

**NorthSTAR Educational Program
Reopening Plan 2020-2021**

Building Name: NorthSTAR Educational Program
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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 the Department of Special Education plans to reopen the school building safely.

General Information				
<ul style="list-style-type: none"> ● Pre K- 6th Grade Special Classes (12:1+1, 15:1 and 8:1+2) 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. ● Pre K- 8th Grade Specialized Programs will have in-person instruction 4 days per week <ul style="list-style-type: none"> ○ Monday, Tuesday, Thursday, and Friday will be in person for half day ○ Wednesday will be Distance Learning ● Grade 7-12 Special Classes (12:1+1, 15:1 and 8:1+2) will be full distance learning ● Grade 7-12 Grade Specialized Programs 				
Grades	Program	Location	Hybrid Model	Length of Day
PreK-6	12:1+1, 15:1, 8:1+2	Home School	2 days F2F 3 days DLP	Full Day
7-12	12:1+1, 15:1, 8:1+2	Home	5 days DLP	-
PreK-8	Specialized Special Classes	Home School	4 days F2F 1 day DLP	Half Day
7-12	Specialized Special Classes	Edison	4 days F2F	Half Day

			1 Day DLP	
7-12	NorthSTAR Education Program	NorthSTAR	4 days F2F	Half Day

Communication/ Family & Community Engagement

- Given the complexities around the reopening of schools during the COVID-19 pandemic, our school will provide regular and frequent communication to students, families, staff, and the wider community through our website, robocalls, emails, text messages, and social media.
- We will communicate with our multilingual families in their preferred language and mode.

Health and Safety

District Wide

- **Health Checks:**
 - ALL staff and students will be temperature checked before entering the building.
 - ALL staff must enter through the main office doors and have their temperature checked before going into the main building.
 - 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 next to 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.
- 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 have 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. Team members 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 removed and stored.
 - Student spaces will be cleaned daily.
 - 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- Stair 1 and 3
 - Down only staircases- Stair 2 and 4
 - 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 their possession throughout the school day or in their assigned locker.
 - Students' instructional belongings will be kept in individual bags that will be stored by staff when students are not in-person.
- **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- 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 7:30 am, and exit the building no later than 3:30 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.
 - Hands will be washed/ sanitized before and after breakfast.
- Lunch:
 - Students will eat lunch in the cafeteria.
 - Masks will be worn whenever students are not seated at their assigned seats in the cafeteria.
 - Tables/ desks and floors will be labeled to maintain consistency in seating and social distancing.
 - Students will adhere to social distancing rules (6 feet apart) when waiting in line, entering, and exiting the cafeteria.
 - Students will have assigned seats in the cafeteria. Seats will be labeled for students.
 - Students will remain seated while eating and garbage will be collected by an adult.
 - All cafeteria tables, benches, counters, ect will be sprayed and cleaned before and after the lunch period.
 - Hands will be washed/ sanitized before and after lunch.

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 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” staircases (Stair 1 and 3) depending on the location of their

classroom.

- Walkers:
 - Students who are dropped off will enter through the main entrance .
 - 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 9:15 am.
 - Students arriving after 9:15 am will be signed in and provided a late pass until 9:15 am.
 - Students will have their temperature checked before being allowed into the main building.
- Dismissal:
 - **For students who ride the bus:**
 - Students will retrieve any stored belongings one at a time.
 - Classes will follow social distancing guidelines while walking down the hallways.
 - Classes will be dismissed by classroom.
 - Classes will use the “Down only” staircase (Stair 2 and 4) while walking to the bus loop.
 - Students board busses, following transportation guidelines set by bus drivers.
 - **For students who get picked up:** students getting picked up will remain in their homeroom until called for dismissal.
 - Parents will come to the main office and tell a designated staff member who they are picking up.
 - A designated staff member will call the student for dismissal.
 - OR the parent will call from their car and the 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.
 - Parents/students will exit through the main office doors.

Social Emotional Well-Being

- Our acknowledges the correlation between academic learning and social-emotional and mental health needs of students. We recognize that if students are not feeling safe and secure - physically, socially, and emotionally - they cannot optimize their learning. Therefore, we remain committed to attending to the social-emotional and mental health needs of our students under all learning

circumstances.

- “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.”
- Classroom teachers will maintain a positive, supportive, and respectful learning environment in all settings. Time will be allocated for teachers to facilitate class meetings and community circles. Administrators and all members of the Social-Emotional Team (Administrators, counselors, social workers, school psychologists, school nurse, and behavior specialists) will continue to support individual students, teachers, and families during periods of distance learning.
- Check-in, Advisory, and Check-out: students social/ emotional needs are at its greatest. Each day, teachers will spend time connecting, and relationship building as a group.
- *Respect 360* as well as our partnership with Camelot will be the school SEL framework.
- The program Social workers as well as school counselor and school psychologist will be available to support.
 - The school Social workers, home school assistant, and administration will support families.

School Schedules

- All students will attend in person instruction Monday, Tuesday, Thursday, and Friday from 9am-1pm.
 - Students will participate in distance learning on Wednesday’s.
 - No students will report in person on Wednesday’s.
 - Staff will report to the school building Monday- Friday.
- Schedule attached
 - 9:00-9:15 daily will consist of arrival, breakfast, and check-in.
 - 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 will continue to upload weekly distance learning opportunities for students.

Attendance and Chronic Absenteeism

- Students must attend instruction daily, even when that instruction is being provided in a remote learning environment. Each teacher will take daily attendance for each class. Teachers and students are expected to engage in substantive daily interaction (teacher to students and students to teacher).

- Teachers will be required to take attendance.
 - In person attendance- will be taken daily by 9:15 am.
 - On Wednesday's students will engage in distance learning and participation will be closely monitored.
- Our Building Attendance Team will support teachers and families relative to student engagement with remote learning protocols and expectations, including regular attendance and work completion.
- Chronic Absenteeism- the Attendance Team will continue to meet weekly in order to monitor students engagement levels. The team will identify students that need support and work with staff in connecting for engagement.

Technology and Connectivity

- The district has provided chromebooks for all students in grades 7-12.
- Staff will provide distance learning opportunities that consist of technology based activities as well as non-technology based activities.
- Teachers 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, Music, and Physical education resources will be provided to teachers to embed within the student's day.
- 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

- 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 on Wednesday's.
- 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 7:30 am.
- Each staff member must be temperature checked before entering the main building.
- All staff must exit the building by 3:30 pm in order for the building to be deep cleaned daily.