

Adlai E Stevenson School #29
Reopening Plan 2020-2021
“Recover, rebuild, and renew”

School Name: Adlai E Stevenson School 29
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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 School #29 plans to reopen the school building safely.

General Information
<ul style="list-style-type: none">● Pre K- 4th Grade Gen Ed, ASD and Self-contained 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/ PLC 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/ PLC day.● All GEM and ASD classrooms (K-8) will have in-person instruction on a modified day.<ul style="list-style-type: none">○ ASD and GEM students will report for in-person instruction on Monday, Tuesday, Thursday, and Friday from 9:00-1:00.○ Wednesday will be a planning/ PLC day, while the building is deep cleaned.● The safety and health of all of our staff and students is our number one priority!
Communication/ Family & Community Engagement
<ul style="list-style-type: none">● Information will be communicated, in multiple languages, with families in August 2020.● Weekly/ Monthly updates will be shared with families through Facebook (@RCSDsch29), Twitter (@rcsdsch29), Class Dojo, robocalls, and newsletters.

- Virtual PTO Meetings to discuss Reopening Procedures and policies.

Health and Safety

- **Health Checks:**
 - ALL staff and students will be temperature checked before entering the building.
 - Screening team: Ingram, Bradshaw, Poinsette, Burr, Mullen, Lewis, N. Davis, Cleveland
 - ALL staff must enter through Exit #9 and have their temperature checked before going into the main building. SSO will screen at Exit #9
 - Staff may begin to enter the building at 8:00 am.
 - K-4th Grade: There will be assigned staff members at Exit 17- Bradshaw and Poinsette (for bus riders) and Exit 1- Cleveland (for walkers) taking temperatures each morning.
 - Pre K:
 - Pre K3 will enter through Exit 20 at 8:50 am. Only students will be allowed to enter the building after having their temperature checked. Buttram will screen.
 - Pre K4 will enter through Exit 20 at 8:50 am. Mullen will screen. Only students will be allowed to enter the building after having their temperature checked.
 - GEM and Modified Transportation students:
 - Students will enter at Exit #5. Burr and Nurse to screen.
- 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 room 104.
 - 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.
- In each hallway, one of the two sinks will be closed for use in order to maintain social distancing guidelines.
- **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. Additional Face coverings will be available at the desk in the main foyer.
- **Cleaning and Disinfecting**- all areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize.
- Head Secretary Mrs. Carter and head Custodian Mr. Bullard will meet at 8:30 am and at 2:30 pm daily to review School #29's Daily PPE Supply Inventory and restock as necessary.

Facilities

- **Physical Footprint/ Utilization of Space**- All areas of the building will adhere to guidance.
 - Classroom Seating:
 - Student's 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 removed and stored.
 - 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- Exit 17 and Exit 16
 - Down only staircases- Exit 19 and Exit 12
 - Staff and students will move single file in hallways and stay to the right-hand side
 - Signs and directions will be posted.
 - 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 the classroom closet. 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 the closet when students are not in-person. No student items stored in desks.

- *Fire and lock down drills*- Must still be conducted- should plan for social distancing measures. More information in the 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*- Visitors are not allowed in the building. In an emergency or a delivery, visitors will be screened in the foyer before entering the 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 8:00 am, and exit the building no later than 4:30 pm in order for the building to be thoroughly cleaned.

Child Nutrition

- *Breakfast and Lunch*:
 - Students will eat in the classroom.
 - Breakfast will be delivered each morning by cafeteria staff.
 - Hands will be washed/ sanitized before and after breakfast.

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.
 - Students will enter at Exit 17
 - Each student will have their temperature checked before entering

- the building.
 - Once in, students will go directly to class using the “Up only” staircase Exit #17 if needed.
 - GEM Students/Modified transportation
 - Students will be let off one at a time
 - Students will adhere to social distancing (6 feet apart) prior to entering the building. Walkways will be labeled for social distancing.
 - Students will enter at Exit 5
 - Each student will have their temperature checked before entering the building.
 - Once in, students will go directly to class using the “Up only” staircase Exit #17 if needed.
 - Walkers:
 - Students who are dropped off will enter through Exit 11.
 - 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 9:20 am.
 - Students arriving after 9:20 am will be signed in at the kiosk in the main foyer and provided a late pass.
 - 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.
 - Classes will be dismissed by grade level.
 - Classes will use the “Down only” staircase Exit 18 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 kiosk in the main foyer to be signed out.
 - While in the foyer, all staff and students will adhere to social distancing guidelines (chairs set 6 feet apart).
 - Parents may call from their car and students will be escorted to Exit 1 for pick up.
- Early pick up:
 - Parents should call ahead and students will be escorted to Exit 1 upon parent arrival.
 - Office staff will call for the student.

- Students will exit through the Exit 1 doors.

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.”
- Connect time: Student’s social/ emotional needs are at its greatest. Each day, teachers will spend time connecting, and relationship building as a group.
- Our Social/Emotional team will be available to support students and families.
 - Team includes: AP Anderson, Principal Baldino, School Psychologist Bierzicki, School social Worker Burr, Help Zone Coordinator Poinsette, ATS teacher Bradshaw, Parent Liaison Cleveland, Nurse Davis.
- The MTSS team will be available for referrals of students.
- We will continue to use a Restorative Approach.

School Schedules

- In person instruction and Distance Learning instruction: Pre K- 4th grade, self-contained and ASD Classrooms 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 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 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’s.
 - Staff will report to the school building Monday- Friday.
- All GEM Students will report from 9:00-1:00 M,T,TH,F
- Schedule attached (insert link)
 - 9:00-9:30 daily will consist of arrival, breakfast, and connect time
 - Arrival: see arrival/dismissal procedures
 - Breakfast: breakfast will be served to all students in the classroom. Cafeteria staff will deliver student breakfast to all classrooms before students arrive at 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
 - Social distancing attendance/ participation- Guidance Upcoming
- Chronic Absenteeism- the Attendance Team 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 uses of each student. No sharing of electronics is allowed until they have been properly cleaned.
- Technology will be expected to use technology to provide new learning, enhancing learning and creating rigorous learning (LINC resources).

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 and Music will come to the classroom to provide instruction.
 - All materials used will be cleaned between each student use.
 - Physical education will be held in the gymnasium.
 - Students must be 12 feet apart at all times during physical education.
 - 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

- 15:1, 12:1+1 classes will meet on an A/B schedule as indicated above
- Consultant Teacher and Resource Room students will receive services in person on days in school, and remotely when home (think Distance Learning Plans!).
- GEM and ASD classes will be on a modified schedule 9:00-1:00 M,T,TH,F.
- 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. 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 Exit 8 beginning at 8:00 am.
- Each staff member must be temperature checked before entering the main building.
- All staff must exit the building by 4:30 pm in order for the building to be deep cleaned daily.