



GREENPORT UNION FREE SCHOOL DISTRICT

2020-2021 Reopening Plan

720 Front Street
Greenport, NY 11944
Home of the Porters



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Introduction

Since the closing of schools in early March due to the COVID-19 pandemic, the Greenport School Community has worked collaboratively to meet the needs of our students, parents and staff throughout these uncertain times. The district started planning discussions with key stakeholders regarding the reopening of school for the 2020-21 school year. As part of the planning process, the district created a School Reopening Committee, as well as several sub-committees which were comprised of stakeholders from our school community to formulate a plan for the reopening of schools. The Reopening Committee has had several meetings throughout the summer. These meetings will be an ongoing process to ensure we continue to adjust our plan as we receive more information and guidance from the Center for Disease Control (CDC), the New York State Department of Health (NYSDOH) and the New York State Department of Education (NYSED).

The Greenport Reopening Planning Committee has focused on the following:

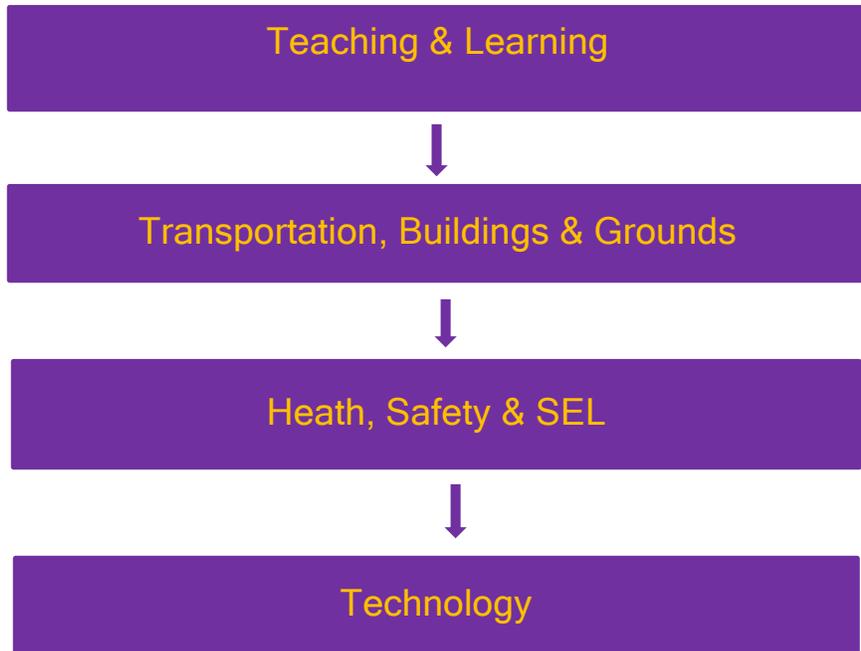
- Reviewing guidance from the Center for Disease Control (CDC), the New York. Department of Health and the New York State Department of Education (NYSED).
- Developing recommendations that are aligned with current guidance documents to ensure the health and safety of students and staff upon return to school.
- Considering feedback from the school community & incorporating such feedback into the reopening plan.

This plan has been developed to help us navigate the reopening of our schools safely for the 2020-2021 school year. The health, safety and well-being of our students, employees, and our families will be of paramount concern throughout the implementation process. The plan will be updated and revised based on conditions in the building, and as more information and guidance is received from the Center for Disease Control (CDC), the NYS Health Department, the Suffolk County Health Department, and the New York State Education Department (NYSED).

Reopening Committee Members

Marlon Small	Superintendent
Charles Schied	Assistant Superintendent for Business
Ryan Case	Assistant Superintendent for Technology & Administrative Services
Anthony Dragone	Director of Facilities
Chris Golden	Athletic Director
Joe Tsaveras	Elementary Principal & Director of Special Education
Gary Kalish	Junior/Senior High School Principal
Lauren Kollen	Assistant to the Director of Special Education & Special Education Teacher
Kim Swann	Board of Education Vice President
Sandy Martocchia	Board of Education Member
Rebecca Lillis	Teacher
Ozlem Artukmac	Teacher
Stephanie Pawlik	Teacher
Tom Taylor	Teacher
Indira Klotzer	Parent
Stacy VanDuzer	Teacher
Greg Dishopolsky	Teacher
Denise Edwards	Teacher's Aide
Marty Flatley	Southold Police Department
Jessica Rodriguez	Attendance Officer
Sarah Mazzaferro	School Nurse
Jillian Johnstone	Social Worker
Brandi Hopkins	Guidance Counselor
Courtney Dubreuil	School Psychologist
Avery Reisig	Guidance Counselor

Subcommittees



Reopening Committee Meeting Dates

- 7/17 Full committee meeting/ Teaching & Learning
- 7/21 High School Teaching & Learning/ Elementary Teaching & Learning
- 7/23 Teaching & Learning/ Health, Safety SEL
- 7/24 Teaching & Learning
- 7/28 Buildings & Grounds
- 7/28 All Committee meeting
- 7/29 Faculty & Staff Meeting
- 7/29 Student Forum
- 7/30 Community Forum
- 7/30 Board Meeting

Communication/Family and Community Engagement

Communication Plan

Written communications will be provided to families in their preferred language. Ongoing communication will be provided to the school community by the district superintendent, building administrators and teachers through multiple platforms that may include any of the following:

- Emails
- District Webpage
- Phone Calls
- Blackboard Connect ED – either voice message or email communication
- Social Media (Facebook)
- Remind App
- Video Conference (Google Meet)

As part of our communication strategy, we will provide information to our students, faculty, staff, and parents/guardians on a regular basis on the following topics:

Watch your Distance, Wear Face Coverings, Wash Your Hands

- **Social Distancing:** Everyone on school grounds and in our building will be encouraged to maintain appropriate social distancing, unless safety or the core activity (e.g., instruction, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.
- **Face Coverings:** Acceptable face coverings will be required of everyone while in the school building or on school grounds when social distancing is not possible.
- **Hand Washing Hygiene:** Students, faculty and staff will be encouraged to wash their hands regularly and thoroughly. Hand sanitizers will be installed in classrooms, offices, cafeterias and other common areas to support regular hand washing regimen.
- **Space Configurations:** To ensure social distancing, spaces will be modified or reconfigured for instructional purposes where and when necessary. Restrictions will be placed on spaces where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be appropriately socially distanced.

Training for Staff

All staff will receive training by the School Nurse. The training will cover the following topics relative to COVID-19:

- Planning, preparation and response
- How to wear a mask?

- Proper hand washing
- Work place guidelines

Training for Students

Teachers will provide regular reminders/training to students on social distancing and wearing face coverings.

Signage

Signs will be posted throughout the school building that are consistent with DOH COVID-19 signage requirements regarding public health protections. Signage will remind individuals to:

- Stay home if they feel sick
- Wear face coverings
- Watch your distance (social distancing)
- Wash your hands regularly
- Report symptoms of, or exposure to, COVID-19, and how they should do so
- Follow respiratory hygiene and cough etiquette
- Placing directional signs in common areas in the building

Use of PPE and Face Covering

- Students, faculty, staff and visitors are **REQUIRED** to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as riding in elevator, entering/exiting classrooms or student centers, walking in hallways, and traveling around the school building.
- Acceptable face coverings for COVID-19 will include, but are not limited to, cloth-based face coverings and surgical masks that cover both the mouth and nose.
- Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should **NOT** be used.
- The district will provide each student with a mask. Students should wear their face covering to school on a daily basis. If a student arrives at school without a mask or face covering, one will be provided by the school.
- The district will provide faculty and staff with a mask. Faculty and staff may use their own acceptable face coverings, and are expected to wear face covering to school on a daily basis. The district will have an adequate supply of masks, and other required PPE on hand should faculty or staff be in need.
- **Exceptions include:** Those who are medically unable to tolerate a face covering; and, during meals, instruction, and short breaks as long as they maintain appropriate social distance.

Health and Safety

The health, safety and well-being of students, faculty and staff of the Greenport School District are of paramount concern to our school community. Our school nurse and other professionals will provide information and training to our students, families, faculty and staff on COVID-19. The school nurse and other trained staff will also provide daily screenings for Covid-19 symptoms.

The school nurse and other trained staff will be prepared with appropriate PPE, such as N95 or surgical masks, face shields, gowns, and gloves. There will be a designated area to screen any student or staff who may be displaying COVID-19 symptoms. The health department protocols will be followed for any suspected positive cases.

Any student displaying COVID-19 symptoms, will wait in a separate location. The parent or guardian will be called to pick up the student. While the student waits to be picked up, he/she will remain under the supervision of the school nurse or trained staff until the parent arrives.

Daily Screenings Protocol:

All staff and visitors will be required to complete a self-screening questionnaire prior to coming to school or entering the building. Students will be screened periodically. The questionnaire is a web-based online platform (Google Form), as well paper-based. The self-screening questionnaire will determine whether an individual:

- Has knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- Has 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°F in the past 14 days;
- Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days;
- Has shortness of breath or difficulty breathing;
- Has muscle or body aches;
- Has loss of taste or smell

Reporting Suspected COVID-19 Cases

District faculty and staff will report any illness of students or staff to the school nurse and/or building principal. All such reports must be made with appropriate sensitivity and in compliance with relevant laws such as FERPA.

Greenport School District will follow local and state guidelines for reporting confirmed COVID-19 cases. The district designee (the school nurse) will notify the health department of any positive COVID-19 case of any individual, including a student, faculty, staff, or visitor, who was present within the school.

The Superintendent of Schools will follow the health department guidelines as it relates to communicating to the school community regarding a confirmed case of COVID-19. The superintendent will consult with the health department to determine whether schools should be closed. If schools are closed, students and teachers will transition to remote learning.

Facilities

General Health and Safety Assurances

Greenport Schools will follow all guidance related to the health and safety of our faculty and staff. This will include meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection. The district will provide appropriate PPE to help prevent the spread of COVID-19. The following procedures will be followed:

Face Coverings

Face coverings will be required for students and staff when they are in the building. They may choose to wear cloth-based coverings or surgical masks. Students will be provided with “mask breaks” throughout the day. The building principal and teachers will develop a schedule for mask breaks, which will vary based on student age, grade, classroom situation, and time of the year. There will be limited circumstances for which students may be provided with an exception to the mask requirement. These include:

- students with health conditions that make wearing a mask a risk to their health.
- situations in which students are performing a task that cannot be performed while wearing a mask, such as eating and drinking.

Restrooms

- BioShield Disinfectant Spray- Every 3 months

Hand Cleaning - 3x daily

- Faucets
- Toilet handles
- Dispensers
- Stall handles & locks
- Check supplies

Nightly Cleaning-Disinfect

- Faucets
- Toilet Handles
- Dispensers
- Stall handles & locks
- Floors cleaned & mopped
- Trash emptied

- Gang Bathrooms to be disinfected with UVC Lighting

Hallways/Stairwells

- Where possible hallway traffic may be limited to single flow direction.
- Bi-direction traffic will be restricted where possible.
- Directional flow will be identified by markings on the floor/stairs
- Adequate distancing will be encouraged between all individuals by taped off lanes on the corridor floors/ stair.
- All individuals must also allow for adequate spacing when traveling in the same direction.
- BioShield Disinfectant Spray- Every 3 months

Hand Cleaning - 3x daily

- Water fountains
- Handrails
- Door knobs/push bars
- Hand sanitizing stations
- All other high touch points

Classrooms

- Occupancy in each classroom will be reduced and determined based on the overall square footage of the space.
- Overall class sizes will be reduced to accommodate all safety parameters.
- Students, teachers and support staff will be required to wear proper face covering.
- Where possible, special teachers and staff will travel to the classroom to provide instruction.
- Restrict items in the classroom.
 - Remove any unnecessary furniture
 - Remove any soft surfaces that are difficult to disinfect such as area rugs, soft fabric chairs
- BioShield Disinfectant Spray- Every 3 months

Nightly Hand Cleaning

- Door Knobs
- Light Switches
- Teachers Desks (when empty of materials)
- White boards
- Spot check tables & chairs
- Sinks & bathrooms
- Dust mop floors or use Hepa Filter vacuum, depending on floors
- Empty garbage

- Disinfect desk & chairs with electrostatic sprayer or spray bottles
- Replace sanitizers when needed

School Health Office

- The school health office will be cleaned regularly after the use of the beds, bathroom, and health office equipment. It will be disinfected nightly with UVC lighting
- As new information becomes available, procedures and/or products used will be modified as appropriate.
- All students and staff are required to wear appropriate face coverings.
- N95 Respirator use for nurses should be limited to situations of suspected COVID-19
- Nurse station reconfigured to:
 - Maintain social distancing of no less than 6ft.
 - Create “sick” and “well” zones.
- Students that receive daily medication will be treated separately from students presenting with symptoms of illness.
- Physical separation will be achieved by utilizing: individual exam rooms
- Students presenting with symptoms representative of COVID-19 will be immediately isolated to reduce risk of transmission.

Isolation Rooms

- Separate, independent room with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.

Cafeteria

- BioShield Disinfectant Spray- Every 3 months

After Each Period

- cafeteria tables & benches/seats
- door handles, light switches & other high touch areas
- clean floors

End of day

- cafeteria tables & benches/seats
- sweep & mop floors
- disinfect all high touch areas
- empty trash
- disinfect with electrostatic sprayer or spray bottles

Cleaning and Disinfecting

- Hand sanitizer dispensers, with at least 60% alcohol, will be installed in all classrooms, offices, and cafeteria.
- Students and staff will be encouraged to practice proper hand washing hygiene, such as washing hands often with soap and water for approximately 20 seconds.
- Students and staff will be encouraged to practice other respiratory/cough etiquette.
- Signs, which will remind students and staff of following proper health and safety practices, will be posted throughout the building and in classrooms.
- The school nurse, building administrators, and teachers will provide students with regular reminders and reinforcements to ensure students follow these safety practices.
- All classrooms will be provided with paper towels, disinfectants, and anti-viral wipes.
- All high-risk, frequently touched areas, bathrooms, nurse's office will be cleaned with the appropriate disinfectant, as per guidelines established by the department of health.
- Custodial staff will do this daily, during both day and evening shifts, several times.
- Custodial staff will maintain a record/log of the date, time, and the scope of cleaning and disinfection for specific areas throughout the building. These logs will be turned in to the Facilities Director on a daily basis
- A regular protocol of "fogging" rooms with disinfectant will be completed each evening.

Emergency Drills

Fire drills, lock down drills, and bus safety drills are required by Educational Law and regulation. All safety drills will be conducted. The district will seek to conduct lock down and shelter in place drills with modifications to maintain social distancing.

Child Nutrition

Breakfast and Lunch

- Elementary students will eat breakfast and lunch in their classrooms.
- As much as is practicable, students will be seated in classrooms where they are facing the same direction.
- With parental permission, secondary students may leave school grounds for lunch.
- Meal times for secondary students who use the cafeteria may be staggered to ensure social distancing.
- The cafeteria will also have appropriate markings/signage that remind students of safety precautions.
- Students will be reminded to wash their hands before and after eating.
- Students will be reminded not to share food.
- All meals and utensils will be individually wrapped and packaged.

- Food service workers and other staff members who are involved with meal distribution will be required to wear disposable aprons and gloves.
- Appropriate cleaning and sanitation will be conducted by custodial staff after meals

Transportation

The Greenport School District utilizes contract transportation service. In collaboration with our transportation contractors, the following procedures have been established. These procedures will be followed by bus drivers, bus attendants, and our students:

- Students are expected to wear a mask on school buses to and from school, for the entirety of the route.
- If a student does not have a mask, the driver will provide one.
- Buses will be loaded from back to front and unloaded from front to back.
- Students from the same family will be required to sit together.
- Bus drivers or attendants will take daily attendance of all students on each bus.
- Drivers and Bus Attendants must wear a mask when students are on board the bus.
- Face shields will be available for Bus Attendants. Training will include how to properly apply, remove and dispose of PPE.
- Drivers will be issued a kit that will contain PPE and cleaning supplies.
- Cleaning buses – training will be provided to drivers on the proper cleaning of buses, and will include how and when to wipe down high contact areas on buses. (To be completed daily by the driver after each run during the post-trip).
- Cleaning crews will perform the task of disinfecting/sanitizing the buses initially on a daily basis.
- Drivers will receive training on the spreading of transmittable disease prevention – frequently washing hands, using hand sanitizer, 6’ social distancing when practical, etc.
- Self-assessing for exposure to COVID-19 – must be done prior to reporting for duty and attested upon arrival to work by signing a COVID-19 self-assessment log.
- Bus windows/hatches will remain open for ventilation
- Bus/ van passenger capacities are still being reviewed for regulatory and safety standards.
- The first seat behind the driver is to remain unoccupied.

Student Arrival and Dismissal

- There will be designated areas for student drop-off and pick-up.

- To reduce crowding, there will be areas designated for entering and exiting the building.
- These areas will be appropriately identified with signs and will be communicated to students, teachers and families by building administrators.

Social Emotional Well-Being

1. Greenport School District has a Comprehensive Guidance Plan in place that has been developed and was reviewed by our Social and Emotional Learning (SEL) subcommittee. The committee is comprised of our school psychologist, social worker, and guidance counselors. The student support staff will be available for students and staff in the building for the first few weeks of school to ease the transition back to school. They will provide resources to teachers and parents to help their children feel safe. If students are brought back in a hybrid model, the support for students and families at home will be held both through Google Meet and in-person. Student support staff will have virtual office hours. The same will be done should we be in a completely remote learning environment.
2. There will be regular meetings with the student support staff to review and coordinate the support being provided to students, their families and teachers.
3. Parent workshops for those who need extra support will be provided. Parent workshops will be run virtually. In addition, a list of mental health and community resources will be made available to parents. There will continue to be a variety of communications to parents utilizing various platforms. (newsletters, ConnectEd, etc.). Lastly, parents will be surveyed to identify students and families at risk, and the kinds of support preferred.
4. Faculty and staff will be provided with a variety of professional development opportunities. Support staff will provide resources/PD on coping skills and strategies for teachers; PD for staff to understand the signs and impact of stress, grief, anxiety, and how to support students and the referral process.

Attendance and Chronic Absenteeism

While on a remote or hybrid schedule, there will be a student Engagement/Check-in sheet that will be uploaded into the Google Classroom of every teacher. Students will be asked to check-in on the sheet each time they are in Google Classroom. Teachers will be required to reach out to the students on their caseload on a daily basis. This may include, but is not limited to phone, email, or text. Should a teacher not be able to reach a student after three attempts, the building administration will get involved and follow established administrative

procedures for ensuring parents understand the importance of having their child attend school in person or virtually on a regular basis.

Attendance will be recorded in the student management system in a manner consistent with the way in which attendance is taken when students attend school in person.

Each teacher will provide a weekly report of students who have not engaged in remote learning to his/her principal. Each building administrator will review weekly absentee reports and ensure that adequate efforts are being made to contact and engage students and their families.

Technology and Connectivity

Connectivity (in School)

Greenport UFSD will provide all students and teachers with a device for their exclusive use. Students in Grades 1 to 6 will be assigned a Chromebook or an iPad to use in school. Students in Grades 7 to 12 will each be assigned a Chromebook to use in school or at home.

Connectivity (at home)

Greenport UFSD will provide any household without consistent, reliable access to high-speed internet with a mobile hotspot device. Elementary students who do not have a personal device at home will be provided a Chromebook or an Ipad to use and leave at home. Students in Grades 7 to Grade 12 will each be assigned a Chromebook to use in school or at home.

Learning Platforms

Greenport UFSD will use Google Classroom and Google Meet as the primary platforms for distance learning.

Professional Development

Teachers will be provided with professional development on the use of distance learning resources during the summer, at the start of school during conference day, and scheduled throughout the school year. A professional development library of technology training and distance learning resources will be provided to teachers.

Tech Support to teachers, students, & families

Greenport UFSD will provide an online form for students and families to report technical issues. In the Elementary School, each grade level team will assign one-point person as tech support for families in that grade level. In the High School, a team including the School Librarian, will assist families and students with troubleshooting issues. Online training resources will be made available to students & parents.

Teaching and Learning

The Greenport School district will begin the 2020-2021 school year through a hybrid teaching and learning model. Through this model, students will engage in both in-person and remote learning. Our goal is to bring our youngest students to school each day for in-person learning, and our secondary students to school for in-person learning two to three days a week. Our secondary students would engage in remote learning two to three days a week when they are not in school. The ultimate goal is to phase in the return to the building, to the greatest extent possible, over a period of time based on data and circumstances in the building.

Elementary Students (In-person) * Option 1

- **9:00 AM – 3:00 PM School Day**
- Grades K- 6 students will attend school in-person five (5) days a week.
- Special class students will attend school in-person five days a week.
- Students will receive ELA, Math, Social Studies, and Science lessons daily.
- 1:1 device provided to all students.
- Specials (Art, Music, PE, Library) will be brought to students in their classrooms. If possible, these classes can be held outdoors. Teachers will coordinate with building principal regarding taking classes outdoors.
- Reduced class size to no more than 15 students (**creating an additional grade level classroom**).
- Breakfast/lunch will be served in the classrooms.
- Recess breaks will be held outdoors.
- Mask breaks will be scheduled.

Below is a sample schedule for in-person learning for elementary students.

PERIOD	Monday			Tuesday			Wednesday			Thursday			Friday		
	Purple	Gold	Green												
2	Morning Meeting														
3	Reading														
4	Writing														
5	Math														
6	Lunch/ Recess														
7	ART	Science	Science	PE	Science	Science	LIB	Science	Science	PE	Science	Science	MUS	Science	Science
8	Science	PE	Social Studies	Science	MUS	Social Studies	Science	PE	Social Studies	Science	ART	Social Studies	Science	LIB	Social Studies
9	Social Studies	Social Studies	MUS	Social Studies	Social Studies	LIB	Social Studies	Social Studies	PE	Social Studies	Social Studies	PE	Social Studies	Social Studies	ART

Hybrid Model-Elementary School Students (Grades PreK-6)

- Grades K-6: Full day with half the students (purple and gold groups) split by alphabetical order (A-K Purple Group, L-Z Gold Group).
- 9:00AM – 3:00PM School Day.
- Elementary school students divided into two groups (Purple and Gold), attending school M, W or T, TH and alternating Friday, with remote on the other days.
- Students will engage in remote learning two- three days each week.
- Teachers will use Google Classroom and Google Meet as their primary platforms for delivering virtual instruction.
- A remote schedule and Google Classroom code will be communicated to students and parents by the building principal.
- Student “Check-in/Engagement Sheet” will be uploaded in each teacher’s Google Classroom.
- Reduced class size to 15 students.
- 1:1 device provided to each student.
- Specials will be brought to the classroom or will be held outdoors when possible.

PreK-6 HYBRID Instructional Model

	Monday	Tuesday	Wednesday	Thursday	Friday
In school Instruction	Purple group	Gold Group	Purple group	Gold Group	Alternate between Purple and Gold each week
Remote Instruction	Gold Group	Purple group	Gold Group	Purple group	

PreK-6 Hybrid

- A-K- Purple
- L-Z- Gold

Remote Learning -Grades Pre-K-6

Students in the elementary grades may spend 2-3.5 hours working with academic material. This time will vary based on age/grade. Students can complete their work in one session, or several sessions depending on their learning style and device availability. The building principal and grade level teachers will provide more details.

- Teachers will use Google Classroom, Google Meet/video conferencing as the primary method of providing instruction to students, whether synchronous (live) or asynchronous (recorded).
- This time will be used for teachers to support the continuity of learning for our elementary students.
- The time with teachers is meant for class-wide projects, meetings, discussions, feedback about previously posted material and other opportunities for student-teacher collaboration to support new learning aligned to grade level standards.
- Teacher will make every effort to reply to inquiries within 24 hours.

The schedule below lists times that teachers will be available for interactions with students.

PreK-2		Grades 3-6	
Times	Instruction	Times	Instruction
9:00-9:30	Reading	9:00-10:00	Reading
9:30-10:00	Writing	10:00-10:30	Writing
10:00-10:30	Math	10:30-11:30	Math
12:00-12:30	Science	12:30-1:00	Science
12:30-1:00	Social Studies	1:00-1:30	Social Studies
1:00-3:00	Teacher Support Hours	1:30-3:00	Teacher Support Hours

Hybrid Model-Secondary School Students (Grades 7-12) *Option 1

- 7:30AM – 2:30PM School Day
- Secondary students divided into two groups (Purple and Gold), attending school, M, W or T, Th and alternating Fridays with remote on the other days.
- Students will engage in remote learning two- three days each week.
- Teachers will use Google Classroom and Google Meet as their primary platforms for delivering virtual instruction.
- A remote schedule and Google Classroom code will be communicated to students and parents by the building principal.
- Student “Check-in/Engagement Sheet” will be uploaded in each teacher’s Google Classroom.
- Recommended class size of 15 students
- 1:1 device provided to each student.
- Specials will be brought to the classroom or will be held outdoors when possible during in person learning.

7-12 Hybrid Instructional Model

	Monday	Tuesday	Wednesday	Thursday	Friday
In person Instruction	Purple Group	Gold Group	Purple Group	Gold Group	Alternate between Purple and Gold each week
Remote Instruction	Gold Group	Purple Group	Gold Group	Purple Group	

Remote Learning Grades 7-12

Secondary students may spend 3-4 hours working with academic material. This time may be used to complete work in one session, or several sessions depending on their learning style and device availability. The building principal and subject-area teachers will provide more details.

- Teachers will use Google Classroom, Google Meet/video conferencing as the primary method of providing instruction to students, whether synchronous (live) or asynchronous (recorded).
- This time can be used for teachers to support the continuity of learning for our secondary students.
- The time with teachers is meant for class-wide projects, meetings, discussions, feedback about previously posted material and other opportunities for student-teacher collaboration to support new learning for content/grade level standards.
- Teacher will make every effort to reply to inquiries within 24 hours.
- The schedule below lists times that teachers will be available for interactions/instruction with students.
- There will be a designated Extra Help Period for students at the end of every day.

7-12 Remote Instructional Model

Time	Monday (A Day)	Tuesday (B Day)	Wednesday (A Day)	Thursday (B Day)	Friday A	Friday B
7:45-8:00	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
8:00-8:40	Period 1	Period 6	Period 1	Period 6	Period 1	Period 6
8:42-9:22	Period 2	Period 7	Period 2	Period 7	Period 2	Period 7
9:24-10:04	Period 3	Period 8	Period 3	Period 8	Period 3	Period 8
10:06-10:46	Period 4	Period 9	Period 4	Period 9	Period 4	Period 9
10:48-11:28	Extra Help	Extra Help	Extra Help	Extra Help	Extra Help	Extra Help
11:30-12:30 Office Hour A						
12:00-1:00 Office Hour B						

Special Education

The Greenport School District will make every effort to ensure that programs and supports for students with disabilities conform to the requirements of the federal Individuals with Disabilities Act (IDEA) and NYS Commissioner Regulations Part 200. As a result of concerns related to health and safety of students and teachers, some services may be delivered through different methodologies. Parents may request a CSE meeting to discuss the best way to implement a student's IEP to better meet the needs of students.

- If parents are unable or unwilling to access the building, meetings can be done virtually.
- All students will be required to wear a mask to school and while they are in school. If a child has a medical condition that prevents him/her from wearing a mask, a CSE may be convened to discuss appropriate safety measures that can be implemented.
- Referrals will continue to be processed in compliance with CR Part 200 Regulations.

Bilingual Education & English Language learners

- As a result of the cancellation of the 2020 NYSELAT, all ELL students will be placed and supported according to their proficiency level from the most recent NYSELAT.
- Former ELL students will continue to receive services as required by CR-154.
- NYSITELL will be administered to new students within 30 days for new registrants, so that identified students may receive the service/support they need.
- The district will also make every effort to provide professional learning opportunities to our teachers so that they will be better able to meet the learning needs of ELL students and their families.
- ENL teachers will work collaboratively with core teachers to meet the needs of students.
- The families of our English Language Learners will receive information and support in their preferred language and through their preferred contact method.
- The district will make every effort to provide support to and engage the families of our ELL students.

Teacher and Principal Evaluation System Certification, Incidental Teaching and Substitute Teaching

The Greenport School District will ensure that educators employed by the District hold a valid New York State certificate and are appropriately certified for their assignment. Our reopening plan will take into consideration recent changes to Education Law, for the 2020/2021 school year, regarding incidental teaching assignments and the employment of non-certified substitute teachers. As such, the superintendent may assign certified teachers to teach a subject not covered by their certificate (Incidental Teaching) for a period not to exceed 10 classroom hours per week, when no certified or qualified teacher is available after an extensive recruitment process. (BOCES approval required)

Substitute teachers who do not hold a valid teaching certificate may be employed by the district to work beyond 40 days during the COVID-19 crisis.

Student Teachers

The Greenport School District will continue to welcome student teachers into our classrooms, whether in person or remotely, during the 2020-2021 school year. The District will work with the colleges and universities to identify appropriate ways in which student teachers can support classroom instruction while ensuring that the student teacher is given the opportunity to develop critical knowledge and skills.