

Nathaniel Hawthorne School No. 25
Reopening Plan 2020-2021

School Name: Nathaniel Hawthorne School 25

Address: 625 Scio Street

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As per Governor Cuomo and the New York State Education Department document on *Recovering, Rebuilding, and Renewing: the Spirit of New York's Schools Reopening Guidance from July 13, 2020*. This document details how Nathaniel Hawthorne School No. 25 plans to reopen the school building safely.

General Information
<ul style="list-style-type: none">● Pre K- 4th Grade will have a hybrid model.<ul style="list-style-type: none">○ Classes will be split into two groups○ Group A will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.○ Group B will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.○ Wednesday will be a planning/professional development day, while the building is deep cleaned.● 5th and 6th Grade students will follow a distance learning plan.<ul style="list-style-type: none">○ Monday, Tuesday, Thursday, and Friday will be distance learning.○ Wednesday will be a planning/professional development day.● The safety and health of all of our staff and students is our number one priority!
Social Distancing
<ul style="list-style-type: none">● Social distancing, six feet of space in all directions between individuals (students and staff) will be maintained at all times, unless safety or core activity requires a shorter distance, or the individuals are of the same household. If six feet of space is not maintained face covers must be worn. Desks must be placed facing the same direction to reduce potential transmission of disease by droplets produced by talking, coughing or sneezing.<ul style="list-style-type: none">○ Student movement will be limited.○ Staff will rotate to students for special areas as much as possible. Wednesday will be a planning/professional development day.

- Social Distancing Classroom Plans:
 - Classrooms will be set up with 6 feet between desks. Desks will be facing the same direction to allow for social distancing
- Virtual meetings will take place whenever possible. If an in-person full staff meeting is necessary, it cannot take place unless there is enough space for proper social distancing and does not exceed current State limits on gathering size.
- Cohorts
 - Identified groups of students will stay together with the same teacher whenever possible. Cohort size is limited to no more than 12 students in most situations.
- Special Area Teachers
 - Special area instruction such as Music, PE, Art and Library will take place in each classroom. Each special subject teacher will bring their materials to the classrooms and disinfected materials between each use.
- Face Covers
 - Face covers must be worn whenever an individual is within six feet of another person and in all communal areas. Encourage face cover wear at all times.
- Face Cover Breaks
 - Face covering wear is encouraged at all times. There might be face mask breaks for staff and students. These locations must allow for the person to have at least six feet of space in all directions.

Communication/ Family & Community Engagement

- Information will be communicated, in multiple languages, with families in August 2020.
- Weekly/Monthly updates will be shared with families through Facebook (@School25), Twitter (@rcsdsch25), Class Dojo, robo calls, and Mighty Mustang newsletters.
- Virtual PTO Meetings to discuss Reopening Procedures and policies.

Visitors

- Visitors will follow the six foot social distancing mandate and follow regulations for wearing face coverings to limit the spread of illness while on site.
- Nonessential visitors will be limited at all District buildings, including school buildings, District offices and facilities.
- All visitors will have to fill out a screening assessment and will have their temperature taken.
- In-person student placement will be performed by appointment only.
- When possible, parent meetings and other meetings will be held as phone/virtual conferences.
- There will be no permits issued for inside building use. Outside use will be through

permit only. Only activities approved by the State will be allowed and must adhere to all CDC and NYSDOH requirements.

- The use of shared writing utensils and clipboards for sign in will be minimized. Shared items will be disinfected between each use.
- When necessary, a protective barrier will be provided for reception and food service areas. Social distancing markers will be placed.
- Reception seating areas will be limited and set up to allow for social distancing (six feet separation).

Screening and Visitor Log

- Visitors will not be allowed in building. If a visitor comes inside a building they must be logged and screened.
- Visitor Screening Location:
 - School No. 25 – main door – right side of building and Clerk’s Office
- Positive Screening
 - A dedicated isolation room for students or staff members that with a temperature, signs of illness, and/or a positive response to the screening questionnaire will be set up in the Health Center. Students will be supervised prior to being picked up or otherwise sent home. Students’ parent/guardian must be provided with information on testing resources and advised to contact their healthcare provider.
 - Staff members should leave the building immediately. Advise staff to contact their healthcare provider and the Benefits Department.
- Isolation Room Location is in the Health Center
- The safety and health of all of our staff and students is our number one priority!

Health and Safety

- **Health Checks:**
 - ALL staff and students will be temperature checked before entering the building.
 - ALL staff must enter through the School 25 main office doors and have their temperature checked before going into the main building.
 - Staff may begin to enter the building at 7:00 am.
 - Students - K-4th Grade: There will be assigned staff members at the Montessori entrance (for bus riders) and (for walkers) taking temperatures each morning at 7:30 am. Only students will be allowed to enter the building after having their temperature checked.
 - Students – School 25 Pre K:
 - Pre K3 will enter through the Montessori entrance at 8:15 am. Only students will be allowed to enter the building after having their temperature checked.

- Pre K4 will enter through the Montessori entrance at 8:15 am. . Only students will be allowed to enter the building after having their temperature checked.
- Staff will complete an online screening questionnaire daily (electronically) before reporting to work.
 - Screening questionnaire determines whether the individuals 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
 - 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 degrees in the past 14 days.
 - Has traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days.
- **Social Distancing-** We will maximize social distancing whenever possible. Students and staff will remain 6 feet apart as much as possible.
 - Floors and sidewalks will be marked for social distancing
- **Management of ill persons-** anyone showing signs or symptoms of COVID-19 will be isolated until they can be sent home. The isolation room will be located in a designated area the health office.
 - Any staff member or student with a fever of 100 degrees or greater will be isolated until they can be sent home.
 - The most common symptoms of COVID-19 include:
 - Fever or chills (100 degrees Fahrenheit or greater)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headaches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrheas
 - It is strongly recommended that all staff are educated to observe students or other staff for signs of any type of illness such as:
 - Flushed cheeks
 - Rapid or difficulty breathing
 - Fatigue or irritability
 - Frequent use of the bathroom
 - Any students/ staff exhibiting any of these symptoms should be seen by the school nurse.
 - Returning to school:
 - If person has NOT been diagnosed with COVID-19, they can return to

school:

- Once there is no fever (without the use of fever reducing medicine) and have felt well for 24 hours.
- If they have been diagnosed with another condition and has a healthcare provider written note stating that they are clear to return.
- If a person has been diagnosed with COVID-19, they should not return to school and stay home until:
 - It has been at least 10 days since the first symptoms.
 - It has been at least 3 days since a fever (without the use of fever reducing medicine)
 - It has been at least 3 days since symptoms improved (including coughing and shortness of breath).
- **Health Hygiene**- correct handwashing will be taught to students and reinforced throughout the day.
 - Bathroom:
 - Students will use the bathroom one at a time. Grade level teams will work together to create a bathroom schedule in order to reduce the number of students using the restroom at the same time.
 - Bathrooms will be cleaned periodically throughout the day.
 - Students/ staff will be expected to wash hands following specific guidelines.
 - Signage will be displayed by sink.
- **Face coverings**- ALL staff and students MUST wear a face covering when moving around the classroom and the building or within 6 feet of others.
- **Cleaning and Disinfecting**- all areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize.

Facilities

- **Physical Footprint/ Utilization of Space**- All areas of the building will adhere to guidance.
 - Classroom Seating:
 - Students' desks must be 6 feet apart (side by side).
 - All students should be facing forward.
 - Students are only allowed to work at their designated space all day.
 - Students will not share any materials.
 - Rugs will be rolled up and stored.
 - Small group tables (horseshoe/ kidney) will be in the classrooms as they are used for teacher's desks. Student chairs will be removed so students will not sit at these tables.
 - Student spaces will be cleaned daily.
 - Student materials will be switched out after Group A finishes, and before Group B attends.
 - Students will have an individual bag for their materials.

- Hallways: social distancing will be in effect in hallways. There will be designated staircases for up only and down only.
 - Students and staff must wear face masks at all times in the hall.
 - Up only staircases- near Montessori entrance
 - Down only staircases- near School No. 25 and Center Staircase
 - Staff and students will move single file in hallways and stay to the right-hand side
- Elevator Use:
 - Elevators should be used only when absolutely necessary.
 - Only three people are allowed on an elevator at a time.
- Student Belongings:
 - Students' personal belongings will be kept in student cubby or assigned locker.
 - Students are allowed to put away or retrieve their belongings one at a time.
 - Student's instructional belongings will be stored in individual bags that will be stored in cubby when students are not in-person.
- *Fire and lock down drills*- Must still be conducted- should plan for social distancing measures. More information in Staff Handbook. More information about safely practicing these drills will come.
- *Plumbing Facilities*- students will have access to drinking water. Bottle fillers on drinking fountains will be operational and available, while spouts will be fully covered and unavailable for use.
- Main Office- Only students and staff will be allowed past the main office. No other visitors/ volunteers will be allowed in the building. Plastic safety dividers will be installed on the front desk of the main office.
 - Masks must be worn by visitors when entering the office
- Building Hours:
 - Staff can enter the building between 7:00 am, and exit the building no later than 2:30 pm in order for the building to be thoroughly cleaned.

Child Nutrition

- Breakfast:
 - Students will eat in the classroom.
 - Breakfast will be delivered each morning by cafeteria staff.
 - All breakfast food items will be collected by 8:00 am
 - Hands will be washed/ sanitized before and after breakfast.
- Lunch:
 - Students will eat in the classroom.
 - Lunch will be delivered each day by cafeteria staff.
 - All lunch food items will be collected by 12:00 pm
 - Hands will be washed/sanitized before and after lunch.

Pre-made breakfast and lunches will continue to be available to all our students at all our High School Distribution Sites from 9 am to 1 pm Monday through Friday for any student that is not on site for instruction.

Transportation

- The school bus is an extension of the classroom. Transportation will have guidelines for seating, etc. on the bus.
- Social distancing, cleaning, and face coverings will be required.
- Arrival:
 - Bus Riders:
 - Students will be let off the bus one bus at a time.
 - Students will adhere to social distancing (6 feet apart) prior to entering the building. Walkways will be labeled for social distancing.
 - Each student will have their temperature checked before entering the building.
 - Once in, students will walk down the hall and use the “Up only” staircase nearest to the Montessori entrance.
 - Walkers:
 - Students who are dropped off will enter through the Montessori entrance. Only students will be allowed to enter the building.
 - While waiting to enter, social distancing will be followed.
 - Each student will get their temperature checked before entering the building.
 - ONLY students will be allowed into the building.
- Late Arrivals:
 - Students are considered late starting at 7:45 am.
 - Students arriving after 7:45 am will be signed in and provided a late pass until 8:00 am.
 - Students who are later than 8:00 am to school will enter through the main office.
 - Students will have their temperature checked before being allowed into the main building.
- Dismissal:
 - **For students who ride the bus:**
 - Students will get their belongings one at a time.
 - Classes will follow social distancing guidelines while walking down the hallways.
 - Unless student has an appointment, parents are to pick up students at the Montessori side at 1:45pm
 - School 25 K-4 dismissal at 1:55pm out School 25 exit
 - School 25 PK dismissal at 2:15pm out PK exit
 - Parent Liaison is not on dismissal duty until 1:45pm so they can assist with early dismissal of students
 - Classes will use the “Down only” staircase near School No. 25 while walking to the bus loop.

- Students board busses, following transportation guidelines set by bus drivers.
 - **For students who get picked up:** walker students will report to the cafeteria
 - While in the cafeteria, all staff and students will adhere to social distancing guidelines (social distance 6 feet apart).
 - Parents will come to the Montessori exit and tell staff member who they are picking up.
 - ISS teacher will escort students outside to parents for dismissal.
- Early pick up:
 - Parents can come to the front door and ring the bell.
 - The child will be escorted out.
 - Schools will be requesting early dismissal notifications in advance.

Social Emotional Well-Being

- “Social emotional well-being must be schools’ and districts’ top priority in supporting school transitions, not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.”
- Morning Meeting: Student’s social/ emotional needs are at its greatest. Each day, teachers will spend time connecting, and relationship building as a group.
- Social worker (Ms. Lanos School No. 25) will be available to support.
 - Team includes: (25-Sheppard, Lanos, King, Montalvo)
- The School Social worker and Parent Liaison will support families.
- The MTSS team will be available for referrals of students.
- We will continue to use a Restorative Approach (see School No. 25 Staff Handbook for Restorative Questions).

School Schedules

- In person instruction and Distance Learning instruction: Pre K- 4th grade students will attend in person following a Group A and a Group B schedule.
 - Group A students in grades pre K- 4th: will attend in person instruction on Monday and Tuesday 7:30-2:00 with distance learning occurring on Wednesday, Thursday, and Friday.
 - Group B students in grades pre K-4th: will attend in person instruction on Thursday and Friday 7:30-2:00 with distance learning occurring on Monday, Tuesday, and Wednesday.
 - Students in Grades 5th and 6th grade will participate in distance learning Monday, Tuesday, Thursday, and Friday.
 - No students will report in person on Wednesday.
 - Staff will report to the school building Monday- Friday.
- Schedule attached (insert link)
 - 7:30-8:00 daily will consist of arrival, breakfast, and Morning Meeting time
 - Breakfast: breakfast will be served to all students in the classroom.

Cafeteria staff will deliver student breakfast to all classrooms before students arrive to school. Students will eat at their assigned seat. Students will get up one at a time to throw away garbage.

- Distance Learning Platform- teachers in grades Pre K- 4th will continue to upload weekly distance learning opportunities for students by Monday mornings. Teachers in grades 5th and 6th will update daily (Monday, Tuesday, Thursday, and Friday).

Attendance and Chronic Absenteeism

- Teachers will be required to take attendance.
 - In person attendance- see Staff Handbook
 - Social distancing attendance/ participation-
- Chronic Absenteeism- the Attendance Team (J. Dunn-AP, M. Montalvo-Parent Liaison, M. Sheppard-ISS TA, L. Smith-Clerk) will continue to meet weekly in order to monitor student's engagement levels. The team will identify students that need support and work with staff in connecting for engagement.

Technology and Connectivity

- Staff will conduct surveys with families to gather information of specific technology available for student use.
- The district has provided chrome books for all students in grades 5-12.
- Staff will provide distance learning opportunities that consist of technology based activities as well as non-technology based activities.
- iPads/ Chromebooks in the classroom: Items must be cleaned between use of each student. No sharing of electronics is allowed until they have been properly cleaned.
- Technology: Teachers/students will be expected to use technology to provide new learning, enhancing learning and creating rigorous learning.

Teaching and Learning

- Teaching and Learning Goals:
 - We will provide clear opportunities for equitable instruction for ALL students.
 - We will maintain continuity of learning using instructional models (in person, remote, hybrid).
 - We will provide standards based instruction.
 - Substantive daily interaction will occur with teacher to student and student to teacher.
 - We will provide clear communication of plans with families.
- Specials:
 - Art, PE, and Music will come to the classroom to provide instruction.
 - All materials used will be cleaned between each student use.
 - All equipment must be cleaned between classes.
- Teaching Materials:

- Staff should consider creating a bin or cart with teaching materials (teachers guides, plan books, etc.) that can be easily mobile.
- Access to classrooms may be limited on Wednesdays in order for deep cleaning to occur.

Special Education

- Consultant Teacher and Resource Room students will receive services in person on days in school, and remotely when home (think Distance Learning Plans!).
- Documentation will be kept on students' IEP goals.
- Communication with families is necessary.
- More information will come on CSE meetings.
- Related services will follow social distancing guidelines.

Bilingual Education and World Languages

- Communication to families must be in their preferred language.
- ELL students will receive services in person on the days in school, and remotely when home.
- Spaces for services will follow social distancing guidelines.

Staffing

- All staff must fill out COVID-19 questionnaire before entering the building (will be sent electronically).
- Each staff member must swipe their own badge before entering the building. Each school must enter at their own entrance. School No. 25 must enter the building at the School No. 25 entrance. Montessori must enter at the Montessori entrance. Every badge needs to be swiped for monitoring (that means no holding the door for each other!) If you need a new badge, please notify Plant Security, 336-4160.
- By each staff member swiping their badge, the district is able to monitor which staff is in which building (in order to report any potential spreading).
- All staff may enter the building through the main office beginning at 7:00 am.
- Each staff member must be temperature checked before entering the main building.
- All staff must exit the building by 2:30 pm in order for the building to be deep cleaned daily.

Safety Drills

- Safety drills will be performed. All on-site students and staff must participate in drills.
- Evacuation Drills

- Drills will be conducted so that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.
- Students will be instructed on actual emergency procedures and that maintaining social distancing in an actual evacuation or lockdown is not the first priority.
- Evacuation drills can be conducted on a staggered schedule, only evacuating one or a few classrooms at a time, allowing appropriate distance to be kept between students to the evacuation site. Staggering by classroom will minimize contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day.
- Lockdown Drills can be conducted using social distancing in the classroom.

Daily Supply Inspection

- Supplies must be inspected daily. Supplies to be inspected include: face covers, tissues, hand hygiene materials (i.e., soap, paper towels, hand sanitizer) and cleaning supplies (i.e., disinfectant, paper towels, general purpose cleaner). Supply quantities could limit the ability of a building to stay open. It is important that low supply amounts are reported immediately.
- The people responsible for the daily supply inspection are:
 - Ricardo Berrios - Custodian hand hygiene materials (i.e., soap, paper towels, hand sanitizer) and cleaning supplies (i.e., disinfectant, paper towels, general purpose cleaner) (*Daily Checklist for Supplies form in Custodian's Office*)
 - Geri Allen – Nurse (face covers, tissues) (*Daily Checklist for Supplies form in Nurse's Office*)
- Location the inspection forms (Daily Checklist for Supplies) ----Custodian Office & Nurse's Office