

PLEASE NOTE: This plan will be updated regularly and may be revised at any time to best support the public health and educational needs of the Edgemont School District and community. Additionally, the district recognizes the many challenges associated with creating a facility reopening plan during a pandemic. This plan is offered as a possible road map should the community health situation allow for a safe reopening of facilities.

Edgemont Schools Reopening Plan

300 White Oak Lane
Scarsdale, New York 10583

(914) 472-7768

www.edgemont.org



Edgemont Union Free School District Board of Education

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Kenneth R. Hamilton, Ed.D., Superintendent of Schools
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Introduction

On Friday, August 7, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region.

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

While districts have been instructed to prioritize efforts to return all students to in-person instruction, the district is also planning for eLearning as well as a hybrid model that combines in-person instruction and eLearning. The plan outlined here is for the reopening of schools in the Edgemont Union Free School District for the 2020-21 school year. This plan includes procedures that will be followed in the following schools:

- Edgemont High School - [Health Office Website](#)
Principal: Kyle Hosier (914)725-1500 x 1503 khosier@edgemont.org
Nurses: Mimi Bajorin (914)725-1500 x 1576 mbajorin@edgemont.org
Kathleen Burbage (914)725-1500 x 1506 kburbage@edgemont.org
- Greenville Elementary School - [Health Office Website](#)
Principal: Marisa Ferrara (914)472-7760 x 2201 mferrara@edgemont.org
Nurse: Aine O’Sullivan (914)472-7764 x 2206 aosullivan@edgemont.org
- Seely Place School - [Health Office Website](#)
Principal: Eve Feuerstein (914)472-8040 x 3370 efeuerstein@edgemont.org
Nurse: Gail Krone (914)472-8040 x 3337 gkrone@edgemont.org

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

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

Kenneth R. Hamilton, Superintendent, and Ray Renda, Director of Facilities, will serve as the district's COVID-19 Coordinators. They will serve as a central contact for schools, stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines. The information that follows will be publicly available on the [reopening website](#).

Communication/Family and Community Engagement

To help inform our reopening plan, the district has sought feedback and input from all stakeholders. Engagement efforts include online surveys, virtual forums/meetings and one-on-one conversations.

Stakeholder Involvement

Board of Education:	Alec Clarke, Judy Seiff, Monica Sganga, Nilesh Jain, Mariquita Blumberg, Doyla Fleck, Jennifer DeMarrais
Teachers:	Jonathan Hansonbrook, Kerri Hirsch, Sharon Baylis, Anthony DeRosa, Loren Napoli
Support Staff:	Rosemary DeVito, Marianne Pavone
Building Administrators:	Eve Feuerstein, Julia Huang, Jennifer Allen, Marisa Ferrara, Kyle Hosier, Jennifer Johnson, MaryRose Joseph
Nurses:	Mimi Bajorin, Gail Krone, Kathleen Burbage, Aine O’Sullivan
District Administrators:	John McCabe, Paul Garofano, Minu Thomas, Edward Stickles, Michael Curtin, Bryan Paul, Victoria Kniewel
Custodians:	Cindy Volkert, Francisco Gonzalez, Larry Chiesa
Students:	Arielle Novominski, Avik Agarwal
Edgemont Parents:	Payal Lakhani, Nareen Jabbour, Jyotsna Gaur, Rebecca Ascher, David DiPietto, Anne-Catrin Fidock-Uhlemann, Waleed Javaid, Supriya Jain, Robert Kornberg, Jyotsna Gaur
School Physician:	Dr. Eric Small
BOCES:	Brandon Cruz, Regional Safety Coordinator, SWBOCES
Fire Department:	Gus Spedaliere, Chief Greenville Fire
Police Department:	Dan Valentine, Capt. Greenburgh Police
Community Organizations:	Margarita Piniero, YMCA

Communication Methods

The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the [district website](#) and will be updated throughout the school year, as necessary, to respond to local circumstances. The link to the plan appears on the district website and all school homepages as well as on a [dedicated Reopening Plan Website](#). Every effort has been made to ensure that the plan is accessible to all individuals in accordance with the Web Content

Accessibility Guidelines (WCAG) 2.0 Level A/AA. The plan can also be translated into other languages, via G-Translate, available on the district website.

The information that we share will be based on state and CDC guidance and collaboration among the stakeholder groups listed above during the on-going planning and review processes. Communication with parents/guardians, written or otherwise, will be in their preferred

language and via their preferred mode of communication. The district has identified families who require communication in Chinese.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for any child with an Individualized Educational Plan (IEP) or Section 504 Accommodation Plan (504 Plan). The district will communicate with parents of students with disabilities regarding the identification, evaluation, educational placement, and provision of free appropriate public education (FAPE) to their child. All procedural safeguards and prior written notice requirements will continue to be honored regardless of the instructional model adopted by the district.

Hygiene, Cleaning and Disinfection

- The district will adhere to and promote the hygiene, cleaning and disinfection guidance set forth by NYSDOH and CDC including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.

Contact Tracing

- The district will support local health departments in contact tracing efforts using the protocols, training and tools provided through the [New York State Contact Tracing Program](#).
- In the event that a student or staff member is sick or symptomatic, notification of exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the Westchester County DOH. The district will not notify the wider community unless specifically directed to do so by local health officials.

Closures

The district is preparing for situations in which one or more school buildings need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

Each medical office will keep track of the number of infected staff and children. If there is an increase in illness and absenteeism within the school, the nurses will advise the COVID-19 Coordinators (Superintendent and Director of Facilities) and their building principals. Any closure decisions will be made with the guidance of the local health department. The district may choose to modify operations in one or more schools prior to closing to help mitigate a rise in cases. The district will consult its school district physician (Dr. Eric Small) and the local health department when making such decisions.

School building administrators will communicate with each other regularly and, if needed, will consider closing school or moving to remote instruction if absentee rates impact the ability of the school to operate safely and effectively. Decisions will be made and communicated to faculty and staff, students and parents regarding which operations will be ceased and which operations

will be conducted remotely. Any closures will be communicated via Robo call in addition to the typical email blasts.

Health & Safety

The health and safety of our students, our staff and their respective families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the CDC, the NYSDOH and the NYSED.

The following protocols and procedures will be in place in all district schools for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact one of the COVID-19 Coordinators at vknewel@edgemont.org, jmccabe@edgemont.org, or (914) 472-7768.

Health Checks

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

Screening

The district will implement the following practices to conduct mandated health screening.

All students, faculty, and staff members will be required to conduct a daily health screening and report health and travel information prior to their arrival on campus through an online and mobile-app enabled screening platform (ezSCRN). Information to be reported will comply with NYSDOH and CDC guidelines, which are changing on a regular basis. Currently, they include the following criteria:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive either through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive through a diagnostic test for COVID-19 in the past 14 days;
- Has experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees F, in the past 14 days;
- Has not followed the travel guidance for [New York State Travel Advisory](#)

Any individual who pre-screens positive for COVID-19 exposure or symptoms, or who presents with a temperature of greater than 100.0 F, will not be allowed to enter the school if screened outside, or if already inside, must be immediately sent home with instructions to contact their healthcare provider for assessment and possible testing. Students to be sent home because of a

positive screening result must be immediately separated from other students and supervised until picked up.

If any employee, student/guardian answers yes to any of the criteria listed above, they will be immediately prompted to stay home and contact their health care provider as soon as possible. In addition, they will be asked to contact and inform their school's nurse. If they are a district-wide employee, they will be asked to contact Victoria Kniewel or John McCabe. All district nurses's names and phone numbers are on the district website and on page 5 of this document.

Anyone who responds yes to the screening questions should be directed to their primary care physician for evaluation and further guidance. The Westchester County Department of Health will contact the superintendent in the event of a positive case.

If an employee was not able to take their temperature at home, each building leader will provide a place where temperature can be taken privately. Staff will also be provided an area where they can complete the health questionnaire if they cannot do it at home.

If the parent is not able to provide an electronic health questionnaire response, the district will send home a paper questionnaire once a week.

All information sent by paper will be kept by the applicable health office in a confidential file and separate from the child's educational record.

Self-Reporting Exposures and Infections

In the event a student or district employee reports testing positive for COVID-19 or receives a call from the DOH that they have been exposed to a person who tests positive for COVID-19:

- The student or district employee should immediately notify the district by contacting:
 - The nurse's office at the school in which they attend or work, or
 - If not assigned to any one school building, the employee should contact Victoria Kniewel or John McCabe at (914) 472-7768
- If a student or staff member tests positive for COVID-19, the district will immediately notify Westchester County DOH and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. Class rosters will be available to the health office in order to identify cohorts and teachers who may have been exposed.

[Symptoms of Coronavirus](#)

Social Distancing, Face Coverings & PPE

The district has developed a plan with policies and procedures for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds and transportation.

The district will strive for the optimal social distance of 3 feet, with all persons wearing masks indoors. Some students may be medically unable to wear face coverings and those exemptions/alternatives will be included in their IEP and/or 504 Plan.

Students, staff and visitors to our schools will be expected to wear face coverings indoors, including on a school bus, except when expressly permitted to remove them. Students will be allowed to remove face coverings during designated times such as meals, and for short breaks so long as they maintain appropriate social distance.

Face coverings will be provided to students and staff, if needed, at no cost. [Acceptable face coverings for COVID-19 include](#), but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

[Face Covering Video](#)

Management of Sick Persons

In the event a person becomes ill with COVID-like symptoms while at school, the following procedure will be followed:

- Staff will be trained on how to identify signs of illness in students and staff and the procedure for sending symptomatic students to the school nurse.
- Staff members will call the health office before sending a sick student to give the nurse time to don PPE and prepare the sick area. This will also allow time to clear the office of other students waiting for medications, first aid, etc. The nurse will remind staff to ensure the sick student is wearing a mask.
- Not more than two students will be permitted in the health office at any one time. Students will be spaced 6 feet apart and, if necessary to maintain such spacing, will be required to wait outside of the health office. The nurse will don PPE and will check the sick student's temperature and provide a short questionnaire to document possible recent exposure, travel, family and current symptoms.
- Staff will also call the health office if they want to be checked, or they may wait in their car and the nurse will go to the parking lot (to conduct temperature check and/or evaluation). Staff must also wear a mask.
- If a child is sent home with a fever (above 100.0 F) or had a fever while at home in addition to having other signs and symptoms of COVID-19, an evaluation and note from a physician will be required for re-entry to in-person class. As per guidance from the DOH
- There is a minimum 24-hour stay home policy for any student experiencing any of the COVID-19 symptoms. For example, fever, cough, or gastrointestinal symptoms will require an evaluation and physician's note to return to in-person class. The note should be emailed to the school nurse prior to the student's arrival to school.

- We are aware that children will become sick with other illnesses besides COVID-19. A physician's evaluation and assessment will determine if COVID-19 testing is applicable and ensure everyone's safety. A note ensures that a medical professional has evaluated the sick student.
- Parents and guardians are required to have a designated emergency contact and an emergency plan to pick up their sick child. The student must be picked up within 30 minutes of parental notification
- Areas used by a sick person will be closed off and not used again before they are cleaned and disinfected. All remaining staff members will wash their hands and be sent to a clean area within the school for the remainder of the day.
- When possible, custodial staff will wait 24 hours (or as long as possible) before cleaning and disinfecting the area in accordance with procedures contained in this plan. If it is not possible to wait 24 hours, wait as long as possible.
- Persons who had close contact, as defined by the DOH, with a person diagnosed with COVID-19 will be advised to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop.
- Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue home isolation.

In the event that the school is notified that a staff member or student has been exposed to COVID-19 and is quarantined, or if a family member with whom a staff member or student lives has been diagnosed with or presumed to have COVID-19 and/or is being isolated, the following procedure will be followed:

- Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 will be instructed to self-quarantine at home for 14 days.
- If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, other students living in the same household are asked to quarantine for 14 days. The custodial staff will be informed so that all desks, lockers, and workspaces of the infected person and their siblings are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have to enter. However, if that is not possible or if school is in session, the cleaning will occur immediately.
- The school nurse will assess for COVID-19 symptoms.
- Isolate student or staff member experiencing any COVID-19 symptoms.
- When nebulizer treatment is needed it must be done in a vented isolation room.
- The nurse giving the treatment must have a proper PPE, including a fitted N95 mask.
- Once the treatments are completed, the room must be closed down for 2 hours and then afterward must be disinfected before the room can be reused.
- Notification letters regarding exposure or illnesses will be sent to communicate with employees/parents/guardians in consultation with the Westchester County Department of Health.

Infection control strategies

- Hand sanitizing stations will be available at all school entrances, nurse's offices, cafeterias and rooms with extensive equipment/material sharing.
- Visitors (including parents) to the school district will be by appointment only.

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

The district requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated from other people by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources on where to access COVID-19 testing.

For additional information related to COVID-19 and school responses, please visit the [Westchester County Department of Health's COVI-19 for School FAQ](#).

Return to School after Illness

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms, can return to in-person learning at school. This protocol includes:

1. Documentation from a health care provider following evaluation; and
2. Symptom resolution for 24 hours without medication, or if COVID-19 positive, release from isolation.

Contact Tracing

Edgemont will notify the local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of Edgemont.

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

Districts may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a visitor log that includes date and time address and phone number, and where in the school they visited;

- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program;
- Informing local health department of staff members testing positive regardless of county of residence;
- For all contact tracing, the DOH will require the name, address, and phone number as well as the name and phone number of the guardian of a student and vaccination status.

If/when COVID-19 cases are discovered, in consultation with the local health department, Edgemont will do the following:

- Close or quarantine locations of potential exposure for 24 hours, if possible;
- Clean and disinfect locations as necessary;
- Provide DOH with information as required.

Confidentiality must be maintained as required by federal and state laws and regulations. Staff should not try to determine who is to be excluded without guidance and direction from the local health department.

For more information about how COVID-19 containment efforts will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement](#) section of our reopening plan.

For additional information related to COVID-19 and school responses, please visit the [Westchester County Department of Health's COVI-19 for School FAQ](#).

School Closures

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

Health Hygiene

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

1. Stay home if they feel sick;
2. Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school;
3. Properly store and, when necessary, discard PPE;

4. Adhere to social distancing instructions;
5. Report symptoms of, or exposure to, COVID-19;
6. Follow hand hygiene, and cleaning and disinfection guidelines;
7. Follow respiratory hygiene and cough etiquette.

Hand Hygiene

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

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands instead of a hand dryer.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. Do not dry hands if sanitizer is used.
- Parents/guardians need to inform the school in writing if their child cannot use alcohol based hand sanitizers.

Hand washing should occur:

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

Hand Washing Videos:

[For older students](#)

[For younger students](#)

Respiratory Hygiene

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

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

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

[Respiratory Hygiene Video](#)

[Stop the Spread of Germs Video](#)

Cleaning and Disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYS DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “Stop the Spread” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

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

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

- For handwashing: soap, running warm water, and disposable paper towels;
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical;
- Accommodations will be made for students who cannot use hand sanitizer;
- Receptacles will be placed around the school for disposal of soiled items including paper towels and PPE.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces.

Persons at High Risk

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness. It is our goal that these individuals are able to safely participate in educational activities. Parents of students who are at a high risk should contact Dr. Minu Thomas, Director of Pupil Personnel Services. Staff members who are at a high risk should contact Dr. Victoria Kniewel, Superintendent.

Visitors on Campus

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

School Safety Drills

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

- Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. When planning drills, consideration should be given to how a school may modify their drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency; however, steps should be taken to minimize the risk of spreading infection while conducting drills. As such, it may be necessary for schools to conduct drills using protocols that are different than those regularly used.
- Regardless of the modification used when conducting a drill, students should be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

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

- Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, and it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose

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

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

Facilities

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

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

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

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

Plumbing Facilities and Fixtures

- All bathrooms will remain open with emphasis to maintain proper distancing while using the facilities;
- A significant initiative will be put forth to install at least one touchless faucet and one touchless paper towel dispenser in all bathrooms;
- Electric hand dryers will be disabled;
- Water fountains drinking spigots will be disabled;
- Supplemental means for the provision of drinking water will be provided to compensate for suspended use of water fountains;
- Bottle fillers are available in each school and additional water dispensers will be provided.

Ventilation

- Increase volume of both fresh air intake and exhaustion of recirculated air for RTUs, HVUs and UVs, when practical;
- Maintenance schedules call for monthly visual checks of all equipment. Daily checks conducted of equipment on Building Management System;
- System air filters cleaned or replaced as needed;
- Maintain bathroom exhaust systems in working order.

Child Nutrition

Meals Onsite

Junior/Senior High School

Onsite meals will be provided at the Jr./Sr. high school, while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating, so long as they are appropriately socially distanced.

Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

Greenville Elementary School

No meals will be prepared or served on campus at Greenville Elementary School.

Seely Place Elementary School

No meals will be prepared or served on campus at Seely Place Elementary School.

Meals Offsite/Remote

Students who qualify for Child Nutrition Program assistance will be provided the opportunity to receive a qualified meal from an established local vendor, to be billed directly to the district. Parents who have previously received a letter from the school saying that their children were automatically approved (directly certified) for free meals for the 2020–2021 school year because someone in their household participates in Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) do not need to submit an application. Otherwise, applications for this form of assistance and directions for completing the application can be found below. Income eligibility for these services can be found [here](#).

Additional information related to applying for free and reduced price meals, including translated editions of the application can be found [here](#). Questions related to the Child Nutrition Program can be directed to Bryan Paul at bpaul@edgemont.org or (914) 472-7767.

Transportation

Students

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

Students who are able will be required to wear masks and social distance on the bus to the extent practicable; however, students whose physical or mental health would be impaired are not required to wear a face covering, but must be appropriately socially distanced. Members of the same household may be seated within 6 feet of each other. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

All buses that are used every day by the district and contract carriers will be cleaned and disinfected once a day. High contact surfaces will be wiped down according to a regular disinfection schedule.

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

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

Whether school is in session remotely or otherwise, student transportation will be provided to students enrolled in nonpublic, parochial, private, or charter schools or to students whose IEPs have placed them out of the district, and whose schools are meeting for in-person sessions.

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

School Bus Staff

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

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

All Transportation Staff will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

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

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

For more information about the training protocol for students and staff, and how transportation information will be communicated, visit our [transportation webpage](#).

Social Emotional Well-Being

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important.

In conjunction with the district's social and emotional learning committee composed of schools psychologists, school counselors, and pupil personnel administrators, the district has chosen to adopt a Trauma-Informed Approach to address the social and emotional well-being of students, staff, educators, and parents. According to the National Child Traumatic Stress Network, the COVID-19 pandemic has challenged school systems to transform the ways in which they connect with, teach, and support students and families. A Trauma-Informed Approach recognizes that organizational support, partnerships, and capacity-building are essential components to intervention and social-emotional skill development.

There are ten essential elements of the Trauma-Informed Approach to which the district ascribes. They are:

- 1) Identification and Assessment;
- 2) Intervention;
- 3) Education and Awareness;
- 4) Establishing Partnerships;
- 5) Promoting Wellness;
- 6) Cultural Responsiveness;
- 7) Emergency Management and Crisis Response;
- 8) Addressing Staff Self-Care;
- 9) Evaluating School Discipline Policies and Practices;
- 10) Cross-System Collaboration and Community Partnerships.

The district utilizes a Child Study Team at each of its schools consisting of teachers, school building administrators, school psychologists, school counselors, and other pupil personnel service providers as appropriate to identify, assess, and monitor student progress in the area of social-emotional and academic functioning. These teams meet weekly in each building and are developing a Multi-Tiered System of Support framework to provide tiered interventions to students. Interventions by the school psychologists and school counselors in the area of social-emotional well-being will be determined via a three-tiered intervention plan.

Tier 1 interventions are universal or primary interventions available to all students who are judged to have some risk of psychological trauma but can also include the entire school. Tier 1 interventions can include assessment of trauma, classroom meetings, caregiver training, distribution of information, reestablishment of social support, and promotion of health maintenance behaviors.

Tier 2 interventions are selected or secondary interventions provided to those students who are/were moderately or severely traumatized and can also include the entire school. Tier 2 interventions may include individual or group crisis intervention, stabilization measures, and psychoeducational groups.

Tier 3 interventions are indicated interventions provided to those students who are/were severely traumatized. Tier 3 interventions are typically more targeted to in-school counseling along with referral to outside community psychological resources and/or treatment.

There are four phases of social-emotional well-being support, district wide. These include:

Phase I: Professional Development

- Information for faculty and staff about the Trauma-Informed Approach to intervention
- Assessment and education on self-care

Phase II: Education

- Information sessions for faculty and staff
- Information sessions for parents/guardians
- Developmentally appropriate information sessions for students

Phase III: Assessment

- Universal screening for students with parent/guardian consent
- Faculty/staff referral to school psychologists/school counselors
- Parent referral to school psychologists/school counselors

Phase IV: Intervention

- Determination of level of tiered support
- Execution of tiered support
 - Tier 1: Broad educational information sessions e.g., psychological first aid, school/grade level assemblies
 - Tier 2: Group or class SEL sessions e.g., Sanford Harmony, Teen Talk
 - Tier 3: Targeted in-school counseling and/or referral to outside community providers or agencies

In addition to the above three-tiered intervention plan and the four phases of social-emotional well-being support, the district will:

- Establish an advisory council, that involves shared decision-making, comprised of students, members of the board of education, school building and/or district leaders, community-based agencies, outside mental health clinicians, faculty, staff, pupil personnel service providers, and families
- Develop a comprehensive list of resources and referrals to address mental health, behavioral, and emotional support services and programs for parents/guardians
- Provide professional development opportunities for faculty and staff on how to support students during the COVID-19 public health emergency
- Identify opportunities to provide social and emotional support for faculty and staff
- Monitor student and staff attendance to determine any social-emotional factors that may be contributing to frequent or chronic absenteeism

School Schedules

For information about how school schedule information will be communicated to students, families and staff members may visit the [Edgemont Schools Reopening Plan Website](#).

Elementary School Schedule

Regular full day schedule - 8:30 a.m. - 3:00 p.m.

Junior/Senior High School Schedule

[Edgemont Jr.-Sr. High School Bell Schedule](#)

School Activities

Extracurriculars

Extracurriculars will take place as appropriate, and our Athletic Director will communicate with families about school sports.

Childcare

The district will run a childcare program afterschool provided by the YMCA.

The contact information is:

Margarita Pineiro
Director of Childcare Services
YMCA White Plains
250 Mamaroneck Avenue, White Plains, NY 10605
P (914) 949-8030 x 204
F (914) 949-8419
Mlozada@ymca-cnw.org
whiteplains.ymca-cnw.org

Technology and Connectivity

Edgemont is committed to supporting all the instructional and technology needs of students, teachers and families. Our district and technology department have established the goals, guidelines and facilities to ensure that the use of technology is safe, accessible and meaningful during our transition into the new school year.

Access and Connectivity

Edgemont's network has undergone major upgrades in the past year. More than half of the network switches were replaced and upgraded ensuring hardwired and wireless connectivity are robust and reliable. Below is a list of related instructional and technical resources and support systems:

- 1GB internet connection throughout district
- 1GB wifi connectivity throughout the district
- 100% [cloud based instructional technology](#) applications
 - Single sign-on enabled for all compatible instructional technology applications
- All teachers/staff have access to a PC workstation and/or Chromebook, Promethean Panel and/or Smart Board, document camera and webcam in every classroom
- Each classroom and/or hallway is equipped w/a printer/scanner/copier device
- Google Classroom is used as district's Learning Management System
- Google Meet is used as district's online video instructional and conferencing medium
- Regular communication and support for all families around internet connectivity and technical support at home

Support and Professional Development

- Technical Support:
 - Edgemont Technology Department
 - 3 Technical Support Specialists
 - 1 Database Specialist
 - LHRIC Vertical Support Teams
- Instructional Technology:
 - Director of Technology
 - K-12 Instructional Technology Specialist
 - In-person/online learning opportunities for hybrid and remote instructional best practices
 - Tech Dept/eLearning websites
 - LHRIC Model Schools
 - Scarsdale Teachers Institute
 - Virtual Cafes for parents

Student Access to Technology

In support of remote learning, the district will try to make computer devices available to students and teachers who need them. When school is in session, the district offers an online Repair and Loaner program for students and teachers working remotely. By appointment, students and teachers can have devices repaired on site or swap out for a new device. So as to minimize the usually high demand for repairs on 1:1 student devices the first month of school, the district has established a Summer Repair Shop for all the students in the 1:1 program (grades 6-10). The Technology Department designated 6 days in the month of August where students in the 1:1 program can come in and have devices repaired on site or exchange damaged devices for a new one.

The use of technology in school will look different upon the reopening of school this year. To protect the health and safety of all of our students and staff, the use of shared devices will be minimized. A device will only be shared after that device has been disinfected.

As it stands now, all of our students in grades 6-10 have their own district provisioned Chromebooks as part of the 1:1 program. Each of these students has their own Chromebook that they keep with them throughout the day and take home with them at night.

All of our students in grades 3-5 will have their own devices to use at schools. These Chromebooks are stationed inside and outside of classrooms in secure charging stations.

For Grades K-2, shared devices will be wiped down whenever a device is changing hands between students. Each K-2 classroom will be provided with a dedicated dispenser of sanitizing wipes for this specific purpose.

Below is a list of of student accessible devices in each school:

Junior/Senior High School

- 1:1 Chromebooks for all students grades 7-10
- PC laptops for STEAM and Comp Sci classes
- Chromebook Charging stations in each hallway

Greenville & Seely Place Elementary Schools

- 1:1 Chromebooks for all students grades 3-6
- 2:1 Chromebooks for all students grades k-2
- 2 ipad carts for specific k-1 applications
- Chromebook loaner program for students working at home

For more information on Technology goals, initiatives and resources, please visit [The Technology Department Website](#) and [Edgemont's Technology Plan](#).

Special Education

Whether services are provided in-person, remotely, and/or through a hybrid model, the district's reopening plan addresses the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and their teachers. Students with disabilities who receive special education services will receive those services in the same format in which instruction is provided to general education students, with appropriate social distancing and protections in place. Classroom capacity plans have taken into account the presence of consultant teachers, teaching assistants, and teacher aides in order to include them in measures to maintain social distancing.

The following considerations were made when developing this reopening plan:

1. In-Person Learning

- Students with disabilities with the highest level of need will be given priority for in-person learning when the school is engaged in hybrid learning; however, students with disabilities may also have an alternating attendance schedule.

2. Access

- Students with disabilities will have equal access to high-quality programs that are based on their individual needs and abilities and are designed to enable them to achieve the desired learning results.
- Students with disabilities will have opportunities for instruction with students without disabilities to the greatest extent possible, consistent with their IEP.
- During in-person instruction, the district will ensure that health and safety requirements do not result in the unnecessary separation of students with disabilities from their non-disabled peers.

3. Collaboration

- The district will continue to collaborate with the Committee on Preschool Education (CPSE), the Committee on Special Education (CSE) and program providers to ensure the provision of services consistent with students' IEPs.

4. Provision of Services

- To the greatest extent possible, the district will provide the special education and related services in a student's IEP.
- Due to the health and safety requirements that must be in place when school opens, the district will determine the mode, manner, and method of delivery of special education and related services.
- Because the method of delivery of services will be determined by the enhanced health and safety requirements, special education and related services will necessarily need to be flexible with regard to the mode and/or manner of delivery, individual vs. group instruction, frequency, duration, location, etc.

5. Progress Monitoring

- Special education teachers and related service providers will collect data on progress toward students' IEP annual goals, whether instruction is remote or in-person.
- Progress toward annual IEP goals will be reported as indicated in each student's IEP.

6. Referrals

- All school staff and parent referrals will be considered in accordance with the procedures in the Commissioner's Regulations Section 200.4(e).
- The need for referral will be considered individually; however, a referral may not be warranted if the reason for the referral is related to a student's underperformance as a result of Covid-19's changes to the school's schedules, teaching methods or closure.

7. Evaluations

- Initial and reevaluation testing will be conducted in-person whenever possible but may also be conducted remotely if standardization of testing can be maintained and results of the testing are reliable and valid.
- Testing will occur within the applicable timelines as per the Commissioner's Regulations.

8. Eligibility Determination/Annual Review Meetings

- CPSE and CSE meetings may occur via video conference or teleconference.
- CPSEs and CSEs will meet as required to make eligibility determinations, following initial evaluations, and to review each student's IEP at least annually.

9. Documentation/Communication/Coordination

- The district will continue to document students' needs during an extended school closure.
- Ongoing monitoring of students' progress will be documented and maintained and made available to parents upon request in their preferred language and mode of communication.
- The district will collaborate with parents and families to ensure that students continue to be provided with FAPE consistent with the need to protect the health and safety of students, their teachers, and their service providers.
- The district will communicate with parents of students with disabilities regarding the identification, evaluation, educational placement, and provision of FAPE to their child.
- All procedural safeguards and prior written notice requirements will continue to be honored/required regardless of the instructional model adopted by the district.

10. Accommodations and Modifications

- Students with disabilities will continue to receive accommodations, modifications, supplementary aids and services, and technology (including assistive technology) as described on their IEPs or 504 plans.
- Schools will review their instructional practices and plan for the necessary accommodations and modifications students with disabilities need in order for them to

progress in the general education curriculum in a remote or hybrid learning environment.

11. Technology

- Students will have access to working technology (hardware and software) necessary to meet the requirements of their IEP or 504 plan.

Bilingual Education and World Languages

Assessment and Identification

- Using both in-person and hybrid instruction, the ELL (English Language Learner) identification process will be completed within 30 school days of the start of the school year for all students enrolled during the COVID-19 school closures in 2019-2020, as well as all students who enrolled during the summer of 2020 and during the first 20 days of the 2020-2021 school year.
- After the 20 day flexibility period allowed by NYSED, identification of ELLs will resume for all students within the required 10 school days of initial enrollment.
- The district will resume and create programs to address Students with Interrupted/Inconsistent Formal Education, ELLs with IEPs, and other vulnerable students during the reopening process.
- Seniors who were unable to complete requirements in 2019-2020 to continue work toward earning the New York State Seal of Biliteracy will be given priority.
- If, in the course of identifying ELL students, a student is suspected of being differently-abled, the student will be referred to the building's Child Study Team (which includes members of the Language Proficiency Team). The team will discuss whether the student requires further evaluation. If they determine a need for further evaluation, a referral will be made to the district's Committee on Special Education (CSE).
- All ELLs take the NYSESLAT in the spring. The results break down a student's performance in all four tested areas: reading, writing, listening, and speaking. Through this breakdown, English as a New Language (ENL) teachers will be able to assess students' individual strengths and weaknesses.
- ENL teachers will meet with classroom teachers to further evaluate strengths and weaknesses in the academic and social environments. This information is used to guide instructional planning.
- ENL teachers will develop and carry out an appropriate method of documentation to track students' progress.

Instructional Planning

- The district will ensure that all identified ENL students have access to technology and wi-fi needed for remote learning.
- The district will establish protocols to promote coordination between ENL and content area teachers for the delivery of remote and hybrid learning.
- All ELL students will receive the same curriculum as the other students in their grade level, with extra support in one or more ENL classes, to provide these students with access to the curriculum as they learn English.
- Teachers will review alignment between content area curricula; the ENL teachers will participate in that work.
- ENL teachers will consult regularly with mainstream teachers to gather data on the progress and needs of students.

- ENL teachers will work directly with special educators assigned to ELLs with IEPs. Services for each will be provided in conjunction with one another.

Communication

- ENL teachers, along with general education and special education teachers, if any, and related service providers, will maintain regular communication with parents/guardians of ELLs to ensure they are engaged in their students' education during the reopening process.
- Communication with parents/guardians, written or otherwise, will be in their preferred language and via their preferred mode of communication. The district has identified families who require communication in Chinese.

Human Resources

The district will implement the following actions:

- COVID-19 federal leave information will be posted in all the buildings and on the website
- See the [U. S. Department of Labor’s Employee Rights poster](#)

Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the district’s approved [APPR plan](#).

Certification, Incidental Teaching and Substitute Teaching

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

Key References

- [State Education Department Issues Guidance to Reopen New York State Schools](#) (July 16, 2020)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) (July 13, 2020)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health](#) (July 13, 2020)

Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 website](#)