessing an IEP requiring air conditioning will utilize the air conditioning
- Students transported to non-public, private, and/or parochial schools will continue to be transported in accordance with school policy

## **Unloading at School**

- Students will practice physical distancing in an orderly fashion when disembarking

## **Student Training**

- Students will be trained in recognizing the signs of COVID-19, the proper use of PPE and physical distancing during the first week of school. Also during the first bus drill that is required by the State and refreshed in the training at each subsequent bus drill
- Signage will be installed inside buses as reminders of proper protocols

## **Bus Cleaning**

- Daily: Every bus will be cleaned between AM and PM runs
- High touch and traffic areas will be wiped down by drivers before proceeding to the next run
- Nightly: Each bus will be disinfected
  - Staff from the transportation department will use suitable solution through a sprayer
- Weekly: Drivers will clean their buses on the scheduled virtual learning day

## **SOCIAL EMOTIONAL WELL-BEING**

As part of the July 2020 edition of this reopening plan, the Comprehensive School Counseling Program Plan is being reviewed and updated by the District's Crisis Team, which is comprised of administrators, teachers, counselors, school psychologists, school nurses, BHSN counselors, and parents to meet current needs. Information about how counseling services will be conducted during remote learning will be added to the District Plan. The Counseling Plan is a vital part of reopening the school after the closure in the Spring of 2020, and serves as the centerpiece of Beekmantown Central School District's effort to offer an effective school counseling program that will focus on the Social Emotional Learning of all students and staff.

### **Specific Plans/Procedures for Reopening:**

Reopening schools for the 2021-2022 provides challenges and opportunities. Social emotional well-being is at the center of it all. These are unprecedented challenges that must be met by schools. At the Beekmantown Central School District we are ensuring that our district-wide school counseling plan is up-to-date and we believe it will meet all our students' needs. We also need to take into account the needs of our faculty and staff as we begin this new school year.

The district's counseling department will provide professional development to faculty and staff at the beginning of the year on how to talk to students about the COVID-19 public health emergency. Schools counselors will also provide faculty and staff with guidance and resources to help support student development of coping and resiliency skills. The counseling department will also address our faculty about how students may present when they return. For some students the first day back will be overwhelming, while other students will be ready to go. Some students may have significant fatigue and restlessness due to a new routine. Students will have varied experience with physical distancing and mask wearing protocols. Teachers will need to teach and reteach safety protocols until it becomes routine.

As part of the District's MTSS Plan, the District will conduct an SEL screener to gauge the social emotional well being of students. Tiered strategies outlined in the MTSS plan will be implemented. Students who are experiencing emotional and/or behavioral concerns will continue to be referred to counseling services and/or BHSN counselors and outside agencies as appropriate (CPS, BHSN, DSS, and PINS). Counselors will continue to provide instruction using the Top 20 SEL curriculum adopted by the district.

BCSD will review our home instructional policies and procedures and improve on certain things that we found were not successful in the Spring of 2020. BCSD is aware that at any time this virus could close the doors to our school again and we want to make sure that during this time our students are continuing their education, including social emotional learning, as best as possible.

## **Mental Health, Behavioral, and Emotional Support Services and Programs:**

The mental well-being of our staff is important. Contact information to a number of resources is provided below.

Clinton County Crisis Hotline: 1-866-577-3836

### Clinton County Mental Health:

130 Arizona Ave, Suite 1500  
Plattsburgh, NY 12903  
Tel. 518-565-4060  
Fax. 518-566-0168

### **Employee Assistance Program (EAP)**

WorkLifeMatters, our EAP can provide you guidance on COVID-19 related questions and assistance with challenges in your work and daily life. Go to the COVID-19 Action Center at **ibhworklife.com**. This site includes information on a range of topics including emotional wellness, working remotely, returning to work, and provides you access to personalized guidance from financial, legal and behavioral health specialists, as well as access to work-life counselors to help address specific needs.

To access this resource: Go to **ibhworklife.com**  
Username: Matters  
Password: wlm70101

Or call 1-800-386-7055 to access work-life counselors for more in-depth assistance and to help schedule an appointment with a specialist.

### **Mental Health and Coping During COVID-19, Guidance from the CDC**

Contact information if you should require immediate help during a crisis as well as other valuable guidance can be obtained through this link.

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

## **ATTENDANCE AND CHRONIC ABSENTEEISM**

Every Beekmantown Central School District student has a right to educational opportunities that maximize personal academic, physical, and social growth. Attendance is an important factor in school success for students. The educational program offered by the Beekmantown Central School District is predicated upon student presence and requires continuity of instruction and active classroom participation, whether learning is in-person or by remote means. Improved school attendance generally increases student achievement and reduces dropout rates. School attendance is a right, obligation and responsibility in New York State.

### **Student Attendance Goals:**

- Ensure compliance with Board of Education Policy #5100, Attendance, and the provisions of Education Law Sections 3205 and 3210
- Work to gain the cooperation of all school community members, students, parents, guardians, teachers, support staff, and administrators regarding the importance of student attendance



### **Operational Procedures for Student Attendance:**

- Student attendance will continue to be required and recorded on all days
- If and when students are learning remotely, attendance will be taken.
  - Our Elementary student population may require parental involvement and support in order to log-on but it will also be a great way to keep our parents informed and involved during this time.
  - Video tutorials will be developed to assist.
  - The Virtual Learning approach at BCSD addresses one of the biggest deficiencies noted from the spring of 2020 which was the lack of connectedness with faculty, staff, and peers. In addition, this approach increases accountability for all stakeholders which was also a concern voiced from the spring of 2020.
- Excused and Unexcused Absence/Tardiness - The student and parent/guardian are responsible for providing credible written notification of the reason for any absence upon the student's return to school. A note from a medical professional is required should a student be absent for five (5) consecutive school days. In addition, the parent/guardian should contact the school personnel on the date of the student's absence.
- For incidents of a student illness beyond a total of ten (10) days over the course of the school year, medical documentation will be provided to the building principal so as to determine that extenuating circumstances exist.
- Attendance shall be taken at the beginning of each period of scheduled instruction. Each classroom teacher shall record the presence or absence of students in a classroom [In-person as well as virtual] and shall report all absences or tardies to the building office either electronically or in paper form during the instructional period.
- In the event that a student is absent from school without notification to school personnel, school personnel will contact the student's home to confirm the student's absence. If no contact with a parent or person in parental relation is made at the home, such contact will be made at the place of employment of the parent or person in parental relation. If, in either situation, no contact is made, a message will be left requesting that the parent or person in parental relation call the school to verify the student's absence.

## **TECHNOLOGY AND CONNECTIVITY**

Our district provides access to all enrolled students from UPK3 through 12th grade a Chromebook device issued for use on and off campus. This ensures that the district has knowledge of the access to devices. For any students and teachers who do not have access to high speed internet in their places of residence the district has provisioned wireless hotspot devices, available for sign out, to provide this access when necessary. Based on the district's experience we can confirm that there are sufficient wireless hotspots available to meet the needs of our students and teachers. The district also has its bus fleet equipped with WiFi which can be used as mobile hotspots in the unlikely event that there is an unforeseen or emergency need.

Teachers will be allowed and or required to work from school while providing virtual instruction. Students and teachers will be required to use Google Classroom and have access to the Google and other approved online tools to participate in learning and demonstrate mastery of learning standards. This will be the requirement for both in-person and virtual learning as necessary. BCSD was a 3-12 one-to-one Google School prior to the pandemic and continues to provide even greater access now.

Principals will work through any unique situations where students do not have this type of access. Teachers will be able to accommodate and/or be flexible in these situations.

## **TEACHING AND LEARNING**

All students must have the opportunity to feel safe, engaged, and excited about their learning - whether in-person, remote, or some combination of the two. At the heart of teaching and learning are the relationships that students have with their peers, teachers, and school community members.

Beekmantown Central School District recognizes that students are searching for a return to their routines and a sense of normalcy, so our efforts described below acknowledge the importance of setting a positive routine and welcoming environment that supports students during this unpredictable time. The need to be flexible this school year will continue to be essential and we recognize that we must be prepared at any point in time to shift between in-person, remote learning, and a hybrid model in a way that is least disruptive to our students which we serve.

BCSD recognizes that we are currently in a state of flux in education but we remain committed in our collaborative efforts to ensure that our students receive high quality rigorous, standards based instruction that will meet their academic needs and allow them to attain the learning standards in all required curricular areas.

Our goal is to best ensure that the academic legacy of BCSD continues to offer a high-quality and innovative academic program taught by talented and dedicated staff members. We will remain committed to providing a 21st Century Education that prepares students for college and careers with an outlook toward lifelong learning.

The BCSD Reopening Plan includes a continuity of learning for the 2021-2022 school year, preparing our school for in-person, virtual, and hybrid models of instruction.

All instruction delivered will include regular substantive interaction between teachers and students, and all instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students.

### **2021-2022 Instructional Option:**

The Beekmantown Central School District will offer families in person education for the 2021-22 school year. Parents of students in K-12 will send their child to Beekmantown Central School District when healthy. This instructional practice meets or exceeds the recommendations for school reopening provided by the NYSED, Centers for Disease Control and Prevention (CDC) and the Department of Health. We anticipate the guidance change and we are ready to adjust as needed.

- **In-Person:** Students and teachers will attend class in-person, five days a week, with multiple mandatory safety measures meeting or exceeding state and federal guidelines and recommendations. Classes and grade levels will look different as we address multiple issues.
- **Home School:** Beekmantown Central School District recognizes the rights and responsibilities of parents in the education of their children. Home school parents take on the full responsibility of educating their children. Homeschooling is a viable education choice, subject to laws and

regulations of New York State. We can help provide direction and answer questions as you navigate through the homeschool process.

Depending on the severity of the regional cases the district reserves the right to transition to a hybrid teaching model or fully remote. This model is described as:

**Hybrid:** Students will be offered a combination of in-person and remote learning experiences that provide standards-based instruction using a daily schedule to decrease density in the building. Students will have the opportunity to receive in-person feedback and interaction with the teacher regarding the critical material within each curriculum. Teachers provide standards-based instruction via Google Classroom. Online tools such as Google Meet are utilized for conferencing and student teacher interactions, such as, office hours, providing feedback, collaboration, and 1-on-1 support.

### **Teaching & Learning Goals:**

1. Provide opportunities for students to feel safe, engaged, and excited about their learning whether in-person, remote, or combination of the two.
2. Establish a positive routine and welcoming environment that supports students during this unpredictable time.
3. Remain committed in collaborative efforts to ensure that our students receive high quality rigorous, standards-based instruction that will meet their academic needs and allow them to attain the learning standards in all required curricular areas.
4. Ensure that BCSD continues to offer a high-quality and innovative academic program taught by talented and dedicated staff members.

### **Objectives:**

- Implement all NYS Department of Health and NYS State Education Department guidance and requirements regarding the health and safety of students, faculty and staff and community;
- Implement a staggered schedule for the start of the 2020-2021 school year by reducing class sizes significantly or expand the learning environment significantly during in-person learning
- Based upon the results of the aforementioned survey to families, the district will contact those families reporting that they either do not have any internet, or limited access to the internet to construct a plan to meet their needs.
- The district will continue to provide targeted professional development to support teachers and faculty within these instructional delivery models.

**In-Person:** Standards-based instruction will be provided by teachers based upon grade level or content specific curriculum.

**Virtual:** BCSD will utilize Google Classroom, one that our students and families are already familiar with. All course content, assignments, discussions, etc will happen within Google Classroom. Teachers will provide daily standards based instruction either via Google Meet or prerecorded videos that are aligned to curriculum standards.

**Hybrid:** BCSD will utilize Google Classroom, one that our students and families are already familiar with. All course content, assignments, discussions, etc will happen within Google Classroom. Standards based instruction will be provided by teachers based upon grade level or content specific curriculum. On days when students are not physically in school, they will engage in a blend of synchronous (real-time) online learning with their classroom teacher and/or independent work as assigned. This will enable them to

continue progressing in their curriculum. Teachers will provide daily standards based instruction either via Google Meet or prerecorded videos that are aligned to curriculum standards for students who are not physically present in the classroom.

**Action Steps & Target Dates:**

- Support all teachers in their efforts to maintain grade level and course level work but ensure that the necessary student scaffolding is embedded into their instruction (on-going);
- Support all teachers in identifying the content that takes precedence in the event instructional capabilities are modified and/or changed throughout the year (on-going);
- Support all teachers in organizing curricular lessons according to topics, skills, and content which is best delivered in-person vs. which of those can successfully be completed remotely and supported through in-person instruction (on-going);
- Support all teachers to prepare for remote learning by planning activities that can connect and reinforce in-person classroom learning (on-going);
- Support all teachers in creating a consistent plan and approach on how to give students assignments, feedback, and track their progress (on-going);
- Support all teachers and staff in determining methodologies to connect with students and support learning while students are at home;
- Support all teachers and staff in determining which regular daily classroom routines and procedures can be translated into remote activities. This will help students feel a sense of familiarity while reinforcing the sense of community for the class.

**School Reopening Continuum for 2021-22**

The School Reopening Continuum will be used by BCSD leadership to notify students, parents, faculty and staff of the level the District is functioning in based on COVID-19 circumstances.

School Reopening Continuum levels are determined based upon available data and evidence from the New York State Governor’s Office, the Centers for Disease Control, the Clinton County Health Department and other necessary sources. **Continuum levels are subject to change without notice due to a variety of reasons which may include: NYS Governor’s recommendations, COVID-19 cases locally, school district risk assessments, available in-person staff, staff on quarantine, etc.**

The BCSD Reopening Continuum provides us with the ability to adapt and be flexible depending on state requirements (guidance from public health and education officials).

Level 1	Level 2	Level 3	Level 4	Level 5
<b>Traditional Model I</b>	<b>Traditional Model II</b>	<b>Hybrid Model</b>	<b>Digital Model I</b>	<b>Digital Model II</b>
-Traditional education -Normal building use	- <i>Everyone is back in session</i> - <i>WITH</i> mitigation in place (face masks, social distancing) - <i>Restrictions</i> in building use for public health safety	-Split schedules (various models - mix of digital & traditional) - <i>WITH</i> mitigation in place (face masks, social distancing) -Major restrictions in building use  Virtual school still in session	- <i>ALL</i> students attending virtual school and are learning digitally from home -Teachers instructing digitally from school	- <i>ALL</i> students & Teachers learning/teaching digitally from home - <i>NO</i> on campus learning

## **The Hybrid Model of Instructional Planning**

One key aspect of our Learning Continuum (above) is consideration of a **hybrid learning plan** - a mix of in-person and remote learning.

Implementing a hybrid approach allows us to address physical distancing requirements and space constraints including the unique challenges that are associated with classroom design and space. Reducing the overall student enrollment allows us to provide sufficient space in order to implement the NYS Guidelines regarding physical distancing. A hybrid learning feature also enables our Transportation Plan to be supported with the reduction in student enrollment in order to help overcome the constraints on busing when social distancing is required.

Further, a hybrid approach to the instructional plan affords us with **consistency** and **equity** for all stakeholders. Child care is a major challenge for districts and a hindrance for parents, faculty, and staff. This plan provides both consistency and equity for all learners [K-12].

Finally, activating a hybrid plan ensures physical distance requirements can be met in larger school locations.

### **Hybrid Model of Delivery At-A-Glance Example:**

<b>Group</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Group A	In-Person	In-Person	Live Virtual	Remote	Remote
Group B	Remote	Remote	Live Virtual	In-Person	In-Person

### **Instructional Program Requirements:**

Instruction, regardless of approach [In-Person, Virtual or Hybrid, Remote], must be aligned with the outcomes listed within the New York State Learning Standards. Teachers have the responsibility to maintain grade level and course level work but ensure that the necessary student scaffolding is embedded into their instruction.

Instructional experiences are not defined solely as a student's time spent in front of a teacher or in front of a screen, but time engaged in standards-based learning under the guidance and direction of a teacher.

- The completion of assigned tasks;
- The viewing of instructional videos;
- Responding to posts or questions;
- Engaging with class peers in an online format or phone discussion;
- Conducting research;
- Working on projects, or
- Meeting with faculty and staff face to face, via an online format or by phone.

Instructional experiences must be inclusive, culturally responsive, consider the needs of all students, and adhere to all established state regulations and guidelines.

Instructional plans will allow for ample time for students to re-adjust to the school setting before students are assessed.

### **Instructional Considerations:**

- Everyone should refrain from strategies and practices that encourage physical contact, such as hand-holding or buddy systems.
- During in-person instruction, teachers and staff should prepare students with the skills and knowledge they will need when working remotely (e.g., online platforms, tools, available resources, etc.)
- Teachers should identify content that takes precedence in the event instructional capabilities are modified and/or changed throughout the year utilizing our remote option and aligned to the NYS standards.
- Teachers should organize curricular lessons according to topics, skills, and content which is best delivered in-person vs. which of those can successfully be completed remotely and supported through in-person instruction.
- Teachers should prepare for remote learning by planning activities that can connect and reinforce in-person classroom learning.
- Teachers should consider in advance what materials might be suggested for students to have on hand at home or create assignments that can be completed with items easily found at home.
- Principals and teachers will create a consistent plan and approach for how to give students assignments, feedback, and track their progress.
- Principals will determine methodologies to connect with students and support learning while students are at home.
- Principals will guide teachers in determining regular daily classroom routines and procedures that can be translated into remote activities. This will help students feel a sense of familiarity while reinforcing the sense of community for the class.

Regardless of parent choice BCSD will offer a standards-based instruction that will be provided by teachers based upon grade level or content specific curriculum.

### **Grading**

Given the flexible instructional models presented in our Program Continuum, Beekmantown Central School District will follow all the Board of Education grading policies while encouraging and supporting all teachers to integrate alternate assessments that would alleviate concerns regarding academic integrity associated with each model. These policies will be clearly communicated and transparent to students, parents, and caregivers.

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

BCSD will continue to use a uniform grading system at each building/gradespan. Classroom teachers will evaluate students and assign grades according to the established system.

- Grading shall be based upon student improvement, achievement, and participation in classroom discussions and activities regardless of the instructional delivery model (In-Person, Hybrid, or Remote).
- Parents/guardians will be provided a written report card regarding their child's progress, as is the

standard procedures at our school.

- Grading will not be used for disciplinary purposes, i.e. reducing grade for an unexcused absence, although a lower grade can be given for failure to complete assigned work or for lack of class participation.

### **Student Responsibilities for Grading**

- All students are expected to complete the assigned class work and homework as directed by their assigned teacher(s) during both in person, remote, and live virtual instruction.
- Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit.
- If work is missed due to absence, the student is expected to make up the work.
- With the possible exception of absences intended by the student as a means of gaining unfair academic advantage (e.g., to secure more time to study for a test), every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.
- Students who are absent shall be given reasonable time to make up assignments missed during their absence. When necessary and applicable, assignments may be sent home and teachers shall be available to render necessary assistance.
- Students whose misconduct is directly related to the student's academic performance (e.g., plagiarism) may be denied the opportunity to make up work.
- It is the student's responsibility to request all makeup assignments from subject teachers following absence from class.
- The student must request assignments early enough to allow adequate time for completion prior to the end of the marking quarter.
- A student may be denied the opportunity to receive or submit make-up work when the reason a make-up examination or other make-up work is needed has been determined by the building principal to be directly related to misconduct in the student's academic performance (e.g plagiarism; exam cheating; deliberate absence to avoid taking an exam or timely submittal of an assignment.)

### **Parent Questions:**

Parents with questions should contact their building principal.

### **Partnerships:**

While we offer a number of PreK classes we do not have any of the partnerships in the attestation. If we develop one we will comply with the attestation.

## **SPECIAL EDUCATION**

We fully recognize that programs and services are best delivered in-person with the need to protect the health and safety of students with disabilities and those providing special education services. The district will continue to provide a free appropriate public education in person while following all of the health and safety guidelines outlined by NYSDOH/NYSED and described throughout this document.

If the district transitions to a hybrid model of education, students with disabilities who participate in less restrictive programming such as integrated co-teaching services, consultant teacher services, or a period of special class will follow the same hybrid model as their general education peers, supported by their special education teacher/case manager daily. Students in self-contained classrooms will continue to attend school

in person five days per week. Remote learning expectations will be provided to teachers, students and parents. All instruction for students with disabilities will be individualized based on needs outlined in IEPs.

Related services (speech therapy, occupational therapy, physical therapy, school counseling) will be scheduled and prioritized on students' in person-days. Individual scheduling and planning will occur in accordance with each child's individualized education plan.

All special education teachers and related service providers will document services provided to students in-person or remotely. Teachers and providers will monitor each student's progress toward their goals on their IEP. Providers will continue to document and report on attendance, participation, and progress of students with disabilities.

### **Parent Engagement and Communication:**

As a school district and community, we recognize that clear, ongoing communication and collaboration are critical to ensuring students receive access to high-quality special education programs and services. Parents are full team members on the committee of special education and committee on preschool education. A parent's knowledge of their child's strengths, abilities, and needs is critical in designing effective programming and services to meet the student's individual needs during this unprecedented time.

Parents have a legal right to be informed regarding identification, evaluation, educational placement, and provision of services. Please refer to the NYSED Procedural Safeguards Notice July 2017 at [www.nysed.gov](http://www.nysed.gov).

Whether services are provided in-person, remote, and or through a hybrid model we will continue to address students' individual needs in the event of potential intermittent or extended school closure.

Providers will continue to communicate with parents to determine their preferred manner of communication. They will continue to communicate through phone calls, email, and text messages based on parent preference. Teachers, related service providers, and administrators will continue to document communication with parents in School Tool and Frontline IEP.

We encourage families to remain in close contact and communicate with their child's special education teacher, related service providers, building principal, and CSE chairperson to ensure their child continues to participate and progress in the general education curriculum and make progress towards achieving individualized goals.

For those students who are receiving special education programs and services through BOCES or an approved preschool agency, we continue to remain in close contact with all educational agencies to ensure services are provided consistent with each student's IEP and progress is monitored and communicated through quarterly reports as indicated on IEPs. The district will continue to assist in providing students served in other agencies with devices and other resources to access remote education if necessary.

If you have any question or concerns regarding your child's individualized education plan or service delivery please reach out to the Assistant Superintendent of Special Services:

Office of Special Services  
Beekmantown Central School District  
37 Eagle Way  
West Chazy, NY 12992

Ms. Polly Tavernia  
Assistant Superintendent of Special Services



## **BILINGUAL EDUCATION AND WORLD LANGUAGES**

English Language Learner is defined as a student who, by foreign birth or ancestry, speaks or understands a language other than English and who scores below a NYS designated level of proficiency on the NYSITELL or the NYSESLAT. The federal Every Student Succeeds Act (ESSA) refers to ELLs as “English Learners,” and ELLs are also sometimes referred to as Emergent Bilinguals or Dual Language Learners.

### **Specific Procedures/Protocols for ELLs where applicable:**

- Administer NYSITELL to any student who enters BCSD who may be ELL eligible.. The district will follow the timelines outlined by NYSED to complete the ELL identification process when necessary.
- Translate any informational material for families regarding the reopening of schools, NYSITELL screenings, updates from the classroom and/or district during the course of the school year.
- Maintain a list of current ELL families and their students that outline contact information, number of children within the district, school location and preferred method of contact (i.e. email, phone call, request of translator). Teachers of ELLs will continue to regularly communicate with parents/guardians to ensure involvement in their children's education whether instruction is provided in-person, in a hybrid model, or remotely.
- Schedule services for ELL students for Fall 2021. The District will provide required instructional units of study to all ELLs based on their most recently measured language proficiency level during in-person, hybrid, or remote instruction.

## **TEACHER AND PRINCIPAL EVALUATION SYSTEM**

The Beekmantown Central School District assures that all teachers and principals will be evaluated pursuant to the district's currently approved APPR plan, including any variance applications approved by the department.

The overall goal of the Beekmantown Central School District's APPR Plan is to support educator growth and development.

### **Implementation objectives:**

- Fully implement the district's approved APPR plan
- Provide feedback and support to educators through the evaluation process

### **Procedures:**

- Each educator's evaluation will include at least one required student performance measure.

The district's approved APPR Plan will be implemented in the 2020-21 school year. The administrative team will review APPR elements to align to the in-person, hybrid and remote learning curriculums to appropriately evaluate staff.

## **CERTIFICATION, INCIDENTAL TEACHING AND SUBSTITUTE TEACHING**

Beekmantown Central School District shall be staffed with highly qualified teachers, school and district leaders, and pupil personnel service providers.

BCSD is committed to ensuring that all teachers, school and district leaders, and pupil personnel service providers hold valid and appropriate New York State certification for their designated assignments except where otherwise allowable under the Commissioner's Regulations or Education Law.

The district will employ substitute teachers to address staffing needs for the allowable amount of days. We will make a good faith recruitment effort to find available certified teachers to act as substitutes in teaching assignments for which they are appropriately certified. We may use non-certified substitutes in circumstances where a good faith recruitment search was made and there were no available certified substitute teachers to perform the duties.

We will continue to collaborate with our BOCES, local colleges and universities to help identify opportunities for student teachers and interns. Student teachers will help support classroom instruction, if/when appropriate.

District office verifies certification status yearly to ensure that teachers hold valid and appropriate certificates and meet the Commissioner's regulations or Education Law in the content area of which they provide instruction.

*This is considered an amendment to our District Wide Safety Plan.*