



# School Reopening

## Planning Guide

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A Comprehensive Planning Resource for Peekskill Schools

Updated July 2020

**Peekskill City Schools**  
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# Table of Contents

## **1.0 Communication/Family & Community Engagement**

1.01 Letter from the Superintendent	3
1.02 Plan Overview	5
1.03 Reopening Committees and Members	5
1.04 COVID-19 Safety Coordinators	7
1.05 2020-2021 Instructional Calendar	7
1.06 Communications Channels and Calendar	8
1.07 Communication with Vendors	11

## **2.0 Health and Safety**

2.01 Human Resources	11
2.02 Training	12
2.03 Reopening Training Programs	12
2.04 Persons at High Risk	12
2.05 Screening and Monitoring	13
2.06 Self-reporting Exposures and Infections	15
2.07 Management of Sick Persons	15
2.08 Contact Tracing	17
2.09 Returning to School	17
2.10 Health and Hygiene Practices	18
2.11 Face Coverings	18
2.12 Stop the Spread of COVID-19 Signage	19
2.13 Social Distancing	19

## **3.0 Facilities**

3.01 Visitor Management	20
3.02 Building Readiness for Re-opening	21
3.03 Building Modifications	22
3.04 Restrooms	24
3.05 Faculty and Break Rooms	24
3.06 Office Spaces	25
3.07 Cleaning and Disinfecting	25
3.08 Building Systems and Maintenance	27
3.09 Emergency Drills	28

## **4.0 Child Nutrition**

4.01 Cafeteria Cleaning and Disinfection	29
4.02 Food Service	29



<b>5.0 Transportation</b>	
5.01 General Transportation and Schedules	31
5.02 Arrival and Dismissal	32
<b>6.0 Social Emotional Well-Being</b>	
6.01 Social Emotional Well-Being	33
<b>7.0 School Schedules</b>	
7.01 (See Teaching and Learning)	34
<b>8.0 Attendance/Absenteeism</b>	
8.01 Attendance/Absenteeism	34
<b>9.0 Technology/Connectivity</b>	
9.01 Distribution and Collection of Devices	35
9.02 Technology Training	36
<b>10.0 Teaching and Learning</b>	
10.01 Learning Models	37
10.02 School Specific Schedules: Elementary	40
10.03 School Specific Schedules: Secondary	54
10.04 Identification of Instructional Gaps	72
<b>11.0 Extracurricular Activities</b>	
11.01 Athletics	73
11.02 Other Extracurriculars	73
<b>12.0 Special Education</b>	
12.01 FAPE Compliance and Communication	73
12.02 CSE/CPSE/ 504 Meetings and Collaboration	73
12.03 Instruction and Services	73
12.04 Accommodations, Modifications and Assistive Technology	74
<b>13.0 Bilingual Education</b>	
13.01 Key Terminology	75
13.02 ELL Identification Process	75
13.03 ENL Units of Study	75
13.04 Family Communication	76
<b>14.0 Teacher and Principal Evaluations</b>	76
<b>15.0 Certification, Incidental Teaching and Substitute Teaching</b>	76



# 1.0 Communication/Family & Community Engagement

## 1.01 Letter from the Superintendent

Dear Peekskill Schools Community:

On behalf of the Board of Education and our staff, I would like to welcome you to the 2020-21 school year. As an educator with over 25 years of experience, our current reality has been unique in many ways. The conclusion of last year and the reopening of schools this year have been replete with uncertainty and challenges. However, in the face of adversity leaders transform obstacles into new opportunities. Our district leaders have spent the end of the 2019-20 school year and this summer working countless hours to diligently prepare for the reopening of schools. While we understand that no plan will be perfect, the Peekskill City School District's plan is guided by our reopening vision, as well as data collected via various sources including, but not limited to: a stakeholder planning group, collaboration with statewide/regional and Peekskill leaders, numerous webinars and guidance documents from State organizations. These efforts seek to provide us with the best opportunity to educate and support our students and families.

### **Reopening Vision:**

Our vision is to provide our students with an educational experience that focuses on health, wellness, academics and youth development while ensuring a safe school environment.

### **Reopening Goals:**

1. Safe school environment for all
2. Health and wellness of students and staff
3. Academics that integrate technology in an innovative manner
4. Continued implementation of innovation plans (e.g., Athletics, Dual Language, STEAM, Special Education, etc.)
5. Powerful parent, family and community engagement

### **Reopening Process:**

To accomplish our vision and to prepare for September, our district launched a Reopening Committee in June 2020. This Reopening Committee was composed of sub-committees which included stakeholders such as PCSD parents, teachers, administrators and staff. Additionally, our Reopening Team held meetings with our District physician and community partners, as well as national, New York State and City of Peekskill leaders. Every Monday morning, I participated in a conference call with County Executive George Latimer and twice weekly I took part in calls with my fellow northern Westchester superintendents. Additionally, Peekskill Schools had the opportunity to participate in a regional ThoughtExchange thanks to our partnership with PNW BOCES. Peekskill also created and distributed our own parent surveys to gather feedback from our families. Our principals, assistant principals, district administrators and I met numerous times per week to



problem solve, innovate and plan. In between these meetings, the members of our Reopening Team participated in multiple public informational Zoom and Google Meet sessions as well. To further enhance our communication of our reopening planning process, each week I sent out a Friday letter to our school community. Our District also used digital media (websites, social media, emails, texts, PCSD app) print media (flyers, newsletters) and our all-call phone system to communicate with families. All of these efforts were accomplished with great care for our students, families and staff.

**Reopening Plan:**

The Peekskill Reopening Plan, which is articulated in this document, is to be viewed as a “living document” as we will update this Plan as data, guidance, information and circumstances change. This Plan focuses on critical areas identified by the New York State Department of Health, New York State Education Department and Executive Orders by Governor Cuomo. Survey data indicate that our parents and guardians have various viewpoints on the reopening of schools and differing comfort levels with sending their children to school in September. Our plan strives to create the best education and support programming for our students given the District, Nation and global economic and health realities that face us each day. We are relentless in the pursuit of doing all that we can for our students and the Peekskill community.

I hope that you and your family are healthy and take time to enjoy the remainder of the summer. Remember to do your part to stop the spread of COVID-19 by wearing a mask in public and socially distance yourselves from others. Doing this will help ensure that we can provide our students with a return to normalcy as soon as possible. Thank you for your patience and understanding and for all that you do to support our children.

Sincerely,

*David Mauricio*

Dr. David Mauricio  
Superintendent of Schools



## 1.02 Plan Overview

Dramatic changes to normal school operations will require the district to effectively communicate with stakeholders to:

- Identify critical realities that will need to be addressed (e.g., fear of infection, student schedules, etc.) prior to the opening of school. The District will use feedback from the PNW BOCES Thoughtexchange as well as district distributed surveys to assess concerns and refine this plan.
- Gauge anticipated student attendance for a potential fall reopening based on:
  - Concern to return
  - Health-risks
- Gauge transportation needs (see also Arrival and Dismissal)
- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection routine, health policies for staff, and health & safety measures in place).
- Establish formal and informal means of communication for stakeholders to express concerns, questions, comments, and feedback.

## 1.03 Reopening Committees and Members

The District has created several Reopening Committees to address those areas most critical to a successful and safe reopening. These committees are led by Central Office administrators and include participation from PCSD administrators, faculty, staff and parents. We sincerely thank the committee members for their input and participation.

The Reopening Committees include:

### **Health and Physical Education:**

Committee Leader: Austin Goldberg, Director of Health, Athletics and Physical Education

Administrator: Shannon O'Grady

Parent Representatives: Sarah Peterson, Kristin Jarvis

Peekskill Faculty Association Representatives: Tim Murphy, Anthony DiCuio, Deborah Hauptman

### **Communications:**

Committee Leader: Laura Belfiore, Communications Specialist

Administrators: Dr. Anchala Sobrin, Janice E. Reid and Randy Lichtenwalner

PCSD Staff: Maria Olivier-Flores

Parent Representatives: Natalia Sanchez-Bahr and Heather Amabile

Peekskill Teacher Aide Organization Representative: Maria Leff



### **Technology:**

Committee Leader: Janice Reid, Technology Manager

Administrators: June Campolongo and Naima Smith Moore

Parent Representatives: Anthony Ferrer, Jeff Altorfer,

Peekskill Faculty Association Representatives: Jonathan Barone, Sue Imhoff, Heather Googins, Deni Thomas, Karen Vogel, Jessica Rondon, Deb Feliciano, Sal Dodaro, Jonathan Harrison, Millie Rivera

Volunteers: Dr. Anchala Sobrin

### **Pre-K-12 Academics:**

Committee Leaders: Dr. Mary Foster, Assistant Superintendent for Elementary Education and Dan Callahan, Assistant Superintendent for Secondary Education

Administrators: Jamal Lewis and Crystal Hernandez

Parent Representatives: Eric Redeka, Margery Rossi, Victoria Kravitz and Dr. Jonathan Brown

Peekskill Faculty Association Representatives: Emily DiCuio, Tara Platt, Jose Fernandez, Noel Cabassa and Eileen Alvarez

### **STEAM (Science, Technology, Engineering, Arts and Mathematics)**

Committee Leader: Dr. Anchala Sobrin

Administrators: Randy Lichtenwalner and Crystal Hernandez

Parent Representatives: Isabel Pipolo and Barbie Altofer

Peekskill Faculty Association Representatives: Katrina Lester, Gloria Cordova, Karen Larkin, Elizabeth Tabone and John Hahn

### **Multilingual Education**

Committee Leader: Madeline Sanchez

Administrators: Rebecca Aviles-Rodriguez and Crystal Hernandez

Parent Representatives: Suze Malone and Mirna Handelman

Peekskill Faculty Association Representatives: Laura Pena and Milagros Guzman

### **Student Support Services**

Committee Leader: Sadika Clarke

Administrators: Courtney Simon and Jacqueline Liburd

Parent Representatives: Nell Marantz and Halle Chizmadia

Peekskill Faculty Association Representatives: Luz Gonzalez, Reid Olmstead, Yvonne Feliciano, Shenea Brown, Stacey Bean and Mabel Vasquez

### **Special Education**

Committee Leader: Ellen Gerace, Director of Student Services

Administrators: Dr. Jenna Ferris and Sadika Clarke

Parent Representatives: Randi Alberino

Peekskill Faculty Association Representatives: Christine Buckman, Michael Telesco, Elizabeth Barbaretti, Cindy Ocasio, Marisa Nessier, Kelly LeFevre, Eris Morillo



Peekskill Teacher Aide Organization Representative: Louis Vermandois

### **Family and Parent Engagement**

Committee Leader: Maria Olivier-Flores

Administrators: Staci Woodly and Dr. Margie Daniels

Parent Representatives: Marisa O'Leary and Merdieth Harte

Peekskill Faculty Association Representatives: Ana Bueno

Additional Internal Logistics Committees include:

**Facilities:** Carmine Crisci, Director of Facilities

**Human Resources/Registration:** Dr. Joseph Mosey, Assistant Superintendent for Administrative Services

**Safety and Security:** David Santiago, Director of Security

**Business/Operations:** Robin Zimmerman, Assistant Superintendent for Business

**Food Service,** Andrew Weisman, Director of Food Service

**Transportation:** Jennifer Sampson, Assistant Transportation Supervisor

## **1.04 COVID-19 Safety Coordinators**

Dr. Joseph Mosey, Assistant Superintendent for Administrative Services , Mr. Carmine Crisci, Director of Facilities, Mrs. Ellen Gerace, Director of Special Services and Mr. Austin Goldberg, Director of Physical Education, Health and Athletics, will serve as the COVID-19 Safety Coordinators. The Peekskill City School District is designating these four administrators whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

## **1.05 2020-2021 Instructional Calendar**

For a printable copy of the Peekskill City School District's 2020-2021 approved instructional calendar, please [click here](#).





**PEEKSKILL CITY SCHOOL DISTRICT  
2020-2021 School Calendar (REVISED)**

August / September 2020						
S	M	T	W	T	F	S
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	19	30			

**AUGUST / SEPTEMBER**  
 8/31- 9/2 Superintendent's Conference Days  
 9/3 Schools Open (PreK-12)  
 9/7 Labor Day- Buildings Closed  
 9/28 Yom Kippur- Buildings Open  
 Total Days: 18 Student Days  
 3 Supt. Conference Days

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**MARCH**  
 3/29-31 Spring Recess – Buildings Open  
 Total Days: 20 Student Days

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**OCTOBER**  
 10/12 Columbus Day- Buildings Closed  
 Total Days: 21 Student Days

April 2021						
S	M	T	W	T	F	S
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**APRIL**  
 4/1-2 Spring Recess - Buildings Closed  
 4/5 Spring Recess - Buildings Open  
 Total Days: 19 Student Days

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**NOVEMBER**  
 11/3 Superintendent's Conference Day  
 (Election Day)  
 11/11 Veteran's Day- Buildings Closed  
 11/25 Thanksgiving Recess-Buildings Closed  
 11/26 Thanksgiving Recess-Buildings Closed  
 11/27 Thanksgiving Recess-Buildings Closed  
 Total Days: 16 Student Days  
 1 Supt. Conference Day

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**MAY**  
 5/28 Memorial Day Recess  
 - Buildings Open  
 5/31 Memorial Day- Buildings Closed  
 Total Days: 19 Student Days

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**DECEMBER**  
 12/23-25 Holiday Recess - Buildings Closed  
 12/28-12/30 Holiday Recess - Buildings Open  
 12/31 Holiday Recess - Buildings Closed  
 Total Days: 16 Student Days

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**JUNE**  
 6/25 Last Day for Students  
 Total Days: 19 Student Days

January 2021						
S	M	T	W	T	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**JANUARY**  
 1/1 Holiday Recess - Buildings Closed  
 1/18 Martin Luther King Day-Buildings Closed  
 Total Days: 19 Student Days

**NOTES:**  
 If NO snow days are used, school will be closed 5/27 & 6/1  
 If 1 snow day is used, school will be closed 6/1 (5/27 school is in session)  
 If 2 snow days are used, the calendar stands as shown (5/27 & 6/1 school in session)

If more than 6 snow days are used, weather make-up days to be taken in the following order: (5/28, 4/5, 3/29)

If 2 or less snow days are used, 6/11, 6/24 & 6/25 will be half days for students

If ONLY 3 snow days are used, 6/24 & 6/25 will be half days for students

If ONLY 4 snow days are used, 6/25 will be half day for students

182 Student  
 + 4 Superintendent's Conference Day  
 186  
 School Closed/ Building Open  
 No Students  
 Professional Learning Academy (Early Release Day (Pre-K-12) (No AM/ PM PreK)  
 School Closed / Buildings Closed

Adopted: July 23, 2020

## 1.06 Communications Channels and Calendar

The district recognizes the need to communicate with each of the various stakeholder groups. The district will communicate with stakeholders BEFORE, DURING, and in the event of a CLOSURE utilizing multiple channels of communication, including:

- School Mass Communication System - email, text message, robocalls
- Website - [dedicated COVID section](#)
- Social Media - [Facebook](#), [Twitter](#), [Instagram](#)
- District Mobile App (Search “Peekskill City School District in iTunes or Google Play stores)
- eNewsletters
- Flyers/posters



## General Communications

- An independent PCSD website will be created to host all district/school COVID-19 related resources and online learning resources for students/parents and teachers. This will be linked to all existing websites, allowing for easy access to COVID-19 related info while not taking away “prime real estate” from existing websites.
- Communications will detail COVID-19 health and safety information, protocols as recommended by CDC and DOH guidelines. (Ex. signs/symptoms, social distancing guidance, how to properly wear face coverings, hand washing techniques, etc.)
- District cleaning/disinfection measures will be clearly communicated
- COVID-19 screening procedures for students/staff will be clearly communicated
- Supports for online learning and behavioral/mental health will be clearly communicated
- Form letters will be drafted for a variety of possible COVID-19 related scenarios (ex. possible exposure, positive case, school closure, etc.)
- The Communications Department will assess FAQs and offer clarifications to audiences
- The Communications Department will closely monitor information from local health departments and adjust communications accordingly

## Prior to Opening Schools

For [Employees](#), the district will:

- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Communicate new or modified work schedules for staff, including:
  - how they can stay up to date on new scheduling requirements,
  - how to make requests for schedule changes if a need arises.
- Notify staff of required Global Compliance Network (GCN) employee training programs to be completed prior to schools opening - to <http://site.gcctraining.com>
- Provide information on how to self-report exposures and infections (See Health and Safety Section)
  - <sup>1</sup>Employer HR Policies, HIPAA guidelines, and other laws will be followed at all times.
- Provide a list of CDC Frequently Asked Questions that reflect the unique operating conditions of the district

For **Students & Families**, the district will:

- Conduct regular virtual stakeholder meetings and town hall sessions regarding all reopening procedures (i.e. Board of Education Meeting, community forums, etc.)
- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).

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<sup>1</sup> CDC: Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.



- Provide a survey to families in order to assess for trauma, grief, loss and mental health support
- Contact parent/caregiver and social worker to touch base, offer support and link to resources
- Conduct a check-in meeting with student to assess for basic needs, e.g., food, housing, transportation, emotional well-being)
- Communicate with parents and students to minimize the mixing of children from different households at bus stops and adhere to proper distancing when boarding school buses.
- Instruct parents on the requirement and procedure for labeling of personal property and preventing it from mixing with other students property
- Provide information on the requirements for the use of face-covering
- Discourage students from congregating in large groups before and after school.
- Provide a list of CDC Frequently Asked Questions that reflect the unique operating conditions of the district
- Provide a Virtual Orientation event for students including the use of building walkthroughs in a manner that does not impact building security
- Share information on the district website containing crisis hotlines, and county mental health resources

**While Schools are Open,** the district will:

- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Conduct a virtual Back to School Nights for parents
- Provide students on-going, easy to implement tips and tools for behavior support (e.g., time management in a distance learning environment)
- Provide staff professional development on engagement strategies for online learning
- Provide frequent and ongoing communication for families regarding school updates and access to resources
- Share information on the district website containing crisis hotlines, and county mental health resources

**When Schools are Closed** the district will:

- Provide information on Continuity of Instruction Procedures
- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Share information on the district website containing crisis hotlines, and county mental health resources



## 1.07 Communicate with Vendors



- If contractors are employed in the workplace, develop plans with the contracting company regarding modifications to work processes and requirements for the contractors to prevent transmission of COVID-19.

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In order to safeguard building occupants, the district will implement restrictions as follows:

- Notify vendors that access to the facilities will be restricted
- Request that vendors reduce the frequency of deliveries while simultaneously meeting the demand of ordered goods
- Request that vendors use the same delivery driver for all deliveries for the duration of school
- Request vendors to suspend deliveries and/or adjust maintenance schedules for services in the event school is closed for health reasons.
- Large deliveries - Custodians and/or Food Services will be notified and assist with delivery. Individuals making the deliveries shall be required to follow the PPE and social distancing procedures
- Notify vendors that, during deliveries, they are required to take precautions including:
  - Required to take the Self Assessment Tool prior to entering the buildings
    - <https://entry.neric.org/PeekskillCSD>
  - Maintain physical distancing between themselves and building occupants
  - Wear appropriate PPE (a face mask and gloves)
  - Do not make deliveries if they have symptoms associated with COVID-19

## 2.0 Health and Safety

### 2.0X Human Resources



[CDC](#) and [NYSDOH](#) guidelines

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The district will implement the following actions:

- COVID-19 federal leave information will be posted in all the buildings.
  - (See the [U.S. Department of Labor's Employee Rights poster](#))



## 2.02 Training



Train all teachers and staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that social distancing is maintained.

Teach and reinforce washing hands and covering coughs and sneezes among children and staff to <http://site.gcctraining.com>

Teach and reinforce the use of [face coverings](#) among all staff.

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The district will provide training programs related to safety actions contained in this plan. Training will be provided virtually using a platform (Global Compliance Network) that will track employee compliance.

## 2.03 Reopening Training Programs

The district will provide role-specific training programs related to this plan for all employees. All new employees, including temporary employees will be required to complete training prior to working in school buildings.

## 2.04 Persons at High Risk



Identify staff and students who may be at higher risk for severe illness

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Revisions were made on July 17, 2020 to reflect recent data supporting increased risk of severe COVID-19 among individuals with cancer. The listed underlying medical conditions in children were also revised to indicate that these conditions might increase risk to better reflect the quality of available data currently. We are learning more about COVID-19 every day, and as new information becomes available, CDC will update the information below.

People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19:



People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- [Cancer](#)
- [Chronic kidney disease](#)
- [COPD \(chronic obstructive pulmonary disease\)](#)
- [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
- [Obesity \(body mass index \[BMI\] of 30 or higher\)](#)
- [Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)
- [Sickle cell disease](#)
- [Type 2 diabetes mellitus](#)

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, people with the following conditions might be at an increased risk for severe illness from COVID-19:

- [Asthma \(moderate-to-severe\)](#)
- [Cerebrovascular disease \(affects blood vessels and blood supply to the brain\)](#)
- [Cystic fibrosis](#)
- [Hypertension or high blood pressure](#)
- [Immunocompromised state \(weakened immune system\) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines](#)
- [Neurologic conditions, such as dementia](#)
- [Liver disease](#)
- [Pregnancy](#)
- [Pulmonary fibrosis \(having damaged or scarred lung tissues\)](#)
- [Smoking](#)
- [Thalassemia \(a type of blood disorder\)](#)
- [Type 1 diabetes mellitus](#)

## 2.05 Screening and Monitoring



The district will conduct daily health checks of staff and students safely, respectfully, as well as in accordance with any applicable privacy laws or regulations.

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### Screening

In an effort to screen building occupants prior to their arrival at school, the district will implement the following screening procedures:



- Staff will be encouraged to stay home if they are sick and parents to keep sick children home.
- All employees, parents, and regular contractors will be required to complete a daily mandatory health screening assessment that will be available to employees and parents daily prior to the start of each school day.

[Directions for Adding An iPhone/Android Home Screen Icon for the COVID-19 Screening Website](#)

Employees and parents will be required to certify “No” to all of the following in order to be permitted access to school buildings: <https://entry.neric.org/PeekskillCSD>

For access, at the entry of each building, there will be a QR Code for ALL employees, parents, and regular contractors if needed:



1. Since your last day of work, or last visit here, have you had any of these symptoms?
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever (temperature of greater than 100.0° F in the last 14 days)
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

*Note: Answer “yes” if the symptoms you have experienced in the last 14 days are of greater intensity or frequency than what you normally experience.*

2. Have you had a positive COVID-19 test within the last 14 days?
  3. Have you had close contact with a confirmed or suspected case of COVID-19 case within 14 days?
  4. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?
- The district will use email automation software to manage screenings as follows:
    - Employees, student parents, and regular contractors will be entered as contacts into the website automation platform
    - Contacts will be required to certify “No” to all of the above questions and are required to present the screen on their phone or mobile device for entry to the building.
    - Upon clicking the “No” certification, the contact will be re-queued for the following day



- The COVID-19 Coordinators including selected district personnel (i.e. Building Principal, nurses) will be notified via email of all contacts who fail to be approved to enter the building for that day.
- The nurse or designee will follow up with the contact and appropriate actions taken. See also:
  - Contact Tracing
  - Returning to School

## 2.06 Self-reporting Exposures and Infections

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Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms, follow appropriate CDC guidance for home isolation.

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Prior to the opening of schools, employees and families will be advised of the requirement that individuals who are alerted that they have come into close or proximate contact with a person with COVID-19 or have been alerted via tracing, tracking or another mechanism, are required to self-report to their employer at the time of alert and shall not be permitted to remain or return to the building until they have completed quarantine.

**In the event a student or district employee reports testing positive for COVID-19 or is exposed to a person who tests positive for COVID-19:**

- The student or district employee should immediately notify the district by contacting:
  - The nurse's office at the school which they attend or work in
  - If not assigned to any one school building, the employee should contact: Dr. Mosey in the district administration office - (914)737-3300 ext.1550/1551
- If a student or staff tests positive for COVID-19, the district will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- The District will contact the Westchester Department of Health to initiate COVID-19 testing when it is required. The Westchester Department of Health will inform the District of the testing location available for our students and staff. Parents can also have their children tested by their family physician, or their location of choice.





## 2.07 Management of Sick Persons



In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, the Department of Health (DOH) will be notified and the district will follow their guidance.

School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.

Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

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In the event a person **becomes ill with COVID-like symptoms while at school**, the following procedure will be followed:

- The person will be moved to a predetermined isolation room or area to separate anyone who exhibits COVID-like symptoms.
- Transportation arrangements will be made to transport the sick person home or to a healthcare facility.
- Areas used by a sick person will be closed off and not used before cleaning and disinfection.
- When possible, custodial staff will wait 24 hours (or as long as possible) before cleaning and disinfecting the area in accordance with procedures contained in this plan. If it is not possible to wait 24 hours, wait as long as possible. See also the Cleaning and Disinfecting section.
- Persons who had close contact with a person diagnosed with COVID-19 will be advised to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms, they will be instructed to follow appropriate CDC guidance for home isolation.
- Sick staff members and children will be advised not to return until they have met CDC criteria to discontinue home isolation.

In the event that the school is notified that an employee or student **has been exposed to COVID-19 and are quarantined, or if a family member has been diagnosed with or presumed to have COVID-19 and/or is being isolated**, the following procedure will be followed:

- Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 will be instructed to self-quarantine at home for 14 days
- If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will be questioned, and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine.



- The custodial staff will be informed so that all desks, lockers, and workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.

## 2.08 Contact Tracing

Contact Tracing Assessing and informing those with potential exposure is a fundamental control strategy for minimizing spread within a group or camp population. CDC defines close contact as interactions within 6 feet for more than 15 minutes.

In an effort to determine the potential or confirmed case's contacts with other students or staff members over the previous two or more days, the district will assist the local Department of Health including notification of potential contacts, such as students, staff or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- School health staff will utilize general principles of contact tracing to begin closely monitoring other potentially exposed individuals.
- Health staff will receive awareness contact tracing training

## 2.09 Returning to School



Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation.

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The following procedure will be followed for allowing persons to return to school following quarantine:

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently, those guidelines are below. The most recent guidelines will be followed at the time of the occurrence.

1. **Untested:** Persons who have not received a test proving or disproving the presence of COVID-19, but experience symptoms may return if the following three conditions are met:
  - a. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
  - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - c. At least ten (10) calendar days have passed since your symptoms first appeared.



2. **Tested:** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:
  - a. They no longer have a fever (without the use of medicine that reduces fevers); and
  - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - c. They have received two negative tests in a row, at least 24 hours apart.
  
3. **Tested with no symptoms:** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms and have been released by a healthcare provider.

Students may also return if they are approved to do so in writing by the student's health care provider.

## 2.10 Healthy Hygiene Practices



Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff.

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The following healthy hygiene practices will be in place at all district buildings:

- Alcohol-based hand sanitizer will be supplied for areas where handwashing is not available/practical, including throughout common areas of all school buildings.
- Signage will be installed near hand sanitizer stations indicating that “visibly soiled hands should be [washed with soap and water](#) as hand sanitizer is not effective on visibly soiled hands.
- Employees, students, and visitors will be required to perform hand hygiene as follows:
  - Arrival at the building
  - Departure from the building (visitors will be encouraged)
  - Before and after eating or handling food
  - Before and after administering medication
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After playing outdoors
  - After handling garbage
- Posters describing handwashing steps will be installed near sinks
- Additional receptacles will be placed around the facility for the disposal of soiled items including PPE
- Additional practices are listed in each applicable section in the Facilities section of this plan

## 2.11 Face Coverings



Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff.

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The following procedures regarding face coverings will be in place at all district buildings:

- The district will provide employees and students with [face masks](#) at no cost if needed.
- Face masks will be required by age-appropriate students at arrival and dismissal, during hallway transitions and other building movements, on school buses, and where distancing is not possible.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

## 2.12 Stop the Spread of COVID-19 Signage



Install signage on how to Stop the Spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

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The district will install CDC-provided signage (English and Spanish) at multiple locations around each school building to:

[Peekskill ReEntry Poster \(English\)](#)

[Peekskill ReEntry Poster \(Spanish\)](#)

- Instruct building occupants on the proper way to wash hands
- How to put on, take off and properly wear a face mask
- How to engage in good daily hygiene measure
- Stop the Spread of Germs
- Guidance on Social Distancing

## 2.13 [Social Distancing](#)



Promote social distancing throughout school operations.

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All building occupants will be required to maintain social distancing of at least 6' from one another. In those instances where social distancing is not possible, face masks will be worn. Additionally, Personal Protective Equipment may also be necessary.

In order to determine how many students can fit in instructional spaces, the district will utilize the following method<sup>2</sup>:

1. Measure and record the room dimensions (width x depth)
2. Divide the available space by **80 square feet per person** to allow for students to be able to social distance with the ability to move comfortably at their individual desks. This also takes into account the space needed for aisles and teaching space.
3. Reserve one of the available spaces for a teacher and another for an instructional aide if necessary

In order to accommodate social distancing in each school building, the district will take the following General actions:

- Some large common areas such as auditoriums and gymnasiums may be repurposed as instructional spaces to accommodate a larger number of students in the same class
- Furnishings may be removed from rooms to maximize capacity
- Outdoor or off-site spaces may be utilized as appropriate new line-specific isolation rooms will be designated in each school building for health screenings. See Health and Safety Section.
- Stagger arrival and drop-off times or locations, or put in place other protocols to limit close contact with parents or caregivers as much as possible



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## 3.0 Facilities

### 3.01 Visitor Management

A modified visitor management process will be utilized at all school buildings as follows:

- Only essential visitors will be permitted into the school buildings
- To keep students and staff safe, parents and guardians will not be permitted into the schools unless the school administrators deem that it is necessary. Meetings will take place via phone or virtually

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<sup>2</sup> Council on School Facilities and Cooperative Strategies



- Essential visits consist of:
  - Pre-scheduled meetings that cannot be handled virtually. Parents will be provided the opportunity to meet with school personnel virtually via Google Meet including parent/teacher conferences, which should be limited to virtual meetings
  - Other visits deemed essential by the school administration
- Visitors will be asked to pre-schedule the appointment (visit) to any of the buildings in the district
- Before ALL visitors are allowed in the building, they will:
  - Complete the mandatory daily self-screening which includes answering a set of questions related to COVID-19 symptoms and access declined when indicated
  - All visitors will continue to be vetted from the outside of the building
    - Once inside, the visitor will be required to present his/her ID to the greeter who will process it through the Raptor System. The system will run the information through the Sexual Offender Database system and once cleared the visitor will be issued a white visitor badge, which will have the visitor's full name, time & date, building visiting and destination.
      - Badges will be printed prior
      - Lanyards will not be used
      - Stickers should be discarded by visitor upon exit
  - Greeter will perform a temperature check on all visitors.
  - All visitors will be directed by the security greeter to his/her destination.
  - All visitors entering the building will be required to wear face masks prior to being permitted entry into the building. Disposable masks will be provided to visitors for exigent circumstances
  - Hand sanitizer dispensers will be installed at building entrances, check-in locations and any delivery locations such as loading docks
  - All visitors will be required to comply with all the State guidelines in regards to social distancing.
- **Drop-off (i.e. Deliveries, Mail)**
  - Drop off procedures will be modified as follows:
    - Dropbox will be left outside for regular mail
      - A designated drop off area will be established for all deliveries (e.g., FedEx, UPS) to prevent delivery persons from entering the building
    - Large deliveries - Custodians and/or Food Services will be notified and assist with delivery. Individuals making the deliveries shall be required to follow the PPE and social distancing procedures
    - Signage outlining those procedures will be posted at all entrances and lobbies.
    - Personal take out food deliveries - staff must meet delivery personnel outside of the facility.
    - Most drop-offs will be prohibited unless prior approval is obtained from building administrator
    - Medication drop-offs should be coordinated with the school health office



- Forgotten lunch drop-offs will be prohibited with the exception of students who may have a food allergy and cannot safely be provided a school lunch

### 3.02 Building Readiness for Re-opening

- Fire code inspections up to date
- Water quality inspections for all drinking and cooking water supplies are up to date
- Ensure all HVAC systems are operating properly
- Ensure that all building preventive maintenance schedules are up to date
- Ensure all buildings have been cleaned and disinfected

### 3.03 Building Modifications

#### Teaching spaces, Corridors and Stairwells

##### Option: Hybrid 50% of Students

- Modify all classrooms to ensure 6' social distancing where applicable
- Establish a quarantine space for each building for students showing symptoms
  - This space should be located as close to the nurses office as possible
- Establish directional traffic flow through out all buildings to ensure minimal congestion
  - Recommend staggered bell schedule for class changes
- Establish social distancing wherever possible in libraries, cafeterias and gymnasiums
  - Utilize cafeterias, libraries and gymnasiums as classroom spaces
- School Locker Rooms shall be closed for use by students
- Ensure that the plan for arrival and dismissal prevents congestion
- Sneeze guards will only be placed in areas where social distancing by staff is not possible or high traffic visitor areas such as greeter stations.
- Floor and wall signage will be utilized to prompt distancing where appropriate including outside classrooms where students will be required to stage during class transitions
- Hallway movement will be evaluated in each building, and a modified traffic pattern will be utilized to:
  - Create one-way corridors where appropriate
  - Create one-way stairways where appropriate
- All before and after school activities hosted by outside organizations shall be cancelled or declined.
- ***Masks shall be worn when social distancing is not possible***

##### Resources

- AIA Reopening America safer Buildings
- National Council on School Facilities and Cooperative Strategies

[ES Capacity and Flow Re-Entry](#)



[MS Capacity and Flow Re-Entry](#)

[HS Capacity and Flow Re-Entry](#)

**Option: 100% Virtual**

- Sneeze guards will only be placed in areas where social distancing by staff is not possible or high traffic visitor areas such as greeter stations.
- Floor and wall signage will be utilized to prompt distancing where appropriate including outside classrooms where students will be required to stage during class transitions
- Hallway movement will be evaluated in each building, and a modified traffic pattern will be utilized to:
  - Create one-way corridors where appropriate
  - Create one-way stairways where appropriate
- All before and after school activities hosted by outside organizations shall be cancelled or declined.
- ***Masks shall be worn when social distancing is not possible.***

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The district will take the following safety actions. See Teaching and Learning:

- Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Restrict mixing between groups where possible
- Space seating/desks to at least six feet apart where possible
- Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single student) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.

**All Students**

- Desks will be spaced to allow for 6' distancing of students. See Social Distancing.
- Students will not share supplies, where practical.
- Handwashing will be required at regular intervals. See Health Hygiene Practices.
- Use of shared equipment will be limited and when necessary, cleaned between each use
- Specialist teachers will rotate through individual classrooms using a modified curriculum when possible
- Physical education will utilize a curriculum that allows for social distancing and students will be encouraged to spread out





- Teachers will utilize outdoor spaces for instruction whenever possible, however, this will likely be limited in scope
- Boxed/bag lunches will be available and delivered to each classroom daily. See Food Service.

### **Grade Pre-K-5 Students**

- Classes will remain in their assigned rooms for the majority of the school day
- Toys will not be shared between groups of children unless they have been washed and disinfected
- Children will be restricted from bringing toys from home

### **Grade 6-12 Students**

- Schools may utilize larger spaces (e.g., theater, band, etc.) for instruction to allow for larger class sizes while still providing adequate distancing. The use of a theater with a large screen and adequate audio may also be considered where the instructor is teaching remotely from home due to health concerns. This will require the use of staff for supervision and facilitation of Q & A.

## **3.04 Restrooms**

Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff.

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The district will take the following safety actions to conform with the above CDC guideline:

- The number of people permitted in bathrooms at one time will be restricted utilizing district staff to ensure that overcrowding does not occur.
- Each school may consider the use of scheduled restroom usage to maintain separate classrooms or student groups
- Some toilets/sinks may be taped off to promote distancing during bathroom use
- Signs promoting hand washing and hygiene will be placed in all restrooms.
- No-touch trash cans will be placed by restroom doors
- Paper towels will be made available and any hand air dryers disconnected.
- The number of students in a restroom at any given time will be limited
- Frequent schedules cleaning and disinfecting of restrooms will be required

## **3.05 Faculty Break Rooms**

Generally, the use of faculty rooms will be restricted with the exception of microwave and refrigerator use.

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- Employees will be required to wash their hands before and after touching break room appliances.
- Break rooms will not be utilized for eating by more than an allowed number of socially distant guidelines
- Only disposable hand towels will be utilized
- Hand sanitizer and disinfecting wipes available near shared equipment

### 3.06 Office Spaces

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The district will take the following safety actions to conform with the above CDC guideline:

- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Hand sanitizer and disinfecting wipes available near shared equipment
- Move parent-teacher conferences, 504, and individualized education program (IEP) meetings to phone conferences or a virtual format.
  - See [Sample Virtual IEP Meeting Agenda](#)
- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, meetings will be held in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear face coverings.
- Conference rooms
  - Shall be disinfected on a daily basis at a minimum<sup>3</sup>.
  - Shall be at 50% capacity for meetings.
  - Disinfectant wipes or spray will be left in each conference room, and employees should be encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during conference room meetings.

### 3.07 Cleaning and Disinfecting



See CDC [Cleaning and Disinfecting Your Facility](#)

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The district will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health (DOH) in addition to the following:



- Classroom and office spaces will be provided with appropriate cleaning /disinfection supplies for self-cleaning of shared and frequently touched surfaces
- The custodial staff of each building will perform frequent cleaning of high touch surfaces throughout the school day, including:
  - door handles
  - rails
  - counters
  - tabletops
  - trash cans
- The custodial staff perform frequent cleaning and disinfecting of all rest rooms throughout each building on as per assigned schedule.
- Daily cleaning log checklists will be completed for each area of the building as required by CDC and NYSED.
- Registered disinfectants identified by the Environmental Protection Agency (EPA) as effective against COVID 19 will be utilized.
- Logs will contain the following at a minimum:
  - Date of cleaning
  - Time of cleaning
- The head/senior custodian of each building will be responsible for maintaining all completed cleaning logs, which will be forwarded to the Director of Facilities on a weekly basis
- Staff will be required to use applicable personal protective equipment to perform cleaning and disinfecting
- If buildings are closed for seven days or more, normal routine cleaning will be performed. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.
- Cleaning and Disinfecting training will be provided to all employees. See Training section. including:
  - Hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard
  - Cleaning and disinfection protocol for suspected and positive cases
  - Personal Protective Equipment (PPE)
    - When to use PPE
    - What PPE is necessary
    - How to properly don (put on), use, and doff (take off) PPE
    - How to properly dispose of PPE

The terms *cleaning*, *sanitizing*, and *disinfecting* are sometimes used interchangeably, which can lead to confusion and result in cleaning procedures that are not effective<sup>4</sup>.

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<sup>4</sup> U.S. Centers for Disease Control and Prevention. 2014. How to clean and disinfect schools to help slow the spread of flu. <http://www.cdc.gov/flu/school/cleaning.htm> Microbiology Procedure. Sporulation in bacteria <http://www.microbiologyprocedure.com/microorganisms/sporulation-in-bacteria.htm>.



For example, if there is visible soil on a surface, *clean* it with detergent and water before spraying the surface with a sanitizer or disinfectant. Using a sanitizer or disinfectant as this “first step” is not effective because the purpose of the solution is to either *sanitize* or *disinfect*. Each term has a specific purpose, and there are many methods that may be used to achieve such purpose.

Task	Purpose
<b>Clean</b>	To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
<b>Sanitize</b>	To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.
<b>Disinfect</b>	To destroy or inactivate most germs on any inanimate object, but not bacterial spores.

*Note: The term “germs” refers to bacteria, viruses, fungi, and molds that may cause infectious disease. Bacterial spores are dormant bacteria that have formed a protective shell, enabling them to survive extreme conditions for years. The spores reactivate after entry into a host (such as a person), where conditions are favorable for them to live and reproduce.<sup>5</sup>*

Only the U.S. Environmental Protection Agency (EPA)-registered products that have an EPA registration number on the label can make public health claims that can be relied on for reducing or destroying germs. The EPA registration label will also describe the product as a *cleaner*, *sanitizer*, or *disinfectant*. In addition, some manufacturers of *cleaning* products have developed "green cleaning products". As new environmentally-friendly cleaning products appear in the market, check to see if they are 3rd party certified by Green Seal:

<http://www.greenseal.org>, UL/EcoLogic: <http://www.ecologo.org>, and/or EPA's Safer Choice:

<http://www.epa.gov/saferchoice>. Use fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution (6). If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered (7). All products must be used according to the manufacturer's instructions. The following resource may be useful: Green Cleaning, Sanitizing, and Disinfecting: A Toolkit for Early Care and Education.

Employers should provide staff with hazard information, including access to and review of the Safety Data Sheets (SDS) as required by the Occupational Safety and Health Administration (OSHA), about the presence of toxic substances such as cleaning, sanitizing and disinfecting supplies in use in the facility. The SDS explains the risk of exposure to products so that appropriate precautions may be taken.

### 3.08 Building Systems and Maintenance



[CDC](#) and [NYSDOH](#) guidelines

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<sup>5</sup> Children’s Environmental Health Network Fragrances. Retrieved from: <http://www.cehn.org/our-work/eco-healthy-child-care/ehcc-faqs/fragrances/>.



The district will take a series of steps to ensure the operations of mechanical systems, water systems, elevators, and HVAC systems. The objective is to test and ensure systems are safe that may have been used infrequently during the prolonged closure.

## **Heating and Cooling**

### **HVAC Systems**

- Systems shall be cleaned and have the regularly scheduled maintenance completed before re-entry
- Filter changes shall occur more frequently than the normal manufacturer's recommendation
- The percentage of outdoor air will be increased where possible (e.g., using economizer modes of HVAC operations) potentially as high as 100% where applicable.
- Total airflow supply to occupied spaces will be increased, where possible.
- Demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy will be disabled.
  - All occupied sensors such as CO2 and motion shall be disabled to ensure constant air circulation
- Natural ventilation will be increased by opening windows if possible and safe to do so to increase outdoor air dilution of indoor air when environmental conditions allow
- Building ventilation systems will be scheduled to run during unoccupied times to maximize dilution ventilation.
  - Occupied schedules shall be increased both before and after normal school hours

### **Fire Protection Systems**

- The fire protection system will be tested to ensure all devices are working.
- Fire inspection records will be verified they are up to date

## **3.09 Emergency Drills**

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Emergency drills have been modified to ensure that safety actions are utilized.

Emergency drills – 2020-2021 school year, NYSED still requires schools to conduct eight (8) evacuations and four (4) lockdown drills each year. Due to COVID-19, the state has allowed school districts to modify their procedures to minimize the risk of spreading the infection. As such, lockdown and sheltering in place drills will be conducted without hiding and an overview of how to shelter and hide in the classroom will be reviewed. We have created a script to be used during the drills with a five-minute time to review any questions or concerns.

Fire drills – NYSED is recommending that fire drills be done on a staggered schedule, where classrooms evacuate separately rather than all at once. Buildings may decide to evacuate by floor or wing or by assigned



rooms to avoid contact with other students in the hall or stairwells and to ensure social distancing is being maintained.

All staff will be trained in the most current NYSED guidance regarding emergency drills.

## 4.0 Child Nutrition

### 4.01 Cafeteria Cleaning and Disinfection



[CDC](#) and [NYSDOH](#) guidelines

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#### Cleaning and Disinfection

- At a minimum, kitchen areas should be cleaned and disinfected on a daily basis.
- Kitchen equipment should also be cleaned on a routine basis:
  - Coffee machines, refrigerator handles, and the ice machine handles will be disinfected at least three times per day.
  - Ice machines that require a handheld scoop will not be used, as it is difficult to control potential contamination in this case.
  - Water/beverage faucets that require workers to operate them with their hands will also be disinfected three times per day.
  - Individually packaged disposable utensils and disposable trays will be provided with every meal.

### 4.02 Food Service

Reopening Food Service Operating Guidelines and Considerations:

Currently all employees are scheduled between the hours of 6 a.m. - 2 p.m. We may need additional staff members and adjust schedules to have staff on site later depending on the daily school schedule. Staff will follow the latest guidelines from CDC and Westchester County Department of Health for preparing meals. Staff will be limited in the amount of personal possessions they will be allowed to bring in the building with them.

**Option - Hybrid Attendance 50%**

*Scenario 1: Students eat breakfast in the classroom and lunch in the cafeteria*



Breakfast will be delivered to the classrooms before students arrive. For students with allergies, an alternative breakfast will be provided separately. Lunch service in secondary schools may be served in the cafeteria with students observing social distancing. Elementary students will eat lunch in their classrooms.

- All products will be individually packaged
- No self serving - staff will hand out items as students come through the line
- Social distancing markers on the floor to guide the students
- No use of keypads - students will be counted as they come through the service line
- Serving lines and tables cleaned and sanitized after each group
- Uriah Hill: Lunch service between 10:30AM-12:20PM - 85 students/4 lunch periods = 22 students/20 min lunch period
- Woodside: Lunch service between 10:15AM-2:05PM - 278 students/8 lunch periods = 35 students/20 min lunch period
- Oakside: Lunch service between 10:15AM-1:35PM - 256 students/7 lunch periods = 37 students/20 min lunch period
- Hillcrest: Lunch service between 10:00AM-2:20PM - 265 students /9 lunch periods = 30 Students/20 min lunch period
- MS: Lunch service between 10:00AM-1:50PM - 360 Students/8 lunch periods = 45 Students/20 min lunch period
- HS: Lunch service between 10:00AM-2:50PM - 445 students/10 lunch periods = 45 students/20 min lunch period (44% of students)
- Meals will be distributed on Wednesday's for students to take home, with additional meals provided for those that remote learn on Thursdays and Fridays. Students who remote learn on Mondays and Tuesdays will be given a take home meal on Friday and we will have meal distribution site(s) on Monday afternoons for Tuesday consumption.

***Scenario 2: Students Eat both meals in the classroom delivered to them***

Breakfast and Lunch both served in the classrooms with breakfast being delivered to classrooms. Lunch would be ordered during attendance and delivered to each classroom during a 3-hour window (10-1) depending on the school.

- Food Service staff will deliver meals to the classroom - teachers or TA's will need to distribute to individual students in the classroom
- Class ordering will include 1 hot and 2 cold options to start. Possibility of adding additional options once systems are running efficiently
- Disposable utensils included in each individual meal
- If cafeterias are not used as instructional space, food service staff will spread throughout the cafeteria to keep distance and expedite preparation of meals
- Meals will be distributed on Wednesday's for students to take home, with additional meals provided for those that remote learn on Thursdays and Fridays. Students who remote learn on Mondays and Tuesdays will be given a take home meal on Friday and we will have meal distribution site(s) on Monday afternoons for Tuesday consumption.



### Option - Full Virtual Learning

We will continue with our current service model of serving to- go meals in the parking lots of Peekskill High School and Oakside Elementary School between the hours of 10AM to 2PM. During winter months the serving will take place in the same buildings for student pick up.

## 5.0 Transportation

### 5.01 General Transportation and Scheduling



Create social distance between children on school buses where possible.  
Clean and disinfect frequently touched surfaces within the school and on school buses at least daily.

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In order to maintain social distancing, district buses will need to operate at reduced capacity and students and the driver will need to utilize Personal Protective Equipment. The following are other safety actions that will be taken:

- Drivers and monitors must have PPE equipment on at all times (mask, gloves).
- Buses and vans will be thoroughly cleaned and disinfected daily.
- Routinely clean and disinfect all commonly touched surfaces within the entry, passenger and driver's areas of the bus or transport vehicle.
- Ensure that cleaning supplies kept on buses are appropriately labeled and stored so that students do not have access to them. Students will be encouraged to find alternative modes of transportation if possible (e.g., walking or parent drop off) to reduce bus occupancy
- Weather permitting, drivers will increase bus ventilation by opening the top hatches of buses or opening windows
- Students will be required to wear face masks/coverings prior to boarding the bus
- Students will sit one student per seat, alternating left and right positions
- Siblings may sit together to increase capacity on the bus
- Field trips and other extracurricular activities requiring bus use will be suspended
- Bus drivers will be required to conduct pre and post-trip inspections to include the cleaning of high use areas of the bus, (e.g., steering wheel, handles, seatbacks, etc.)
- Drivers will be required to complete a checklist after each cleaning, which should be forwarded to the district's Director of Transportation
- Drivers will maintain a passenger log for each run to assist with contact tracing when needed





- Whenever possible, a single driver will be assigned to the same bus and same routes to minimize mixing Mandatory attendance and seating charts on every route. The attendance sheets will be documented in writing and retained for contact tracing.
- Special Education/Medically fragile students-reserve specific seat when possible, with special precautions for disinfecting.
- The first student moves to the rearmost seat, exits in placed reverse order (No students cross paths). Seating charts are required to support contact tracing.
- When possible loading/unloading at different entrances.
- Prohibit eating or drinking on the bus, and allow siblings to sit together.
- Allow buses to unload immediately.
- Encourage parents/guardians to monitor social distancing at bus stops. Prior to the first day of school, encourage parents/guardians to add chalk marks or tape at the bus stop in six-foot intervals to teach students the appropriate distancing technique

**Option - Hybrid 50% of Students - Hybrid Tier Bell Schedule**

*(66 Pass Bus = 22 Students, 30 Pass Van = 10 Students, 20 Pass Van = 8 Students)*

**General Education:** K - 5 Bell Times - Two Tier Runs

4 Days of Transportation: Monday, Tuesday, Wednesday, and Thursday - Total of 149 student days.

Change Bell Times to stay within a 6 hour route minimum for In-District Schools

**General Education:** Increase route times to 6 hours (General Education and Private School) plus fuel for 149 student days

**Special Education K-12** - 5 Days of Transportation - Total of 183 Days

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**Option - Full Virtual Learning**

**General Education:** No Busing

**Private School:** No Busing

**Special Education K-12:** We would utilize large buses in place of vans for a total of 26 SPED routes for an estimated 140 students, 183 student days plus fuel.

## 5.02 Arrival and Dismissal



Stagger arrival and drop-off times or locations, or put in place other protocols to limit close contact with parents or caregivers as much as possible

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To reduce close contact of persons entering and exiting the building, the district will:

- Stagger arrival times of both buses and parent transportation to reduce density
- Utilize multiple supervised points of entry into each school building to reduce bottlenecks, close contact and hallway travel to classrooms
- Require face masks to be worn by students, staff, and parents during the arrival and dismissal process.
- Implement a detailed traffic management plan to include:
  - Separate parent drop off/pick up locations
  - Consideration for multiple, supervised building points of entry. Schools should be prepared for an increased number of parents transporting their own children to and from school due to health concerns. The school should conduct several surveys leading up to the school reopening to gauge parents' transportation plans.
- Install hand sanitizer dispensers at all entrances to the facility and require students, employees, and visitors to clean their hands upon entry. Frequent handwashing is more effective than the use of hand sanitizers
  - Children under age nine should only use hand sanitizer when supervised by an adult. Call Poison Control if consumed: 1-800-222-1222.

## 6.0 Social Emotional Well-Being

### 6.01 Social Emotional Well-Being

The district has an established school counseling committee and a district wide social emotional learning (SEL) committee which serves as the required Advisory Council. This group meets twice a year to review, advise on, update and support implementation of district wide and building level comprehensive school counseling plans and programs.

Every school within the district has an established Multi-Tiered System of Support (MTSS)/ Response to Intervention (RTI) committee and strong clinical team. These teams provide Tier I, II and III resources, supports, interventions and referrals to address mental health, behavioral and emotional support services.

The Special Services Department oversees all Social Emotional Learning (SEL) and clinical supports and programs and will continue to post resources and supports on the district website. The district published a local Resource Guide that outlines mental health services and other resources that are available to students and families. The district has aligned Tier I SEL initiatives such as our Commitment 2 Character program and PreK-5 Zones of Regulation Program to support social emotional well-being. Additionally, the district



will add a homeroom period district wide to provide time for Morning Meetings (part of the Andrus Sanctuary Model) and a Zones of Regulation Prek-5 check in.

Other supports include Tier II & Tier III SEL services such as individual and small group counseling sessions in person and/or remotely (i.e phone calls or Google Meets), check and connects and other individualized interventions. The district has five established on site partnerships with mental health agencies (WJCS, Andrus, Family Services of Westchester, Westchester Peer Mediation and Student Assistance Services.) Our clinical team along with these agencies provide Tier III mental health assessments, referrals and services to students and families in need of support.

The Special Services department will continue to provide faculty and staff with ongoing professional development opportunities and training about SEL and specially about how to talk with students about the COVID 19, health and safety, coping skills and supports.

Professional development will be part of faculty meetings, grade level meetings, after school courses, in-service workshops at BOCES and other forums when appropriate. Our Parent Resource Center will also provide consultations, individual or small group sessions either in person or remotely to parents on a variety of topics such as SEL, stress management and technology.

For more information on SEL support services, please see our [Student/Family Support Guide](#).

## 7.0 School Schedules

See schedule in the Section 10.0 Teaching and Learning area.

## 8.0 Attendance/Absenteeism

### 8.01 Attendance/Absenteeism

- Attendance will be taken using the mechanism of Infinite Campus to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.
- The district has included homeroom periods for the purposes of SEL support and to serve as the point person for attendance.
- Attendance will be reported in SIRS as required by NYSED.



- Students who drop out while still of compulsory age will be kept on the school attendance register until they exceed compulsory school age or move out of the district.
- The district will provide a multi-tiered system (MTSS) to address absenteeism. There will be interventions provided to students who are not attending and or engaged in school such as family outreach and phone calls, counseling support services, assessments & referrals as well as home visits. Attendance protocols are aligned so that students can be easily identified and referred to the MTSS/RTI team if support is needed.

## 9.0 Technology and Connectivity

### 9.01 Distribution and Collection of Devices

#### **The issuance of district technology devices will be as follows:**

- Surveys have been conducted to determine current access to devices and high-speed internet.
- The district is currently purchasing additional devices to provide to students (and teachers if needed).
- The district is also working with various companies to purchase wifi hotspots to provide to students
- The district will arrange for distribution of devices (Chromebooks and hotspots).
- Information on how to use devices and how to keep them safe.
- Information on cleaning and disinfection of equipment will be provided with all equipment, including the use of electronic equipment. The use of aerosol cleaning sprays or wipes that contain bleach should not be utilized. Manufacturer's instructions should be followed for all cleaning and disinfection of products.
- Students and parents will be emailed to complete a device loaner form online.
- Staggered distribution times will be scheduled to limit the number of parents arriving at the school at any one time for pickup of their child's technology.
- As Parents arrive they will go to the location designated for their child's last name. Parents will provide their child's last name and be given a Chromebook. If the parent did not sign the online loaner form, they will complete a hard copy of the form.
- Parent will be given the loaner device(s)
- Information on how to troubleshoot issues with devices and how to get help if needed.

#### **The return of district technology devices will be as follows:**

- Students and parents will be emailed to complete a property return form in advance. This form should be included with the return of any technology and provide both personal information of the returning student as well as a detailed list of property being returned.
- Staggered device return times will be scheduled to limit the number of parents arriving at the school at any one time to return device(s). This process may be integrated into the return process for other property (e.g. textbooks, etc.).



- Parents will be staged outside of the return area to promote social distancing. The district may opt to conduct this process outside, weather permitting.
- When instructed to do so, parents will enter the drop-off area and place the returned property in a bin on the return table. They will then be directed to a waiting location at least 6' from the return table to ensure social distancing.
- The school staff member, wearing appropriate PPE, will review the return form and reconcile with the property being returned.
- The school member will place the form and property into a bag and place it into the nearby property staging area for eventual transport and storage as determined.
- Returned property will be disinfected following CDC guidelines before being placed back into inventory or serviced. The devices will be kept in a secure area for a waiting period of at least three to reduce the likelihood of contaminated surfaces. Bags will be discarded.

## 9.02 Technology Training

Teacher Professional Development, Parent Training and Student Training:

- Teacher
  - The district will continue to provide teachers with ongoing professional development opportunities and training on technology tools used for teaching on learning and best practices for remote and blended learning learning.
  - Professional development will be offered throughout the summer and throughout the school year, as part of faculty meetings, grade level meetings, after school courses, in-service workshops at BOCES and other forums when appropriate.
- Parent
  - The district will schedule meetings via our Parent Resource Center where parents will be trained on technology skills, district technology tools and process.
  - Technology training videos will be created for parents and posted on the Parent Resource Center website and district website.
- Student
  - The district will schedule student tech help hours when student support will be provided. The tech help hours will be 1) scheduled training for a specific technology program, tool or process or 2) an open hour for students to ask questions or seek help.

# 10.0 Teaching and Learning



## 10.01 Learning Models




In order to maintain high-quality continuity of learning for all students, the district will use one of the approaches based on the current pandemic phase as indicated by the State.

The Peekskill City School District will not use Option 1- Full in-School Attendance in September 2020. We will await further guidance from the New York State Governor, from the NYS Department of Health, and from the Center for Disease Control, before employing this option.



**Peekskill CSD**  
*returning to **School!***

*Three possible scenarios for 2020-2021*

	<p><b>OPTION 1</b></p> <h3>Full In-School Attendance</h3> <ul style="list-style-type: none"><li>- 100% in-school learning for all students Pre-K - Grade 12</li><li>- District will follow state and local guidance to ensure a safe and sanitary learning environment*</li></ul> <p><small>*NYS and local guidance are continually evolving. PCSD will communicate with families as adjustments are made</small></p>
	<p><b>OPTION 2</b></p> <h3>Partial Attendance</h3> <ul style="list-style-type: none"><li>- 50% on-campus learning and 50% virtual classes</li><li>- When students are not on campus, they will attend virtual classes developed by PCSD teachers</li><li>- District will follow state and local guidance to ensure a safe and sanitary learning environment*</li></ul>
	<p><b>OPTION 3</b></p> <h3>Full Virtual Learning</h3> <ul style="list-style-type: none"><li>- Pre-K - Grade 12 students will engage in 100% virtual classes developed by PCSD teachers</li></ul>

*\*The Peekskill City School District has developed a plan for all three options, however we have decided NOT to implement Option #1 for September 2020. We will consider this option at a later date if conditions change.*



**Note: Option 1 - Full in-School Attendance - A plan was developed, however for September we did not recommend this option to the Board of Education.**

- **Early/Late Staggered Schedule** —Students will have staggered start and dismissal times (see Transportation section), an increased number of lunch periods, and multiple meal distribution points. Most teachers will rotate from class to class while students remain in their homerooms.
- **Partial Attendance:** This is a blended or hybrid learning model where half the students at a school will attend in-person classes on campus for two full days per week while the others take online classes from home. Then the students will alternate. Some students will attend on Mondays and Tuesdays, some students will attend on Thursdays and Fridays. On Wednesdays all students will participate in virtual learning while teachers use that time for planning, professional development courses, meeting with students and parents and some small group virtual instruction.
- **Full Virtual/Distance Learning:** Distance learning occurs when the learner and instructor, or source of information, are separated by time and distance and therefore, cannot meet in a traditional physical classroom setting. This occurs virtually through the use of technology in a synchronous or asynchronous manner.

**The following instructional models will be utilized based on the current mitigation phase:**

**Partial Attendance - Hybrid Learning Model**

Monday	Tuesday	Wednesday	Thursday	Friday
A	A	VIRTUAL LEARNING DAY FOR ALL	B	B

- The grade level will be divided into two groups (A and B) based on the following:
  - Students of the same household
  - Other logistical and academic needs as identified by the school
- Group A will attend on campus Monday and Tuesdays and Group B will attend on campus Thursday and Fridays. Wednesday will be virtual learning for all.
- Some identified students with disabilities and some identified English-language learners may be provided the option to be in schools four days a week per NYSED Recommendation.
- Students who are identified as high-risk (see Persons at High Risk) may, upon review of the school district, be permitted to attend all classes virtually



All students will be expected to participate by attending on their designated days and logging in to class on virtual/remote learning days. Attendance will be taken daily and assignments will be recorded and graded.

**Full Virtual/Remote Learning**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Elementary Sample</b>	<b>Content Areas Specials</b>	<b>Content Areas Specials</b>	<b>Content Areas Specials</b>	<b>Content Areas Specials</b>	<b>Content Areas Specials</b>
<b>Secondary Sample</b>	<b>Periods 1-9 (HS) Periods (MS)  30 minute live classes</b>	<b>Periods 1-9 (HS) Periods (MS)  30 minute live classes</b>	<b>Remote Learning  Teacher Office Hours</b>	<b>Periods 1-9 (HS) Periods (MS)  30 minute live classes</b>	<b>Periods 1-9 (HS) Periods (MS)  30 minute live classes</b>

- There will be structured schedules for all students daily. Students will have assigned classes on specific days at specified times
- Homeroom periods will be used for Social Emotional check-ins and support daily
- Prioritize grade level curriculum to minimize impact of disrupted school year
- Strategically designed instruction to account for needs of diverse learners
- Baseline assessment to determine student entry points and assess gaps in learning once a safe environment has been established
- Coherent assessment framework to monitor and measure student progress throughout the school year
- Brain breaks incorporated throughout the day as well as lunch and recess for elementary students
- Teacher office hours will be incorporated throughout the week for student support and outreach to parents





## 10.02 School Specific Schedules: Secondary Education

### Peekskill High School

#### Plan for Entrance of Students

##### Re-opening Protocol - Entrance Procedures for Staff and Students:

- All visitors without an appointment must remain outside of the building. The door greeter will assist visitors at the door. Visitors must have a face mask on while interacting with the door greeter or staff.
- All visitors, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment, which is posted on the door of the main entrance to the building.
  - As the year progresses, the Health Screening Assessment will be provided in Spanish
- If visitors are picking up children, the door greeter will call the attendance office and the visitors will remain outside of the building. The child will meet the visitor outside.
- All family meetings will be held virtually unless an appointment was scheduled prior
- The door greeter will take a temperature check of any scheduled visitors, ensure facial mask is being worn and ensure that social distancing guidelines are being followed
- All employees, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment
  - <https://entry.neric.org/peekskillcsd>
  - <https://drive.google.com/file/d/1iVDUP8uXkla0ZoH58h92uPaYzCggGmML/view?usp=sharing>

##### Staff:

- For morning staff arrival, you are asked to enter the building utilizing one of the four entrances with your swipe key fobs:
  - Main Entrance
  - Cafeteria (*parking lot side*)
  - Boys Locker Room
  - Girls Locker Room
- Staff must swipe in upon arrival into the building (Security desk and staff lounge- pending the 2nd location)
- All staff will assist in temperature checks:
- For those students who arrive late, they will enter through the main entrance of the building
  - The door greeter will conduct temperature checks and issue late passes to students



## Safety Procedures in the Building

### Re-opening Hallway Flow:

- There is a two directional flow of traffic walking on the red tiles, staying to the right
  - Please follow the directional arrows and signs
- As students and staff transition in the hall, they are still asked to socially distance
- The yellow/off white tiles in the center of the hallways are to remain clear and will be utilized for BERT team and security only
- No congregating in the hallways and locker use is off limits to students
- **Stairways will be a one way flow of traffic:**
  - The end staircases by the gym (*Staircase A*) and cafeteria (*Staircase D*) are designated **DOWN**
  - The middle staircase by the elevator (*Staircase B*) is designated **UP**
  - The middle staircase by Ms. Brown's Office (*Staircase C*) is designated as **UP** from the middle floor to the top floor and **DOWN** from the middle floor to the Art and Robotics Wing.
  - The middle staircase across from the planetarium (*Staircase E*) is designated **DOWN**

### Re-Opening Protocol - General Information:

- No locker room use by students
- Blue paper passes will be utilized - Students will write out their own pass and teachers sign
- During lunch periods, staff is reminded they are required to practice social distancing:
  - Staff may use the faculty lounge, but will be required to social distance
  - Please sanitize your area, microwave and refrigerator after use
- Any staff member who orders lunch will be required to meet the delivery driver in the parking lot
- Staff members may eat outside following social distancing guidelines
- Any security personnel who require a locker will be assigned one in the PACE wing
- Students who attend BOCES will utilize the main entrance
- The door greeter will take a temperature check of any scheduled visitors, ensure facial mask is being worn and ensure that social distancing guidelines are being followed
- Social and Emotional check in by clinical staff
- For those students who arrive late, they will enter through the main entrance of the building
  - The door greeter will conduct temperature checks and issue late passes to students
- Sanitizing pumps in all building offices
- Sanitizing pumps in each classroom, auditorium, cafeteria and gym
- ALL bathrooms will be heavily sanitized daily
  - Two to three daily cleanings
- Sick space:



- Primary quarantine room will be girls locker room
- Room 112 will be the overflow quarantine room (TV Studio inner office)
- Additional security will supervise quarantine room

### **Re-Entry Protocol - Visitors to Building**

- Visitors will only be permitted in the building with a scheduled appointment
- Upon arrival at the door of the main entrance, the door greeter will call the office of the person the visitor has an appointment with to notify the staff member
- The staff member will meet the visitor at the main lobby door
- The door greeter will take the visitor's temperature, sign in the visitor in and provide them with an ID
- The staff member will escort the visitor to the meeting location
- At the end of the meeting, the staff member will escort the visitor back to the door greeter
- The door greeter will sign the visitor out and escort them out of the main lobby exit

### **Re-Entry Protocol - Health Office and Quarantine Room**

- **Health Office**
  - One or two students in the health office at a time depending on the situation
    - If the office is at capacity, students will be permitted to wait outside of the health office
  - Once a student is identified as having a fever or present with symptoms consistent with COVID-19, a guardian will be contacted to pick-up the student
    - Security will escort the student to girls locker room, primary quarantine room
      - Child will stay in girls locker room until a parent/guardian picks them up
      - While the child is in the girls locker room, security will supervise until a parent/guardian arrives to pick up their child
      - Once the parent/guardian arrives, the child will exit through the girls locker room
      - Parents/guardians will not be allowed in the building
      - After the student has left the building, custodians will be notified to sanitize girls locker room
    - If the girls locker room is occupied with a student, room 112 (Videographer inner office) will be used as the overflow quarantine room
      - Child will stay in room 112 until a parent/guardian picks them up
      - While the child is in room 112 security will supervise until a parent/guardian arrives to pick up their child
      - Once the parent/guardian arrives, the child will exit through the main lobby
      - Parents/guardians will not be allowed in the building
      - After the student has left the building, custodians will be notified to sanitize room 112



### Re-opening Protocol - Classroom

- **Classroom windows may be open**
  - A staff member must be in the classroom when the windows are opened
  - When staff members leave the classroom all windows are required to be closed
- **Classroom cleaning throughout the day**
  - Twice a day classroom garbage removal
  - Hand sanitizing wipes and pumps will be provided to each classroom for student use
  - Computers must be sanitized after each use (*using wipes provided*)
- **It is recommended that staff and students wear their mask at all times, if they can not socially distance**
- **Classroom Seating and logistics**
  - Limited, if not at all, student groupings
    - Seat in distanced rows
  - Reconfigure tasks and assignments so students aren't working in partnerships or groups in the classroom
    - Use alternate locations in the building/courtyard if available (*sign up sheets created and monitored by librarian*)
- Social distancing guidelines is 12 feet for the following courses and/or activities: physical education, chorus, band, and drama
- Instruction will reflect our Curriculum in Rubicon Atlas

### Re-Entry Protocol - Main Office:

- Use of Mailbox, please check on your prep period (*1 person at a time*)
- Use of Copy Machine - Follow Cleaning Procedures (*1 person at a time*)
- Forms (*Shared folder created in google*)
- Appointments Only for Meetings
- Entering the main office (*1 person at a time*)
- Staff and Students Must Remain Behind counter Area, At All Times
- For Non-emergencies, if you need to meet with an administrator, please schedule an appointment.
- If You Need to Use the Phone to Contact Parents, You are Asked to use the Phone in Your Classroom or Any Available Classroom
- Coverages will be set up on a table in the main lobby (*please pick up by 8:15 AM*)
- Please use email or classroom phones for questions, supply requests, appointment scheduling and any other concerns

## High School Schedule for the 9 period day Hybrid In-school Schedule



<b>Staff Professional Period 0</b>	<b>7:40-8:20</b>	<b>40 Minutes</b>
<b>Homeroom (Period 1)- Check &amp; Connect</b>	<b>8:25-8:35</b>	<b>10 Minutes</b>
<b>Period 1</b>	<b>8:39-9:17</b>	<b>38 Minutes</b>
<b>Period 2</b>	<b>9:21-9:59</b>	<b>38 Minutes</b>
<b>Period 3</b>	<b>10:02-10:40</b>	<b>38 Minutes</b>
<b>Period 4</b>	<b>10:42-11:20</b>	<b>38 Minutes</b>
<b>Period 5</b>	<b>11:26-12:04</b>	<b>38 Minutes</b>
<b>Period 6</b>	<b>12:08-12:46</b>	<b>38 Minutes</b>
<b>Period 7</b>	<b>12:50-1:28</b>	<b>38 Minutes</b>
<b>Period 8 - PM Ann. 3 Extra Minutes</b>	<b>1:32-2:13</b>	<b>41 Minutes</b>
<b>Period 9</b>	<b>2:17-2:55</b>	<b>38 Minutes</b>

**High School and Middle School Remote Learning Schedule**

	<u><i>Monday A Day</i></u>	<u><i>Tuesday A Day</i></u>	<u><i>Wednesday B Day</i></u>	<u><i>Thursday B Day</i></u>	<u><i>Friday</i></u>
<u><b>7:40-9:30</b></u>	Professional Prep Period	Professional Prep Period	Professional Prep Period	Professional Prep Period	Professional Prep Period
<u><b>9:30-10:10</b></u>	Period 1 Class	Period 5 Class	Period 1 Class	Period 5 Class	SEL Check ins
<u><b>10:30-11:10</b></u>	Period 2 Class	Period 6 Class	Period 2 Class	Period 6 Class	Office Hours
<u><b>11:10-11:50</b></u>	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
<u><b>11:50-1230</b></u>		Period 7 Class		Period 7 Class	Planning Time
<u><b>12:50-1:30</b></u>	Period 3 Class	Period 8 Class	Period 3 Class	Period 8 Class	



<a href="#"><u>1:50-230</u></a>	Period 4 Class	Period 9 Class (HS only)	Period 4 Class	Period 9 Class (HS only)	Teacher Office Time every day
<a href="#"><u>2:30-3:00</u></a>	Teacher Office Time every day	Teacher Office Time every day	Teacher Office Time every day	Teacher Office Time every day	Teacher Office Time every day

**Re-Opening Protocol - Breakfast and Lunch Procedures:**

**Breakfast Procedures - Breakfast will be made available to all students between the hours of 8:25 AM and 9:30 AM:**

- Andrew Weissman and his staff will deliver breakfast to each first period class by 8:00 AM daily
- Students with a first period class, will enter the building at 8:20 AM and will report to their Homeroom/First period class, which starts at 8:25 AM.
- Students will be permitted to eat in their first period class
- Garbage bins will be placed on the yellow tiles on the first, second and third floor hallways
- For those students with late arrival (*10th, 11th and 12th graders*), they will enter the building through the gym hall entrance (*Entrance A*) and will receive a grab and go breakfast from that location. Students will be permitted to eat in their second period class.

**Lunch**

- Large tent and chairs on the parade field
- During incimate weather, grab and go lunch will be located inside of the gym and students will eat in the gym:
  - Bleachers will be out and labeled by area
  - Students will be assigned area by grade
  - Garbage cans will be provided
  - Hallway restrooms will be utilized
- Students will be supervised by assigned staff practicing social distancing
  - Security, Teaching Assistants, Teachers and Admin
- Each staff will be assigned a section under the tent or bleacher
- After students vacate the cafeteria, sanitization will take place by the cafeteria staff and custodians
- After students vacate the gym, sanitation will take place by the custodians
- The quiet lunch area will be in area 3 in the cafeteria (area by senior lounge)
- Desks and chairs will be set up in the quiet area
- Students will be permitted to go to the library, guidance, band, Maria Gordineer, teacher



- extra help by appointment only, if the teacher is free
- Security will monitor restrooms and only one student will be permitted to enter the restroom at a time
- When students are outdoors, staff will be assigned to supervise including security
  - Students are required to remain on school grounds
  - Students are required to practice social distancing, remain safe and avoid physical contact activities such as, throwing a football, frisbee, tag
  - Food delivery is not permitted
  - Students may utilize the restrooms located near exit/entrance C
  - Students are permitted to walk the front grounds of the school
  - Students are permitted to utilize their electronic devices
  - Students will re-enter through their assigned morning entry points A, B,C
- Students will walk directly to the gym through the hallways on inclement weather days
- BOCES students
  - If it is returning and it is their lunch period, they will report to the outside cafeteria door by the staff parking lot (if inclement weather they will report to the gym)
  - IF a students is going to BOCES, they will grab their lunch and head to the bus
- Students will not be permitted to leave the cafeteria/courtyard on a pass
  - Students can participate in virtual meetings with the teachers/clinicians/etc.

### **Re-Opening Protocol - Arrival Procedures:**

#### **Students:**

- For Morning Student Arrival, students will enter the building according to grade level:
  - 9th grade- Behind library (*Entrance B*)
  - 10th grade- Next to Cafeteria (*across from stairwell*) (*Entrance C*)
  - 11th/12th grade- Gym Hall Entrance (*Entrance A*)
- Temperature checks will be conducted and grab and go breakfast will be available at each location for students

#### **Students with late arrival:**

- All late arrivals will enter through Entrance A by the gym
- Temperature checks will be conducted and grab and go breakfast will be available for students

#### **Students who arrive late to school:**

- All students who are late to school will enter through the main lobby
- Temperature checks and grab and go breakfast will be available for students



**NOTE: Students will not be permitted to use hallway or gym lockers**

**Re-Opening Protocol - Dismissal Procedures:**

- **Staggered dismissal times by floor and location**
  - 1st Floor Science Wing - Exit B
  - 1st Floor Guidance Wing- Exit A
  - Gym- Exit through the gym doors
  - 2nd Floor Freshman Academy Wing
    - Even classrooms - exit classroom go right and proceed up stairs by Dr. Toro and out Exit C
    - Odd classrooms- exit classroom go right and proceed up stairs by auditorium and out Exit B
  - **2nd Floor Weight Room Wing**
    - Even Classrooms -exit classroom go right and proceed up stairs by auditorium and out Exit B
    - Odd Classrooms- exit classroom go right and proceed up stairs by the gym and out Exit A
  - **3rd Floor Art Wing**
    - Students will be dismissed from the 3rd floor exit
  
- **Announcements will be made daily for dismissal**

<h2>Peekskill Middle School</h2>
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**Re-Opening Protocol - Entrance Procedures for Staff and Students:**

- All visitors without an appointment must remain outside of the building. The door greeter will assist visitors at the door. Visitors must have a face mask on while interacting with the door greeter or staff.
- All visitors, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment, which is posted on the door of the main entrance to the building.
  - As the year progresses, the Health Screening Assessment will be provided in Spanish
- If visitors are picking up children, the door greeter will call the attendance office and the visitors will remain outside of the building. The child will meet the visitor outside.





- All family meetings will be held virtually unless an appointment was scheduled prior
- The door greeter will take a temperature check of any scheduled visitors, ensure facial mask is being worn and ensure that social distancing guidelines are being followed
- All employees, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment
  - <https://entry.neric.org/peekskillcsd>
  - <https://drive.google.com/file/d/1iVDUP8uXkla0ZoH58h92uPaYzCggGmML/view?usp=sharing>
- Students will wear masks to gain entry and wear while in the building
- Student Mask Release Areas (Courtyard or Field)
- Student temperature checks will be administered by School Nurses & Designated Personnel
- Greeter will take a temperature check, ensure facial mask is being worn and ensure that social distancing guidelines are being followed for late student arrivals
- Staff will only visit the Main Office or check their Mailboxes during their Preparation Period
- Faculty Lounge will be available to one staff member at a time
- Staff will consume personal lunches in their classrooms (alone)
- Students will social distance and limit physical interaction (high fives, hugs, touching, etc.)
  
- All staff will report to the building on Daily - On Wednesdays, NO STUDENTS IN BUILDING to allow for Virtual Instruction Tier II & III Student Support
- Wednesdays will be dedicated to but not limited to
  - Asynchronous Lesson Recording
  - Synchronous Lessons and Student Check In Office Hours
  - Departmental Meeting
  - Data Meetings
  - DDI Meetings
  - RTI Meetings
  - Committee Meetings
  - Guidance Meetings
  - Clinical Meetings
  - Faculty - Monthly
- Instruction
  - Instructional Pre Assessment administered to determine student academic needs
  - Instruction will reflect Rubicon Atlas Mapping
  - Social and Emotional Student & Staff Check In
  - Utilize Courtyard as much as possible
  - 8 - 12 students in a classroom depending upon square footage and NYS recommendation
- Classroom Windows Open
- Someone must be in the classroom when windows are opened
- Emergency Windows must remain LOCKED and UNBLOCKED



- No Locker Use (Backpacks or Knapsacks)
- No Locker Room Use

### **Health Office and Sanitizing**

- Sanitizing Pumps in All Building Offices
  - Sanitizing Wipes In Each Classroom, Auditorium, and Gym
  - ALL Bathrooms will be sanitized twice daily
  - Two to Three Daily building cleanings
  - Twice a Day classroom garbage removal
- Health Office
  - One student in the health office and the other (s) will wait outside on the bench
  - All students requiring a health office visit will be escorted by security
  - Once a student is identified as having COVID-like symptoms, the guardian is called to pick child up
  - Family and School will follow State guidelines for school re-entry
  - Nurse or Security will escort student to Room 207 as the Designated Health Annex:  
Designated Sick Space
    - Convert Room 207 (Adjacent to Health Office)
- Masks must be worn at all times
- Student Mask Release Areas (Courtyard or Field)
- Physical Education, Chorus, Band, Strings
  - Band and Chorus will use the Auditorium
    - Chorus, Band, Strings, and Theater will maintain the 12ft. apart requirement utilizing the auditorium where needed
  - Gym will be divided into two areas

### **Student Movement**

- Grade 6 will use the Gym Stairwell -
- Grade 7 will use the Center Stairwell to go up and back staircase to go down
- Grade 8 will use the back staircases to go down and the center staircase to go up.
- Students will social distance and limit physical interaction (high fives, hugs, touching, etc.)

### **Re-Opening Protocol - Visitors to Building**

- All visitors, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment
- All visitors, wearing face covering, will be vetted in the vestibule by the Door Greeter (Plastic Partition)
- If visitors are picking up children, the Door Greeter will call the main office for the child and visitor will wait outside - Door Greeter will bring child to guardian/family member to sign child out
- All family meetings will be held virtually

### **Re-Opening Protocol - Full Return**

8:40AM - Grade 6 Enters through Washington Street

- Grade 6 students will line up outside according to Team (North and South) and Practicing Social Distancing
- Security and Administration will supervise



- Grade 6 will Dismiss through Washington Street
- Students will be called by Team led by teacher
- Security and Administration will supervise

8:40AM - Grade 7 Enters through Second Floor by Kane

- Grade 7 students will line up outside according to Team (North and South) and Practicing Social Distancing
- Security and Administration will supervise
- Grade 7 will Dismiss through Second Floor by Kane
- Students will be called by Team led by teacher
- Security and Administration will supervise

8:40AM - Grade 8 Enters through Ringgold Street

- Grade 8 students will line up outside according to Team (North and South) and Practicing Social Distancing
- Security and Administration will supervise
- Grade 8 will Dismiss through Ringgold Street
- Students will be called by Team led by teacher
- Security and Administration will supervise
- Bagged Breakfast delivered to classrooms before students arrive
- Bagged Lunch delivered to classrooms - Teachers will have to distribute lunches
- Kitchen will provide staff with list of students with allergies
- Guidance Stations (with schedules) will be set up in each entrance for student support & Google Form (to support virtual learning)
- Hand Sanitizing Wipes will be provided to each classroom for student use
- No Locker Use
- Recess
  - Skill Building Activities Only
- Physical Education Class

Classroom

- Hand Sanitizing Wipes will be provided to each classroom for student use
- Students Seated in Distanced Rows all facing same direction
- Teachers will Reconfigure tasks and assignments so students working in Google Hangout Meets partnerships or triads
- Use alternate locations in the building/courtyard
- Computers are sanitized after use

Health Office

- One student in the health office and the other (s) will wait outside on the bench
- All students requiring a health office visit will be escorted by security
- Once a student is identified as having COVID-like symptoms, the guardian is called to pick child up
- Family and School will follow State guidelines for school re-entry
- Nurse or Security will escort student to Room 207 as the Designated Health Annex



### Middle School Schedule for the Day: Hybrid in Person

<b>Staff Professional Period</b>	<b>7:40AM - 8:40AM</b>
<b>Homeroom (SEL Connection, Call In)</b>	<b>8:45AM - 9:00AM</b>
<b>Announcements</b>	<b>8:55AM - AM</b>
<b>Period 1</b>	<b>9:03AM - 9:44AM</b>
<b>Period 2</b>	<b>9:47AM - 10:28AM</b>
<b>Period 3</b>	<b>10:31AM - 11:12AM</b>
<b>Period 4</b>	<b>11:15AM - 11:56AM</b>
<b>Period 5</b>	<b>11:59AM - 12:40PM</b>
<b>Period 6</b>	<b>12:43PM - 1:24PM</b>
<b>Period 7</b>	<b>1:27PM - 2:08PM</b>
<b>Period 8</b>	<b>2:08PM - 2:54PM</b>
<b>**2:50PM</b>	<b>Announcements - Staggered Dismissal</b>

#### Re-Opening Protocol - Hybrid Model

- Teachers will create virtual lessons with voice over for students during daily prep and daily Professional Period
- Monday, Tuesday, Thursday, and Friday - Students in Self-Contained Special Education classes will attend physical sessions
- Monday, Tuesday, Thursday, and Friday - ENL Entering & Emerging identified students will attend physical sessions
- Monday & Tuesday - Physical Session Instruction (with some exceptions)
  - 6N & 6S - A - L
  - 7N & 7S - A - L
  - 8N & 8S - A - L
  - All M - Z students are learning virtually on these days
- Wednesday is Virtual Learning Day for ALL
- Thursday & Friday - Physical Session Instruction
  - 6N & 6S - M - Z



- 7N & 7S - M - Z
- 8N & 8S - M - Z
- All A - L students are learning virtually on these days

**Wednesday**

- All Staff in Building - Professional Development Meetings on CRE, RTI, DDI
- Wednesday - Identified Tier II and Tier III students will receive additional virtual instruction
- Bagged Breakfast delivered to classrooms before students arrive
- Lunch
  - Students will either receive lunch in classroom or seated in the cafeteria following State guidelines
  - Students, if in the cafeteria, will be seated at desks
  - Bagged Lunch delivered to classrooms - Teachers will have to distribute
    - Kitchen will provide staff with list of students with allergies
- Hand Sanitizing Wipes will be provided to each classroom for student use
- Recess
  - Skill Building Activities Only

**Wednesday Faculty Schedule (Draft)**

<b>7:40 - 9:40AM</b>	Lesson Preparation, Video Recording and Synchronous lessons
<b>9:50 - 11:10AM</b>	SEL check-ins with Students AND Parents Outreach
<b>11:20AM - 12:00PM</b>	Prep period
<b>12:00 - 12:45PM</b>	Lunch
<b>12:50 - 1:50PM</b>	DDI / Common Planning / PD (rotates weekly)
<b>2:00 - 3:00PM</b>	Department Meeting/RtI/ Team Meeting (rotates weekly)

**Full Virtual**

- Each Team of Teachers will create a video for their students
  - Welcoming Students & Introducing Themselves
  - Academic Expectations and Participation
  - Team Webpage for Assistance
  - Google Email



- Google Classroom
- Create Virtual Team Building Activities
- Entire Encore Staff will also create ONE video highlighting their respective content area
- Clinical Team Video will be posted to the school website
- Three Superintendent Conference Day for teachers to plan and set up.
- Teachers Create adjusted Course Syllabus from last year to reflect Rubicon Atlas

Proposed Teaching Schedule (see below)

- Teacher Lunch - 1110 AM - 1150 AM
- Weekly Department Meetings to support Curriculum Alignment and Data Driven Instruction
- Weekly Grade-Level Meetings to support Data Driven Instruction
- Daily Response to Intervention - 2PM - 3PM
  - Teachers will deliver instruction to students in need of additional support synchronous
  - ENL students will receive additional support
- Teachers and Students follow school bell schedule

**Virtual Learning Schedule Middle School and High School**

	<b>Monday A Day</b>	<b>Tuesday A Day</b>	<b>Wednesday B Day</b>	<b>Thursday B Day</b>	<b>Friday</b>
<b>7:40AM - 9:30AM</b>	Staff Professional Period	Staff Professional Period	Staff Professional Period	Staff Professional Period	Staff Professional Period
<b>9:30AM - 10:10AM</b>	Period 1 Class	Period 5 Class	Period 1 Class	Period 5 Class	Office Hours
<b>10:30AM - 11:10AM</b>	Period 2 Class	Period 6 Class	Period 2 Class	Period 6 Class	SEL Check ins
<b>11:10AM - 11:50AM</b>	Lunch	Lunch	Lunch	Lunch	Lunch
<b>11:50AM - 12:30PM</b>		Period 7 Class		Period 7 Class	Tier 2 and 3 Classes can meet a third day
<b>12:50PM - 1:30PM</b>	Period 3 Class	Period 8 Class	Period 3 Class	Period 8 Class	Tier2 and 3Classes can meet a third



					day
<b>1:50PM - 2:30PM</b>	Period 4 Class		Period 4 Class		Teacher Office Time every day
<b>2:30PM - 3:00PM</b>	Teacher Office Hour	Teacher Office Hour	Teacher Office Hour	Teacher Office Hour	

## 10.03 School Specific Schedules: Secondary Education

### Uriah Hill Early Childhood School (Pre-K)

#### Plan for Entrance of Students

The parents will drop/pick up in their designated area

- Designated staff will be at the entrance taking students out of the cars and taking the temperature
- Designated classes will use the cafeteria entrance - assisted by assigned staff
- Designated classes will use the gym door - assisted by assigned staff
- Designated classes will use the main entrance - assisted by assigned staff
- Designated classes will use the bottom entrance assisted by assigned staff

**Morning** - Parents will hand the student to a staff member at the entrance. Staff will take the child to the designated seating area with the teacher. There will be daily wellness checks including taking each child's temperature upon arrival.

**Dismissal** - The parent will come to the door and pick up students with ID. The teacher will hand the child to the parent/guardian after checking the ID and will write the name of the parent/guardian on the sign-out sheet.

#### Safety Procedures in the Building

##### Re-opening Protocol- Entrance Procedures

- All visitors without an appointment must remain outside of the building. The door greeter will assist visitors at the door. Visitors must have a face mask on while interacting with the door greeter or staff.
- All visitors, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment, which is posted on the door of the main entrance to the building.



- If visitors are picking up children, the door greeter will call the attendance office and the visitors will remain outside of the building. The child will meet the visitor outside.
- All family meetings will be held virtually unless an appointment was scheduled prior
- The door greeter will take a temperature check of any scheduled visitors, ensure facial mask is being worn and ensure that social distancing guidelines are being followed
- All employees, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment
  - <https://entry.neric.org/peekskillcsd>
  - <https://drive.google.com/file/d/1iVDUP8uXkla0ZoH58h92uPaYzCggGmML/view?usp=sharing>

**Staff:**

- For morning arrival, you are asked to enter the building utilizing the entrance assigned to you with your swipe key fobs.

**Re-Opening General Information:**

- The students will follow one side of the hallway as directed by their teachers and there will be staggered dismissal arrival and dismissal and minimal hallway travel throughout the day to maintain social distancing and safety.
- During lunch periods, staff is reminded they are required to practice social distancing
- Any staff who orders lunch will be required to meet the delivery driver in the parking lot
- Staff members may eat outdoors following social distancing guidelines
- Students who arrive late will enter through the main entrance of the building and the door greeter will conduct temperature checks and issue late passes
- Sanitizing pumps in all building offices
- Sanitizing pumps in each classroom, auditorium, cafeteria and gym
- All bathrooms will be heavily sanitized daily- two to three daily cleanings
- Sick Space- in addition to the nurse's office there will be a space for students to quarantine until parent picks the student up
- Classroom windows may be open to promote air circulation
- Classrooms will be cleaned throughout the day
- Classrooms will be designed to promote social distancing

**Schedule for the Day**

These schedules are examples of a possible daily prekindergarten schedule for Cohorts A and B.

- **A day: Last name A to L of the Household Name**  
**B day: Last name M to Z of the Household Name**





Team A- Schedule					
Time/Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Prep	Prep			
8:30-8:45	Breakfast	Breakfast	20 minutes synchronous small groups as needed		
8:45-9:00	Breakfast	Breakfast		Google slides	Google slides
9:00-9:15	Bathroom	Bathroom			
9:15-9:30	Table Tops	Table Tops			
9:30-9:45	Morning Circle Time	Morning Circle Time			
9:45-10:00	Literacy Block	Literacy Block			
10:00-10:15					
10:15-10:30					
10:30-10:45					
10:45-11:00					
11:00-11:15	Fundations	Fundations			
11:15-11:30	Bathroom/Nap Prep	Bathroom/Nap Prep			
11:30-11:45	Prep	Prep	Students' lunch		
11:45-12:00	Lunch	Lunch	Students' lunch		
12:00-12:15			Students' Nap		
12:15-12:30			Students' Nap		
12:30-12:45	Bathroom/Gym	Bathroom/Gym			
12:45-1:00					
1:00-1:15	Math Block	Math Block			
1:15-1:30					
1:30-1:45	Snack/Jobs/Pack-up				
1:45-2:00	Library	Snack/Jobs/Pack-up			
2:00-2:15		Closing Circle			
2:15-2:30	Dismissal	Dismissal			
2:40-3:20	Prep	Prep			

Team B- Schedule						
Time/Period	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00-8:30				Prep	Prep	
8:30-8:45				Breakfast	Breakfast	
8:45-9:00	Google Slides	Google slides	20 minutes synchronous small groups as needed	Breakfast	Breakfast	
9:00-9:15				Bathroom	Bathroom	
9:15-9:30				Table Tops	Table Tops	
9:30-9:45				Morning Circle Time	Morning Circle Time	
9:45-10:00				Literacy Block	Literacy Block	
10:00-10:15						
10:15-10:30						
10:30-10:45						
10:45-11:00						
11:00-11:15				Fundations	Fundations	
11:15-11:30				Bathroom/Nap Prep	Bathroom/Nap Prep	
11:30-11:45				Prep	Prep	Students' lunch
11:45-12:00				Lunch	Lunch	Students' lunch
12:00-12:15						Students' Nap
12:15-12:30						Students' Nap
12:30-12:45				Bathroom/Gym	Bathroom/Gym	
12:45-1:00						
1:00-1:15				Math Block	Math Block	
1:15-1:30						
1:30-1:45						
1:45-2:00				Snack/Jobs/Pack-up	Snack/Jobs/Pack-up	
2:00-2:15				Closing Circle	Closing Circle	
2:15-2:30				Dismissal	Dismissal	
2:40-3:20				Prep	Prep	



**Online Learning Expectations:**

- All of the work for online learning will be in a google slide format housed in google classroom
- Students will follow the daily schedule in the google slide
- Teachers will work in teams to plan the slides and record videos as well as provide synchronous learning experiences for students.

Student attendance -

In-person- the teacher will take daily attendance

Virtual - teachers will take daily attendance

Safety Drills:

We will be conducting Fire Drills and Lockdowns as per the directive and guidance from NYSED.

**Lunch**

The Master Schedule is not finalized and this is an example of a possible schedule.

**Breakfast-** Will be delivered to the classrooms by the food service staff with aides help and will be dispersed by the teachers and aides.

Garbage cans will be placed in hallways and food trash will only be thrown into these cans.

**Lunch Periods:**

10:30-11:00AM

11:00-11:30AM

11:30AM - 12:00PM

12:00-12:30PM

Uriah Hill Possible Schedule Below:

8:00- 8:30	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep
8:30 - 9:00	Breakfast - in classroom	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:00 - 9:30					Gym			
9:30 - 10:00		Gym						
10:00 - 10:30						GYM		
10:30 - 11:00	Gym		Prep/10:30-10:50					Prep/10:30-10:50
11:00 - 11:30	Prep/11:00-11:20		Lunch/10:50 -11:30		Prep/11-11:20		Gym	Lunch/10:50 -11:30
11:30 - 12:00	Lunch/11:20-12	Prep/11:30-11:50		Gym	Lunch/11:20-12		Prep/11:30-11:50	
12:00 - 12:30		Lunch/11:50-12:30	Gym	Prep/11:30-11:50		Prep/12:00-12:20	Lunch/11:50-12:30	
12:30- 1:00				Lunch/11:50-12:30		Lunch/12:20-1:00		
1:00 - 1:30								
1:30 - 2:00								Gym
2:00 - 2:40	Review of day/ Dismissal	Review of day/ Dismissal	Review of day/ Dismissal	Review of day/ Dismissal	Review of day/ Dismissal	Literacy/ Dismissal	Review of day/ Dismissal	Review of day/ Dismissal
2:40 -3:20	Prep	Prep	Prep	Prep	Prep	Prep	Prep	Prep



## Signage

Signage will be provided by the district office to be posted.

## After School Programs

Healthy Kids Before and After School Program will be available through registration or by contacting 845-566-6100 x 1020 or by email [registration@healthykidsprograms.com](mailto:registration@healthykidsprograms.com)

# Woodside Elementary School (Grades K & 1)

## Plan for Entrance of Students

### Entrance: Masks are required -

**Station 1** - Triage Center to be set up outside Main Door by front circle

**Station 2** - Triage Center to be set up by playground door for bus arrivals

**Station 3** - Running the length of the main hallway sectioned off with stanchions

- **Station 1** - 5 staff members assigned daily
- **Station 2** - 4 staff members assigned daily

**Note:** These teams will set up staggered entry and will deploy students exercising social distancing to get their temperature checked. Students cleared for entry will be directed to specific stations within the building sectioned off with stanchions. Hand sanitizer will be dispensed when students enter the building or classroom.)

- **Station 3** -4 staff members assigned daily .Exercising social distancing, students will be lined up and cleared for travel to their classroom. Students will be directed by hallway personnel. Classroom Aides will be deployed outside Kindergarten Classrooms to receive our students who are new to Woodside and are not familiar with the building layout.

## Temperature Checks

- Will be completed by the staff members at stations 1 and 2. Staff will be deployed throughout the building to direct and move students from designated holding areas to classroom location. Specific staff members will be designated to escort students to an isolation room if deemed necessary by protocol provided by the School District Health Office. Parents dropping off in front will have to wait until the temp check on their child has been completed before driving off.

## Safety Procedures in the Building

### Re-opening Protocol- Entrance Procedures

- All visitors without an appointment must remain outside of the building. The door greeter will assist visitors at the door. Visitors must have a face mask on while interacting with the door greeter or staff.
- All visitors, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment, which is posted on the door of the main entrance to the building.
- If visitors are picking up children, the door greeter will call the attendance office and the visitors will remain outside of the building. The child will meet the visitor outside.



- All family meetings will be held virtually unless an appointment was scheduled prior
- The door greeter will take a temperature check of any scheduled visitors, ensure facial mask is being worn and ensure that social distancing guidelines are being followed
- All employees, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment
  - <https://entry.neric.org/peekskillcsd>
  - <https://drive.google.com/file/d/1iVDUP8uXkla0ZoH58h92uPaYzCggGmML/view?usp=sharing>

**Staff:**

- For morning arrival, you are asked to enter the building utilizing the entrance assigned to you with your swipe key fobs.

**Re-Opening General Information:**

- The students will follow one side of the hallway as directed by their teachers and there will be staggered dismissal arrival and dismissal and minimal hallway travel throughout the day to maintain social distancing and safety.
- During lunch periods, staff is reminded they are required to practice social distancing
- Any staff who orders lunch will be required to meet the delivery driver in the parking lot
- Staff members may eat outdoors following social distancing guidelines
- Students who arrive late will enter through the main entrance of the building and the door greeter will conduct temperature checks and issue late passes
- Sanitizing pumps in all building offices
- Sanitizing pumps in each classroom, auditorium, cafeteria and gym
- All bathrooms will be heavily sanitized daily- two to three daily cleanings
- Sick Space- in addition to the nurse's office there will be a space for students to quarantine until parent picks the student up
- Classroom windows may be open to promote air circulation
- Classrooms will be cleaned throughout the day
- Classrooms will be designed to promote social distancing



**Schedule for the Day**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>A Group In school</b>	<b>A Group In school</b>	<b>REMOTE DAY OF LEARNING FOR ALL - All Staff comes in - No Students</b>	<b>B Group In school</b>	<b>B Group In school</b>

- Approximately 12 students in a regular classroom
- A day: Last name A to L of the Household Name with some modifications per student specialized academic learning needs
- B day: Last name M to Z of the Household Name with some modifications per student specialized academic learning needs
- Example of a possible schedule for an **In School** day (DRAFT):
  - 8:50-9:30 Staggered arrival of students
  - Breakfast will be delivered to the classroom and eaten during this arrival time.
  - (320 Minutes) - Total Core Instructional Time
  - Math - 80 Minutes
  - 40 Minutes - Social Studies/Science
  - 40 minute - Lunch
  - 120 Minutes - Foundations, Reading and Writing
  - 40 Minutes - Special
    - Students will consistently receive PE in tandem with another special (Music, Art, Library) functioning on a trimester basis.
    - All specials area teachers will go to the classroom to teach their content
    - All special area teachers will take the students outside when feasible
    - AIS Reading- 20-30 minute lessons will be given to students who require the service within small groups.

**Bell Schedule**

<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>	<b>Period 5</b>	<b>Period 6</b>	<b>Period 7</b>	<b>Period 8</b>
9:20-10:00	10:00-10:40	10:45-11:25	11:30-12:10	12:15-12:55	1:00-1:40	1:40-2:20	2:20-3:00



**Student Virtual Day:**

AIS Reading- 30 minute lessons will be given to students who require the service

OT/PT/Speech Services- Preference - teletherapy - assess case by case

Work for Students: Assignments will be supplied to students on the virtual days through Google Classroom/Slides. The work will include:

- Pre-Recorded Mini Lesson
- Resource for students to practice the skill
- Assessment
- Teachers will provide some synchronous learning/check ins

Wednesday (Staff is in all day for - Planning/Collaboration around Content Areas/ Synchronous Teaching/ Pre Recording of Lessons / Faculty and grade level meetings and professional development

**Online Learning Expectations:**

Students will participate in asynchronous and synchronous learning.

- Students will attend to lessons and complete assigned daily work
- All videos and work will be posted by the teacher in a slides format and in Google Classroom
- Teacher teams will divide the work in the following ways with the support of the Building Administration:
  - By Content
    - Video Creation
    - Slide Creation
    - Assessment Creation

Student Attendance:

- Will be taken in person and on virtual days

**Technology Support:**

- 1:1 Devices for all students and teachers, if needed.
- The parameters of online tools that the district is allowing teachers to use is clearly communicated to staff.
- Students will be provided with learning materials to support online instruction and learning materials if online instruction is not possible.

**Safety Drills:**

We will be conducting fire and lockdown drills per NYSED directive and guidance.



**Example of Possible Lunch Schedule - 4 lunch periods**

<b>Period 3</b>	<b>Period 4</b>	<b>Period 5</b>	<b>Period 6</b>
<b>10:45-11:25</b>	<b>11:30-12:10</b>	<b>12:15-12:55</b>	<b>1:00-1:40</b>

**Signage**

- Provided by District office to be posted

**Dismissal Plan**

- Staggered dismissal for Walkers starting at 3PM utilizing the front door, both gym doors and playground additional exit doors may be designated based on final guidance provided by NYSED.
- Staggered dismissal for bus students.

**After School Programs**

**Healthy Kids Before and After School Program** will be available through registration or by contacting 845-566-6100 x 1020 or by email [registration@healthykidsprograms.com](mailto:registration@healthykidsprograms.com)

**Oakside Elementary School (Grades 2 & 3)**

**Plan for Entrance of Students**

Entrance: Masks are required

- Downstairs Door 1- 4 Designated Classroom Teachers and 2 ENL Teachers will rotate and practicing social distancing will supervise this entrance
- Downstairs Door 2 -4 Designated Classroom Teachers and 2 Reading Teachers will rotate and practicing social distancing will supervise this entrance
- Art Door-4 Designated Classroom Teachers and 2 Specialists will rotate and practicing social distancing will supervise this entrance
- Double Decker Door- 4 Designated Classroom Teachers and PE Teacher will rotate and practicing social distancing will supervise this entrance
- Front Door- Bus students for buses 1 and 2- 1 Reading Teacher and 2 Speech teachers will practice social distancing and supervise this entrance
- Back Door- Bus students for buses 3 and 4- Security greeter and Assistant Principal will practice



social distancing and supervise this entrance

- Bus Duty- TA's will do bus duty 4 TA's= 4 Buses

Temperature Checks

- Will be completed by the staff members at the entrance doors delineated above.

## **Safety Procedures in the Building**

### **Re-opening Protocol- Entrance Procedures**

- All visitors without an appointment must remain outside of the building. The door greeter will assist visitors at the door. Visitors must have a face mask on while interacting with the door greeter or staff.
- All visitors, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment, which is posted on the door of the main entrance to the building.
- If visitors are picking up children, the door greeter will call the attendance office and the visitors will remain outside of the building. The child will meet the visitor outside.
- All family meetings will be held virtually unless an appointment was scheduled prior
- The door greeter will take a temperature check of any scheduled visitors, ensure facial mask is being worn and ensure that social distancing guidelines are being followed
- All employees, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment
  - <https://entry.neric.org/peekskillcsd>
  - <https://drive.google.com/file/d/1iVDUP8uXkla0ZoH58h92uPaYzCggGmML/view?usp=sharing>

### **Staff:**

- For morning arrival, you are asked to enter the building utilizing the entrance assigned to you with your swipe key fobs.

### **Re-opening General Information:**

- The students will follow one side of the hallway as directed by their teachers and there will be staggered dismissal arrival and dismissal and minimal hallway travel throughout the day to maintain social distancing and safety.
- During lunch periods, staff is reminded they are required to practice social distancing





- Any staff who orders lunch will be required to meet the delivery driver in the parking lot
- Staff members may eat outdoors following social distancing guidelines
- Students who arrive late will enter through the main entrance of the building and the door greeter will conduct temperature checks and issue late passes
- Sanitizing pumps in all building offices
- Sanitizing pumps in each classroom, auditorium, cafeteria and gym
- All bathrooms will be heavily sanitized daily- two to three daily cleanings
- Sick Space- in addition to the nurse’s office there will be a space for students to quarantine until parent picks the student up
- Classroom windows may be open to promote air circulation
- Classrooms will be cleaned throughout the day
- Classrooms will be designed to promote social distancing

**Safety Drills:**

We will be conducting fire and lockdown drills per NYSED directive and guidance.

**Schedule for the Day**

Monday	Tuesday	Wednesday	Thursday	Friday
A Group (In School)	A Group (In School)	<b>REMOTE LEARNING DAY FOR ALL</b>	B Group (In School)	B Group (In School)



- **Monday (A)/Tuesday(A)/Thursday(B)/Friday(B)**
  - A Days: Last names of A-L (with some additional students with specialized academic needs)
  - B Days: Last names of M-Z (with some additional students with specialized academic needs)
  - Example of Possible Student In School Day:
    - 7:45-8:45 Staggered arrival of students/RtI (small group/center based instruction) as students come in.
      - Breakfast will be delivered to the classroom and eaten during this arrival time.
    - 8:45-2:10- (330 Minutes) Core Instructional Time
      - 135 Minutes- Literacy
        - 60 Minutes- Reading
        - 45 Minutes- Writing (ENL push in time)
        - 30 Minutes- Foundations
      - 70 Minutes- Math
      - 40 Minutes- Social Studies/Science
      - 40 Minutes- Lunch
        - In Classroom with lunch monitor
        - Recess -socially distanced activities
      - 40 Minutes - Specials/Prep for Classroom Teacher
        - The special will be PE or another special (Library, Art, Music)
        - Music, Art, Library will be taught to 1/3 of the grade by each teacher to minimize cohorts
          - The rotations of sections will be 8 sections, 8 sections, and 9 sections.
        - The subjects will rotate by trimester
        - Specials teachers will go to the classroom to teach their content
        - PE teachers will take the students outside whenever feasible
    - 1:50-2:20- Staggered dismissal of students/RtI (small group/center based instruction) as students leave.
  - Student Virtual Day:
    - AIS Reading- 30 minute lessons will be given to students who require the service - this is virtual only.
      - Tier 3 Students- 30 minutes 3x/week
      - Tier 2 Students- 30 minutes 2x/week
    - OT/PT/Speech Services- Synchronously if possible and appropriate for IEP goals.. (case by case)
    - Work for Students: Assignments will be supplied to students on the virtual days through Google Classroom/Slides. The work will include:
      - Pre-Recorded Mini Lesson
      - Resource for students to practice the skill
      - Assessment
      - Teachers will provide feedback during the prep



- **Wednesday (Staff is in all day for planning/ collaboration/ virtual lessons / recording / feedback/possible live streaming)**

**Example of Possible Bell Schedule:**

Staggered Arrival/Breakfast/Attendance/Community Meeting	7:45 - 8:45
Period 1	8:45-9:25
Period 2	9:30-10:10
Period 3	10:15-10:55
Period 4	11:00-11:40
Period 5	11:45-12:25
Period 6	12:30-1:10
Period 7	1:15-1:50
Staggered Dismissal	1:50-2:20
Tech Time Prep/Meeting Period	2:20-3:00

Professional development

**Online Learning Expectations:**

Students will participate in asynchronous and synchronous learning.

- Students will attend to lessons and complete assigned daily work
- All videos and work will be posted by the teacher in a slides format and in Google Classroom
- Teacher teams will divide the work in the following ways with the support of the Building Administration:
  - By Content
    - Video Creation
    - Slide Creation
    - Assessment Creation

Student Attendance:

- Will be taken in person and on virtual days

**Technology Support:**

- 1:1 Devices for all students and teachers, if needed.
- The parameters of online tools that the district is allowing teachers to use is clearly communicated to staff.



- Students will be provided with learning materials to support online instruction and learning materials if online instruction is not possible.

**Safety Drills:**

We will be conducting Fire Drills and Lockdowns as per directive and guidance from NYSED.

**Breakfast/Lunch**

- Breakfast- Will be delivered to the classrooms by the food service staff and will be dispersed by the teachers.
- Example of Possible Lunch Periods:
  - 10:15-10:55
  - 11:00-11:40
  - 11:45-12:25
  - 12:30-1:10
- Lunch will be brought to the classrooms by the food service staff and lunch monitors
- Lunch monitors will supervise students while they eat in the classrooms
- Garbage cans will be placed in hallways and food trash will only be thrown into these cans

**Signage**

- Signage will be provided by District office to be posted

**Dismissal Plan**

- All students will use the same doors that they used to enter when they exit
- All doors will be supervised

**After School Programs**

Healthy Kids Before and After School Program will be available through registration or by contacting 845-566-6100 x 1020 or by email [registration@healthykidsprograms.com](mailto:registration@healthykidsprograms.com)

**Hillcrest Elementary School**

**Plan for Entrance of Students**

- Masks Required for Admission
- Temperature Checks at each entrance:



- Main Entrance (for students in classrooms in the main hallway & Rooms 9 & 10)
- Double Decker Entrance (for students in classrooms in the double decker)
- Playground Entrance (for students in classrooms in the dual language classes)
- BERT members monitor the doors with assistance of building administrators, school nurse, security greeter

## Safety Procedures in the Building

### Re-opening Protocol- Entrance Procedures

- All visitors without an appointment must remain outside of the building. The door greeter will assist visitors at the door. Visitors must have a face mask on while interacting with the door greeter or staff.
- All visitors, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment, which is posted on the door of the main entrance to the building.
- If visitors are picking up children, the door greeter will call the attendance office and the visitors will remain outside of the building. The child will meet the visitor outside.
- All family meetings will be held virtually unless an appointment was scheduled prior
- The door greeter will take a temperature check of any scheduled visitors, ensure facial mask is being worn and ensure that social distancing guidelines are being followed
- All employees, wearing face covering, entering the building, must fill out the Daily Self-Health Screening Assessment
  - <https://entry.neric.org/peekskillcsd>
  - <https://drive.google.com/file/d/1iVDUP8uXkla0ZoH58h92uPaYzCggGmML/view?usp=sharing>

### Staff:

- For morning arrival, you are asked to enter the building utilizing the entrance assigned to you with your swipe key fobs.

### Re-Entry General Information:

- The students will follow one side of the hallway as directed by their teachers and there will be staggered dismissal arrival and dismissal and minimal hallway travel throughout the day to maintain social distancing and safety.
- During lunch periods, staff is reminded they are required to practice social distancing
- Any staff who orders lunch will be required to meet the delivery driver in the parking lot
- Staff members may eat outdoors following social distancing guidelines
- Students who arrive late will enter through the main entrance of the building and the door greeter will conduct temperature checks and issue late passes
- Sanitizing pumps in all building offices
- Sanitizing pumps in each classroom, auditorium, cafeteria and gym



- All bathrooms will be heavily sanitized daily- two to three daily cleanings
- Sick Space- in addition to the nurse’s office there will be a space for students to quarantine until parent picks the student up
- Classroom windows may be open to promote air circulation
- Classrooms will be cleaned throughout the day
- Classrooms will be designed to promote social distancing

### Schedule for the Day

Monday	Tuesday	Wednesday	Thursday	Friday
Group A - In School Group B - Virtual	Group A - In School Group B - Virtual	<b>REMOTE LEARNING DAY FOR ALL</b>	Group A - Virtual Group B - In School	Group A - Virtual Group B - In School

- **Monday (A)/Tuesday(A)/Thursday(B)/Friday(B)**
  - A Days: Last names of A-L have in school session/Last names of M-Z have virtual session
  - B Days: Last names of M-Z have in school session/Last names of A-L have virtual session
  - Student In School Day Possible Schedule:
    - 7:45-8:15 Staggered arrival of students who report directly to classrooms (\* has to be addressed with PFA because of non-contact time) teachers engage students in small targeted group instruction through 8:45
    - Breakfast delivered to the classroom and eaten during this arrival time.
    - 8:45-2:10- (325 Minutes) Core Instructional Time
      - 120 Minutes- Literacy
        - 60 Minutes- Reading
        - 60 Minutes- Writing (ENL push in time)
      - 75 Minutes- Math
      - 45 Minutes- Social Studies/Science
      - 45 Minutes- Lunch
        - 20 minutes lunch in classroom with lunch monitor (\*what to do when a monitor is absent?)
        - 20 minutes recess with lunch monitor in separate, designated outside areas for social distance play or fresh air walk (weather permitting)
      - 40 Minutes - Special Area Instruction
        - All students: Physical Education 1 day in school, 1 day virtual
        - Other specials classes assigned to classes by semester (Art, General Music, STEAM)



- Music A (4 classes), Music B (4 classes), Art (8 classes), STEAM (8 classes) (Chorus?? Band?? Orchestra?? Instrument lessons??)
- The subjects will rotate by trimester
- Specials teachers will go to the classroom to teach their content
- PE teachers will take the students outside whenever feasible
- 1:50 Staggered Dismissal Group 1, 2:10 dismissal Group 2
- AIS Reading- ALL VIRTUAL:
  - Tier 3 Students- 30 minutes 3x/week (Wed. & 2 Virtual Days)
  - Tier 2 Students- 30 minutes 2x/week (2 Virtual Days)
- OT/PT/Speech Services- Virtual when possible and appropriate per IEP goals

Wednesday (Staff is in all day for planning/collaboration/Virtual lessons / Recording / feedback/faculty and grade level meetings and some synchronous instruction)

**Bell Schedule**

Arrival/Breakfast/Attendance	7:30 - 8:45
Period 1	8:45-9:25
Period 2	9:30-10:10
Period 3	10:15-10:55
Period 4	11:00-11:40
Period 5	11:45-12:25
Period 6	12:30-1:10
Period 7	1:15-1:55
Period 8	2:00-2:10 (Prep for Specials)
Dismissal	2:10 - 3:00

Online Learning Expectations:

**Online Learning Expectations:**

Students will participate in asynchronous and synchronous learning.

- Students will attend to lessons and complete assigned daily work
- All videos and work will be posted by the teacher in a slides format and in Google Classroom
- Teacher teams will divide the work in the following ways with the support of the Building Administration:
  - By Content
    - Video Creation



- Slide Creation
- Assessment Creation

Student Attendance:

- Will be taken in person and on virtual days

**Technology Support:**

- 1:1 Devices for all students and teachers, if needed.
- The parameters of online tools that the district is allowing teachers to use is clearly communicated to staff.
- Students will be provided with learning materials to support online instruction and learning materials if online instruction is not possible.

**Safety Drills:**

We will be conducting Fire Drills and Lockdowns as per directive and guidance from NYSED.

**Lunch**

- Breakfast will be delivered by carts to the classrooms by the food service staff and will be dispersed by the teachers/picked up by the students.
- Lunch Periods:
  - 10:15-10:55
  - 11:00-11:40
  - 11:45-12:25
  - 12:30-1:10
- Lunch will be brought to the classrooms by the food service staff and/or lunch monitors
- Lunch monitors will supervise students while they eat in the classrooms
- Garbage cans will be placed in hallways; at lunchtime, the trash bin can be rolled outside each classroom one by one (food trash will only be thrown into these cans)

**Signage**

- Signage will be provided by District office to be posted

For the first weeks, some additional signage for students/parents may be needed in order to direct students/parents

**Dismissal Plan**

Dismissal will be through the same doors as entrance

**Group 1:**

- warning announcement 2:05 PM
- Dismissal announcement 2:10 PM





- Buses Leave 2:15 PM

Group 2:

- warning announcement 2:20 PM
- Dismissal announcement 2:25 PM
- Buses Leave 2:30 PM

\*\* Have to assign staff to monitor halls AND check in buses

### After School Programs

Healthy Kids Before and After School Program will be available through registration or by contacting 845-566-6100 x 1020 or by email [registration@healthykidsprograms.com](mailto:registration@healthykidsprograms.com)

## 10.04 Identification of Instructional Gaps

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The district recognizes that instructional gaps may have developed as a result of the prolonged school closure. The following methods will be utilized in identifying those gaps:

Initial academic screening of all new entrants including potential English Language Learners

Elementary baseline assessments from March 2020 as an instructional benchmark against which to measure growth and progress in 2020-2021

Use of district assessment tools included but not limited to : AIMSweb Plus in literacy and mathematics, Fountas and Pinnell, IRLA and ENIL, Teachers College Writing Rubrics

Initial social/emotional survey or screener to help ascertain students in need of SEL supports

## 11.0 Extracurricular Activities



Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas

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The use of school facilities by outside groups will be limited to only those deemed essential by the district. Should the district make a determination to provide some Extracurricular Activities, they will generally focus on those with little or no physical contact. The district will continue to evaluate opportunities to make these activities available based on State guidance.

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## 11.01 Athletics

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Extracurriculars: Policies regarding extracurricular programs and which activities will be allowed, considering social distancing PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g. interscholastic sports, assemblies and other gatherings) Policies should consider how to maintain cohorts if applicable or members of the same household.

Responsible Parties should refer to DOH’s [“Interim Guidance for Sports and Recreation During the COVID 19 Public Health Emergency”](#) to assist in development of these policies however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming.”

The following information, pertaining to cleaning and disinfecting facilities, is included the NFHS’ [“Guidance For Opening Up High School Athletic and Activities”](#)

Pending forthcoming guidance from the NYSDOH, the NYSPHSAA will provide member schools with a list of sports to be played at an appropriate time during the 2020-2021 school year taking into consideration sport risk assessment, social distancing protocols as well as CDC and NYSDOH guidance.

## 11.02 Other Extracurriculars

Policies regarding extracurricular programs and which activities will be allowed, considering social distancing PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts if applicable or members of the same household.

# 12.0 Special Education

## 12.01 FAPE/Compliance and Communication

- All re-entry plans will be in accordance with the Americans with Disabilities Act (ADA) and students will receive a Free and Appropriate Public Education (FAPE) in accordance with the Individuals with Disabilities Education Act (IDEA) and Part 200 NYSED regulations.



- All Individual Education Plans (IEPs) and 504 plans will be implemented during hybrid and virtual models to the greatest extent possible in accordance with NYSED regulations.
- Parent engagement and communication will be in the parent's preferred language or mode of communication. Special Education staff will communicate with and engage parents via emails, phone calls, Google Meets, letters, prior written notices and other forms of communication.

## **12.02 CSE/CPSE/504 Meetings and Collaboration**

- All meetings will be held virtually via Google Meets
- Parents will be provided with a call-in and log in link a minimum of 5 days prior in accordance with Part 200 regulations
- The Director of Special Services attends and has assisted in coordinating regular task force meetings with other local districts, preschool programs ,agency service providers and the County to strengthen collaboration, monitor and communicate about student progress and ensure sharing of resources.
- Initial and Re-evaluation CSE/CPSE evaluations will be conducted face to face in a 1:1 setting if permitted in accordance with DOH guidelines.

## **12.03 Instruction and Services**

- All students in ICT classes K-12 may attend school on A days so that synchronous special education instruction and support can be provided on B days.
- Special Education self-contained classes will be on site during hybrid model on both A and B days.
- Students attending out of district placements will follow their school's schedules and plans. Related services (counseling, speech, occupational and physical therapy) will be provided in person and/or virtually via telehealth.
- Special education teachers will have scheduled virtual "office hours."
- Special education teachers will use a variety of options to provide help and support to students i.e. phone calls, emails, Google Meets and chat features.
- Special education staff will document all services offered and provided.

## **12.04 Accommodations, Modifications and Assistive**

### **Technology**

- Special education teachers will ensure that every Google Classroom has a Support Page that provides a list of assistive technology options and ways to use accommodations/ modifications in a virtual setting.
- Professional development for staff on assistive technology will be provided.
- Special education department will have an assigned Technology Teaching Assistant to support with assistive technology and special help desk requests.



## 13.0 Bilingual Education

### 13.01 Key Terminology

**Key Terms:**

**ELL**= English Language Learner

**HLQ**= Home Language Questionnaire

**OBEWL**= Office of Bilingual Education and World Languages

**NYSITELL**= NYS Identification Test for English Language Learners

**NYSESLAT**= NYS English as a Second Language Achievement Test

### 13.02 ELL Identification Process

- In accordance with the Commissioner Regulations Part 154, and results from parent responses on the HLQ, the ELL (*English language learner*) identification process will take place immediately following new student registration during summer of 2020 and continuing through the 2020-2021 school year.
- Newly registered students whose families indicate a language other than English on the HLQ will receive the informal interview virtually or via a phone call from qualified and properly certified personnel.
- Incoming Kindergarten students' families will be individually scheduled for the completion of the informal questionnaire via a phone call or a virtual setting.
- Informal interviews will be placed in students folders for record keeping.
- A district-wide document will be utilized to identify and track students who will require the NYSITELL based on the results from the informal interview.
- NYSITELL exams will be conducted face to face by qualified and properly certified personnel.

### 13.03 ENL Units of Study

- In accordance with the Commissioner Regulations Part 154, all ELLs will receive their required units of study based on their individual 2019 NYSESLAT proficiency score.
- Students at the Entering and Emerging proficiency levels will attend school four days a week and receive integrated and stand-alone ENL instruction. Small group ENL instruction will be done virtually on the fifth day by a certified TESOL (*Teaching English to speakers of other languages*) instructor.
- Students who were in the second year of Commanding proficiency level in 2019 will continue to receive testing accommodations in the 2020-2021 school year.



## 13.04 Family Communication

- Families of ELLs will continue to receive communications in their preferred language via
  - District-wide informational calls
  - Building level principal communications
  - Classroom teacher communication
  - ENL teacher communication
  - District website
  - District Multilingual department webpage
- During virtual learning, we would utilize an existing ENL communication tracker.
- Families of ELLs in stand-alone ENL programs and Dual Language programs will continue to receive informational workshops conducted by the Director of Multilingual programs virtually or in person.
- Family information sessions regarding NYSESLAT and NYS ENL Parent Bill of Rights will be conducted virtually
- All OBEWL family information will be available on the district's MLL webpage in the families preferred language.
- Partnerships with the Director of MLL programs and family community organizations will continue for the purpose of disseminating important information and ensuring all families have access to it.

## 14.0 Teacher and Principal Evaluations

The Peekskill City School District will follow the NYSED approved APPR plan for all teachers and principals which was negotiated with bargaining units, including any variance applications that may be approved by the NYS Department of Education.

## 15.0 Certification, Incidental Teaching and Substitute Teaching

The Peekskill City School District ensures that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's Regulations or Education Law.