

NEWFANE CENTRAL SCHOOL DISTRICT

REPORT OF THE REOPENING SCHOOLS TASK FORCE



PLAN FOR REOPENING SCHOOLS

JULY 31, 2020

[Newfane CSD Reopening Plan](#)

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Introduction

At the Newfane Central School District, our primary commitment is to the students, families and community we serve. Our priority must be keeping them safe. When the 2020-2021 school year begins, on-campus school will look much different than previous years due to COVID-19 and the health and safety measures that continue to evolve. This School Reopening Plan will define clear guidance for the reopening of our four campuses and aligns with the regulations developed in collaboration with NYSDOH and the NYS Education Department.

The areas outlined in this plan represent the many considerations that the Newfane District will address to reopen schools safely and to maintain safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students is also a priority and is included within our plan.

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

Newfane Early Childhood Center, Pete Young, Principal
Newfane Elementary School, Holly Staley, Principal
Newfane Middle School, Mark Przybysz, Principal
Newfane High School, Dan Bedette, Principal

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

It is possible that we may need to blend in-person and remote or virtual instruction and learning throughout the year due to recommendations and guidance from the New York State Department of Health, the New York State Education Department, and the Governor's Office. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of decision making as we move to open our schools.

In each building, the school nurse will serve as the COVID-19 liaison to the District's COVID-19 Coordinator. Each nurse will serve as the central contact for their school and stakeholders, families, staff and other school community members. Together with the District COVID-19 Coordinator, they will ensure the district is in compliance and following the best practices per state and federal guidelines.

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

Guiding Principles

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

- The safety and well-being of our children, and our employees, must be a primary consideration of our plan.
- We believe that the best place to educate our children socially, emotionally, physically and

academically is at school.

- Social distancing and the use of masks are non-negotiable requirements.
- Cohorting of students and reducing density are essential to the plan.
- The Re-Opening Plan must have flexibility built in to address the ever-changing guidance related to COVID-19.
- Instructional components of our plan must be developed to facilitate a seamless transition to off-site instruction should that become necessary.

Communication/Family and Community Engagement

To help inform our reopening plan, Newfane Central School District has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers and employee unions. Engagement efforts included online surveys, virtual forums/meetings and one-on-one conversations.

The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website at the [District Reopening Webpage](#) and will be updated throughout the school year, as necessary, to respond to local circumstances.

As part of our planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication modes – including district wide mass communication through email, text messaging and telephone calls; social media; district website and mobile app – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations.

Newfane CSD Communication Goals:

- To provide and reinforce information regarding best practices, as identified by the CDC, NYSDOH and NYSED, related to the prevention and minimization of risk during the COVID-19 pandemic.
- To provide regular updates about health and safety, scheduling, and all other information faculty, staff and families should be aware of.
- To provide information to families through a wide array of platforms including mail, email, telephone calls, text messaging, social media and website postings.
- To provide information on how families can access technology and receive technical support to assist with utilization and maintenance of equipment.

Newfane Central School District developed communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. We will utilize the above mentioned communication methods to inform the school community.

Clear messaging will be prepared and consistently communicated before re-entry and continuously throughout the year. Monthly communication will provide information on the following topics:

- Who to contact with questions, concerns or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.
- The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home.
- Protocols for entering buildings (screening) and the expectations for social distancing in bathrooms, break rooms, hallways, etc.
- Proper hand hygiene.

- Proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Personal responsibility for yourself and your work area.
- Proper use and disposal of Personal Protective Equipment.

Health and Safety

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

The Newfane CSD has a longstanding partnership with Niagara County Department of Health. Niagara County has four (4) hospitals in the jurisdiction: Kaleida DeGraff Memorial Hospital, Niagara Falls Memorial Medical Center, Mount Saint Mary's Hospital and Eastern Niagara Hospital - Lockport. Local hospital capacity may be found at: [New York State Department of Health: Hospital: Bed Types](#). Regarding medical surge bed availability, the local school districts may work with the Niagara County Department of Health and local hospital partners for situational awareness as needed.

Facility Entry

To ensure all faculty, staff, students, and visitors comply with physical distancing requirements, anyone within the Newfane CSD facilities will practice these social distancing expectations:

- Where feasible, entry and egress in and out of all buildings may be limited to identified locations.
- A face covering must be worn by all individuals, students, staff, and visitors on the Newfane CSD property.
- Proper face covering includes, but is not limited to, a surgical mask, cloth mask, balaclava or bandana and must completely cover the individual's mouth and nose.
- All individuals may choose to utilize their own face covering; however face coverings will be available at no charge in all Newfane CSD locations.

Daily Health Screening

- Parents are expected to monitor for temperatures and symptoms prior to sending their child(ren) to school on a bus or personally transporting them to school.
- Trained staff members will be stationed at all building entrances at student arrival time to observe students as they enter the building and identify individuals for additional screenings.
- Any student whose health condition changes during the school day should immediately report that to the nearest adult and await further instructions.
- Staff must complete a health screening survey immediately upon arriving at work via the electronic submission form. For staff without computer access, a paper copy of the health screening survey will be completed at their work location.
- Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor immediately and await further instruction.
- All staff members who leave the building after the start of the work day must sign in and out **each** time they enter and/or exit a building.
- Should a person fail the medical screening, specific procedures should be followed: [Exposure Response Flowchart](#)

Social Distancing

- All individuals on the Newfane CSD premises must maintain social distancing and wear a proper face covering.
- Social distancing is defined as a six (6) foot separation between individuals. When social distancing is practiced, such as in an isolated office or large meeting space, individuals may remove their face covering. However in common areas, such as breakrooms, hallways or bathrooms, the face covering must be worn.
- Ensure six (6) foot distance between individuals, unless safety or the core activity requires a shorter distance. Any time individuals are less than six (6) feet apart from one another, individuals must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If an area is occupied by more than one person, keep occupancy under 50% of maximum capacity whenever practicable.
- Wall, floor or other appropriate signage will be used to denote six (6) feet of spacing in commonly used and other applicable areas on our campuses.
- In-person gatherings will be prohibited whenever possible and the use of tele- or video-conferencing is strongly encouraged. Essential in-person meetings must be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible. All “front door” mail deliveries (USPS, UPS, Amazon, FedEx, DHL, etc.) will only be received at the Central Services office on Charlotteville Road. All other deliveries must be received at the custodial/loading dock entrance to the building

Personal Hygiene

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

- Hand hygiene includes:
 - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. ;
 - Adequate facilities and supplies for hand washing including soap and water;
 - Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can disperse germs into the air);
 - Use of no-touch/foot pedal trash can where feasible;
 - Extra time in the schedule to encourage frequent hand washing.
- Instruction in good hand hygiene will include:
 - the use of aural cues to ensure proper length of washing (i.e. humming the happy birthday song twice);
 - Signage encouraging hand washing and showing correct techniques;
 - periodic demonstration and modeling of correct techniques in the classroom.
- Students and staff should wash hands:
 - Upon entering the building and classrooms;
 - After sharing objects or surfaces;
 - Before and after snacks and lunch;
 - After using the bathroom;
 - After helping a student with toileting;
 - After sneezing, wiping, or blowing nose or coughing into hands;
 - Anytime hands are visibly soiled;

- Hand Sanitizer - At times when hand washing is not possible, students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Placement of sanitizer dispensers should be located near entrances and throughout common areas, and signage should be placed near sanitizer dispensers encouraging the use of soap and water whenever possible.

Visitor and Vendor Practices

No outside visitors or volunteers will be allowed on school campuses, except when necessary for the safety and well-being of students. Parents/guardians will report to the front office and not be allowed to enter the building proper unless it is absolutely necessary and they are accompanied by a staff member. Essential visitors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school buildings.

Visitors

- Prior to being allowed to enter, all visitors must fill out the COVID-19 CHECK-IN SCREENING (which can be found by scanning the QR Code posted on all doors). Upon entrance, visitors may be subject to temperature screening at the discretion of the district.
- No visitor should enter a building unless necessary. Building staff members may meet parents who are dropping off items for their child at the entrance to relieve unnecessary traffic in the building. Any necessary meetings or conferences with parents should be held virtually when possible.
- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times when in the building.
- All visitors must sign in and out at the Main Office of each building, stating their destination in that building for contact tracing. Any visitor leaving the Main Office for other parts of the building must be accompanied by a staff member.
- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.
- At the end of each day, the building secretary must scan the sign-in/out documents and send them to dailysigninsheets@newfanecentralschools.org and use the following file naming convention: **LOCATIONMMDDYYYY.pdf** For example: **NHS09082020 for Newfane High School on September 8, 2020.**

Vendors

- Prior to being allowed to enter, all vendors must fill out the COVID-19 CHECK-IN SCREENING (which can be found by scanning the QR Code posted on all doors). Upon entrance, vendors may be subject to temperature screening at the discretion of the district.
- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times when in the building.
- All vendors must sign in and out with the Custodian of each building. The custodian shall be responsible for entering this information into the District wide vendor database.
- Should a vendor become ill while on campus, they must alert the custodian to report the issue and then immediately seek medical attention.
- At the end of each day, the custodian must review his/her entries in the database to ensure accuracy.
- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or virtually when possible.

Training

Newfane Central School District will train all personnel on new protocols and safety guidelines. Training on the precautions listed below will be conducted either remotely or in person. Social distancing and face coverings

will be required for all participants if training is conducted in person. Training material is designed to be easy to understand for all workers, and will be archived and readily accessible for review and continuing training.

Newfane Central School District will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. Additional instruction will be provided in:

- Preventative measures to reduce the spread of disease (i.e. staying home when they are sick).
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other individuals' phones, desks, water bottles, computers or other devices or equipment.
- Up-to-date education and training on COVID-19.
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).
 - [Considerations for Schools](#)

Training for Screeners

NCSD will use all available resources(including but not limited to: Orleans Niagara BOCES Safety Specialist, registered nurses in all buildings, Global Compliance Network (GCN) tutorials, and updated Center for Disease Control (CDC) resources) to effectively and efficiently train the entire workforce on identifying possible signs and symptoms of COVID-19.

Training topics and resources for all staff and substitutes

- Proper hand washing: proper hand hygiene.
 - [When and How to Wash Your Hands | Handwashing](#)
 - [Hand washing video](#)
- Proper cough and sneeze (respiratory) etiquette
- Social Distancing
 - [Social Distancing, Quarantine, and Isolation](#)
- What to do if you are not feeling well
 - [What to Do If You Are Sick](#)
- Proper cleaning techniques
 - [Cleaning and Disinfecting Public Spaces for COVID-19](#)
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
 - [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
 - [GUIDANCE FOR CLEANING AND DISINFECTING](#)
- Hazard Communication – Right-To-Know
 - [Hazard Communication](#)
 - [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\) | US EPA](#)
- Selection, Maintenance and Care of Personal Protective Equipment - PPE
 - [Use Cloth Face Coverings to Help Slow Spread](#)
- Use of face coverings (donning/doffing) (cloth vs. surgical)
 - [Face coverings don/doff video](#)
 - [Demonstration of Doffing \(Taking Off\) Personal Protective Equipment \(PPE\)](#)
- Respirator Protection (N95 - required for identified employees per NYS)
 - [OSHA Requirements for Occupational Use of N95 Respirators in Healthcare](#)
- Managing food allergies for non-food service staff.
 - [Voluntary Guidelines for Managing Food Allergies In Schools and Early Care and Education Programs](#)

Signage and Messages

[Signs](#) will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs, such as by [properly washing hands](#) and [properly wearing a cloth face cover](#).

Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and regular thorough cleaning of all spaces. Every effort will be made to meet the requirements for changes associated with the alternate use of building spaces. Plans for changes to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold-opens (and are automatically released by the fire alarm system), will remain unchanged.

The Newfane CSD plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

Upon reopening, the district plans to increase ventilation within buildings and classrooms, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

The following actions will be taken as needed:

- Reduce the number of drinking fountains available, while staying compliant with code, to facilitate frequent cleaning.
- Submission of all alterations to the configuration of existing classrooms or spaces or the introduction of temporary and/or movable partitions to OFP, the local municipality and/or code enforcement officials for review.
- Maintain the minimum number of toilet fixtures that must be available for use in a building as established in the building code.
- Maintain adequate, Code required ventilation (natural or mechanical) as designed.

Cleaning and Disinfection

The Newfane CSD will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

As noted previously in this document, students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual’s use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and be appropriate for the surface.

General Office Area

- Social distancing and face covering rules will be in effect for all offices.
- Where practicable, all small spaces will be limited to one (1) individual at a time.
- Additional protective barriers such as polycarbonate screens or strip curtains will be utilized to create a physical separation without hindrance to egress or airflow.
- Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual's program supervisor.

Conference Rooms

- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, participants must follow established social distancing and face covering protocols.
- Lingering and socializing before or after meetings should be discouraged.

Break Rooms and Lunch Rooms

- Breakroom use must follow established social distancing and face covering protocols.
- Staff are advised to take their lunch and breaks in their private offices or classrooms; in their vehicles or outside the building.
- Staggered break schedules may be utilized to assist with separation concerns.
- Staff breaks must be done in a large space or outside, where at minimum 6ft. of separation can occur.
- Amenities that are handled with high contact frequency, such as water fountains, coffee makers, and bulk snacks will be replaced with alternatives where possible.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

Copier Rooms/Areas

- Congregating near office copiers is not allowed.
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior use.

Elevators

- One person in an elevator at a time.
- Personnel must wear acceptable face coverings.
- Elevators will be frequently disinfected.

Restrooms

- To adhere to social distance, the number of simultaneous users in any bathroom will be limited.
- In special circumstances where a student requires assistance in the use of the lavatory, the adult present must be wearing all applicable personal protective equipment including a face covering and when medically applicable, the student will be wearing a proper face covering as well.

Hallways/Stairwells

- Where practicable, hallway traffic may be limited to single flow direction.
- Directional flow will be identified by signage on the floor/stairs and walls.
- All individuals must allow for adequate space between each other when traveling in the same direction.

Classrooms

- Occupancy in each classroom will be determined based on the overall square footage of the space.
- Additional considerations will be taken into account for space utilized for classrooms and teaching material.
- Overall class sizes will be reduced to adhere to social distancing guidelines.
- Students, teachers and support staff will be required to wear a proper face covering.
- Restrict items in the classroom to expand the available space:
 - Remove any unnecessary furniture.
 - Remove any soft surfaces that are difficult to disinfect.

Computer Labs

- Large group computer labs have been reduced and/or eliminated in all buildings due to a 1:1 Chromebook and iPad device initiative.
- Community use of equipment will be limited.
- To maintain social distance in computer labs/classrooms and reduce community use, students will be assigned seating which establishes the necessary space between individuals.
- Cleaning and disinfection of computer labs and keyboards will be frequent:
 - Keyboards and mice should be wiped and disinfected before and after each use.
 - Students should be instructed to wash hands prior to and after touching the keyboards along with other frequently touched surfaces.

Library Spaces

- Remove all soft covered surfaces that cannot be properly cleaned and disinfected.
- Reconfigure space to adhere to social distancing.
- Borrowing of materials such as books will be discontinued at the start of the school year and re-evaluated periodically.

Health Offices

- All students and staff are required to wear appropriate face coverings.
 - N95 mask use for nurses and other staff should be limited to situations of suspected COVID-19
 - Nurses and other staff must receive proper training and fitment of N95 masks prior to use.
- Where applicable, health offices will be reconfigured to:
 - Maintain social distancing of no less than 6ft.
 - Allow students who receive daily medication to be treated separately from students presenting with symptoms of illness.
 - Physical separation may be achieved by utilizing:
 - Polycarbonate barriers
 - Retractable dividing curtain walls.

Isolation Rooms

- These rooms have been identified in each building for use in isolating students and staff exhibiting symptoms of COVID-19:

- Newfane Early Childhood Center - separate room inside of nurse's office.
- Newfane Elementary School - Conference Room adjacent to Health Office
- Newfane Middle School- Conference room
- Newfane High School - Room #102, across from health office

Ventilation

Newfane Central School District will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of the Building Management System.

Suspect or Confirmed COVID Cases

- Emergency Response - Students, staff or visitors with symptoms of illness must be sent to the health office immediately. The school nurse (Registered Professional Nurse, RN) will assess these individuals to evaluate the possibility that symptoms are COVID-19 related. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient
- Isolation - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be remanded to the isolation room, with a supervising adult present utilizing appropriate PPE. If multiple students are present in the isolation room social distancing must be maintained. Face coverings will be provided if tolerable and does not cause difficulty breathing. Students should be escorted from the isolation area to the parent/guardian. The parent or guardian will be instructed to call their health care provider, or to follow up with a local clinic or urgent care center;
- Cleaning and disinfecting of affected locations will follow the previously outlined protocols.
- Notification - the NYS and Niagara County Health Departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

Contact Tracing

Once notified, contact tracing is the responsibility of the Niagara County Department of Health. The Newfane CSD will assist their efforts in any way possible.

Return to School after Illness

The Newfane CSD has established protocols and procedures, in consultation with the local health department, for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

- Documentation from a health care provider following evaluation
- Negative COVID-19 diagnostic test result
- Symptom resolution, or if COVID-19 positive, release from isolation

The district will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be determined in coordination with the Niagara County health department.

School/ District Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive, the extended closure decision process in the Newfane CSD will include:

- collaboration and coordination with other local school officials, the BOCES superintendent and local health officials regarding school closure and large event cancellations.
- consideration of the impact of implementing the remote instruction and learning plan on the continuity of education, medical and social services, and meal programs.
- consideration of implementing a short-term closure procedures regardless of community spread if an infected person has been in a school building, with respect to:
 - Closing off areas used by ill person(s) and locking off area(s).
 - Waiting 24 hours before cleaning and disinfecting the area.
 - Ability to open outside doors and windows to increase air circulation in the area.
 - Identification of all areas used by the ill person(s) and our ability to properly clean and disinfect those areas prior to reopening.
 - Communicating with staff, parents, and students.
- Consideration of DOH guidance/procedures for when someone tests positive with respect to the need for people in close contact with the COVID positive individual to quarantine.
- Acknowledgement that the closure of schools could be a regional decision, out of the hands of the local district leadership.

Emergency Response Protocols & Drills

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, will be spread across the different student populations in order to ensure all students an opportunity to experience emergency response drills.

Emergency Response Protocols:

Shelter-In-Place

Areas will be identified in each school that will be used for the Shelter-in-Place (along with areas that cannot be used specific to certain types of environmental hazards i.e.: high winds, tornado, etc.). Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place whenever practicable.
- Use of face coverings throughout the drill will be required.

Hold-In-Place

Hold-In-Place protocols will be the same the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place whenever practicable.
- Use of face coverings throughout the drill will be required.

Evacuation

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building that will facilitate social distancing of students and staff. and will not impede emergency responders.
- The use of face coverings throughout the drill will be required.
- Plan to have extra face coverings on hand in the event that a person does not have one

- Identify a single person responsible for holding the door open throughout the drill. Personnel will be assigned to holding the door until confirmation that everyone has vacated the building.
- Extra face coverings and hand sanitizer may be added to the list of necessary items as established in current protocols.

Lockout

Lockout protocols will be the same, besides maintaining six (6) feet of space between students and staff in the area.

Lockdown

During an actual lockdown, there will be a necessary violation of the social distancing protocol. However, in drill situations, supervisors must identify and explain this incongruity to students. In addition, supervisors should:

- Evaluate, in advance, if there is room to social distance without being in the line of sight in their particular room or space.
- remind students that face coverings should be worn during the event at all times.

Child Nutrition

All schools in the Newfane CSD will follow SFA policies when communicating about school meal services, eligibility, options and changes in operations. All meals provided during the public health emergency will be available at no cost to all children. All communications will be provided through a variety of communication methods including website, social media, emails, robocalls, newsletters, and regular mail and translated into the languages spoken by families.

The Newfane CSD has identified Joanne Huntington as the contact person to receive and respond to communications from families and to school staff. Families will be reminded in food service communications during the summer and periodically that they can submit a new application for free and reduced-price meals any time during the school year. Applications are available in each school building, on our website and through email or regular mail as needed. Phone in and in-person support to complete the application is available from our Food Service Director.

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

For information about how meal information will be communicated, visit the Communication/Family and Community Engagement section of our reopening plan.

Meals Onsite and Offsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The district will ensure social distancing between individuals while eating in the school cafeteria. Student movement will be designed to facilitate single directional flow and seating will be socially distant. The cafeterias will be outfitted with hand sanitizer stations at each entrance and exit. Students will be encouraged to utilize them upon entering and exiting the cafeteria. Directional arrows and floor markings will be used to maintain social distancing while students are in line. After students exit the lunch line, the serving line will be wiped down with an approved disinfectant before the next set of students arrive. After each lunch period, the tables and chairs will be wiped down with an approved disinfectant by the cafeteria monitors.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household.

If it is not feasible to serve students in the cafeteria, meals may be served in alternate areas (e.g., classrooms) to ensure social distancing and allow for proper cleaning and disinfection between students.

Cafeteria staff will work with the school nurse and appropriate additional staff to ensure that information regarding students with food allergies is disseminated as necessary.

Meals will be provided for students who are learning remotely, whether every day or on an alternating A/B schedule. Meals may be picked up at school by the parent/guardian, or when necessary, delivery service will be arranged.

All meals served, whether in the cafeteria, the classroom or provided for students at home, will continue to follow all SED and USDA requirements.

Transportation

The Newfane CSD will continue to contract with Student Transportation of America (Ridge Road Express) for our transportation needs. All transportation activities must be consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and staff must wear acceptable face coverings at all times on school buses (e.g., while entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable.

Students who are able will be required to wear masks and social distance on the bus to the extent practicable; however, students whose physical or mental health would be impaired are not required to wear a face covering, but must be appropriately socially distanced. Members of the same household may be seated within 6 feet of each other. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

All buses that are used every day to transport Newfane students will be cleaned/ disinfected at least once a day. High contact surfaces will be wiped down after the morning (AM) and afternoon (PM) run depending upon the disinfection schedule developed by Student Transportation of America.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet to the extent practicable.

Whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them in out-of-district placements, consistent with the scheduling of those educational institutions.

All students are entitled to transportation by the district to the extent required by law. Transportation contractors do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools.

Cleaning and Disinfecting

Buses and other transportation vehicles will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes as per the protocols and procedures developed by Student Transportation of America. (see the “STA COVID-19 Exposure Control and Response Plan” in the documents section).

Protocols for a reported case of Covid -19 on a school bus

In the event of a reported case of COVID-19 in a student or staff member who has been transported on a bus, the District Transportation Supervisor will notify the Transportation contractor and the building administration and a plan will be implemented to contact parents of other students on that bus. The bus used to transport the student or staff member with the reported case of COVID-19 will be taken out of service for 24 hours and will be disinfected following CDC guidelines.

Training (Office Personnel, Drivers, Mechanics, Aides)

Student Transportation of America will be responsible for ensure that all drivers, mechanics, bus aides and any other personnel in their employ receive appropriate training as required, including training specific to COVID Awareness:

- New cleaning Protocols (buses, transportation center)
- Handwashing
- Face Covering (sizing, use, wear & care)
- Personal Health and Hygiene
- Special working conditions with face coverings (strenuous activity)

Transportation Communication

The Newfane Central School District will stress with parents and students that student transportation vehicles are included in the district’s COVID-19 plans; and that students and parents will play an important role in ensuring safety and minimizing infection while utilizing District transportation services. We will:

- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature;
- Survey parents regarding transportation including an “opt-out” option;
- Remind students/parents/guardians that social distancing requirements extend to the bus stop.

Density Reduction, Social Distancing, Bus Capacity

- Seating will be limited to one child per seat; however, siblings or those that live in the same household may be allowed to sit together.
- Students will be required to wear a face covering at all times on the bus.
- Appropriate signage and markings will be used to indicate where students should sit and to mark six (6) foot distances in aisles.
- Students will not be seated directly behind the driver
- Additional adult supervision (monitors) will be provided when necessary and/or practicable.

Loading/Unloading & Pickup/Drop-off

Adjustments will be made to pick up and drop off times on an ongoing basis through collaboration between STA and district/building officials. Any published times for pick-up and/or drop-off shall be considered approximate. In the case of extreme deviations from the established schedule, parents will be contacted by school officials.

Transportation to BOCES

The Newfane CSD will continue to provide transportation to BOCES and will follow similar protocols as previously described.

Social Emotional Well-Being

In planning for our re-entry in September, the District has formed a ReOpening Schools Task Force teams to examine the guidance provided by the Department of Health and NYSED for our re-entry in the Fall. Our work is grounded in the guiding principles outlined earlier in this document. We are committed to prioritizing social emotional well-being, not at the expense of academics, but in order to create the mental, social and emotional space to access rigorous academic content with confidence. In keeping with the tenets of our Comprehensive School Counseling Plan, we will employ the means to identify and actively support student and staff well-being and mental health concerns through a range of pre-determined tactics to be employed by those dealing with difficult situations.

As a District, our commitment is to create emotionally and physically safe, supportive and engaging learning environments promoting all students' social and emotional well-being and development. Counselors, school based health programs, and wrap around supports will play an extremely important role in the adjustment period when buildings reopen and access to school counselors and school-based health programs will be important supports for our students. Before school resumes, school administrators, teachers and mental health practitioners (school counselors, school psychologists) will meet to identify already existing assets within the school district and community-based organizations, and build upon them. Mental health/community resources are currently posted on our website, as well as specific COVID-19 resources pertaining to mental health. In addition, a needs assessment survey will be administered to all students when they return to school or remote learning.

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

Training for all staff members will be provided on the following topics to assist them when dealing with social-emotional issues related to COVID and the return to instruction in any form:

- Fear and worry about your own health and the health of your loved ones
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious
- Guilt about not being able to perform normal work or parenting duties during quarantine
- Other emotional or mental health changes

District Mental Health Professionals will assist to:

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance
- Promote social emotional learning competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage good physical health

- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports

Attendance, Attendance Reporting and Chronic Absenteeism

Attendance and Attendance Reporting

All schools in the Newfane CSD will take daily attendance whether school opens in September in-person, hybrid, or remote. Teachers will record daily attendance in eSchool, our student management system based on the required daily scheduled student contact and engagement. Daily reports will be generated to identify students who are absent and/or chronically absent. Contact with the families will be made daily to determine reasons for absence and needs or barriers the student may have to participate in daily lessons.

Chronic Absenteeism

While there is no one-size-fits all approach to addressing chronic absenteeism, the Newfane CSD is committed to providing interventions to prevent and address health- and mental health-related chronic absenteeism. We recognize that many factors will influence student attendance, and may be greatly impacted by the instructional models provided; in-person, hybrid, and remote.

The pre-existing Newfane CSD Comprehensive Attendance Policy will be revisited and adapted to address the unique challenges of attendance monitoring and chronic absenteeism created by the various modes of instructional delivery predicated by the current situation.

Technology and Connectivity

Access to technology is essential for the successful roll-out of this plan. The Newfane CSD has been committed to ongoing planning and implementation of district technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and computers.

1. The Newfane CSD recently gathered data and asked teachers and families to identify their level of access to devices and high-speed broadband from their residence. The district will continue to assess the ongoing needs of our families for technology and connectivity (survey, interviews, school outreach, etc.) In the event, students and/or teachers do not have access, the district will take the necessary steps to meet their needs where plausible.
2. Conduct and/or maintain an inventory of equipment and other assets.
 - a. Identify which students, families, and staff have district assets in their possession.
3. Procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.
4. Identify professional learning needs for teachers and continue to support their development of skills and pedagogy in a virtual learning environment.
5. Arrange a “Helpdesk” system for parents/students/teachers to report technical issues that might be experienced during remote learning. Communicate protocols to these stakeholders to inform them in advance of how to gain assistance in such cases.

The Newfane CSD will provide all students with access to learning materials and resources in multiple formats, wherever possible. Further, the district will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards in remote or blended models through the use of both synchronous (i.e. Google Meet or other web conferencing tool) and asynchronous technologies (i.e. Google Classroom or other LMS). In the event students do not have sufficient access to devices and/or high-speed internet, the district will provide

the students with alternate methods to access materials and instruction, i.e. pick up materials at school, drop off materials to students' homes, etc. The district will also schedule opportunities to connect with families to educate them on how to use the technologies and connect to the instructional activities.

Teaching and Learning

In an effort to assure the continuance of high-quality teaching and learning, a continuity of learning plan has been developed for the 2020-21 school year. This plan considers and plans for teaching and learning in-person, remotely, and through hybrid models of instruction. Our plan assures that Instruction is aligned with the New York State Learning Standards and assures equity as well as quality for all learners.

Equity is at the heart of all school instructional decisions. All instruction in our district will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students. Such opportunities will be aligned with state standards. Our teaching and instructional plan outlines routine, scheduled times for students to interact and seek feedback and support from their teachers. Our plan is centered on Instruction and academic programming that includes regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in person, remote or hybrid). Our teaching and learning plan includes a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information will be accessible to all, available in multiple languages, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform (parent portal), and/or by phone) in an effort to assure learning for all.

The school calendar includes at least two staff-only professional development days before students arrive at school. The district will focus these in-service days on providing support to staff in the areas of social-emotional health, technology integration and instructing and reinforcing best practices in the areas of hand and respiratory hygiene and maintaining clean work spaces.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

Newfane Early Childhood Center

In-Person/Hybrid Model:

The Pre-Kindergarten classrooms inside Newfane Early Childhood Center (NECC) are large enough to accommodate small groups of children which are further split into an a.m. and p.m. program. This has been the format since inception and will continue in the 2020-2021 school year. In addition, children's drawing tables will be outfitted with barriers so that children can learn to draw and write in a safe space for those

activities. Teaching centers will be used by individual children and each child will have their own individual supply box for classroom materials to be used daily. At the early level, a big emphasis will be placed on teaching children proper hand washing, social distancing, use of masks and much more. Teachers will build time into the schedules to explicitly teach these important skills and concepts. The playground will be used though it will be on a class by class basis.

Children in both sections of the UPK program are provided a snack each day. The cafetorium will be used as a place for all children to eat with children seated at socially distant tables throughout the room. The notion of eating falls under the instruction portion because at the earliest level, we use this time to teach social skills, even though we will not enjoy a family style meal as we have in the past.

Remote Model:

If we need to shift gears to a remote “at-home” format, children at NECC will already be entered into a Google Classroom digital platform. Children will need to be supported by their parents in terms of logging into the digital classroom and this will be done by communicating secure credentials with parents/guardians. The Google Classroom will be a place for teachers to include daily activities, videos and a rich set of lessons which parents will be able to do with their children. Google Classroom will also be a portal for parent-teacher communications. In addition, other communication systems will be used to enhance the home-school connection such as: the building website, Blackboard Connect Robocall/text/email system, district mobile app and general mailings via United States Postal Service (USPS) on occasion.

Newfane Elementary School:

In-Person Model:

In this model, all students will attend school daily. To ensure social distancing, building spaces in the cafeteria and library have been repurposed as classrooms. Additional classrooms were obtained by providing special classes (Art, Music, PE) and support services (consultant teacher, remedial) within a cohorted classroom and not in separate content specific rooms. Many of these areas have also been repurposed as cohort classrooms. With additional classroom spaces we have the ability to keep student desks six feet apart within the classroom setting. All teaching staff holding elementary certification including special education and remedial teachers have been assigned cohorts of students. Consultant Teaching Services and Remedial Services will be provided by linking cohorts of students to allow students requiring these services to spend instructional time with appropriate staff and for these specialty areas to have joint planning time with other classroom teachers. Classroom cohorts (with the exception of those designated specifically as 12:1:1 classrooms) provide for integrated instruction. This framework allows for all instructional groupings to remain at or around 12, allowing for social distancing within the classroom areas as well. The smaller cohorts also allow for additional instructional attention for our students with IEPs as well as accelerated learners, remedial services, those requiring additional social emotional supports, and for all of our students who participated in remote learning in the spring.

In order to accommodate the increased number of sections, planning, and lunches the instructional day will begin 40 minutes later for students, with staff having a planning time for the first 40 minutes of the school day. Breakfast and lunch will be provided in classrooms where students are socially distanced.

Hybrid Model:

In a hybrid model, our students would attend school on an A/B schedule. One day is in person, one day is remote instruction. Teachers would still have cohorts of twelve students as mentioned in the in-person plan. Cohorts would be assigned to A or B day. This way all students in a cohort are remote on one day and all students in the cohort are in person the other, allowing students to have their teacher guiding instruction as needed on the remote days. Attendance for both remote and in person are done in our student management

system, eSchool. Teachers will know who is attending remotely because they will sign on with them through Google Meet at least once during the scheduled remote day and/ or require them to complete and submit work in Google Classroom. The exception to this would be our 12:1:1 classrooms, which would still report daily in a hybrid model.

Remote Model:

All instruction will be conducted through the Google Classroom platform and students will not be in attendance in the building. Students in grades K-2 will utilize 1:1 iPads as part of their daily instruction. Students in grades 3-4 will utilize 1:1 Chromebooks. Daily attendance will be taken based on student participation in Google Meet sessions and submission of student work in Google Classroom. Assignments will be assessed and feedback will be provided to the student by their teacher. We will continue to use standards-based report cards each trimester.

Newfane Middle/High School:

For all instructional models in grades 5-12, teachers will utilize Google Classroom to post assignments, communicate with students and parents, assess student learning, and share information. Google Meet will be used for video conferencing and live instruction. Teachers will prioritize the learning standards to ensure that all essential standards and skills for the new curriculum are met while determining and addressing gaps or skills that need further reinforcement.

In-Person Model

Instruction will be delivered in a traditional schedule with an emphasis on maintaining the welfare of students and staff through social distancing, wearing masks, and increased disinfecting of the building. In this model all students and all staff will be in attendance in the building for the entire regularly scheduled school day and all students will utilize 1-1 Chromebooks as part of their daily lessons.

Hybrid Model

Instruction will be delivered via an A/B cohort model where students will alternate between in-person and remote instruction, with the goal of 50% density reduction. All students will utilize 1-1 Chromebooks as part of their daily lessons. A calendar with the A/B day schedule will be provided to all families and every effort will be made to ensure that siblings and members of the same household are on the same rotational schedule. Masks/face coverings will be required, 6-foot social distancing measures will be in place and transitions/shared spaces or materials will be limited throughout the school day. In the middle school, students will eat meals in the classroom and whenever possible teachers/staff will rotate throughout the building. Exceptions will be made for some speciality area courses when necessary. High school students will eat lunches in the cafeteria, remaining socially distant at all times and only removing masks while seated. In both buildings, all large group gatherings, assemblies, and field trips will be eliminated, and outdoor educational spaces will be used when possible and appropriate. State mandated social distancing of 12 feet will be implemented during physical activity and during the use of musical instruments/ singing.

Regardless of the rotational group, all students will be required to actively participate in daily instruction. This means daily attendance will be taken, students' work will be assessed/graded and feedback will be provided to the student by their teacher. The exception to this would be our 12:1:1 classrooms, which would still report daily in a hybrid model.

Remote Model

Instruction will be conducted through digital learning platforms and students will not report to campus. Students will utilize 1-1 Chromebooks as part of their daily lessons and will be required to actively participate

in daily instruction within a structured timeframe. Daily attendance will be taken, students' work will be assessed/graded and feedback will be provided to the student by their teacher through regular substantive interactions.

Career and Technical Education (CTE)

While planning for CTE instruction, whether in-person, remote or hybrid models, the Newfane CSD has collaborated with Orleans-Niagara BOCES to ensure high school instructional plans are aligned. ON BOCES has developed models that ensure NYS Learning Standards, applicable industry certification requirements, clinical and work based learning hours have been met. In addition, their plans follow all NYS/DOH health and safety guidelines and social distancing.

Athletics and Extracurricular Activities

Interscholastic Athletics

As a result of the COVID19 pandemic, the NYSPHSAA has delayed the fall sports start date until at least Monday, September 21. The Newfane Central School District will comply with and follow the recommendations of the NYSPHSAA, Section VI and the Niagara Orleans League when making decisions regarding the possible resumption of interscholastic athletics for the 2020-2021 school year.

Extracurricular Activities

All extracurricular activities have been placed on hold in the Newfane Central School District until at least October 1. Any resumption of extracurricular club or activity meetings or events will be contingent on our ability to ensure that all policies pertaining to social distancing, PPE usage, cleaning and hygiene can be followed with fidelity.

Special Education

The Newfane CSD reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of students, families, and staff, our plan is designed to enable transitioning between in-person, remote, and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist.

Special education programs and services of the Newfane CSD provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students. While not all formats allow for maximum benefit to students, these programs and services can be provided in all formats (live-person, hybrid, or remote). The Newfane CSD will document the programs and services offered and provided to students with disabilities as well as to the communications with parents in their preferred language and mode of communication (eg. Related Services Log). The district will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

The Newfane CSD is committed to providing meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the

IDEA. Further, we will maintain regular communication with the parents/guardians and other family members of to ensure that they are engaged in their children's education during the reopening process. The Newfane CSD will plan and support collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

It is understood that each in-district building, independent, private, and public program where Newfane students with IEP's are educated is required to develop approved plans that complies to the re-opening guidelines established by NYSED and that each plan will be unique to the diverse variable impacting those programs. Programs and schools may not be able to provide special education and related services in the same manner as identified on the IEP and typically provided during the COVID emergency. Each independent and in-district program will work collaboratively and creatively to meet the needs of students. The Newfane CSD will make every effort to provide such services in a meaningful and effective manner complying with FAPE and LRE guidelines in each setting with the priority remaining the health and safety of students. How services and programs will be provided will be communicated to parents.

The Newfane CSD will maintain records to document the implementation of each IEP. Documentation must be maintained on the instruction and services that were provided to each student so that these activities may be communicated to the Committee on Special Education or Committee on Preschool Special Education (hereinafter referred to as Committee) for consideration when making an individualized determination as to whether and to what extent compensatory services may be needed when schools return to regular functioning. The documentation will include, but will not be limited to: narrative records of how the student is adjusting to live, hybrid, and remote instruction during 2020-21, a record of what instruction and services were provided, a record of formative, summative, and standardized assessments and their results as well as progress monitoring documentation, a record of school-family collaboration, and the provision of compensatory services records.

In order to reduce visitors, most safely manage the number of contacts for staff and preserve the integrity of safety protocols within the district, Committee on Special Education (CSE) meetings and Committee on Pre-School Special Education (CPSE) meetings during the COVID pandemic will be conducted remotely whenever possible. Remote meetings will be conducted through teleconference and on occasion video conferencing. Should a parent not be able to participate due to technology related issues the district will provide necessary access through technology or location in order for the parent to participate. In-person CSE meeting participants, including parents, agencies, and staff who participate in the CSE or CPSE meeting must comply with a health screening, (temperature check, health questions) and contact tracing requirements in order to participate. All participants must wear masks or provide medical documentation if not required, based on an existing condition. All participants must wash or sanitize hands prior to entering the meeting room. The location of such meetings will be arranged (including off campus) in order to comply with social distancing requirements and the availability of conference space. Parents who desire or prefer an in-person meeting must notify the Department of Student Services of their desire so arrangements can be made appropriately.

Bilingual Education and World Languages

The Newfane CSD provides world language instruction in Spanish 7-12 and English as a New Language (ENL) instruction for ELLs/MLLs K-12. This assistance will be provided in all formats (live-person, hybrid, or remote).

Support of English language learners (ELLs) will be comprehensive, high-quality, and culturally responsive. If we reopen using in-person or hybrid instruction we will complete the ELL identification process within 30 school days of the start of the 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 school year. After this 20 day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

The Newfane CSD is committed to comprehensive, high-quality, and culturally responsive instruction for ENL students, we will provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. Further, we will maintain regular communication with the parents/guardians and other family members of ELLs to ensure that they are engaged in their children's education during the reopening process which includes telephone contact, text messages, social media, emails and regular mail in their preferred language.

The Newfane CSD will provide professional learning opportunities for our district that support best practices and equitable instruction for ELLs as well as general education students to help address learning gaps caused by the COVID-19 school closures. .

In order to assure that students have opportunities to study world languages we are prepared to teach Spanish in the live in-person, hybrid, or remote format upon reopening. With the support of ON BOCES, we will provide professional learning opportunities to our district and the region that supports best practices in all three formats of instruction and cover equitable instruction for our ELLs, SWDs, and general education students who are studying Spanish to help address learning gaps caused by the COVID-19 school closures. Through using our district and BOCES resources, we are well prepared to reopen our schools and serve ELLs, MLLs, and students learning world languages as they expand their skills, knowledge, and facilities with languages.

Staffing

Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan. The Newfane CSD will consider whether their currently approved APPR plans may need to be revised in order to be consistent with their plans for re-opening under an in-person, remote or hybrid instructional model.

Certification, Incidental Teaching and Substitute Teaching

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

Student Teachers

Student teachers from NYSED registered college or university programs can serve under the supervision of fully certified teachers in the Newfane CSD). However, approval of student teachers in general remains the prerogative of the building administrator. Student teachers must follow all of the social distancing, mask wearing, health status reporting, and other COVID-19 procedures that the teachers follow. Student teachers will serve under the supervision of full time certified teachers only. At no time will a student teacher be used as a teacher of record.

Glossary of Acronyms:

CDC- Center for Disease Control

COHORT- a group of students who remain together throughout the day and throughout a course of study

ELL- English Language Learners

MLL- Modern Languages and Literature

NYSDOH or DOH- New York State Department of Health

NYSED or SED- New York State Education Department

PPE- Personal Protective Equipment

SFA- School Facilities Association

STA- Student Transportation of America (busing contractor)

SWD- Students with Disabilities

UPK- Universal Pre-Kindergarten

USDA- United States Department of Agriculture

Key References

- [State Education Department Issues Guidance to Reopen New York State Schools \(July 16, 2020\)](#)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools \(July 13, 2020\)](#)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health \(July 13, 2020\)](#)

Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency \(June 26, 2020\)](#)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)