



NEWFIELD

CENTRAL SCHOOL DISTRICT

We see the Newfield Central School District as a place where we ALL:

- Educate instead of teach;
- Believe that students can achieve and succeed regardless of background, socioeconomic status, gender, or ethnicity;
- Embrace classified students in the same way as regular education students;
- Empower staff and students to use thoughtful and purposeful innovative approaches in order to increase student achievement;
- Are collaborative, supportive, and promote a positive culture

ReOpening Plan

Fall 2020

Table of Contents

Topic	Page Number
Communication/Family and Community Engagement	3
Health and Safety	3
Facilities	7
Child Nutrition	7
Transportation	9
Social Emotional Well-Being	10
School Schedules	11
Attendance and Chronic Absenteeism	13
Technology and Connectivity	14
Teaching and Learning	15
Career and Technical Education (CTE)	15
Athletics and Extracurricular Activities	15
Special Education	16
ELL	16
Staffing	16
Teacher and Principal Evaluation System	16

Communication/Family and Community Engagement

Communication with stakeholders was key to developing this plan. Surveys were sent to the community, staff and students as the plan was initially developed. Zoom meetings were held with the staff on July 24 and with the community on July 27 to share information and garner additional feedback. Cayuga Health was also consulted for a variety of health related concerns.

Moving forward, our communication plan includes instructions, training, signage and means to provide information to the community, staff and students. Our methodology will include utilizing tools such as text blasts via School Messenger, Social Media including Elementary and Secondary Facebook pages, and all information will be available on the district website. Students will be trained in COVID protocols, including hand hygiene, proper face covering wearing, social distancing and respiratory hygiene. Parents will be sent flyers with this health information. In addition, signage will be placed in high traffic areas across our facilities. Communications will be interpreted into other languages on an as needed basis.

Health and Safety

In order to maintain required social distancing, maintain PPE/mask availability and uphold regulations with transportation, the number of students and staff in buildings must be reduced. Surveys will be sent to parents/guardians to inform the school of their selection for virtual or hybrid learning models. Current projections of students show appropriate numbers of students and staff for learning in person (hybrid) to occur, as relating to social distancing, PPE/mask availability, transportation and local hospital capacity. Please see the "School Schedules" section of this plan for additional details. As stated in the communication section, a variety of stakeholders were included in the development of this plan, and will continue to be part of the overall communications plan.

Signs of illness

Signage will be posted including the signs and symptoms of COVID-19 in every classroom, hallways, bathrooms and common areas. Signs and symptoms will be discussed with staff at the opening superintendent conference days before students attend school. Faculty/staff will discuss signs and symptoms of COVID-19 with students. Persons who become symptomatic while on campus will be required to report to the nurse or another isolated area for a medical assessment. Isolation rooms will be available at the Elementary and Secondary buildings per DOH requirements. Upon medical assessment, students and staff who present with symptoms will be sent home for follow up with a healthcare provider.

Temperature screenings

Temperature screenings will be provided as needed for sick individuals. Please see template below for affidavit requiring parental/guardian assurances for any student who is participating with in-person learning. This affidavit ensures that the student is not presenting with any symptoms, has an acceptable temperature before school each day, has not been exposed to COVID-19, or has not traveled internationally or from a state with a wide spread transmission. Weekly reminders will be sent to parents regarding these assurances. Working in conjunction with the Cayuga Medical Center, we will provide a screening tool for all staff to be utilized daily, prior to entering any school building. Protocol for visitors will follow staff entrance screening procedure. Visitors will be limited to necessary/mandated visits only. Student sign outs, if needed, will occur without visitors entering the building.



NEWFIELD

CENTRAL SCHOOL DISTRICT

As the parent/guardian of a student/s at the Newfield Central School District, I agree to the following daily procedures listed below for the school year 2020-21. By following the procedures below on a daily basis, I am assuring my student is safe to attend school.

- Take student/s temperature prior to attending school.
- Assess student/s overall health and condition, following the provided symptom sheet for COVID-19.
- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- Tested positive through a diagnostic test for COVID-19 in the past 14 days.
- Has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days.
- Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Student/s Name/s: _____, _____,

_____, _____, _____,

Parents/Guardians Name (printed)

Date

Parents/Guardians Signature

Hand washing and hygiene

Signage on hand washing and respiratory hygiene will be posted in all classrooms, bathrooms and common areas.

Social distancing

Proper markings will be placed in all common areas, including classrooms, marking a 6 foot distance whenever possible. All classrooms will have floors marked and limited desks to ensure appropriate social distancing.

Accommodation of those in high risk or living with those in high risk

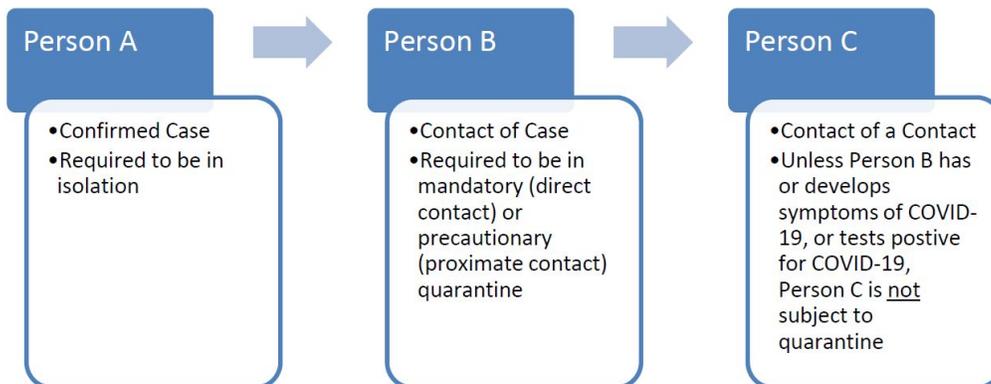
The district will accommodate any high risk individuals with written guidance from their medical provider. Confirmed cases of high risk will be accommodated on an individualized basis per the unique medical situation.

Face coverings

Signage stating face coverings required will be placed at all entrances, hallways and classrooms. Face masks will be provided for students or staff that are in need. Mask breaks will be allowed as needed, while maintaining social distancing of at least 6 feet apart. TST BOCES has and will continue to provide PPE for the district. Orders have been placed for additional PPE.

If confirmed COVID-19 case in the school

All confirmed COVID-19 cases will be coordinated with the Tompkins County Health Department and all directives from the Tompkins County Health Department will be followed. Students and staff may return to school from a confirmed COVID-19 case, or following quarantine due to contact with a confirmed case of COVID-19, after being cleared by their primary medical provider and/or Tompkins County Health Department. All protocols will comply with CDC guidance. Please see flowchart below for details on quarantine requirements.



Cleaning and disinfection

All facilities staff will be trained in the CDC/DOH guidelines for cleaning and disinfecting the district buildings. During the emergency closing and throughout the summer the facilities staff have and continue to do a complete and thorough deep clean of all the facilities. This will give us a baseline to maintain the cleanliness of the school once the students return. Only disinfectant solutions meeting CDC/DOH guidelines will be used. Surfaces will be cleaned first using an approved cleaning process, followed by a disinfectant solution. Surfaces will include all areas contacted by students and staff, (e.g. door handles, desks, chairs, etc.) In the HS and MS a schedule of open classrooms will be maintained throughout the day so the cleaning staff can sanitize them between usage. In the ES, classrooms will be cleaned/disinfected between half day sessions and after students leave for the day. Classroom surfaces normally contacted by students and faculty will be disinfected whenever possible, including desks, door handles, tables and chairs. We will be using a disinfectant solution that is known to kill viruses including COVID-19. All restrooms will be cleaned and disinfected frequently throughout the day. The evening staff will again clean/disinfect all areas of the schools as well as routine cleaning, sweeping, mopping and trash/recycling removal. All utilized classrooms, bathrooms, common spaces will be cleaned/disinfected at least daily or more frequently as necessary, and documented on a clipboard in that location. Additional disinfecting tools, including fine mist sprayers, have been ordered for use in buildings and on busses.

Safety Drills

All emergency drills will be completed as required with modifications to ensure social distancing/masks in place. Students will be instructed that in actual emergencies requiring evacuation or lockdown, the most imminent concern is to get to safety.

Before/After School Care

NCSD will not participate in BASC for the 2020-2021 school year.

COVID-19 Safety Coordinators

Eric Hartz, Superintendent will serve as the NCSD Safety Coordinator

Facilities

Every occupied space will be appropriately set up for social distancing. Frequent cleaning and/or disinfecting will occur throughout the day as spaces become unoccupied, including classrooms, restrooms and more. Cleaning charts/schedules will be posted in all occupied rooms, including bathrooms. NCS D will not be making any alterations to the buildings, expansion of space or buildings or erecting tents for the use of expanding space, therefore Fire Codes will not be affected. There will be no reduction in toilet or hand washing facilities.

We will also be eliminating the use of standard drinking fountains and replacing some with bottle filler fountains in strategic locations in each building. Students will be encouraged to bring their own water bottle to fill at these devices. There will be three additional water filler fountains added one each in the HS, MS and ES. This will keep the district in compliance with the building code requirements.

The District has recently installed new modern HVAC systems in all school three buildings. Filters will be replaced according to manufacturing specifications. These systems use 100% outside air in the classroom throughout the entire district. NCS D will continue to follow all requirements for facilities, including but not limited to: square footage, building inspections, lead testing, doorways and fire code.

Emergency Drills will be completed as required with social distancing/masks in place. However, if it is not safe to perform lockdown drills the teacher will instruct the students in proper action should there be an actual event.

Child Nutrition

NCS D ensures that students in attendance at school and learning remotely will have access to meals each school day. NCS D will follow all health and safety guidelines, as well as Child Nutrition Program requirements, including the protection of students with confirmed food allergies. Communication with families will be included with structures as listed in the communication section above.

K-5 students will be eating in classrooms when arriving at school both morning and afternoon. Morning group students will have a grab and go breakfast when they arrive and will have a grab and go lunch at dismissal to take home. Afternoon group students will have a grab and go lunch when they arrive and will have a grab and go breakfast at dismissal to take home for the following morning. All classrooms, including desks, will be disinfected after each morning and afternoon session. Students in 6-12, will be eating in areas that allow for social distancing and each area will be disinfected and cleaned after each area is used.

Hand Washing Protocol

- Wash hands regularly with soap and water for at least 20 seconds
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your cloth face covering
 - After changing a diaper
 - After caring for someone sick
 - After touching animals or pets
 - After touching trash
 - Before and after the work shift
 - Before and after work breaks
 - After touching objects that have been handled by others
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Appropriate hand hygiene will be promoted and sharing of food and beverages will be discouraged. This will be done via handouts/flyers, posters in areas where students eat and sharing all of the above information with parents.

Transportation

Transportation will be provided to all eligible students, to the extent required by law. Parents will have the choice to transport their student/s if desired. Access to transportation includes but is not limited to students in the following settings:

- private,
- parochial,
- charter,
- students with an I.E.P. to out of district schools,
- McKinney-Vento
- foster care

In the event Newfield CSD is in session remotely, the above services will continue to be provided to those students.

Students who are physically able, will wear masks on buses, PPE will be provided to students when needed. Social distancing will be strictly enforced, including any wheelchairs which will be transported individually. Those students with a disability which would prevent them from wearing a mask will not be forced to wear one, or be denied transportation. All seats will be assigned to ensure appropriate social distancing. Buses will be fully cleaned and/or disinfected prior to both AM and PM runs, as well as before any run requiring student changes.

All staff will perform a self-health check for COVID symptoms prior to reporting for work and contact their supervisor if any signs are present, please see the Health and Safety section. Staff will be trained and provided periodic refreshers on PPE and signs/symptoms of COVID. Transportation staff are required to wear masks and gloves at all times, this equipment will be provided by NCSD. Please refer to the Health and Safety section of this document for daily student health check protocols.

Social Emotional Well-Being

Review of the Counseling Plan

The following individuals will review and update the current district-wide and building level comprehensive school counseling program plan.

- Eric Hartz, Acting Superintendent
- Patrick Mahunik, Director of Secondary Education
- Laine Gillete, Elementary School Principal
- Rebecca Charsky, Elementary School Counselor
- Colleen Markle, Middle School Counselor
- Rick Pawlewicz, High School Counselor
- Jamie McCaffrey, Elementary School Social Worker
- Laura Sullivan, Elementary/Middle School Social Worker
- Robert Levine, High School Social Worker
- Kathy Merwin, School Psychologist
- David Shaw, Business Administrator
- Parent Representatives
- Cayuga Medical Center

Establish Collaborative Advisory Group

All buildings will continue to review and enhance advisory groups, which will meet periodically to discuss individual student issues, school culture, and all other social emotional concerns. The goal of this group will be to develop a plan around significant issues, involving family members, community organizations, social workers, and counselors.

Resources and Referrals

Responsive services, which are the traditional duties of school counselors, social workers and school psychologists, consist of activities meeting individual student's immediate needs, usually necessitated by life events, situations and/or conditions in the student's life. These needs require counseling, consultation, referral, peer mediation and/or information. All individuals will adhere to the following continuum of support for all students.

- Consultation: School Counselors work with parents, teachers, students and other involved parties to develop strategies to assist students and families.
- Personal Counseling: Provides a student maximum privacy in which to freely explore ideas, feelings, and behaviors.
- Crisis Counseling: Provides prevention and interventions. Such counseling is short term in nature addressing a particular student's concern.
- Referral to the Mental Health Team: Students will be referred to this group of administrators and Mental Health professionals to identify needs, appropriate support both within the school and through community mental health agencies and resources.
- Referral: Counselors refer students and their families to appropriate community agencies when needed.

Professional Development

The district will work with Tompkins, Seneca, Tioga BOCES and other agencies to develop and present professional development sessions centered on COVID-19 for all staff members prior to students returning to campus. This training will focus on discussing COVID-19 with students and supporting students, faculty, and staff who may be struggling with this public health emergency.

School Schedules

Elementary Schedule-Level K-5

At the Elementary School, students will be placed into a group with attention to keeping family units together. Students will then be placed into an AM or PM schedule group for their weekly attendance. Students who are learning virtually will be expected to join either the AM or PM group schedule for virtual instruction as attendance will be recorded daily.

<u>AM Group Schedule</u>	<u>PM Group Schedule</u>
7:40 - Students will be released off of the buses	7:40-10:20 Students will participate in ENCORE classes (Art, Music, Library, PE) and Title I services, virtually.
8:00-8:50 English Language Arts Block	12:10 - Students will be released off of the buses
8:50-9:40 Math Block	12:30-1:20 English Language Arts Block
9:40-10:20 Science/Social Studies	1:20-2:10 Math Block
10:20 Dismissal	2:10-2:50 Science/Social Studies
12:10-2:50 Students will participate in ENCORE classes (Art, Music, Library, PE) and Title I services, virtually.	2:50 Dismissal

Middle School/High School Schedule

Students returning to campus will be divided into two groups and follow the schedule below.

Students who are learning virtually will be expected to join each of their classes virtually at their assigned times as attendance will be recorded daily. Students who attend school two days a week on campus will be expected to join each of their classes virtually at their assigned times on the days they are not on campus.

Period	Start	End	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:00	8:51	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	ALL STUDENTS WILL BE VIRTUAL/ INDEPENDENT LEARNERS	Group 2 - In Person Group 1 Independent/Check in with teacher virtually	Group 2 - In Person Group 1 Independent/Check in with teacher virtually
2	8:54	9:37	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	Group 1 - In Person Group 2 Independent/Check in with teacher virtually		Group 2 - In Person Group 1 Independent/Check in with teacher virtually	Group 2 - In Person Group 1 Independent/Check in with teacher virtually
3	9:40	10:23	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	TEACHERS WILL: 1. CONDUCT VIRTUAL OFFICE HOURS	Group 2 - In Person Group 1 Independent/Check in with teacher virtually	Group 2 - In Person Group 1 Independent/Check in with teacher virtually
4	10:26	11:11	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	2. ATTEND GRADE LEVEL MEETINGS	Group 2 - In Person Group 1 Independent/Check in with teacher virtually	Group 2 - In Person Group 1 Independent/Check in with teacher virtually
5	11:14	11:57	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	3. CHECK IN WITH THEIR ADVISORY STUDENTS AND FAMILIES	Group 2 - In Person Group 1 Independent/Check in with teacher virtually	Group 2 - In Person Group 1 Independent/Check in with teacher virtually
6	12:00	12:43	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	4. UPDATE VIRTUAL ATTENDANCE FOR ALL STUDENTS	Group 2 - In Person Group 1 Independent/Check in with teacher virtually	Group 2 - In Person Group 1 Independent/Check in with teacher virtually
7	12:46	1:29	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	5. MAKE PHONE CALLS FOR CHRONICALLY ABSENT STUDENTS	Group 2 - In Person Group 1 Independent/Check in with teacher virtually	Group 2 - In Person Group 1 Independent/Check in with teacher virtually
8	1:32	2:15	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	6. ATTEND PROFESSIONAL DEVELOPMENT OPPORTUNITIES AND FACULTY MEETINGS	Group 2 - In Person Group 1 Independent/Check in with teacher virtually	Group 2 - In Person Group 1 Independent/Check in with teacher virtually
9	2:18	3:00	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	Group 1 - In Person Group 2 Independent/Check in with teacher virtually	7. MEET AS DEPARTMENTS TO DISCUSS AND ASSESS OUR LEARNING MODEL	Group 2 - In Person Group 1 Independent/Check in with teacher virtually	Group 2 - In Person Group 1 Independent/Check in with teacher virtually

Attendance and Chronic Absenteeism

Daily attendance will be taken regardless of the educational setting. When in school, attendance will be taken via SchoolTool. When remote learning, students will engage with teachers daily and attendance will be recorded in SchoolTool.

Elementary Attendance will be monitored for both in person and virtual learners via SchoolTool daily. We will monitor for chronic absenteeism and follow up with creative ideas to reach families. We will monitor fully distance learning students carefully for attendance issues. We will only follow through on PINS or Educational Neglect if necessary. We will follow the steps in the plan below:

- Email the student and parent: if no response within 24 hours
- Phone call to parent. If you cannot reach parent then
- Reach out to individuals on the emergency contact list. Do not give details just that you need to get in touch with parents - non-emergency
- If no response, then contact the Counseling team for support. If Counselors are unsuccessful then
- Principal/Asst. Or Dean of Students will visit homes

In addition the High School/Middle School, will monitor attendance via Google classroom and phone calls for students who may not have connectivity for all virtual learners and students who are off campus due to the split schedule. This will ensure all guidelines for reopening are met and attendance data is accurate. Administrators, teachers, and administrative assistants will continue to monitor absenteeism in accordance with our board policy and address students and families who consistently tardy, absent, and/ or are not checking in with teachers when they are off campus.

Technology and Connectivity

In our emergency closing on March 16, 2020 building administration communicated with individual families regarding their access to devices and high speed internet. During this closing we supplied over 120 devices to our community. Given our rural area, there are areas in which families do not have access to wi-fi, nor do they have access to cell service (therefore no hotspot). If families did have access to the internet, but no devices, we provided devices. In addition, we added a high-capacity wireless access point in the school parking lot. As a community, there are public wireless access points at the Newfield Public Library and the Newfield Town Hall.

As we look to our fall opening, we have been gathering our needs to provide the best scenarios possible. We have sent (via US postal service) a survey to get some very specific information from families including the following:

Do you have reliable high-speed internet at your home?

- If no, do you have any internet access at all in your home?
- If no, is there high-speed internet available to your residence?
- If no, do you have reliable cell service in your home?
- Do you currently have a computing device (beyond a cell phone) for each school-age child living at your home?
- If you don't have enough devices, how many would you need?

As a district, we are transitioning from Microsoft Office 365 and moving to a Google for Education environment. We have also placed orders for Google Chromebooks to set up as 1:1 devices for our HS students. As we begin the school year, there will be extended professional development provided to support faculty in the new platform, virtual learning, and best practices in supporting students in our ever-changing world.

Teaching and Learning

NCSD will be following the same Continuity of Learning plan in 2020-2021 as submitted for the 2019-2020 school year.

All students will participate in a hybrid model of in person and virtual learning. New York State Standards will drive all instruction. Students at the elementary and middle schools will meet all state requirements. Students at the high school will continue to prepare to meet all graduation requirements. All students will be given a schedule (see Student Schedule above) and will follow it in person or virtually.

Arrangements will be made to support families without internet service who are unable to work virtually from home. All teachers in grades 6-12 will hold virtual office hours on Wednesdays to allow for additional support and feedback for students.

NCSD will defer participating in PreK until the 2021-2022 school year, unless an opportunity to apply for 2020-2021 arises.

Career and Technical Education (CTE)

Students will be offered the opportunity to attend CTE courses off campus in conjunction with TST BOCES

Athletics and Extracurricular Activities

All athletics will follow NYSPHAA guidelines. Extracurricular activities will be limited and follow NCSD guidelines.

Special Education

Special Education services provided by the Newfield District will be a hybrid combination of in person and virtual. NCSD will provide FAPE for students with disabilities, consistent with health and safety needs.

Parents will engage with CPSE/CSE meetings in a variety of formats, including in person, via telephone and virtual meetings. Service providers will provide updated information for CPSE/CSE via in person attendance, phone or virtual, and will continue monitoring following the CPSE/CSE meeting. Parent communication regarding programs and services will be provided via written correspondence, telephone, email and virtual meetings.

All necessary accommodations, modifications, supplemental aids and services, including technology will be met per student IEPs.

ELL

NCSD currently has no ELL students enrolled. Should students requiring ELL accommodations enroll, this plan will be updated

Staffing

NCSD will ensure that all teachers, school and district leaders, and pupil personnel service professionals hold a valid and appropriate certificate for their assignment, including emergency COVID certificate.

Teacher and Principal Evaluation System

NCSD will apply for a variance to APPR requirements.