

Shelter Island School District



Reopening/Return to In Person Learning Plan

SHELTER ISLAND UNION FREE SCHOOL DISTRICT



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Shelter Island UFSD **Opening Plan**

INTRODUCTION

The Shelter Island School District is forming its opening plan for the 2021-2022 school year based on the guidance received from the Suffolk County Department of Health, the successful implementation of last year's reopening plan during the pandemic, meetings with staff and families this year, and based on many meetings leading up to the 2020-2021 school year. The day-to-day operations will remain very much the same as last year with the following guidelines from the Suffolk County DOH:

1. PHYSICAL DISTANCING

The major difference here is the recommended distance went from 6 feet to 3 feet.

Maintain at least three feet of physical distance between students within classrooms, physical education, and music. If students are engaged in singing or playing a wind instrument, at least six feet of distance between students is recommended. In physical education, ensure any contact due to activities is quick and not for extended periods of time. When outdoors, schools should encourage activities that allow for distancing and reduced contact.

2. MASKS

Mask guidance remains unchanged from the end of the prior school year in June 2021 consistent with CDC recommendations. Per existing CDC guidance, all students, staff, and visitors must wear masks indoors regardless of vaccination status. *Mask wearing is not required outdoors.*

3. CONTACT TRACING AND QUARANTINE

School districts must continue to report positive cases of COVID-19 to SCDHS. All individuals who test positive for COVID-19 must remain in isolation for 10 days from date of symptom onset or test date if asymptomatic.

Consistent with CDC guidance, students in the Pre-K-12 indoor classroom who are within at least three of an infected student with masking are excluded from the definition of close contact and not required to quarantine. The Shelter Island School District concurs with SCDHS and CDC guidance which recommends that fully vaccinated persons who have come into close contact with someone with suspected or confirmed COVID-19 should be tested 3-5 days after exposure.

Close contacts of positive cases of COVID-19 which do not fall in the exception detailed below must quarantine for 10 days and monitor symptoms through the 14th day. Below is the CDC exemption for Pre-K-12 students in indoor classroom setting:

Exception: In the Pre-K–12 indoor classroom setting, the close contact definition excludes students who were within three to six feet of an infected student (laboratory confirmed or a clinically compatible illness) if both students correctly and consistently wore well-fitting masks the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

The Shelter Island School District will continue to contact trace and notify families of potential exposure so they may monitor for symptoms closely 14 days from date of last exposure. Any students who begin to exhibit symptoms of COVID-19 should remain home and seek testing. The Shelter Island School District will keep records of seating charts and cohort students as possible to reduce exposure and assist with contact tracing.

4. SCHOOL DISTRICT REPORTING REQUIREMENTS

The Shelter Island School District will continue to report positive cases to SCDHS via the SCDHS portal. Only those who are required to quarantine must be reported. Those exempt from the definition of close contact (as described above and in the CDC guidance) should be informed of exposure and should be monitored closely for symptoms for 14 days from date of last exposure.

SCDHS Portal for reporting:

<https://suffolkcountyny.force.com/public/request/DOHSCVSCL/details>

5. BUSES

The Shelter Island School District concurs with the SCDOH and CDC guidance that all students and adults must wear well-fitting masks while inside a bus, regardless of vaccination status. At least three feet of physical distancing between non-household members should be maintained as much as possible on a school bus. Ventilation, loading from the rear forward, and alternate window/aisle seating can also help reduce risk of transmission.

CDC Recommendations:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

6. OTHER INFORMATION FROM LAST YEAR TO REMAIN IN PLACE

Communication

The communication plan for our school is to provide signage throughout the building emphasizing safety, CDC and DOH guidelines, information sent via email, ConnectED, placed on the school website, texted, and phone messaged home.

Safety

- School director of health and nurse will train staff on how to observe for signs of illness in students and staff.
- The school will take the temperature of all children prior to entering the building.
- The faculty will answer a questionnaire with daily screening questions.
- Any ill student or staff will be evaluated by the school nurse. If the school nurse is not available that staff member or student will be sent to an outside medical advisor.
- All people in the building will wear a mask upon entry and exit into the building, in the hallway, and in the bathrooms. Students may take their masks off for a break if they are seated in a classroom and are able to maintain social distancing, currently a distance of 3 feet.
- Students who refuse to follow safety guidelines, included but not limited to not wearing masks in situations where social distancing cannot be maintained, will be sent home.
- Any student, staff or faculty member who is presenting with COVID –19-like exposure or symptoms will be immediately sent home with instructions to contact their health care provider for assessment and potential testing.
- The district, in consultation with the local health department(s), will determine the requirements for when individuals, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school.
- District rooms will be disinfected and cleaned according to CDC guidance. This will be recorded and logged.

Facilities

- The plan is in compliance with the 2020 Building Condition Survey and Visual Inspections.
- We will continue to conduct the Lead-In-Water Testing required by NYS DOH reg 67-4.
- Alcohol Hand Rub Dispensers are in accordance with FCNYS 2020 Section 5705.5.
- Any dividers installed will be sent to OFP for approval.
- New and/or temporary building construction will be sent to OFP for review.
- Any new properties used will be submitted to OFP for review.
- Tent use will be submitted to OFP for review.
- Existing or altered toilets and sinks meet the minimum requirements of BCNYS.
- Our school has more than 1 drinking fountain per 100 students.
- Our plan is to maintain adequate and code required ventilation design by installing Merv 13 and HEPA filters throughout the building.

Child Nutrition

- All students enrolled in the SFA will have access to school meals.
- The Shelter Island cafeteria will maintain all applicable health and safety guidelines.
- Students will eat in the cafeteria, the old music room, or off campus.
- Students will be educated on protocols and procedures for eating: hand hygiene before and after meals, how appropriate hand washing is performed, how sharing of food and drink is not allowed. Wash stations have been installed to promote this.
- If meals are served in the same area, the area will be cleaned and disinfected prior to the next group of students' arrival.
- The cafeteria will remain in compliance with the Child Nutrition Program.
- All cafeteria information sent home will be in English and Spanish.
- All students must maintain a social distance of 3 feet while consuming food and drink.

Transportation

- Sunrise Bus Company will clean and disinfect busses at least one time per day.
- High contact spots will be wiped down after each AM and PM run.
- All bus employees must wear face masks and optional face shields.
- All bus employees must be trained and retrained on use of PPE, the use of proper social distancing, and the signs and symptoms of COVID - 19.
- Transportation employees must be provided with adequate PPE.
- All transportation employees must perform the same self-health assessment as all district employees.
- All students must wear masks at all times on busses.
- Students who do not have a mask will be given one.
- Students who have disabilities that prevent them from wearing a mask will not have to. Other safety measures will be taken.
- Students will receive training and retraining on appropriate hygiene, use of PPE, use of social distancing, and safety measures on the bus.
- Transportation will be provided for all non-public, parochial, private and charter schools. Transportation will also be provided to students where IEPs have placed them at a different location.

Social and Emotional Well-Being

- The developmental school counseling program plans developed under the direction of Martha Tuthill will be reviewed and updated to meet the needs of the pandemic.
- This committee will meet and communicate the plan, with additional COVID measures to the community.
- The community has been provided with resources and referrals to address mental health, behavioral, and emotional support services and programs. We will continue to send out more information on this to the families.
- Staff will be provided professional development on how to talk to and support students during and after the ongoing COVID-19 public health emergency, and also provide support for developing coping and resiliency skills for students, faculty, and staff.
- The school will introduce a virtual and in-person updated social and emotional plan for grades Pre-K through 12.

School Schedules

- Shelter Island will be 100% in person for 2021-2022. If there are times when the school must go virtual, the appropriate technology will be given.

Attendance and Chronic Absenteeism

- Attendance will be taken for both teachers and students. This attendance will be monitored and any chronic attendance issues will be addressed.

Technology and Connectivity

- All students will be provided with a school issued iPad or Chromebook, or will use a personal device that has been certified by the IT department as meeting the minimum requirements for distance learning instruction.
- Any student that does not have access to the internet will be provided with access.
- While every student will have access to the internet and have a device, the district acknowledges that technology is not always accessible and will also provide other materials such as, but not limited to, packets and workbooks, if there is remote learning.

Teaching and Learning

- The district is prepared for 100% in-person instruction with the option to provide distance learning when necessary due to Covid.
- Anyone who has any question about anything at the school is able to email: support@shelterisland.k12.ny.us. We also set up a who-to-call list if anyone has particular problems. This will be available to students in both English and Spanish.

Special Education

- All the needs of all students will be met whether in person or in the chance or remote learning days.
- The district will document the programs and services offered for special education students in IEP Direct.
- As we do now, the district will continue to provide communications, informational brochures, and other information in the parent's preferred language or mode of communication in order to meet IDEA requirements. The district will also continue to ensure access to all necessary accommodations, modifications, supplementary aids and services, and technology to meet the unique disability related to the student's need.
- The district's CPSE, CSE, and outside providers will collaborate through departmental meetings to ensure there is an understanding of provision of services consistent with the recommendations on IEPs, plans for monitoring and communicating student progress, and commitment to sharing resources.

Bilingual Education and World Languages

- Instructional units of study will be provided to all ELL students based on their most recently measured English proficiency level during in-person or hybrid instruction.
- Parents of ELL students will continue to be regularly contacted by the school's general education and ELL teachers.

Teacher and Principal Evaluation System - Mandatory Assurance

- All teachers and principals will be evaluated pursuant to our currently approved APPR plan, including any variance approved by the department.

Certification, Incidental Teaching, and Substitute Teaching

- The district will continue to ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations or Education Law.

Safety Actions Taken/In Process

- Wash stations have been installed and we are looking into installing new stations throughout.
- True HEPA Air purifiers have been installed for each room.
- PPE has been purchased - thousands of masks, gloves, and gowns.
- Hand sanitizer has been purchased.
- Classrooms have been realigned to fit students and staff as safely as possible.
- Teacher schedules have been reassigned for optimal safety in teaching and learning.
- Health screens and temperature checks will be performed on all students and staff.
- Staff will self report via a questionnaire.

Components of Shelter Island's Plan

- Students and staff will wear masks at all times, except when engaged in instruction and seated at a desk that is socially distanced from their peers and staff.
- Daily health screenings will be conducted for all employees, students, and staff.
- Children's temperatures will be taken upon arrival.
- Contact tracing and coordination with local health department guidelines will be adhered to.
- Daily cleaning and disinfecting protocols will be logged and documented.
- There will be limited sharing of supplies.
- There will be only essential school visits.

Academic/Instructional Parameters

- All students will report to school for a full day.
 - Except Pre-K 3 will be half day as planned
- Teachers and classes will be encouraged to go outside.
- The first week of school will consist of orientation on safety protocols and also learning expectations.
- Teachers will also place a strong focus on social and emotional learning.

In-Person Instruction

- All students attend school.
- Social distancing procedures in place.
- All students must wear a mask except during instruction with the teacher's permission.
- If students are not able to take masks off, students should be given mask breaks during class while being socially distanced.
- Hand sanitizer and PPE will be available in every classroom.
- On the secondary level, there is no food permitted in the classroom except for student specified lunch periods. Students who do not have a lunch period will be accommodated to eat lunch in a classroom.
- Students will be encouraged to learn outside. There will be a sign out process for outdoor desks and spaces.

Instructional Considerations – In-person Instruction

- In order to ensure a seamless transition to a remote environment (in case of short or long-term closure), all teachers should be proficient in using Google Classroom and Google Meet by the first day of school. Teachers must keep their Google Classroom accounts current with homework assignments, topics being taught, etc.
- Attendance will be required (and taken by teachers).
- device chargers.

Elementary Schedule (Pre-K through 5) – In-person Instruction

- All students in grades Pre-K through 5 will be cohorted.
- Classroom furniture will be reduced to accommodate 3 feet of distance between all student desks.
- Lunch will be served in cafeteria and old Music room.

Secondary Schedule (Grades 6-12) - – In-person Instruction

- Classroom furniture will be reduced to accommodate 6 feet of distance between all student desks.
- Students will have access to grab-and-go lunches and will eat in the cafeteria, music room or off campus.

English as a New Language Service - – In-person Instruction

- Students will be provided services as per Part 154 Regulations.
- Services will consist of a combination of co-teaching and stand-alone classes.

Special Education Services – In-person Instruction

- Services will be delivered as per IEP.
- Service providers will wear appropriate PPE.

Staff Arrival – In-person Instruction

- Staff must stay home if ill.
- Staff must complete health screening prior to attending for the day.

Student Arrival – In-person Instruction

- Please see below procedure:

Shelter Island School Dropoff/COVID-19 Screening Procedure



- 1) School Street will be limited to one way school traffic only beginning at 7:40am.
- 2) Vehicles will proceed to either the PK-7 Checkpoint or to the 8-12/Bus Checkpoint following the prescribed traffic pattern.
- 3) All students and their families will remain in the vehicle until students have been screened and cleared for entry by authorized personnel.
- 4) Once cleared for entry, students will report to their designated area PK-7 (Gymnasium) 8-12 (1st Period Classroom)

- Grades Pre-K - 5 walkers and bikers should report to the gym entrance.
- Grades 7-12 should report to the front entrance.

Student Dismissal – In-person Instruction

- Pre-K through 5 - Similar to entry. Students will be taken to the gym.
- Secondary- Staggered based on grade.

Visitors – In-person Instruction

- Only essential visitors will be permitted in the school building.
- Parents, however, may drop off items at the front desk.

When an arriving student presents with symptoms – In-person Instruction

- Elementary- Students who have a temperature of 100.0 or higher at entrance will be sent home. Students who were previously admitted to the building and present symptoms during the day will be sent to the isolation room. Parent/guardian will be contacted.
- Secondary- Students who have a temperature of 100.0 or higher at entrance will be sent home. Students who were previously admitted to the building and present symptoms during the day will be sent to the isolation room. Parent/guardian will be contacted.

Use of bathrooms – In-person Instruction

- One student will be allowed in the bathroom at a time. Students must sign out in a log in the classroom prior to using the bathroom.
- Bathrooms will be cleaned/sanitized twice a day.

Mental Health – In-person Instruction

- There will be a heavy focus on social and emotional learning.
- The social worker and school psychologist will push into classrooms.
- A new SEL plan will be introduced and implemented. All students will be screened using the BIMAS-2. A plan will be developed for at-risk students.

Remote Learning Plan Overview

Remote Learning Program Overview

The Shelter Island School District has put in place a Remote Learning Program in case closure is necessary. This guide will help parents and caretakers understand the way Remote Learning works, the technology support for Remote Learning, and guidelines for our students and parents.

In the eventuality that the school is advised that closure is necessary, Dr. Doelger will alert families and faculty/staff by email and ConnectEd. In this message, Dr. Doelger will specify a start date for Remote Learning. Following Dr. Doelger's communication, the school will provide families with specific instructions about Remote Learning, both academically and technologically.

Action Plan for Students & Parents – Remote Learning

Shelter Island Schools, grades Pre-K- 12, will use the following primary means of communicating assignments, lessons, and activities with students:

- **Assignment Packets** – Packets will be sent home and/or emailed from teachers.
- **School Email** – All students have a school email account. Teachers will communicate with students using the school email.
- **School Attendance** – Teachers will take attendance in Powerschool. A student will be marked present for synchronous classes when they attend a session live. They will be marked present when assignments are completed for asynchronous lessons. Any student with 4 or more absences in any class per quarter will be referred to the COVID Student Support Team to evaluate student needs and progress. Excessive absences may result in class failure and/or grade retainment.
- **Google Classroom** – **All assignments will be posted in Google Classroom.** All students and parents have access to a Google Classroom account. Google Classroom is a platform

that combines a learning management system and gradebook. It enables teachers to post assignments and instructional materials as well as receive assignments from students. Assignments will be graded and entered into Powerschool. Assignments turned in late may be subject to deducted points at faculty discretion. An appeals process will be in place in the case of extenuating circumstances.

- **Google Meet Conferencing** - Google Meet is a video conferencing app that allows teachers and students to have real-time interaction. Live video sessions can accommodate 2 to 100 participants.

Teachers/related service providers will regularly communicate using school email and by posting information in Google Classroom. In addition, teachers may provide live video lessons using Google Meet when needed. In the event that a live video meeting will take place, it will occur during the time of a student's regularly scheduled class time. The district recommends a minimum of 1 to 2 live classes per week per class. Students will be informed of the live sessions at least 24 hours in advance. All teachers will provide remote office hours each week to meet with students in small group sessions or on a one to one basis. Office hours will take place during the regular school day.

*In the event that elementary school students are missing assignment packets, please contact the school at support@shelterisland.k12.ny.us to schedule a pick up/drop off.

Guidelines for Students & Parents & Teachers – Remote Learning

What should students and parents do to ensure success?

- All student-assigned iPads and Chromebooks must be charged nightly to ensure they can meet class expectations.
- Make sure that you have login information for Google Classroom, school email, and Google Meet.
- Log into each system. If you cannot, contact our faculty/staff using support@shelterisland.k12.ny.us.

- Establish and communicate routines and expectations for each day.
- If possible, define a specific physical space for your child's study.
- Live classes are for student-teacher interactions only; if a parent needs an appointment with a teacher, he/she should request a separate time.
- Monitor communications from your children's teachers.
- Collaborate with and support your Shelter Island Union Free School District (SIUFSD) staff, mentors, teachers, and administrators.
- Comply with SIUFSD's Technology Acceptable Use Policy, including expectations for online etiquette.
- Proactively seek out and communicate with other adults at SIUFSD as different needs arise.
- Monitor your child's stress or worry. Communicate with your child's teacher or related service provider.
- Ensure that you and your child are engaging in physical activities, mindfulness techniques, and other de-stressors.
- The district will provide regularly scheduled professional development for parents to help them best support their children's learning needs.

Important Contact Information – Remote Learning

For questions about	Contact
A course, assignment, or resource	The assigned teacher
A technology-related problem or issue	support@shelterisland.k12.ny.us
A personal, academic, health or social-emotional concern	support@shelterisland.k12.ny.us
Superintendent/Principal	brian.doelger@shelterisland.k12.ny.us
Psychologist	danielle.spears@shelterisland.k12.ny.us
Social Worker	michelle.albano@shelterisland.k12.ny.us
Guidance Counselor	martha.tuthill@shelterisland.k12.ny.us
Nurse	mary.kanarvogel@shelterisland.k12.ny.us
Food Services	helene.starzee@shelterisland.k12.ny.us