

High School Addendum to Sauquoit Valley CSD Reopening Plan

This document is designed to supplement the Sauquoit Valley CSD Reopening Plan.

This document will be updated as needed based on updated guidance. (Updated 8/23/20)

Thank you for your cooperation as we work to establish a safe environment for our students and staff.

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I. Proactive Safety Requirements by Location (For In-Person Instruction)

A) All Areas

1. Social distancing: Anyone in the building must exercise social distancing (at least 6 feet between individuals) whenever possible. A distance of twelve feet in all directions must be maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).
2. Mask/face coverings: Anyone entering the building will be required to wear a mask or appropriate face covering. Cloth-based face coverings (including homemade sewn, quick cut, bandana), and surgical masks are appropriate. All face coverings must cover both the mouth and nose. Face shields worn without other face coverings may not be used. Students/families are responsible for providing, maintaining, and cleaning acceptable face coverings. If a student does not have a mask or acceptable face covering, one will be provided. Each person must have the mask on his/her person at all times so that the mask can be worn when social distancing is not possible. Mask wearing will be required, and supervising staff members will allow students to remove their masks at various times throughout the day when they are appropriately socially distanced. Refusal to wear a mask -- or to adhere to other guidelines in this plan -- will be handled through the District's Code of Conduct.
3. Hand washing/sanitizing: Regular hand washing/sanitizing is strongly encouraged throughout the day and, in some cases, required (examples: after bathroom use, after use of a shared item, after sneezing or coughing into one's hands, and anytime hands are visibly soiled). Hand sanitizer will be made available at many locations throughout the building including every classroom and throughout the hallways.
4. Cleaning/disinfecting: Supervising staff members will clean desks, chairs, keyboards, and other shared surfaces multiple times each day and always whenever they are visible soiled. Specifically, lunch/breakfast desks, physical education equipment, and copiers will be cleaned/sanitized after each individual use. Staff members will be provided with gloves, disinfectant wipes, and a spray/rag. Thorough cleaning and disinfecting of the building will occur every night and every Wednesday. Generally, the District will more frequently clean and disinfect spaces and particularly high-risk, high-touch surfaces and areas used. Students may not participate in cleaning and/or disinfection activities.
5. Furniture: In order to ensure efficient cleaning procedures, porous/soft surfaces/furniture are not allowed.
6. Ventilation: Ventilation systems will be configured to maximize air flow as appropriate. Doors to classrooms, offices and other spaces of congregation may be left open and windows, when applicable may be open to create greater ventilation/air flow in those spaces (depending on health/safety risks like allergies, weather, etc.).
7. Signage: Signs will be posted on external doors and throughout the building to promote safe practices.
8. Facility Use: Use of school facilities by external community organizations will be limited. When such events/activities are approved, external organizations will be required to follow all elements of this plan.

B) Building Entry Points

1. Arrival time/location: Students will not be permitted to enter the building before 7:15 am. Each student will be assigned a location to report to prior to first period. Upon entering the building, students may put their coats in their lockers and then will promptly report to their assigned locations.
2. Temperature checks: All students attending school will be required to have their temperature checked daily. Temperature checks will be performed by nurses and other trained staff members; this will be done by bus drivers for students taking a bus to school. Parents are asked to take their child's temperature each morning before departing for school and to keep their child home if there is a fever of at least 100.0 degrees. Additionally, parents are asked to review all of the questions on the COVID-19 questionnaire (posted on our website) each morning before departing for school and to keep their child home if the answer to any of the questions is "Yes." In that event, please inform the school that the child will be remaining home and contact your child's health care provider for next steps. Students will occasionally be asked to complete the COVID-19 questionnaire before entering the building.
3. Arrival procedures for students driving/being dropped off: Student drivers will be required to park in their assigned parking spot in the student parking lot. Parents/guardians may utilize the bus loop for drop off because busses will utilize the cafeteria entrance. Parents/guardians will not be allowed to enter the school building when dropping off their children. These students must enter the building with their face masks on at the main entrance only. Parents will be expected to standby in the bus loop until their child has been screened and approved to enter the school. If a student driver/walker has a fever of 100.0 degrees or higher, the student driver/walker will be required to return home. If not present, the parent/guardian will be called in the morning to inform them that their student driver/walker had a fever and was required to return home. If necessary, a student driver with a fever of 100.0 degrees or higher may be supervised in the designated isolation room until a parent/guardian can pick him/her up. A parent/guardian whose child has a fever of 100.0 degrees or higher must contact the child's health care provider for next steps.
4. Arrival procedures for students taking a bus: Students who ride a bus to school will be released one bus at a time to maintain social distancing. These students will be dropped off and enter at the cafeteria entrance. Again, each student will be required to have his/her temperature checked daily; this will be done by a bus driver before the student gets on the bus. Parents/guardians should be prepared for students to be sent back home if their temperature is above 100.0 degrees when taken at the bus stop. A parent/guardian whose child has a fever of 100.0 degrees or higher must contact the child's health care provider for next steps. Students must be wearing a mask when entering the building.
5. Arrival procedures for staff: All staff members will be required to go to the main office immediately upon entering the building. Staff will be required to complete the [COVID-19 questionnaire](#) (copies will be provided) which includes a temperature check. Staff members will check their names off the provided list to confirm that they answered all questions with "No" and then may proceed with their professional responsibilities. Staff members are asked to complete the questionnaire and temperature check at home for increased safety and efficiency.
6. Dismissal procedures: At the end of the day, students must exit the building through the same door that they entered. Cars will be permitted to enter the bus loop for the purpose of picking students up. Students will be dismissed in a staggered fashion to promote social distancing.

7. Visitors: Visitor traffic will be significantly limited and only permitted for absolutely essential purposes. Parents/guardians picking up their children will be asked to wait in their cars. Visitors will be required to socially distance in the vestibule area. Visitors to the school, including those making deliveries (if entering the building), must report to the main entrance and complete a COVID questionnaire at the attendance office. This includes having one's temperature taken. The visitor will only be allowed entry if all questions on the questionnaire are answered with "No" and if the visitor's temperature is under 100.0 degrees Fahrenheit. In keeping with typical visitor procedures, the visitor will be required to sign in and out at the attendance office and will be required to wear a visitor's badge at all times. Other safety components of this plan -- including mask wearing and social distancing -- also apply to visitors. The visitor will be given a summary of these requirements. Whenever possible, curbside and/or loading dock deliveries will be accommodated.
8. Physical barriers: Physical barriers will be installed at reception areas (includes some areas other than entry points including, for example, the counseling secretary's desk).

C) Classrooms

1. Desk location: Desks will be spaced at least 6 feet apart. Desks will face the same direction rather than facing each other as much as possible. Teachers will have input on the location of the desks in their rooms.
2. Mask/face coverings: Mask wearing will be required in classrooms. Supervising staff members will allow students to remove their masks at various times throughout the day when they are appropriately socially distanced. Students have the right to wear their mask during a mask break, if they prefer to do so.
3. Common resource use: Common classroom resources (examples: shared pens/pencils) should not be used unless they are cleaned between each student's use.
4. Permanent passes: Permanent passes may not be used.
5. Storage: Teachers may permit students to store items in classrooms as students will not be permitted to use their lockers for instructional materials (only for coats and lunches).

D) Nurse's Office

1. Isolation room: There will be a room identified in the nurse's office suite to contain/isolate any person displaying symptoms of COVID-19 (including anyone who has a temperature of over 100.0 degrees) or anyone who has entered the building and answers "Yes" to a question on the COVID-19 questionnaire.
2. PPE: SVCSD will provide PPE for use by school health professionals including gloves, gowns, and face shields. The district will also provide nurses with N95s for emergency use.
3. Cleaning/disinfecting: School health office cleaning must occur after each use of cots, health office bathrooms, and health office equipment.

E) Restrooms

1. Occupancy: Multi-person restrooms will be limited to a maximum occupancy of 2.
2. Mask/face coverings: Mask wearing is always required while in a restroom.
3. Social distancing: Particular toilets, sinks, etc. will be out of order to ensure appropriate social distancing.
4. Hand washing: Hand washing after bathroom use is required.
5. Cleaning/disinfecting: Restrooms will regularly be cleaned and disinfected by the custodial staff.

F) Busses/School Vehicles

1. Family transport: Families are encouraged to transport their students to school whenever possible.
2. Mask/face coverings/PPE: Anyone on a school bus must wear a mask or acceptable face covering at all times. Additionally, staff who have direct contact with students will wear gloves.
3. Social distancing: Social distancing must be practiced on school busses whenever possible. We will maintain one student per seat on a school bus with the exception of family members living in the same home as they will be expected to sit together.
4. Cleaning/disinfecting: School buses will be cleaned and disinfected at the end of each day.
5. Window ventilation: When temperatures are above 45 degrees, school buses will transport passengers with roof hatches or windows slightly opened to provide air flow, whenever possible.

G) Hallways

1. Mask/face coverings: Anyone in a hallway must wear a mask at all times.
2. Social distancing: Anyone in a hallway must socially distance (6 feet from anyone else) whenever possible.
3. Traffic pattern: Everyone will be expected to walk on the far right side of the hallway, and passing someone in a hallway is not permitted.
4. Water fountains: The water bottle function will be the only operable function of water fountains.
5. Lockers: Lockers will be assigned to students, but students will only be allowed to use them to hang their coats and to store their lunch so as to not promote congregating. Students may only visit their lockers immediately after entering the building, immediately before lunch (if the student is storing lunch in the locker), and immediately before exiting the building. Students will not otherwise be allowed to use their lockers during the school day.

H) Food Service Locations

1. Room assignment: Students will be scheduled to eat lunch in the cafeteria. Students will sit at individual desks that will be spaced at least 6 feet apart. Students will purchase meals by passing through the cafeteria service line.
2. Social distancing: Individual desks will be socially distanced in the cafeteria. Students will need to be spaced at least 6 feet apart while waiting in line and will be required to wear masks. Markers on the floor will indicate where students should stand to remain socially distanced. Students will be required to remain seated at their desks for the duration of the lunch period to preserve social distancing.
3. Mask/face coverings/PPE: Students may only remove their masks while eating, and students may only eat if they are sitting at a desk. Additionally, food service workers will be wearing masks and gloves.
4. Breakfast: Breakfast will be available for purchase in the morning, prior to first period. Students eating breakfast must be seated at a desk in the cafeteria. Students will be required to remain in the cafeteria, seated at a desk, until it is time to travel to their first period locations.
5. Service line: Physical barriers will be utilized in the food service line. A no-touch point of sale system will be utilized; students will verbally provide their PIN rather than type it on a keypad. The service line and cashier area will be cleaned/disinfected after each food service period.
6. Food sharing: Students will not be allowed to share food unless they are members of the same household.
7. Vending machines: Vending machines will not be in operation.
8. Cleaning/disinfecting: Each location where food is consumed will be cleaned after each period of use.
9. Remote service: Note that meals will continue to be provided for students who do not attend school in person.

II. Safety Requirements Related to Suspected or Confirmed Exposures (In-Person Instruction)

Please see the [SVCS D COVID Testing Plan](#) and the [SVCS D Contract Tracing Plan](#) for details regarding processes for students and staff who test positive or present with symptoms of COVID-19.

We will collaborate with the local and state departments of health to implement updated guidance and requirements, particularly in the event of a possible or confirmed exposure.

Students, parents, and staff are to contact the school nurse with questions about symptoms. It is very important to do so if an individual is presenting with or complaining of illness or if an individual has been exposed to COVID-19.

III. Instructional Plan

A) Components of Plan Regardless of Model Selected (Either Hybrid or Fully Remote)

1. Consistent platform: The Google platform (Google Classroom, Google Meet, Gmail, Google Drive, etc.) will be consistently utilized by all staff and students. There will be a Google Classroom setup for every course. Software such as Zoom will not be utilized to replace any component of the Google platform. Any additional software that is utilized will serve a purpose that is not accomplished by the available components of the Google platform. By remaining consistent with the Google platform, we can appropriately focus our training efforts and achieve an increased level of efficiency and effectiveness.
2. Google Meet expectations: While on a Google Meet session, students will be expected to remain engaged for the duration of the session. Specifically, students should -- to the greatest extent possible -- find a quiet place to remain for the session. Aside from bathroom breaks and other urgent needs, students should remain at the site of the Chromebook or device and be readily responsive to teacher questions or comments. Students will be expected to mute their Google Meet windows unless they are speaking. Updated 8/23/20: Teachers may record Google Meet sessions so that students can view them later for reinforced support. Students should not utilize cell phones or other electronic devices while on Google Meets unless directed to do so by their teacher. Students are not permitted to take a screenshot or record video. Teachers may require students to keep their cameras turned on to ensure engagement.
3. Time/rigor of engagement: Per New York State guidance, students should expect to engage in coursework (combination of in-person and online) for approximately the same amount of total time that they would if school were in regular session. Similarly, students and parents should expect instructional tasks to be “comparable in rigor, scope and magnitude to a traditionally delivered unit of study.”
4. Grading: Grading practices for each course will clearly be communicated to students and parents in advance. Students and parents can expect traditional grading practices to be utilized (practices that were utilized prior to the school closure in the spring of 2020 as opposed to during the school closure).
5. Deadlines: Deadlines for assignments will be utilized and clearly communicated by teachers. This will provide for an appropriate level of predictability in the learning process and enable progression through the curriculum.
6. Online parent communication resources: The “To Do” feature in each Google Classroom will accurately reflect the tasks/assignments that the student has not yet submitted for that course. Additionally, the SchoolTool Parent and Student Portals will be updated regularly by teachers so that parents and students can receive updated information on student grades.
7. Additional parent communication options: Teachers will remain readily available for support via email and phone calls. Parents are encouraged to contact teachers with questions and concerns related to instruction. Parents can expect communications to be returned by the end of the school day following the communication.
8. Extracurricular club meetings: Extracurricular club meetings will not occur in September. We will reassess in October to determine if meetings may occur remotely through the use of Google Meet.

9. Social/emotional development: The social and emotional needs and development of our students remains a top concern. We strongly encourage parents who have concerns about their children to contact our social workers and/or counselors who remain available to support our students in these areas. The counselors have created and will update a Google Classroom for all students in grades 9-12. Additionally, students will be asked to complete a Student Check-In Survey every two weeks to assess for and respond to individual social/emotional needs. Counselors will maintain virtual and in-person office hours to provide support to individual students.

B) Components of Hybrid Model

We will begin the 2020-21 school year in the hybrid model. While we are in that model, the following applies.

1. Attendance/engagement for in-person learning: Each student will attend school in-person on either Mondays and Tuesdays OR on Thursdays and Fridays. We will work to keep students in the same household attending on the same days. Attendance will be taken each period.

11/12 Transition Bell *	7:39	
9/10 Transition Bell *	7:42	
Announcements Bell *	7:45	
Period 1	7:48 - 8:23	
Period 2	8:29 - 9:04	
Period 3	9:10 - 9:45	
Period 4	9:51 - 10:26	
Period 5	10:32 - 11:07	
Period 6 **	LUNCH 11:07 - 11:37	CLASS 11:13 - 11:48
Period 7 **	CLASS 11:43 - 12:18	LUNCH 11:48 - 12:18
Period 8	12:24 - 12:59	
Period 9	1:05 - 1:40	
Period 10 ***	1:46 - 2:21	

Juniors and seniors will pass during the first 3 minutes of passing time between periods. Freshmen and sophomores will pass during the second 3 minutes of passing time between periods.

* Students will be assigned a location for time spent in the building prior to period 1. When students enter, they will be permitted to go to their lockers and then will travel either to the Cafeteria to eat breakfast or to their assigned location. Juniors and seniors are expected to be in their first period locations by 7:42, and

freshmen and sophomores are expected to be in their first period locations by 7:45. Announcements will begin at 7:45.

** Students will be assigned to either 6th period lunch (and 7th period class) or 7th period lunch (and 6th period class).

*** Juniors and seniors will be dismissed at 2:21. Freshmen and sophomores will be dismissed at 2:24.

AM BOCES students will report to the cafeteria by the Announcements Bell. Their bus will leave at approximately 8:10, and when they return to school, they will report to period 6.

PM BOCES students' bus will leave during period 6 lunch, at approximately 11:20. Due to their shortened lunch, they will be permitted to go to the front of the lunch line. They will return to school at approximately 2:10 and report to the cafeteria.

2. Attendance/engagement for remote learning: Each student will engage in remote instruction each weekday the student is not engaged in in-person instruction (3 days per week). On remote learning days, students will be expected to engage in instructional activities for the same amount of time as they would on an in-person learning day. Teachers will support remote engagement by, at minimum, providing students with a suggested list of activities to complete for the course during each remote day (Example for a student who attends in person on Mondays and Tuesdays: "You must complete ___ remotely before your next in person class. I suggest completing ___ on Wednesday, ___ on Thursday, and ___ on Friday."), and this will be communicated in Google Classroom. This model is aligned with guidance from the State Education Department, and it will provide students with a level of structure but also a level of flexibility as they develop time management and organization skills. On days in which they are engaging in remote instruction only, students will be required to submit a Google Form as evidence of their attendance; a link to the form will be posted on our website. The Form will require students to indicate the instructional tasks that they completed or will be completing that day. Teachers will remain readily responsive to student and parent questions via phone calls and online methods.
3. Format/design of instruction: Courses will be designed based on the needs of the students and the nature of the course curriculum. Many courses will likely task students with learning content for the first time remotely (examples: by watching a video or by reading a chapter of a text) and then engaging in complementary in-person components -- more or less the "flipped" classroom model. In-person components could include hands-on activities, student-led Q&A sessions, and teaching of more rigorous knowledge/skills. Other remote instructional activities may include engaging with other students through Google discussion prompts, completing online projects, and others. This model will enable us to transition to a full online model at any time, in case our regional infection rate rises enough to necessitate that transition.
4. Office hours: Teachers will hold at least two "office hour" sessions per week. Each of the sessions will be scheduled according to the period schedule (10 periods per day), and sessions will be scheduled so that students in each cohort may attend during their scheduled remote time. It may be possible to schedule additional sessions, upon request. The purpose of office hour sessions is for students to receive individual support from their teachers; students will be able to join a Google Meet to ask their teacher questions. Whenever possible, students are asked to inform teachers in advance that they plan to attend an office hour session, though doing so is not required. A Google Calendar will be made available that will indicate

when each teacher's weekly office hour sessions will be held.

5. Chromebook availability: Our current plan is to utilize a 1:1 Chromebook model for in-person instruction (depending on Chromebook supply). Each student will be assigned a Chromebook number. Each student will pick up his/her Chromebook in the morning when the student enters, and the student will appropriately utilize it for instructional purposes throughout the day, as directed by staff. Before the student exits at the end of the day, he/she will plug the Chromebook back in the cart before leaving for the day.
6. Wednesdays: Staff will report to school every weekday, including Wednesdays. We will work to provide opportunities for individual or small group conferencing (teacher-student) for targeted instructional purposes on Wednesdays whenever possible.
7. Remote option: Some students will engage through a completely online instructional model.
8. Locker rooms: Locker rooms will not be open. No students will be required to change for physical education class.
9. Assemblies, concerts, athletics: Until further notice, there will be no in-person assemblies, concerts, athletic events/practices or evening gatherings/events. Field trips will occur virtually, when possible.
10. After school/late bus: While there may be rare opportunities for students to remain after school for academic support, these opportunities will be significantly limited in order to commence proper building cleaning procedures. Bus rides home after the initial 2:25 bus run will not be available.
11. Emergency protocols/drills: Lockdown drills, evacuation/fire drills, and other emergency drills may be modified to ensure social distancing. Modifications to evacuation drill protocols may include, but are not limited to: conducting drills on a "staggered" schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site and conducting lockdown drills in classroom without "hiding" or "sheltering" but providing an overview of how to shelter or hide in the classroom. In the event of an emergency, traditional lockdown practices will be utilized.

Components of Fully Remote Model

If our school transitions to a fully remote model, the following will apply.

1. Attendance/engagement for remote learning: Students will follow their schedule by logging in from home each period, each day. Attendance will be taken by teachers each period. Students will be considered present only if they remain engaged in the Google Meet for its duration. Teachers and staff will report to work each weekday, and teachers will conduct classes via Google Meet. The period schedule will be:

Announcements *	7:55
Period 1	8:00 - 8:30
Period 2	8:40 - 9:10
Period 3	9:20 - 9:50

Period 4	10:00 - 10:30
Period 5	10:40 - 11:10
Period 6 **	11:20 - 11:50
Period 7 **	12:00 - 12:30
Period 8	12:40 - 1:10
Period 9	1:20 - 1:50
Period 10	2:00 - 2:30

* Daily online announcements will be provided.

** Students will be assigned to either period 6 lunch or period 7 lunch.

2. Format/design of instruction: Teachers will interact daily with students via Google Meet. Google Meet sessions may or may not last the duration of the assigned period as teachers may provide students with time to work independently on tasks. Teachers will modify instruction -- including engagement activities and assessments -- to account for the fully remote model. In addition to engagement during Google Meet sessions, corresponding assignments and tasks will be posted in Google Classroom.

IV. Resources/Training

- A. Technology access: Devices (Chromebooks) and Internet access will be provided to families as needed. Parents are asked to contact the high school main office at (315) 839-6316 with such requests.
- B. Student/staff safety training: In the event of an in-person return, students and staff will be instructed on proper hand and respiratory hygiene and how to adequately put on and take off personal protective equipment including acceptable face coverings. Training will also be provided on how to recognize symptoms of COVID-19. This will be done through morning announcements and in classes and study halls, as necessary.
- C. Parent/student technology training/resources: Video and text-based tutorials will be created and communicated to students and parents to support software navigation, including Google Classroom. [Click here for a video tutorial -- parent's guide to Google Classroom.](#)
- D. Staff technology training: Staff will be trained on appropriate software, including the Google Suite, through coordination between the technology director, principals, and teachers. Training on Google Classroom, ParentSquare, EdPuzzle, and ScreenCastify will be provided Aug. 24-28. Training on other software programs will be provided on Wednesdays and through after school sessions.
- E. Preferred language communication: All communications for parents/guardians of ELLs must be in their preferred language and mode of communication.
- F. Parent meetings: Parent meetings will be conducted virtually or scheduled after school for extenuating circumstances as determined by administration.

- G. Staff meetings: The District will minimize the need for staff meetings in-person and consider virtual staff meetings as needed to reduce the density of congregations. If such meetings take place in-person they must adhere to social distancing protocols and all in attendance must wear a mask.
- H. Substitute training: Substitutes will be provided with access to this reopening plan and any related training/resources, as necessary.
- I. Questions/Contact: The initial point of contact for each school building will be our school nurses. A secondary point of contact will be the building principals. Contact Nurse Sue Deis at 839-6317 or sdeis@svcsd.org. Contact Principal Brian Read at 839-6315 or bread@svcsd.org.