

Clara Barton School #2
Reopening Plan 2020-2021
“Recover, rebuild, and renew”

School; Clara Barton School 2

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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 Clara Barton School #2 plans to reopen the school building safely in September 2020.

General Information

- All Staff will report to work daily to deliver in-person and/or online instruction on Monday, Tuesday, Thursday and Friday. Wednesday will be for planning, PLC, MTSS, Grade Level meetings, Character Trait and Terrific Kid Assemblies, SBPT Meetings and PTO Meetings. The building will be deep cleaned on Wednesdays.
- Pre K- 4th Grade will have a hybrid model of in-person and online learning.
 - Students in each class will be split into two groups (A & B)
 - Group A will report for in-person instruction on Monday and Tuesday, with on line/distance learning on Wednesday, Thursday, and Friday.
 - Group B will report for in-person instruction on Thursday and Friday, with on line/distance learning on Monday, Tuesday, and Wednesday.
- All Self-Contained students (K-6) will have a hybrid model of in-person and online learning.
 - Students in each class will be split into two groups (A & B)
 - Group A will report for in-person instruction on Monday and Tuesday, with on line/distance learning on Wednesday, Thursday, and Friday.
 - Group B will report for in-person instruction on Thursday and Friday, with on line/distance learning on Monday, Tuesday, and Wednesday.
- 5th and 6th Grade students will follow an online distance learning plan. These students will not report to the school campus.
 - Monday, Tuesday, Wednesday, Thursday, and Friday will be on line/distance learning.
 - Even though Wednesday will be a planning/ PLC day for Staff, students will be assigned independent and online assignments to complete.

Communication/ Family & Community Engagement

- Information regarding the hybrid schedule and transportation will be communicated, in multiple languages, with families in August 2020.
- Weekly/Monthly school updates will be shared with families through School Website, Facebook, Twitter, Class Dojo, Robo Calls, and Newsletters.
- Virtual PTO/Parent Meetings will be held to discuss Re-Opening Procedures and Policies prior to the Re-Opening of School

Health and Safety

- **Health Checks:**
 - ALL staff and students will be temperature checked (with a touchless thermometer) before entering the school building.
 - Staff may begin to enter the building at 8:30 am. ALL staff must enter through Exit 1 through the main office doors and have their temperature checked by the Assistant Principal, Secretary or Parent Liaison (with a touchless thermometer) before accessing the main building.
 - Students will arrive at 9:00 am:
 - Pre K-4th Grade: There will be assigned staff members at three exits to take student temperatures (with touchless thermometers) each morning prior to them entering the school building. Students will practice social distancing while waiting to enter the building.
 - PreK3, PreK4 and Kindergarten bus riders and Kindergarten walkers will enter through **Exit 2** starting at 9:00 am. Only students will be allowed to enter the building once they've had their temperatures checked (with touchless thermometers) by Nurse and ISS Coordinator.
 - Bus riders in grades 1st – 4th will enter through **Exit 3** starting at 9:00 am. Each grade level will be called off of the bus one at a time and directed to wait in line, social distancing from each other. Only students will be allowed to enter the building once they've had their temperatures checked (with touchless thermometers) by Speech Mrs. Hoffman/Ms. Windheim, PE Teachers, ESOL Mrs. Street.
 - Walkers in grades 1st - 4th will enter through **Exit 4** starting at 9:00 am. Only students will be allowed to enter the building once they've had their temperatures checked (with touchless thermometers) by Music Mrs. Farley, Art Teacher, Mrs. Fox.
- Staff will complete an online screening questionnaire daily (electronically) before reporting to work.
 - Screening questionnaire determines whether the individuals have:
 - 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.
 - Experienced any symptoms of COVID-19, including a temperature of greater than 100 degrees in the past 14 days.
 - 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 Room 106 located down the hall from the Nurse's 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
 - Diarrhea
 - 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. It will be extremely important for all staff to follow the Nurse's specific procedures for sending students/staff to the Nurse's Office.
 - Returning to school:
 - If a student/staff 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 have a healthcare provider's written note stating that they are clear to return.
 - If a person has been diagnosed with COVID-19, they should not return to school. They should 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 staff; 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 throughout the day. The Custodian Engineer will provide the weekly cleaning schedule to the Principal.
 - Students/ staff will be expected to wash hands following specific guidelines.
 - Signage will be displayed by sink.
 - In each hallway, the water fountains will be closed for use in order to maintain social distancing guidelines. Water fountains will ONLY be used to fill student/staff water bottles.
- **Face coverings-** ALL staff and students MUST wear face covering at all times, even when they are moving around the classroom, moving throughout the building, and even when positioned 6 feet away from others.
- **Cleaning and Disinfecting-** All areas of the school will be cleaned and disinfected daily. Sanitizing spray bottles will be available for staff members to clean student work spaces.

Facilities

- **Physical Footprint/ Utilization of Space-** Classrooms will function differently
 - Classroom Seating:
 - Rugs will be rolled up, removed and stored.
 - Small group tables (horseshoe/ kidney) will be removed from classrooms and stored.
 - Tables will be replaced with individual student desks
 - Student 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.
 - Student spaces will be cleaned and sanitized daily.
 - Student materials will be switched out after Group A finishes, and before Group B attends; vice versa.
 - Students will have individual bags for their materials; and individual boxes for their school supplies.
 - 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, especially when

- located in the hallways.
- 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 cubbies.
 - Students will be allowed to put away or retrieve their belongings one at a time.
 - Students' instructional belongings will be stored in individual bags that will be stored in cubby when students are not in-person.
- Fire Drills and Lock Down Drills: These drills must still be conducted, but they will include social distancing measures. More information in Staff Handbook.
- Plumbing Facilities: Students will have access to drinking water. 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 permitted into the school building beyond the main office. No other visitors/ volunteers will be allowed to enter the school 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 will be permitted to enter the building at 8:30 am, and exit the building no later than 4:30 pm in order for the building to be thoroughly cleaned and disinfected by the Custodial Team.

Child Nutrition

- Breakfast:
 - Students will eat in the classroom.
 - Breakfast will be delivered to classrooms each morning by Cafeteria staff.
 - Students will remain seated while eating, and garbage will be collected by an adult.
 - Student hands will be washed/ sanitized before and after breakfast.
- Lunch:
 - Students will eat lunch in the classroom.
 - Lunch will be delivered to classrooms daily by Cafeteria staff and designated staff (ISS Coordinator, Parent Liaison).
 - Students will remain seated while eating and garbage will be collected by an adult.
 - Student 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.
 - Students will enter the school building using designated exits. While waiting to enter the building, social distancing will be followed.
 - Exit 2: PreK 3 & Pre K 4 students; and Kindergarten walkers & bus riders
 - Exit 3: Bus riders in grades 1, 2, 3 and 4
 - Exit 4: Walkers in grades 1, 2, 3 and 4
 - ONLY students will be allowed to enter the building. Adults will not be permitted to accompany students into the building.
- Late Arrivals:
 - Students are considered late starting at 9:15 am.
 - Students arriving after 9:15 am will have to enter the building through the main office.
 - Students will have their temperatures checked by Clerical team (using touchless thermometer) before being allowed into the main building.
 - The Clerical team will provide students with a Late Pass to present to Classroom Teacher.
- 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.
 - Students board busses, following transportation guidelines set by bus drivers.
 - **For students who get picked up:**
 - While in the room, all staff and students will adhere to social distancing guidelines (stools set 6 feet apart).
 - Parents will come to the appropriate exit and tell staff member who

- they are picking up.
 - Designated staff member will call for student for dismissal.
 - Parent may call from their car and student will be escorted to them.
- Early pick up:
 - All parents will enter through the main office; or parents can call from the car and the student will be escorted out to them.
 - Office staff will call for the student.
 - Student will exit or be escorted through the main office doors.

Social Emotional Well-Being

- It will be extremely important to focus on the well-being of students and staff during this time. We will focus on the mental health of students, staff and families. We will continue our focus on Self-Care, Yoga and Mindfulness.
- The Restorative Practices Team will meet prior to school opening.
- The new and improved Health & Wellness Team will meet prior to school opening.
- The Mental Health Team will begin planning during the summer.
- Classroom Staff will open the school day with Peace Circles and Morning Meetings to gauge the pulse of individual students.
- The MTSS Team will begin planning and strategizing to be able to meet the needs of all of the students.

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 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, Wednesday, Thursday, and Friday.
 - No students will report in person on Wednesdays.
 - All Staff will report to the school building Monday- Friday.
- 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). Teachers will make weekly lesson plans available to Administrators for feedback and support.

Attendance and Chronic Absenteeism

- Teachers will be required to take detailed attendance.

- In person attendance- see Staff Handbook
- Social distancing attendance/ participation-
- Chronic Absenteeism- the Attendance Team will continue to meet weekly in order to monitor student interaction and engagement levels. The team will identify students that need support; and work with appropriate staff and resources to encourage improved engagement.

Technology and Connectivity

- The district has made Chromebooks available for students in grades 4th – 6th, however some of our families did not take advantage of this opportunity.
- Staff will conduct surveys with families to gather information of specific technology available for student use.
- Staff will provide distance learning opportunities that consist of technology based activities as well as non-technology based activities.
- iPads/ Chromebooks in the classroom: If the technology cannot be assigned to specific students, then the items must be cleaned between student use. Students will not be permitted to share devices.
- Educators will be expected to use technology to provide new learning, enhance current knowledge and create rigorous learning.

Teaching and Learning

- Teaching and Learning Goals:
 - We will do our best to provide clear opportunities for equitable instruction for ALL students.
 - We will maintain continuity of learning using instructional models (in person, remote, hybrid).
 - Professional Development will be provided to Clara Barton School #2 Staff in August to focus on distance learning platforms, how to utilize the MyView Program with the hybrid model, etc.
 - We will provide instruction based on the NYS Next Generation Learning Standards.
 - Substantive daily interaction will occur with teacher to student and student to student both virtually and in-person.
 - We will provide clear communication of plans with families.
- Specials:
 - Art, Library and Music will go to the classrooms to provide instruction.
 - All materials used will be cleaned between each student use.
 - Physical Education will be held in the classroom and 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

- Consultant Teacher and Resource Room students will receive services in person on days in school, and remotely when home.
- Special Education Teachers will update student Distance Learning Plans.
- Documentation will be kept on students' IEP goals.
- Communication with families will be consistent and timely.
- Related services will follow social distancing guidelines with students.

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 the main office beginning at 8:30 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 sanitized and deep cleaned daily.