



**Edison Career & Technology High School**  
**655 Colfax Street, Rochester, NY 14626**  
**REOPENING PLAN 2020-21**

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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 Edison Tech Campus plans to reopen the school building safely.

### **General Information**

#### **Distance Learning 9-12**

Students in grades 9-12 will follow their typical class schedule in a remote learning environment. Doing so will ensure consistency and continuity of instruction, eliminate conflicts, and build natural breaks (lunch) into the day for students. This also retains planning time for teachers. Class periods will be adjusted to allow for a “screen time break” and transition time between classes. A combination of synchronous large group instruction, synchronous small group instruction, and asynchronous learning will be provided to students each week.

#### **Hybrid Model 9-12**

Week 1 / Week 2: Students come to school four days a week to receive face to face learning. Students will be split into Group A or Group B to provide 50% occupancy and groupings will include grade level, courses, and cohorts. Direct instruction will be delivered to students in small groups within their classroom while maintaining health and safety measures outlined by CDC guidelines. Note: Parent Preference to Distance Learning: students will work 100% remotely and will not come to the building for instruction. Parents need to contact the school as soon as possible to indicate distance learning is preferred.

#### **Hybrid Model for Specialized Instruction Programs 9-12**

- New York State Alternate Assessment (NYSAA) students will have a hybrid

model.

- Students will be split into two group sessions
- **Group A** (Edison) will report for in-person instruction from 7:30 am – 11:30 am on Monday and Tuesday, Thursday and Friday, with distance learning on Wednesday, Twelve classrooms will be designated in the 2C area of the building for instruction.
- **Group B** (East, Franklin, World of Inquiry, Wilson) will report for in-person instruction from 9:00 am – 1:00 pm on Monday and Tuesday, Thursday, Friday, with distance learning on Wednesday.
- 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**

- Information will be communicated, in multiple languages, with families in August 2020.
- Weekly/ Monthly updates will be shared with families through Facebook (@EdisonTechRCSD), Twitter (@EdisonTechRCSD), robocalls, and electronic newsletters.
- Virtual PTO Meetings to discuss Reopening Procedures and policies.

· 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**

- **Health Checks:**
  - ALL staff must swipe their badge to enter the building
  - ALL staff and students will be temperature checked before entering the building.
    - ALL staff must enter the building and have their temperature checked before going into the main building.
    - Staff may begin to enter the building at 6:45 am.
  - **Group A** (Edison NYSAA) staff will enter building through Exit 4

- **Group B** (East, Franklin, World of Inquiry, Wilson) staff will enter building through Exit 2
  - **Group A** students who arrive after 7:30 am will enter building through Exit 2.
- **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.
 

Face covers will be mandatory in the building, especially when it is impossible to socially distance. If a person comes to the building without a face cover, the school currently has a least 500 facemasks to give out as needed. This will be the responsibly of the SSO taking the temperature at arrival. When students are in class, he must were his face mask, unless academic talk is occurring (questions & answers). Classroom teachers will teach the “one mic” protocol to discourage noisy classrooms and reduce instances of microscopic vapor entering the classroom from mouths. Students and staff must wear coverings when walking in the halls. In PE, students may or may not wear a mask during activity that results in heavy breathing. But the mask must be worn around the student’s neck. The PE teacher may remove his mask to give instructions and replace it when observing students. Hey may pull it down to give instructions.

**Face Cover Location(s):**

Face coverings will be located at the staff and students entrances. Additional face coverings will be stored in the School Based Health office and in the main office.

**Face Cover Breaks:**

Staff will not need to wear a face mask when in his/her classroom, with no students, or in a room when staff can self-distance. Students may pull the face cover down to allow breathing from nose while seated in class.

- **Cleaning and Disinfecting-** all areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize.
  - Screening questionnaire determines whether the staff enter the building
    - Staff will complete an online screening questionnaire daily (electronically) before reporting to work.
      - 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

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- **Management of ill persons-** anyone showing signs or symptoms of COVID-19 will be isolated until they can be sent home. The isolation rooms will be located in the library near Exit 2.
  - 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:
    - 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.
  - **Group A** students will use the bathrooms in the 2C Area
  - **Group B** students will use the bathrooms in the 2A area

- Bathrooms will be cleaned periodically throughout the day.
- Staff will serve as hallway monitors to make sure that students are using the bathroom one at a time
- Students/ staff will be expected to wash hands following specific guidelines.

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- Special Area Teachers:
- **Electives will occur in the identified class. The hybrid model will allow space enough space to socially distance. PE will utilize both gym rooms to socially distance.**
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- Shared Spaces:
- **While our building will not have shared space, each classroom will have spray bottles with district approved sanitizing spray and disposable cleaning cloths. Each teacher will be asked to spray down furniture and anything that students may have touched during the class before.**
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- *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).
    - Students are only allowed to work at their designated space all day.
    - Students will not share any materials.
    - Student spaces will be cleaned daily.
    - Students will have an individual bag for their materials.
  - 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 bags.
    - Students are 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 and lock down drills-* Must still be conducted- should plan for social distancing measures. More information in Staff Handbook. More information about fire and lock down drills will located in staff handbook.
- *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 6:30 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 breakfast in the classroom.
- **Group A** students will receive breakfast each morning by cafeteria staff by 7:30 am. Breakfast will take place from 7:30 – 8:00 am.
- **Group B** students will receive breakfast each morning by cafeteria staff by 9:00 am. Breakfast will receive breakfast from 9:00 – 9:30 am.
- Hands will be washed/sanitized before and after breakfast.

- **Lunch:**

- Students will eat lunch in the classroom.
- **Group A** students will be receive lunch each morning by cafeteria staff by 11:00 am. Lunch will take place from 11 – 11:30 am.
- **Group B** students will receive lunch each afternoon by cafeteria staff by 12:30 pm. Lunch will take place from 12 – 12:30 pm.
- 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.

## 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:**
    - **Group A** students will enter building through Exit 4
    - **Group B** students will enter building through Exit 2
      - 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 have their temperature checked before entering the building.
  - ☐ **Walkers:**
    - Students who are dropped off will enter through their designated area.

- If **Group A** students are dropped off after 7:30 am they will enter through Exit 2.
    - While waiting to enter, social distancing guidelines will be followed.
    - Students will get their temperature checked before entering the building.
  - **ONLY** students will be allowed into the building after the first day of school. Parents and guests will not be allowed to enter building with child after the first day of school.
- Late Arrivals:
  - **Group A** students who arrive after 7:30 am will enter through Exit 2
  - Students will have their temperature checked before being allowed into the main building.
  - Students will be escorted directly to their classroom by an SSO upon arrival.
- Dismissal:
  - **Group A** students will be dismissed at 11:30 am through Exit 4
  - **Group B** students will be dismissed at 1:00 pm through Exit 2
  - **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.
    - Students will be dismissed by class location.
    - Students board busses, following transportation guidelines set by bus drivers.
- Early pick up:
  - All parents will check in through Exit 2.
  - Parent/Guardian will not be allowed to enter threshold of building after
  - Office staff will call for the student.
  - Student will be escorted to Exit 2 by an adult.
  - Parent/student will exit through the main office doors at Exit 2.

## 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.
- · 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.

- “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: students social/ emotional needs are at its greatest. Each day, teachers will spend time connecting, and relationship building as a group.
- Restorative team and social worker will be available to support.
- The school Social worker, Parent Liaison and Community Partner will support families.

### **Attendance and Chronic Absenteeism**

- Teachers will be required to take attendance.
  - In person attendance- see Staff Handbook
  - Social distancing attendance/ participation- Wednesday instruction
- Chronic Absenteeism- classroom teachers will be responsible for reaching out to students. If students are not engaging, building administrators will be contacted.
- 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 at the secondary level, and every day at the elementary level by the child’s teacher. Teachers and students are expected to engage in substantive daily interaction (teacher to students and students to teacher)
- 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

### **Technology and Connectivity**

- Staff will conduct surveys with families to gather information of specific technology available for student use.
- The district has provided Chromebooks and mifis for all students in grades 9-12.
- Staff will provide distance-learning opportunities that consist of technology-based activities as well as non-technology based activities.
- iPads/ Chromebooks in the classroom: No sharing of electronics is allowed.

### **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.
- 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).
- Staff members 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).
- Group A staff must enter building through Exit 4.
- Group B staff must enter building through Exit 2.
- Each staff member must be temperature checked before entering the building.
- All staff must exit the building by 3:30 pm in order for the building to be deep cleaned daily.

### **CTE**

Refer to the guidance in the RCSD Reopening Plan