

**Plattsburgh City
School District
Return to In-person
Instruction**

Spring 2021



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Health and Safety Planning

Communication to Families

The district will continue to employ these same parental outreach systems for communicating information related to COVID-19, and to possible future school closures or pivots into remote instruction: email mass-messaging and recorded telephone mass-messaging. Individualized contact with parents for student-specific issues will be made via direct telephone call or direct email message.

Several secondary communication channels will also be used to help quickly disseminate and to reinforce information broadcast via the above-listed mass-messaging systems.

These include social media (notably the PCSD's Facebook page, and various Twitter accounts), the district's website (www.plattscsd.org), and local news media outlets.

Considerations for Staff

To ensure the District and its employees comply with communication requirements, the PCSD will do the following:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Employ a broad slate of communications strategies so as to most fully and rapidly communicate information, which may include:
 - Website
 - Email
 - Social media
 - Print copy mailings
 - Voice and/or video messaging
 - Traditional media outlets
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site, excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a worker tests positive for COVID-19, the school 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.

Protocol for Dealing with Symptomology

All staff have been provided information to assist them to observe students and other staff members for signs of illness such as: flushed cheeks, rapid or difficult breathing (without recent exercise), fatigue, irritability and frequent use of the bathroom. Students or staff members who exhibit these signs and symptoms will be directed to the health office for assessment by the school nurse. If a school nurse is not available, the school will contact the parent/guardian to pick up the ill child or the ill staff member will be directed home.

Daily Screenings

The District will implement mandatory health screening assessments for students and staff each day and for essential visitors. Staff will be expected to immediately notify both their school building nurse and their building administrator if any of the following COVID-19 symptoms or circumstances are affirmative in the past 14 days:

- Fever (100 degrees Fahrenheit or greater in the past 10 days)
- Shortness of breath or difficulty breathing
- Cough
- Chills or repeated shaking with chills
- Muscle or body aches
- Sore throat
- New loss of taste or smell
- Nausea, Vomiting, or Diarrhea
- Headache
- Nasal Congestion/runny nose
- Positive COVID-19 test in past 10 days
- Close contact with confirmed or suspected COVID-19 case in past 10 days
- Travel to any region which implicates the State's isolation/quarantine rules

Parents will be expected to screen their children for symptoms and immediately notify their child(ren)'s building administrator (who will notify the School Nurse) if any symptoms above are present. State Education Department guidance specifies that parents should take their child(ren)'s temperature each school day morning.

Students/parents will not be required to complete and submit daily questionnaires/surveys, but must ensure that none of the above symptoms are present AND must verify that their child's temperature is below 100 degrees Fahrenheit (temperature should be measured without the use of fever-reducing medicines) before sending their child(ren) to school. Faculty and staff will be required to affirm the same prior to reporting to work each day, and will provided a technology-based application through which to easily report this information.

Students who present with a temperature above 100 degrees Fahrenheit or greater, or who display or report any of the indicators of possible infection, will be sent home. Students will await parent pick-up in a supervised, designated isolation room, or outside with supervision, weather dependent. Each building has a dedicated isolation room. At pick-up, the student(s) will be accompanied to the designated exit to be united with their parent, and the parent(s) may be directed to contact their health care provider and will be provided with

resources and information for COVID-19 testing. Students who become ill during the course of the school day may not display symptoms of COVID-19, and all ill students will therefore be assessed by the school nurse, who will determine if the student may remain in school or if they will be isolated, sent home, and referred to their medical provider for evaluation or instructed to get a COVID-19 test.

Contractors, vendors and visitors (who will be limited to only those conducting emergency and/or operationally-necessary functions) will be required to verbally attest to questions from a screening questionnaire upon entering the building, which will be posted at entrances. Anyone who has a temperature of 100° F or greater or has and an affirmative response to any part of the screening questionnaire will not be permitted to enter the building, may be referred to contact their health care provider, and will be provided resources for COVID-19 testing.

Students who display illness inconsistent with COVID-19, or who present to the Nurse's office with an injury or for medications/treatments, will be seen in the Nurse's office. To minimize student density in the Nurses' offices and to best support distancing efforts, parents of students who have, in the past, received medication and/or routine treatment from a nurse are strongly encouraged to administer such in the home, before or after school hours.

Parent Communication Regarding COVID-19

Parents and guardians will be provided resources to educate them regarding the careful observation of symptoms of COVID-19 and instructions for conducting a health screening that must be conducted each morning before coming to school. **Parents/guardians are instructed to keep their child(ren) at home if their temperature is 100° F or greater and/or if they have possible symptoms of COVID-19.** Parents will be provided with a written list of symptoms and are expected to have a thermometer in the home to conduct daily temperature checks. The most common symptoms of COVID-19 include fever, cough, shortness of breath, or difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea, vomiting, diarrhea.

Plan for Students and Staff at High Risk

Parents have the opportunity to select remote option for their child(ren) during a return to full in-person instruction. The plan for remote instruction can be found later in the plan.

Procedures for Action of a Confirmed COVID-19 Case

The PCSD medical staff will follow the CDC and NYSDOH recommendations if there is a confirmed case of COVID-19. These may include, but not be limited to:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred.
- Opening outside doors and windows to increase air circulation in the specified area.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers and common areas.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
- If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee should notify the local health department to determine what steps are needed for the school community
- PCSD will refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for information on “close and proximate” contacts. Link: https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeerturntowork_053120.pdf

Procedure for Return to School After Confirmed COVID-19 Case

PCSD will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever-reducing medicines, and they have felt well for 24 hours
- If they have been diagnosed with another condition and have a written note from a healthcare provider stating that they are clear to return to school- Alternate diagnoses may be reviewed by the school medical director.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms
- It has been at least three days since the individual has had a fever (without using fever reducing medicine)
- It has been at least three days since the individual’s symptoms improved, including cough and shortness of breath.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end.

Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 10 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected. PCSD health office staff will cooperate with CCHD regarding contact tracing and follow their recommendations.

Health and Hygiene

To ensure employees comply with hygiene and cleaning requirements, The PCSD will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and NYS Department of Health (DOH).
- Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas.
- Filtration and ventilation will meet or exceed minimum requirements (specifically, Minimum Efficiency Reporting Value (MERV) 11 filtration standard). MERV is a standardized system of rating air filter effectiveness for particles of varying sizes. Air filters throughout district buildings will continue to be replaced on three-month intervals, and dampers on air-handlers will be set to the largest opening/airflow capacity to start the 2020 school year.
- Kitchen, bathrooms, high touch surfaces and copy rooms must be cleaned at least once daily. Cleaning rotations will be established with assigned tasks and times. Cleaning will be supervised by the Director of Facilities who will conduct periodic checks to ensure compliance.
- Meeting rooms must be cleaned prior to each meeting. The meeting host is to wipe-down the tables, chairs and writing utensils with disinfecting wipes or spray prior to each meeting. Ideally, meetings will be scheduled with at least a 30-minute window between each to allow time for such cleaning. No one should use the meeting rooms except for in-person meetings or video conferences.
- Employees should wipe down their individual workstations frequently with cleaning products. Cleaning products will be made available for employee use.
- Disposable dishes are to be used at all times. If non-disposable dishes must be used for any reason, they must be rinsed with hot water and put in a bag to bring home to sanitize. No dishes may be left at any time in the sink, on the counters, or at any workstation.
- No food or drink may be brought for sharing. Personal consumption of food and drink will be a standing rule.

As has occurred this entire year and other past instances of global pandemic, Plattsburgh City School District will again instruct students and staff on proper hand washing and respiratory hygiene and provide necessary supplies.

Healthy hygiene practices will be taught and re-taught in school settings for both students and staff. The PCSD will post signage throughout the school reminding individuals to:

- Stay home if they feel sick
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school
- Properly store and, when necessary, discard PPE
- Adhere to social distancing instructions
- Report symptoms of, or exposure to, COVID-19
- Follow hand hygiene, and cleaning and disinfection guidelines
- Follow respiratory hygiene and cough etiquette

Teaching healthy hygiene practices may be accomplished in person, by video, announcements, and posters or signs. The PCSD will post signage in highly visible areas such as entrances, restrooms, cafeteria, classrooms, offices, and common spaces.

Hand Hygiene

Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools will plan time in the school day schedule to allow for hand hygiene. Hand hygiene considerations include:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty. [NYSED's Memo: Handwashing Recommendations and Alcohol-based Hand Sanitizer Use in Schools](#) provides information to schools regarding the use of alcohol-based hand sanitizers
- Provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able
- Signage should be placed near hand sanitizers, indicating that visibly soiled hands should be washed with soap and water. Some students or staff may be unable to use alcohol-based hand sanitizers for health reasons therefore they must be permitted to wash their hands with soap and water

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff leave their masks on and cover their mouth or nose area when coughing or sneezing and replace their mask with a clean mask immediately afterwards.

A supply of tissues will be available in each room when feasible. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

Respiratory etiquette signage will be displayed in highly visible areas such as entrances, restrooms, cafeteria, classrooms, offices, common spaces.

Contact Tracing and Disinfection of Contaminated Areas

The Clinton County Public Health Department is responsible for all contact tracing and exposure notification. The district has developed aggressive cleaning protocols – both routine and in the event of confirmed case(s) of individual(s) who have been present in district facilities which are compliant with CDC cleaning and disinfecting guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Close areas used by the person who is sick.
- School districts do not necessarily need to close operations if they can close affected areas.
- When applicable, open outside doors and windows to increase air circulation in the area.

- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particle air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than seven days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Facilities Considerations (including Buildings & Grounds, Food Service, and Transportation)

Social Distancing

The PCSD recognizes that social distancing is a central strategy in limiting the spread of the COVID-19 virus, and that school facilities and operations alike are designed to feature congregate spaces and activities wherein such distancing is challenging, if not impossible. Reconciling this incongruence is challenging, and the district has devoted much consideration to maximizing social distancing without impeding educational quality or opportunities.

In sum, **full social distancing (which the district has interpreted as 6-feet of separation for most activities, and 12-feet of separation for certain specific activities such singing, instrument playing and Physical Education) is not possible at all times in the school setting.** The movement of students through the hallways between classes at the secondary level is, perhaps, the most salient such example. **Wherever possible, students, faculty and staff will be positioned so as to create adequate social distance, and in instances where such is not possible (which are expected to be both few and short in duration), mask wearing will be an absolute requirement. A summary of building expectations is appended to this document.**

To best facilitate distancing and to limit the incidences in which such is not possible, the district will initiate several modifications. These include, but are not limited to:

- Locker access will be discussed at the building level with students.
- Teachers are encouraged to stagger student release from class to reduce hallway density.
- At the secondary level, students will be expected to move expeditiously between classes, while wearing masks and practicing appropriate distancing.

- Until further notice, students will not be required to change into athletic clothing for physical education class, and access to dressing rooms will be limited.
- Student seating will be modified so as to maximize distancing. Further, student seating in classroom spaces will be dispersed to maximum extent possible. To accommodate this spacing, many furniture items (bookshelves, tables, armoires) will be removed from classrooms.
- Though the specifics will vary somewhat between buildings, student entry and exit will be modified so as to utilize multiple points of ingress/egress, so as to reduce student density/congestion.
- As weather permits, and as is compatible with programming, opportunities will be provided to faculty/staff to relocate certain activities outdoors. Most PCSD buildings feature enclosed courtyards and/or fenced adjacent areas, and seating will be introduced into these areas so as to enable certain activities (class discussions, meal consumption) to occur outdoors.
- Certain activities may be relocated so as to take advantage of available larger instructional areas. Naturally, the number of such spaces (cafeteria, auditoria, lecture halls, double-classrooms, etc.) is limited, but to the extent practical, instruction will occur in those spaces which afford the greatest opportunities for social distancing.
- In addition to signage which will remind and encourage students, faculty, and staff about social distancing, various other indicators (floor markings, wall markings, etc.) will be used as visual cues to help ensure distancing.

Personal Protective Equipment

- All employees will be provided with reusable cloth face masks or a disposable face mask. Employees must wear masks at all times.
- Disposable face masks will be available for visitors, who will be limited to those conducting emergency business.
- Employees have received training on putting on and removing face masks.
- Hand sanitizing stations will be introduced throughout the building and/or hand sanitizer will be placed in every classroom/common area. Signs will be posted to encourage frequent hand washing and hand sanitizing.
- Additional personal protective equipment (PPE) items such as nitrile gloves, face shields, and gowns will be made available for staff who desire to use such.
- Students will be expected to wear masks throughout the day, with certain prescribed exceptions.

Engagement with Visitors

- Visitors must follow the 6-foot social distancing mandate and follow regulations for wearing protective equipment to limit the spread of illness while on site.
- Non-essential/non-emergency visitors, including parents, will be precluded in all school buildings, including district offices and transportation facilities. To the maximum extent practical, business will be converted to remote/virtual platforms.
- The public use of school facilities will be cancelled until further notice.
- Staff will avoid the use of shared writing utensils and clipboards for sign in.

- Staff will discontinue the use of toys, magazines, and other shared items in waiting areas.
- Reception areas not already separated from visitor contact by fixed dividers will be equipped with temporary plastic dividers.
- Reception seating areas will be eliminated.
- All visitors will be asked to call the school office from the parking lot before presenting themselves to reception, so as to pre-determine whether their business is essential, or can be accomplished remotely/virtually, or by dropping materials in the designated area(s).

Copier Rooms/Areas

Congregating in copier rooms/areas is discouraged.

Elevator Use

- Individual/single use of elevators should occur whenever possible.
- When individual/single use of elevators is not possible/practical, masks will be worn by all individuals present.

General Classrooms

Classroom operations under COVID-19 precautions may include the following:

- Arrange furniture and equipment in all instructional and non-instructional rooms to comply with social distancing standards to the maximum extent practical.
- Have soap, hand sanitizer and tissue readily available
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas
- In cafeterias, during meal consumption, students will be maximally-spaced, and auxiliary dining areas will be designated if current cafeteria arrangements do not permit adequate spacing. Additional scheduling modifications (such as reversing recess and lunch sequencing at the elementary, or introducing split lunch/study hall periods at the secondary level) will be employed where necessary.
- Commonly used items that can be considered "shared classroom supplies" such as pencils, paper, books, pencil sharpeners (consider switching to mechanical pencils), and other commonly shared items need to have procedures developed and explained to students regarding usage. If unable to restrict sharing of supplies, the communal use of shared items should be limited with all shared items cleaned and disinfected after each use.
- Physical contact between individuals such as hugs and handshakes will be highly discouraged.
- At the elementary level, classroom Teachers may allow students to remove masks for the purpose of in-class snack consumption, provided proper distancing is maintained. Students will re-mask immediately upon completion of their snack.

Classroom Furnishings

- In general, items with soft covered surfaces, including items that are shared frequently and cannot be cleaned/disinfected properly (upholstered couches/chairs, stuffed animals, toys etc.) will be removed from classrooms.

- In general, furnishings such as carpets/throw rugs, bean bag chairs, and other items which are not easily disinfected will be removed from classrooms.
- In general, cloth curtains will be removed, or will be or sprayed with disinfectant daily.
- Desk arrangements must adhere, whenever possible, to CDC social distancing guidelines. In general, desks will be placed near the perimeter of each classroom and positioned at 6-foot space intervals throughout the interior of the classroom space, and other furniture will be removed so as to enable maximum distancing.
- Unneeded desks, as with other furniture, will be removed so as to best meet social distancing requirements.
- As in hallways and other common areas, signage and visual cues such as floor markings will be used to inform and encourage proper hygiene and distancing practices.
- Facemasks must be worn at all times consistent with mask-wearing protocols. A summary of building expectations, which further addresses mask-wearing protocols, is appended to this document.
- In addition to the provision of hand sanitizer at various places throughout the building, students and staff alike are permitted and encouraged to bring and use a daily supply for frequent personal use.

Food Service Considerations

Below are the **Standard Operating Procedures** that the Plattsburgh City School District Food Service Department will continue to implement for the remainder of the year.

Breakfast and Lunch Meals for In Person Instruction:

- Bagged breakfast and lunches will be provided to students.
- Lunch will be served to the students at the serving line.
- Breakfast and lunch will be provided on disposable trays.
- Breakfast and lunch will meet Nutrition Standards in the Summer Food Service Program.
- Prepackaged condiments will be used.
- Napkins and silverware will be provided directly by staff, not for individuals to take.
- Disposable silverware will be used.
- When students process through food serving lines, masks, standard spacing and expeditious movement will be expected.

Breakfast and Lunch Meals for Remote Instruction:

- Bagged breakfast and lunches will be provided to students.
- Bagged breakfasts and lunches will meet Nutrition Standards in the Summer Food Service Program.
- Sample breakfast items: milk, fruit, packaged pancakes, French toast, cereal, breads, muffins
- Sample lunch items: milk, apple, banana, packaged fresh veggies, sandwich, yogurt, prepackaged cold entrees
- Bagged meals will be labeled
- Prepackaged condiments will be used
- Napkins and silverware will be provided directly by staff, not for individuals to take.

- Disposable silverware will be used.
- Bagged breakfasts and lunches will be available for pick-up.

During periods of full in-person instruction, breakfast and lunch will continue to be served, and students who wish to participate in breakfast will still be invited to access the building prior to the designate start time. For those medically-fragile students who will pursue remote, homebound instruction during periods of full in-person instruction, bagged breakfasts and lunches will be made available for pick-up, as during periods of school closure/remote instruction. During periods of in-person instruction, students attending in person will receive meals as in in-person instruction, while students studying remotely may access meals as in remote instruction.

Cafeteria Facilities Considerations:

- Ventilation systems will meet or exceed air exchange standards, and to the maximum extent practical, the circulation of outdoor air will be encouraged through the opening of windows and doors, the use of fans, and other methods. Doors and windows will not be opened if such poses a safety or health risk (e.g. allowing pollen to enter or exacerbating asthma symptoms) to children using the facility.
- Vending machine access will be precluded or restricted.

Food Preparation Areas and Contact Surfaces:

- When possible, workspaces will not be shared.
- When applicable, employees will be directed to perform certain tasks, at separate workstations, for the task duration.
- Any exposed clean silverware, dishes, glasses, pots and pans will be kept covered.

Laundry for clothing, towels, linens and other items:

- Cloth materials (i.e., linens, aprons, etc.) will be washed and dried on the highest temperature setting allowable for the fabric.
- District personnel will launder items (if possible) according to the manufacturer's instructions. Staff will use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered household disinfectant.
- Staff will wear disposable gloves when handling dirty laundry from a person who is sick.
- Staff will not shake dirty laundry.
- Staff will clean and disinfect clothes hampers according to prevailing guidance.
- Following the laundering process, gloves will be removed and disposed of, and hands will be washed immediately.

Transportation

- Parents are encouraged to drive their children to school where feasible, so as to minimize student density and maximize spacing on buses.
- Parents/guardians must screen their child(ren) for fever/signs of COVID-19 prior to getting on the bus; sick students must be kept home.

- All students, monitors and driver will be required to wear a mask while riding the bus.
- Students will be seated one student per seat where possible, but siblings or those who reside in the same household will sit together.
- All buses will be sanitized at the end of each transportation run.
- Maximum ventilation will be pursued during both transportation and bus cleaning. Windows and roof hatches will be opened, and fans will be turned on during route operation, as weather permits.
- Only cleaning and disinfecting products which are approved by the EPA will be used to clean buses.
- Drivers will be required to wear Personal Protective Equipment (PPE) when cleaning and using chemicals.
- Buses and other transportation vehicles will be inspected daily for cleanliness (all cleanings/inspections will be documented by the driver via a trackable log).
- Eating and drinking will not be prohibited on the bus.

Fiscal and Budget

The acquisition of PPE and the change in certain practices will impact the district's projected spending plan, and may strain financial resources. However, the district is committed to providing consistent, undiminished academic programming, despite these fiscal pressures. Wherever eligible, these expenses (which may include materials, supplies, signage, staff training, expanded staffing, etc.) will be submitted for potential reimbursement through the federal CARES Act, or other assistance programs.

Extracurricular, Interscholastic, and School-related Activities

Necessarily, the scope of activities will be narrowed so as to minimize the incidence of possible exposure. Most school-related activities will be considered and adjudicated on a case-specific basis, but some general categories and standard approaches have been established.

Volunteers and Visitors

Volunteers

- The district does not anticipate accepting Student Teachers.
- The district does not anticipate utilizing volunteers during the academic day (including parent classroom helpers).

Visitors

Visitors to the district's schools will be highly controlled, and will generally be limited to essential and emergency personnel and contractors. Permitted visitors may include BHSN staff engaging in direct student support, DSS personnel engaged in investigative matters, law guardians meeting directly with students when meeting outside of the school setting is not possible or detrimental to the student's interests, vendors providing required or pre-authorized staff training, contractors providing repairs to systems or infrastructure, and substitute employees.

Parent deliveries may be left on a designated table in each building's entry vestibule. Student late arrival and early pick-up will occur at the building entry doors.

Deliveries and Meetings

- USPS, UPS and FedEx drivers shall be informed to leave all deliveries in a designated area.
- All visitors must enter through the Main Office area.
- In-person meetings should be kept to a minimum, and school business should be conducted via telephone, email, or videoconference to the maximum extent practical. Mask wearing should occur at all in-person meetings.
- If in-person meetings are necessary, the Building Principals must coordinate the scheduling of such meetings to ensure that proper social distancing guidelines are followed. Visitors should be advised to call the Main Office upon arrival so that the clerical staff may unlock the doors for them to enter.
- Visitors may not be permitted access to the building if they are not wearing an appropriate face covering. Visitors should be notified of this when appointments are scheduled.
- Visitors must complete a health screening survey prior to entering the building. Visitors should be advised of this requirement when their appointment is scheduled, and the survey should be provided to them in advance to the extent possible.
- Visitors must be shown immediately to the meeting room and may not be permitted to wait in any common area.
- Visitors should also be advised to reschedule their appointment if they are feeling ill or are experiencing any COVID-19 symptoms.
- The Building Principal(s) or designee must keep a log of visitors entering the building including their name, date and time of visit, staff members they met with and contact phone number.
- A meeting log must be created whenever a meeting is held within a building. The information is collected by the host of the meeting and turned into the Building Principal(s) at the conclusion of the meeting. The log must contain the following information name, date, time, and contact number.
- Visitors who are dropping off or picking up documents and students should be met outside the building to minimize visitors entering the building.

Modes of Instructional Delivery

For the remainder of the 2020-2021 school year PCSD will provide full in-person instruction. It will be imperative that school personnel and students/families alike are able to quickly move (or 'pivot') between in-person and remote instruction if there is a need to pivot into remote due to a COVID situation. To best facilitate this flexibility, **all parties should develop a functional competence in the learning management platforms which will be utilized by the district during Fall 2020 and beyond. These include Microsoft Teams (for grades 3-12) and Microsoft Teams and/or Seesaw (for grades PK-2).**

Further, so as to maximize effective communication and ensure rapid notification of families when a change in instructional delivery mode is necessary, all parents should ensure that the district is furnished with the most current telephone and email contact information.

Parents who are not comfortable sending their child(ren) to school during periods of in-person will be able to self-select into a remote option. The instruction provided as part of this parent option will include live synchronous instruction using the learning platforms mentioned above. Parents who plan to elect this remote option, but have been in the hybrid mode are asked to return the enrollment form (appended to this document) to their child(ren)'s building Administrator. All parents should understand that re-entry from the remote option to in-person instruction may occur based on principal's discretion and may require up to a two-week transition.

In-Person Instruction

Parents, students, faculty and staff must be prepared for such in-person instruction to feature extensive safety-driven precautions. Student movement and activity under this mode of instructional delivery will be highly regimented, and student activity within the schools will be highly controlled. Access to the district's buildings will be, in general, limited to faculty, staff, and students. Moreover, adherence to best hygiene practices will be expected, and seating in instructional spaces will be redesigned so as to allow for maximum spacing.

Parental Election of Remote Instruction

Students will be **required to participate in synchronous instruction** at the specified times outlined in their daily schedule. At the secondary, this would be inclusive of all classes that make up their daily schedule (excluding lunch and study halls). At the elementary, synchronous instruction would occur for ELA, Writer's Workshop, Math, Social Studies, Science, all special area classes, intervention classes and any related services that the students may receive. Students will have live access to any explicit, direct instruction that the teacher is providing in class via the platform that has been utilized all year (Microsoft Teams). Students and families should understand that the duration of instruction may vary each day and with each class. Students will know that the synchronous instruction is complete because the teacher will announce the end of instructional block or no longer broadcast on their computer. Students and families should be aware that many teachers will use their computer to project their presentation planned for the class. This may prevent the teacher from being able to see remote students, but students will see the presentation and hear the classroom teacher. Whenever a teacher is providing **synchronous instruction** they **will record** the segment for student review. Teachers will also provide the classroom materials and assignments to remote learners via the learning platform. Due to the instruction being synchronous, there will no longer be Instructional Routines for teachers to prepare or students to complete.

CV-TEC

Students will attend PHS on all non-CV-TEC days (3 days per week).

Social-Emotional Learning Considerations

Throughout the 2020-21 school year, the district has introduced a multi-tiered system of social-emotional supports for students. Details of this multi-tiered system of support (MTSS) will be posted to the district's website. This plan will be complemented by Student Support Services' newsletters which will be distributed to families throughout the year, during the first week of each quarter.

This MTSS plan will be further complemented by the administration of a student needs assessment designed to identify areas of needed student supports, and to assist in the development of year-long counseling curriculum.

Attendance

Students attend school so as to receive a sound basic education which will enable them to develop as responsible, healthy citizens, critical thinkers, lifelong learners, and effective communicators. These outcomes are best achieved through consistent student attendance and active participation. It is therefore extremely important that each student be present for this process of education to be effective. Parents and families have the obligation to ensure the consistent and punctual attendance of their children. Students share in this obligation for consistent, punctual attendance and active student participation in classes. Administrators and teachers have an obligation to encourage consistent and punctual attendance by students.

Consistent and punctual student attendance help to create an environment that fosters subject competency, continuity of learning, productive habits of work and mind, and enhanced student responsibility. Students are expected to consistently attend and actively participate in class, and to arrive at class prepared to be actively engaged with class activities and assigned projects. Students within State-prescribed age limits are required to attend school each day when school is in-session unless they have an excused absence. Absence from class is detrimental to learning and is in conflict with the overall goal of having our students become responsible, healthy citizens, critical thinkers, lifelong learners, and effective communicators. Compensating or corrective actions are to be considered and implemented, upon careful consideration of valid data and the circumstances associated with a particular student who has an emerging or chronic pattern of unexcused absences.

Remote Attendance

Attendance is mandatory and will be based on students logging into "live instruction" during the synchronous (ie. 'live') session. Failure to attend could result in invocation of the district's engagement policy. Attendance for elementary students will be taken in the first live meeting of each day. The district recognizes that our youngest students, whose parents have elected the remote option, may need to have additional adult assistance with synchronous instruction, and may need access to the recording of this instruction. These instances will be handled on a case by case basis. Please contact your student's building principal to discuss.

Secondary remote students will continue to complete the Daily Remote Attendance Form.

Engagement process

- The greatest academic risk of this pandemic is surely non-participation/non-engagement by students. Teachers and Administrators have worked extremely hard to adjust their lessons and instruction to these new delivery formats, and non-engagement by students will create deficits which may not be overcome. Each building may employ slight variation of the following process, but the general system of ensuring student engagement is as follows:
- Teacher(s) will send a Teams chat message or email message to student/family within 24 hours or by close of the next school day, if over weekend/holiday.
- If no engagement/connection, Teacher(s) will call the home (again within 24 hours or close of next school day).
- If no engagement/connection, Teacher will initiate a Microsoft Teams chat with student's other Teachers/providers to gauge engagement in other subjects/areas.
- If non-engagement persists, within 24 hours, either a School Counselor or School Psychologist will call home to share with parents the findings/outcome of the Teacher/provider Microsoft Teams chat.
- If non-engagement persists, within 24 hours the school Administrator will place a telephone call to the family.
- If non-engagement persists, within 24 hours the school Administrator will refer the matter to the Plattsburgh Police Department Youth Officer for a home visit.
- If non-engagement persists for 10 days beyond the Youth Officer's home visit, an educational neglect referral will be made to Clinton County Child Protective Services (CPS).

The Plattsburgh City School District will closely monitor student attendance patterns and provide necessary interventions when the following occur: chronic and/or excessive absenteeism, late arrival and early dismissal. Please note the definitions below and the Student Cumulative Days Absent Guide that school staff will be utilizing to guide tiered interventions for students and families.

- Chronic absence means missing approximately 10% or more of the school year (equivalent to 18 days out of a 180-day school year) regardless of whether absences are excused or unexcused.
- Excessive absence means missing approximately 20% or more of the school year (total of 4 days absent at the end of September, 8 days absent at the end of October, 11 days absent at the end of November, etc.).

Student Cumulative Days Absent (Late Arrival/Early Dismissal) Guide

Month	Chronic Absence/Late Arrival (10% or more)	Excessive Absence/Late Arrival (20% or more)
September	2	4

October	4	8
November	6	11
December	7	14
January	9	18
February	11	22
March	13	26
April	15	29
May	17	33
June	18	36

Tier I Interventions

- Office makes daily phone calls on all student absences
- Positive reinforcement for good and improved attendance
- Teacher/Counselor contacts parents (once student reaches 10% threshold)
- Attendance Letter #1 from administrator (Letter#1: once 10% threshold is met)
- Attendance Monitoring by administrator

Tier II Interventions

- Attendance Letter #2 from administrator (Letter #2: once 20% threshold is met and/or if 10% chronic absence rate is not remedied)
- Parent/Guardian conference with school administrator.
- Attendance Success Plan (completed with school administrator, counselor, parent, and student).
- Individual/Group Counseling
- Other possible Tier II interventions:
 - Check In/Check Out
 - Home Visit/Student Pick-Up
 - Consult with medical providers
 - Behavioral Intervention Plan

Tier III Interventions

- Attendance Letter #3 from administrator (This letter explains all of the previous interventions)
- Revised Attendance Success Plan/Conference (with school administrator, counselor, parent, and student).
- Check In/Check Out
- Home visit/Student Pick-Up
- Individual/Group Counseling
- Outside Agency Involvement

Grading

The district has and will continue to replicate the district's regular grading policy. This will include the information necessary for Data Cards (Elementary) and Report Card completion.

Student failing grades and requisite in-person mode of instruction

Upon return to full in-person instruction, families/students who have elected to remain in remote instruction will need to ensure that their grades are passing. Secondary students with failing grades in 2 or more subjects, and elementary students with failing grades in ELA and/or Math, will be made to join the in-person mode of instruction following a 2-week notification/transition period, and will remain in-person until the end of the school year.

As students enter academic distress (as defined as failing 2 or more classes at the secondary level and failing ELA and/or Math at the elementary level), families will receive written notification from the school Administrator that the student(s) will be joining the in-person mode of instruction at the start of the week following 14 days from the date of the letter. Students may work to address these academic failures during this notification/transition period, and if failures are preemptively corrected, parents may petition the school Administrator to remain in the remote option prior to their date of inception of the in-person mode. If/once students are mandated to join the in-person mode of instruction, they will follow that mode through the end of the year.

When families believe that a medical condition exists which should preclude the student's participation in full in-person mode of instruction, the standard of medical documentation and the standard outlined in the district Homebound Instruction process will apply.

Special Education

- Students will receive the programs and services identified in the IEPs.
- Students and teachers will wear masks in regular classroom settings such as Self-Contained classes, Consultant Teacher-Direct classes, and Resource Rooms, unless adequate social distancing is possible, and at the discretion of the Teacher.
- School Psychologists will wear masks for counseling services, unless adequate social distancing is possible. Students who are overdue for initial screenings and/or re-evaluations because of COVID-19 related delays will be prioritized and a schedule will be created for processing assessments by the CSE/CPSE Office.
- Related Service Providers (ie, OT, PT, and Speech & Language) will provide services in-person as identified in IEPs. They will have access to masks, face shields, and gloves for use during service delivery. Students who are overdue for initial screenings and/or re-evaluations because of COVID-19 related delays will be prioritized and a schedule will be created for processing these assessments by the CSE/CPSE Office. Students from different class cohorts may be mixed so as to allow for group instruction per IEPs.

- Teaching Assistants and Student Aides will continue to support identified students in the appropriate settings. During periods of hybrid and/or remote instruction, these paraprofessionals may be redeployed to support instruction in other ways.
- Students who are new to the district will have their IEPs reviewed and will receive an initial placement in a timely manner. Initial placement meetings will take place within the first 30 days of school. (Continuing Placement/transfer)
- Child Find procedures will be carried out as required.

CSE and CPSE meetings, including Annual Reviews, will continue – either via telephone or video-conference, or in a physical setting which allows for appropriate social distancing.

Bilingual Education

The delivery of English Language Instruction for qualifying non-fluent speakers (currently 14 students) will continue throughout in-person instruction during Fall 2020. Where necessary (such as during parent-teacher conferences), the Microsoft Translator application will be employed. Further, when appropriate and convenient, Microsoft Translator can be paired with Microsoft Teams, to allow for such meetings to take place virtually.

The following instructional requirements will be used in scheduling ELL programming for K-8 students:

- Entering (formerly Beginning) = 360 min/week
- Emerging (formerly Low Intermediate) = 360 min/week
- Transitioning (formerly Intermediate) = 180 min/week
- Expanding (formerly Advanced) = 180 min/week
- Commanding (formerly Proficient) = 0-90 min/week

The following instructional requirements will be used in scheduling ELL programming for 9-12 students:

- Entering (formerly Beginning) = 540 min/week
- Emerging (formerly Low Intermediate) = 360 min/week
- Transitioning (formerly Intermediate) = 180 min/week
- Expanding (formerly Advanced) = 180 min/week
- Commanding (formerly Proficient) = 0-90 min/week

NYSED has approved temporary emergency regulatory changes to the ELL identification process to address the backlog of newly enrolled students who need to complete the ELL identification process mandated by Part 154- 2.3(a) at the commencement of the 2020-21 school year. This temporary change directs that:

Qualifying schools that reopen using in-person instruction or blended/hybrid instruction will be required to complete the ELL identification process within 30 school days of the start of the academic school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students

who enroll during summer of 2020 and during the first 20 school days of the 2020-21 academic school year. After this 20- day flexibility period, all schools that reopen using in-person or hybrid instruction will be expected to complete identification of ELLs within the required 10 school days of initial enrollment for all students pursuant to Commissioner’s Regulations Part 154, including the ELL screening, identification, and placement processes. The initial screening process should be followed in person for new entrants following the district’s safety protocols to ensure compliance with the Governor’s Executive Orders and Center for Disease Control (CDC) health and safety guidelines after commencement of regional reopening. Any new entrant enrolling in a school district, to the extent feasible, must be provisionally placed in a Bilingual Education program while awaiting NYSITELL results, as this is the program of default for districts which meet the enrollment threshold set forth under Section 154-2.3(d).

Listing of District Contacts/Resources

Title	Name	Work Phone	E-Mail
Superintendent of Schools	Jay Lebrun	518-957-6002	jlebrun@plattscsd.org
Assistant Superintendent for Curriculum	Carrie Zales	518-957-6000	czales@plattscsd.org
Director of Special Education	Glenn Hurlock	518-563-6262	ghurlock@plattscsd.org
PHS Principal	James Manchester	518-561-7500	jmanchester@plattscsd.org
PHS Principal	Jamie Maggy	518-561-7500	jmaggy@plattscsd.org
SMS Principal	Jamie LaBarge	518-563-6800	jlabarge@plattscsd.org
Momot Principal	Sue Wilson	518-563-1140	sdwilson@plattscsd.org
Oak Street Principal	Jayson Barnhart	518-563-4950	jbarnhart@plattscsd.org
Bailey Avenue Principal (Thomas E. Glasgow Elementary)	Claudine Clark	518-563-2410	cselzer@plattscsd.org
Director of Buildings and Grounds	Norbert Neiderer	518-561-7500	nneiderer@plattscsd.org
Director of Food Service	Charlene O’Connor	518-561-7500	coconnor@plattscsd.org

Appendix A: Student Safety Guidelines

Summary of School Expectations Related to COVID for Inclusion in Codes/Guidelines

Masks

Masks will be worn at all times throughout the school day with specific exceptions for:

- During food consumption, while seated, while spaced, during times designated by Teacher/Administrator (breakfast, lunch, snack break).
- During water consumption, from cups or water bottles (not from fountains), while spaced.
- While outside, while spaced.
- During Teacher-designated mask breaks, which should take place in a designated area of the classroom adjacent to an open window, in a remote portion of the classroom, or while seated in a chair in the hallway adjacent to the classroom door.
- During specific activities (band instrument playing, physical activity), when spaced.
- During necessary medical/therapeutic treatment, when spaced from other students, provided adequate PPE for staff, at the direction of Teacher/staff.

Hallway movement

Elementary: Individuals will always proceed on right-side of hallway.

Individuals will always wear masks.

All individuals will remain vigilant about proper spacing/distancing.

Secondary: Individuals will always proceed on right-side of hallway.

Individuals will always wear mask.

All individuals will remain vigilant about proper spacing/distancing.

Students will move directly and expeditiously between classrooms (not standing still in hallways).

Breakfast/Lunch:

- Students must be seated in designated spaces (which may be in traditional Cafeterias and/or classrooms) or designated auxiliary cafeterias (which may also include outdoor eating spaces).
- Meals will be pre-assembled ('grab & go' style).
- Masks may be removed only during actual food consumption – should be replaced when finished and waiting.

Bathrooms:

- Individuals will always wear a mask.
- Individuals will wait outside bathroom, away from door, if occupied.
- Some fixtures (sinks, toilets, urinals) will be removed from service in multiple fixture bathrooms.
- Individuals will wash hands after use.

Recess:

- There will be no activities which don't support distancing.
- Monitors will guide all recess activities (which may include walking, rotating use of playground equipment, etc.).
- Masks will be worn by all students and staff during recess and outside time. Supervised mask breaks may occur in designated areas and with a minimum of six feet of spacing.

Entry:

- Students will use designated points of entry.
- Masks should be worn by all individuals (students and accompanying adults) upon arrival on school grounds/exit from vehicle on school grounds.
- Playgrounds will be closed for before-school use.
- Distancing reminder markings will be placed on sidewalks/tarmacs at entry points.

Appendix B: Remote Learning Enrollment Form



Remote Learning Option Enrollment Form

For Fall, 2020, the Plattsburgh City School District has developed three different modes of instruction: in-person, hybrid, and remote. Any/each of these may be delivered as circumstances surrounding the COVID-19 pandemic dictate. During any period of the remote mode of instructional delivery, all students will work remotely and faculty will focus the entirety of their efforts on this mode. During periods of in-person or hybrid modes of instruction, parents may elect to have their students learn remotely by completing and submitting this form:

The parent-option form of remote instruction will generally entail the following:

- Students will be **required to participate in synchronous instruction** at the specified times outlined in their daily schedule. At the secondary, this would be inclusive of all classes that make up their daily schedule (excluding lunch and study halls). At the elementary, synchronous instruction would occur for ELA, Writer's Workshop, Math, Social Studies, Science, all special area classes, intervention classes and any related services that the students may receive. Students will have live access to any explicit, direct instruction that the teacher is providing in class via the platform that has been utilized all year (Microsoft Teams).
- The PCSD will endeavor to connect families who choose this remote method and who express a desire for additional support with teacher-candidates from SUNY Plattsburgh, who will be working to satisfy their practicum requirements through the delivery of free tutoring supports.
- Students whose parents elect this remote option will continue to follow this instructional program until the parent has contacted the building administrator.



**Parent Election of the Remote Option During Periods
of In-Person Instruction**

Student Name: _____

Student's School: _____

Student Address: _____

Parent Name: _____

Parent Phone: _____ Parent Email: _____

Emergency Contact Name: _____

Emergency Contact Address: _____

Emergency Contact Phone: _____ Email: _____

Parent attestation:

I, as parent (guardian) of the above-listed student, acknowledge and accept the terms of this parent-option for the remote mode of instructional delivery during in-person instruction.

Signed

Date

Please submit completed form to the student's Building Administrator

Parents who wish to discuss technology/connectivity needs should indicate such to the student's Building Administrator, who will make a referral to a District Technology Integrationist.