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SMITHTOWN CENTRAL SCHOOL DISTRICT

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# RE-OPENING OF SCHOOLS PLAN 2020-2021

(UPDATED OCTOBER 13, 2020)



# INTRODUCTION

The Smithtown Central School District remains committed to conducting our schools in a manner that provides for the safety, health, and security of both students and staff. When the 2020-2021 school year began, on-campus school looked much different than previous years due to COVID-19, and health and safety measures continue to evolve. This School Reopening Plan reflects cooperation with the guidance for the reopening of our twelve schools in alignment with the regulations developed in collaboration with NYSDOH and the NYS Education Department.

The areas outlined in this plan represent the myriad considerations the Smithtown Central School District addresses in an ongoing way to keep schools open safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students is a priority and therefore is addressed within our plan.

This plan includes procedures that will be followed in the following schools:

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To be clear, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus, and response to the disease in our community will be at the forefront of decision making as we move to open our schools.

Mr. Neil Katz, Assistant Superintendent for Personnel, serves as the district's COVID-19 Coordinator. He serves as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, NYSDOH, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests

# GUIDING PRINCIPLES

The development of this plan was guided by and grounded in the following guiding principles:

- Safeguarding the health and safety of students and staff;
- Providing the opportunity for all students to access education in the fall;
- Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
- Emphasizing equity, access, and sSQ/CS15W/Sp0wVID-19 spread;
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# HEALTH AND SAFETY

## GENERAL OFFICE AREA

- In a multiple-occupant office, individuals will maintain at least 6 ft. of separation or protective barriers such as polycarbonate screens or strip curtains will be utilized to create a physical separation without hindrance to egress or airflow.
- Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided.
- Face coverings should be worn in these multiple use office settings.
- Where possible additional shifts will be utilized to reduce the number of employees in the worksite at one time.
- Stagger shift start and end times when possible (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from overcrowding at entrances and exits.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.

## BREAK ROOMS AND LUNCH ROOMS

- Breakroom use is discontinued if a minimum of 6 ft. separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their private offices or classrooms, in their vehicles or outside at the picnic tables throughout the campus.

## COPIER ROOMS/AREAS

- Congregating in copier rooms/areas is discouraged.
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior to use.

## ELEVATORS

- One person in an elevator at a time where practicable.
- Personnel must wear acceptable face coverings when in common use areas.
- Elevators will be frequently disinfected.

## HALLWAYS/AIRWAYS

- Where feasible hallway traffic may be limited to single flow direction.
- Directional flow will be identified by signage.
- Signage will be placed throughout to promote social distancing.

## AEROSOL GENERATING PROCEDURES

All district personnel that are involved with the handling of respiratory treatments will follow the CDC guidelines related to the use of PPE when:

- Suctioning
- Administering nebulizer treatments
- Using peak flow meters with students who have respiratory conditions

These procedures will be conducted in a separate location when necessary.

The appropriate PPE for the procedures mentioned above will consist of:

- Gloves
- N95 or surgical facemask
- Eye protection; and
- Gown (if necessary)

# HEALTH AND SAFETY

## SCREENING

The Smithtown Central School District will follow the guidance issued through the New York State Education Department ([NYSED](#)) and the Department of Health ([DOH](#)) related to the required health screenings. As such, mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors will be required prior to entry into any district facility. District employees that are responsible for conducting health screenings will be provided with the necessary barriers and personal protective equipment to safely perform these duties.

Prior to entering all Smithtown Central School District locations, individuals must complete a medical screening questionnaire. A list of building specific QR codes linked to the questionnaire is accessible through the District website at (<https://bit.ly/2Pmb9vn>) and a QR code sign is posted at all main entrances that provides a direct link to the building-specific survey using a mobile device. In an effort to minimize exposure, members of the school community are asked to conduct temperature checks at home, prior to departing to school and required before entering any school facility. Parents should act as partners in this effort and are expected to certify that their child does not have a temperature and is not displaying any other symptoms of COVID-19. Parents are expected to complete the daily health screening questionnaire through the Parent Portal prior to sending their child to school each day. With signage posted on all entry doors, visitors will be notified of the requirement to complete the health screening prior to admittance. Students that are feeling ill and/or present symptoms should stay home and contact their health care provider for further guidance.

All district employees are required to complete the daily health screening prior to entering any district facility. Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor immediately and await further instruction. Staff members that are feeling ill and/or present symptoms should stay home and contact their health care provider for further guidance.

Staff members are trained on symptom and illness identification and instructed to observe all members of the school community for signs of illness. Anyone identified with possible symptoms or illness will be directed to the Health Office (school nurse) for further evaluation. Any individual who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100.0°F, will be sent to the Health Office for further evaluation. In the event a school nurse is not available, building administrators will ensure that the child or staff member is sent home and directed to contact their healthcare provider for additional evaluation. Those that have not yet entered the building will not enter the school if screened outside, and will immediately be sent home with instructions to contact their health care provider for assessment and testing.

- Students sent home because of a positive screen will be immediately separated from other students and supervised until picked up.
- The district will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.

Each district facility will have trained staff available and will be equipped with thermometers and the other personal protective equipment to provide a health screening if necessary.

## CON AC RACING

The Smithtown Central School District will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. Furthermore, the district will cooperate with contact tracing efforts, including assisting with notification of potential contacts.







# HEALTH AND SAFETY

- r Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
- Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
  - Placement of sanitizer dispensers should be located near entrances and throughout common areas.

## ISI OR AND ENDOR PRAC ICES

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school buildings.

## ISI ORS

- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times when a six (6) foot social distance cannot be maintained.
- All visitors will check in and will be required to complete the COVID-19 health screening questionnaire which can be found by scanning the QR Code posted on all doors. The visitors must sign in with their identification through the Raptor system for a visitor badge. This will indicate to all other Security locations that the visitor has been screened.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- All visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All visitors should be accompanied by a staff member.
- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.

## ENDORS

- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times when six (6) foot social distance cannot be maintained.
- All vendors will check in and will be required to complete the COVID-19 health screening questionnaire which can be found by scanning the QR Code posted on all doors. The vendors must sign in with their identification through the Raptor system for a visitor badge. This will indicate to all other Security locations that the vendor has been screened.
- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via (Google Meet) when possible.
- All vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All vendors should be accompanied by a staff member.
- Should a vendor become ill while on campus, they must alert the staff member they're visiting to report the issue and then immediately seek medical attention.

# HEALTH AND SAFETY

## VULNERABLE POPULATIONS

The Smithtown Central School District has developed protocols for students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances.

Various options will be discussed with families and/or employees on an individual basis. However, accommodations may include: remote learning or telework, modified educational or work settings, or additional PPE for individuals with underlying health conditions.

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. The district will work with employees on an individual basis related to accommodations in the workplace. Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
  - o chronic lung disease or moderate to severe asthma
  - o serious heart conditions
  - o Immunocompromised
  - o severe obesity (body mass index [BMI] of 30 or higher)
  - o Diabetes
  - o chronic kidney disease undergoing dialysis
  - o liver disease
  - o sickle cell anemia
  - o children who are medically complex, who have neurologic, genetic, metabolic conditions, or have congenital heart disease

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Transitioning these students back to school requires:

- Planning and coordination of:
  - o school health services personnel
  - o special education personnel
  - o pupil personnel services and
  - o Administration
- Being aware that such families are already under significant stress and COVID-19 has made their situations more critical.
- Alternate plans created in consultation with school health personnel on how to meet the needs of the child while keeping social distancing may include:
  - o Additional PPE for staff caring for such students;
  - o Assigning only one staff member to care for the student; and/or
  - o Decreased students in a classroom, alternating schedules, and provision of how related services are to be delivered.

Our students that are considered a vulnerable population will have their program reviewed as it pertains to requiring additional modifications through a building level team which will include pertinent school personnel. Parents will be made aware of the additional modifications or social distancing protocols that may need to be implemented. These students may require a different instructional delivery model or modifications as to how they access the school building and/or programs.

# FACILITIES

## HYGIENE, CLEANING, DISINFECTION, AND VENTILATION

The Smithtown Central School District will continue to adhere to all existing regulations related to school facilities. If any changes or additions to facilities are necessary, those changes or additions will comply with



# CHILD NUTRITION

The School Lunch Program will follow School Food Authority (SFA) policies when communicating about school meal services, eligibility, options and changes in operations. All communications will be provided through a variety of communication methods including website, social media, emails, phone calls, newsletters and regular mail and translated into languages spoken by families. Families will be reminded in food service communications during the summer and





# SOCIAL-EMOTIONAL WELL BEING

health practitioners (school counselors, school psychologists and/or school social workers) will create an asset map of already existing foundational assets within the school district and community-based organizations, and build upon them. In addition, it will be critical to determine students who might be at risk for needing mental health support. School counselors and administrators will be equipped with tools and information needed to see each child through a social and emotional lens. We remain committed to supporting all students and maintain our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students.

Supports will continue to include identifying and delivering responsive SEL supports, including mental health check-ins, planning and goal setting, opportunities for self-reflection, and social interactions as applicable.) Additionally, all Smithtown Central School District employees have access to the Employee Assistance Program (EAP) which offers many free services including face-to-face and virtual counseling. Information about all social-emotional supports will be made widely available on our website. We are committed to developing and making accessible family appropriate social and emotional learning (SEL) content to be used during all phases of our re-entry.

Transitions are important every year, and they will be even more important this fall returning from continuous remote learning to in-person instruction in buildings or a phased in approach to in-person instruction. Districts should support transitions in a culturally responsive manner and engage students, families, and communities in the process of identifying needs and supports. Transitions take many forms and include returning to school in the fall, moving from one grade band to another, or dealing with the varying emotional needs as a result of the health pandemic.

Schools will provide professional development and training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency. This will include information on recognizing the emotional needs of our students upon return to school with a sensitivity towards helping their students to express their feelings and developing coping and resilience skills for students, faculty, and staff.

- All staff members will be provided training on recognizing warning signs of student emotional distress.
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# SOCIAL-EMOTIONAL WELL BEING

- Schoolwide Suicide awareness and prevention protocols
- Smithtown Central School District has subscribed to Tri-State REACH's Telephone-based Employee Assistance Program. They will provide: Unlimited, anonymous, confidential telephone counseling, problem assessment, information and referral services. Available 24 hours a day, 7 days a week via a toll-free number. This is staffed by licensed, master's level counselors.
- Collegial Circles will be set up so that staff members can connect and discuss common concerns surrounding mental health.
- Professional development for staff on self-care will be provided
- District-Wide Bereavement Response Committee

## 2:

- Resilience Summer C.A.M.P. (virtually for summer of 2020) for identified middle school students: Weekly focus is on a specific skill with the overall focus on self-awareness, self-regulation, and developing a sense of community. The tools being reviewed surround for self-regulation, staying grounded, collaborating toward individual and shared visions. The monitoring of these students will continue through high school through weekly updates.
- Each Smithtown Central School District building will utilize Instructional Services Team (IST) meetings where discussion of students can occur who have been identified as struggling academically, emotionally, or behaviorally. Targeted supports and interventions are put in place and monitored.
- Formal risk assessments will be conducted by a team of trained professionals (i.e School Psychologist, Social Worker, and/or School Counselor) and referred for appropriate services.
- Smithtown Central School District has subscribed to Tri-State REACH's Telephone-based Employee Assistance Program. They will provide: Unlimited, anonymous, confidential telephone counseling, problem assessment, information and referral services. Available 24 hours a day, 7 days a week via a toll-free number. This is staffed by licensed, master's level counselors.

## 3:

- Student Support Team (High School): Students who have been identified as high risk will be assigned to this team for intensive intervention and monitoring. The team consists of a Psychologist, Social Worker, School Counselor.
- Individual Counseling and Group Counselling will be provided as necessary by our Psychologist and Social Workers K-12.
- Referral for CSE or 504 Accommodations as necessary
- Smithtown Central School District has subscribed to Tri-State REACH's Telephone-based Employee Assistance Program. They will provide: Unlimited, anonymous, confidential telephone counseling, problem assessment, information and referral services. Available 24 hours a day, 7 days a week via a toll-free number. This is staffed by licensed, master's level counselors.

# SCHOOL SCHEDULES

The reopening school schedule will be dependent upon the most current guidance from the NYS Governor's office and Education Department. A detailed student schedule will be provided to each family.

Because schools were approved to open in-person with social distancing requirements in place in September 2020, Smithtown CSD implemented a hybrid (in-person and remote instruction) model.

In the case that in-person is no longer allowed, the district will implement its fully remote model, detailed in the Teaching and Learning section of this plan.

## HYBRID MODEL GROUPINGS

### E

Elementary students have the option of attending full-time in person (RISE and special class students since Sept. 8, all kindergarten and K-5 ICT students beginning Sept. 30; grades 1 and 2 beginning Oct. 5, and grades 3-5 beginning Oct. 13) or fully remotely. Student cohorts include their home classroom classmates for all instructional activities. Students remain with their cohorts for other activities, including lunch and recess.

Fully-remote students learn exclusively from home using the Google Meet platform.

### S

Secondary students have the option of attending part-time or fully remotely. In-person students are grouped in cohorts as follows:

**Group 1:** All students with last names that begin with A-K

**Group 2:** All students with last names that begin with L-Z

Group 1 attends school in-person every Monday and Tuesday as well as on alternating Wednesdays. Group 1 receives synchronous remote instruction via live-streaming on the days they are not attending school in-person.

Group 2 attends school in-person every Thursday and Friday as well as on alternating Wednesdays. Group 2 will receive synchronous remote instruction via live-streaming on the days they are not attending school in-person.



# TECHNOLOGY AND CONNECTIVITY

In the 2020-2021 school year, the Smithtown Central School District implemented a one-to-one computer initiative where all students and staff were provided with access to a personal, dedicated computing device on a full-time basis. This will ensure equity of access to a device at all times regardless of the instructional model in use.

The District administered a parent/guardian and staff survey to determine the level of internet access available in their place of residence in advance of the start of the 2020-2021 school year. Following the administration of the survey, the District worked to provide internet access to families and staff who indicated they did not have it.

In an effort for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, the district streamlined the number of different tools that students and parents/guardians need to utilize, the District will continue to utilize Google Classroom as the learning management system for all students in grades K-12.

The District will continue to provide professional development for administrators and faculty/staff on designing effective remote learning experiences and the best practices in delivering online instruction. Additionally, the District will also provide access to support for parents/guardians on the digital tools used for remote instruction (see district website: [Instructional Technology Support](#)).



# TEACHING AND LEARNING

## INSTRUCTION

The Smithtown Central School District instructional plan for the 2020-21 school year provides continuity of learning for all students. The plan includes in-person, remote, and hybrid models of instruction.

The Smithtown educational plan is aligned with the outcomes in the New York State Learning Standards across all grade levels regardless of whether instruction is delivered in-person, remotely, or in a hybrid model.

Equity is a running theme and is at the heart of all school instructional decisions. All instruction has been developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Students will have opportunities that are aligned with State standards and include routine scheduled times for the students to interact and seek feedback and support from their teachers.

The instruction is aligned to the academic program and includes regular and substantive interaction with appropriately certified teachers regardless of the delivery method (in person, remote or hybrid).

# TEACHING AND LEARNING

feedback and support from teachers). Additional specific information about how in-person instruction will be scheduled and conducted will be directly communicated to families prior to the start of school via phone, email, and the district website.

## REMO E

In the event that instruction is provided in a full-time remote model, the Smithtown Central School District will ensure that students have regular opportunities for both synchronous (face-to-face, in real time) and asynchronous instruction.

At the elementary level, students will be provided with both synchronous and asynchronous instruction. As usual, instruction will be provided in each of the core (ELA, mathematics, science, social studies) and special area (art, music, library, physical education) subjects.

At the secondary level, students will follow the regular bell schedule within the existing regularly scheduled school day to participate in live-streamed instruction.

Secondary students will follow a modified A/B-day schedule: Every Monday and Thursday will be an “A” Day, every Tuesday and Friday will be a “B” Day, and Wednesdays will alternate (A, A, B, B) every two weeks.



# ATHLETICS AND EXTRA CURRICULAR ACTIVITIES

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# SPECIAL EDUCATION

The Smithtown Central School District reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free and appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE). The Smithtown reopening plan, whether services are provided in person, remote, and/or through a hybrid model, addresses the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education services.

Special education programs and services of the Smithtown Central School District will ensure access for students with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

While not all formats allow for maximum benefit to students, these programs and services can be provided in all formats (live-person, hybrid, or remote).

The Smithtown Central School District is committed to providing meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Further, we will maintain regular communication with the parents/guardians and other family members to ensure that they are engaged in their children's education during the reopening process.

The Smithtown Central School District will plan and support collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

The Smithtown Central School District will document the programs and services offered and provided to students with disabilities as well as the communications with parents in their preferred language and mode of communication.

The documentation may include, but will not be limited to: narrative records of how the student is adjusting to live, hybrid, and remote instruction during 2020-21, a record of what instruction and services were provided, a record of formative, summative, and standardized assessments and their results as well as progress monitoring documentation, and a record of school-family collaboration.



# STAFFING

## TEACHER AND PRINCIPAL EVALUATION SYSTEM

All teachers and principals will continue to be evaluated pursuant to the district's approved Annual Professional Performance Review (APPR) plan. The Smithtown Central School District will consider whether the currently approved APPR plans may need to be revised in order to be consistent with the plans for re-opening under an in-person, remote or hybrid instructional model. School leaders will continue to attend annually required Lead Evaluator training.

## CERTIFICATION, INCIDENTAL TEACHING AND SUBSTITUTE TEACHING

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

## STUDENT TEACHERS

Student teachers from NYSED registered college or university programs can serve under the supervision of fully certified teachers in the Smithtown Central School District. Student teachers will follow all of the social distancing, mask wearing, health status reporting, and other COVID-19 procedures that the teachers follow. Student teachers will serve under the supervision of our full time certified teachers only. At no time will a student teacher be used as a teacher of record.