

# Pine Valley Central School District REOPENING PLAN DRAFT



Ms. Bryna Moritz Booth

Ms. Carrie Davenport

Mrs. Jamie Rodgers

Mr. David Davison

Mrs. Brandi Meacham



## Ms. Moritz Booth's Message

Pine Valley Panthers,

It is with great excitement that I welcome back our students and employees to school for the 2020-2021 school year. The past several months have been an unprecedented time, and it has been an honor to lead this district and witness first hand the strong community support, caring and hard-working administrators, teachers, and support staff. This time of social distancing has helped us grow together rather than apart, but we are very, very ready to have everyone back on campus.

In March, our shutdown came rather unexpectedly. It was beyond surprising and a strain on our school and community to have this shutdown last as long as it has. We tried to adapt and change as quickly as we could for our students knowing that we were in no way perfect or providing an ideal education. Our goal was to take care of our kids, take care of our families and take care of our team. We did our best to do that but know that there were many areas and challenges where we simply could not provide the same education as we can in person.

I was hired in this district to improve student achievement and build a culture. Instead my task quickly became leading in a time of disconnection, community and district strain, financial uncertainty and far from optimal teaching circumstances. This coming year we are faced with even more unknowns and challenges. We do not know how our students will have coped, grown or regressed during this time away. We do not know how education will need to change and evolve while still facing the pandemic. We do not know how families have changed and their needs from us have changed during this time. We do not know what the financial landscape from the state will be as the year progresses.



## Ms. Moritz Booth's Message

We do know after all of this that we are #pantherstrong. There is nowhere I would rather be. Thank you to the amazing Panther community both in and out of school for your response in this unprecedented time. I got to see the true benefit of coming from, and working in, the Pine Valley family. You can know that we will face every hurdle with a research mindset and make decisions that are the best for our kids and community. We are cognizant that decisions we make impact student and family health and wellbeing, community economic stability, and the education of every child in our district. We do not take these decisions lightly.

In preparation for the 2020-2021 school year reopening, we have been continuously studying guidance from the Centers for Disease Control and Prevention, Department of Health, and New York State Education Department. We have surveyed parents, teachers and staff. In each of those surveys, over 80% stated they wanted a return to in-person learning. Many conveyed concerns for their children's' safety as a counterbalance to this want. Committees of various stakeholders have been meeting to create plans and protocols for the coming school year. If you served on one of these committees, thank you, thank you, thank you. We then took these plans as an administrative team and turned them into a comprehensive reopening plan specific to Pine Valley Central School. Our plan will not look the same as our neighbors as we are not the same as our neighbors nor are our students' needs. The plan was then given to the Board of Education and submitted to the State Education Department along with certain assurances that were necessary for the district to make.



## Ms. Moritz Booth's Message to Panthers

The plan provided in the following pages is in no way meant to be a finalized document. Rather it will serve to be a guide to start the year and evolve as the situation with COVID-19 and state guidance evolves. Our communication of this plan will be through social media, email, school website, and any other means available to us. Each time something needs to change or adapt, we will communicate the plan again. Our response for learning and meeting student needs in March was in no way perfect. We grew and evolved during the following months just as we will grow and evolve in the coming months. I can guarantee that this summer has provided us more time to open this coming year from a stronger, better-planned position, but in no way will we be perfect. We will continue to try our best and work harder than ever before.

It is my hope that some of the work that we started prior to the pandemic - of culture building, and a focus on improving student achievement - can continue. We will continue this hand in hand with reimagining the face of education to include social distancing, deep cleans, and face masks. If you see something we need to improve upon or that you need support with, please do not hesitate to reach out to anyone on our team. **We will keep growing, we will keep taking care of our students, our families and our team. We will all be here working hard each day to do what is best for our kids.**

Very Truly Yours,

*Bryna Moritz Booth*

Superintendent



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## Return to School Plan

The Pine Valley Central School District's COVID-19 reopening plan establishes and explains the necessary policies, practices and conditions necessary to meet the centers for Disease Control and Prevention, New York State Department of Health and New York State Education Department guidelines for COVID-19, the State's "New York Forward" guidelines, along with federal Occupational Safety and Health Administration standards related to employee safeguards and potential exposure to COVID-19.

We have developed procedures for the return to the 2020-2021 school that consider three learning models: in person, hybrid, and remote learning. We are prepared to move to each of these models should the need arise due to the public health crisis currently facing schools.

This plan was developed with community input, collaboration of key stakeholders, and many hours of work by our administrative team. I am grateful for the dedication and time spent by all participants on our return to school plan. Our hope is that the following plan will provide reassurance to our community and meet their needs, while also ensuring the health and safety of every member of our school community.



## Return to School Plan

PLEASE NOTE: Governor Cuomo promised that we will have a final decision on school reopening by August 7, 2020. We are required to submit this plan for reopening to the New York State Department of Health by July 31, 2020. This plan needs to include detail based on the Department of Health guidance we received July 13, 2020 and the State Education Department Guidance that we received July 16, 2020. The details that must be included in this plan were provided July 17, 2020. All of these factors led to our need to gather stakeholders quickly and without much notice and work around the clock. This plan would not have been possible without the dedicated work of our employees, and the support of our community. Thank you!

Thank you to the union for being patient with us and having a sound grasp on the necessity of in person instruction for our students with a balance of employee safety.

Thank you to our administrative team for their tireless work and student first focus at all times.

# Community Feedback



**The following slides showcase  
the key pieces of feedback  
received from the community  
that were instrumental to our  
decision making.**



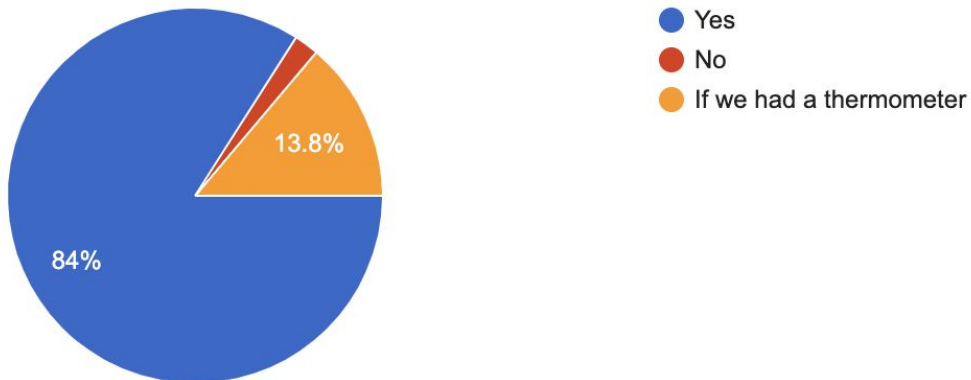


## Parent Survey Response Highlights

If instruction is provided in person, are you able to conduct symptom screenings daily prior to sending your child(ren) to school?



94 responses

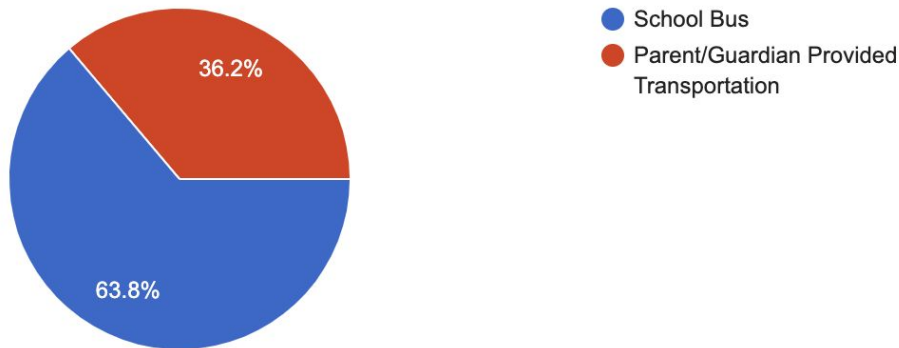




## Parent Survey Response Highlights

If instruction is provided in person and child(ren) are being transported on buses, it is required that they wear a mask and social distance when possible. With these requirements, will your child(ren) ride the bus or will you provide alternate transportation?

94 responses

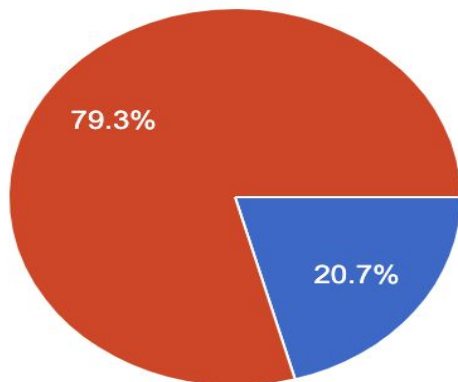




## Parent Survey Response Highlights

For High School Students: If the district were to provide an in-person model for instruction or a remote model which would you choose for your family?

82 responses



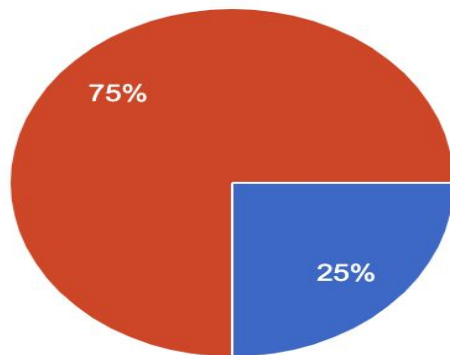
- Remote (Note this would be different than the emergency remote model previously provided, more robust and more accountability will be included.)
- In-Person



## Parent Survey Response Highlights

For Elementary School Students: If the district were to provide an in-person model for instruction or a remote model which would you choose for your family?

84 responses



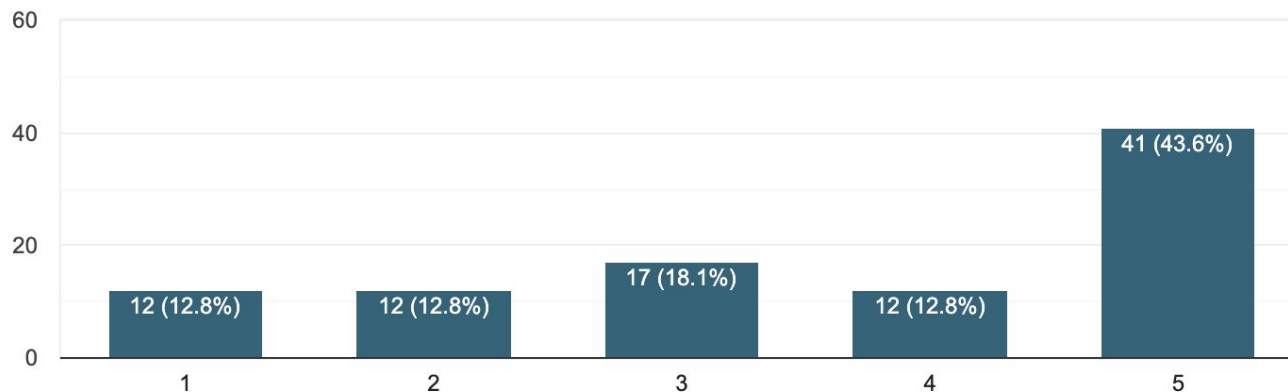
- Remote (Note this would be different than the emergency remote model previously provided, more robust and more accountability will be included.)
- In-Person



## Parent Survey Response Highlights

What is your access to high speed internet?

94 responses



1 = no internet

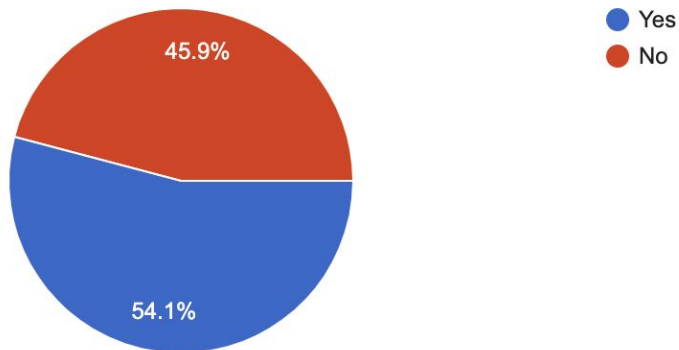
5= can livestream  
videos



## Parent Survey Response Highlights

If community hot spots were made available, would you be able to get to a local parking lot to access the internet on a regular basis?

85 responses



NYSED Mandatory Assurance: CFCE1

# Reopening Specifics





## Health & Safety

The COVID-19 Safety Coordinator will be Bryna Moritz Booth, the Superintendent. She will work in conjunction with the administrative team, School Medical Director and School Nurses to be deeply familiar with all plans and be a resource to the community, staff, and students of Pine Valley Central School.



NYSED Mandatory Assurance: HS20





## Advisory Council

### COVID 19 Advisory Council

Bryna Moritz Booth, Superintendent & Parent  
Darlene Silleman, BOE Member & Parent  
Jamie Rodgers, Business Executive & Parent  
Carrie Davenport, Director of Special Education & Curriculum  
David Davison, Interim Jr./Sr. High School Principal  
Brandi Meacham, Elementary School Principal  
Dee Herman, CSEA Union President, Bus Driver & Parent  
Lisa Kelley, PVT A President & Parent  
Joseph Goodway, Head Bus Driver  
David Vanzile, Director of Facilities  
Theresa Brown, Cook Manager  
Debbie Hooker, Secretary & Community Member

NYSED Mandatory Assurances: CSCE1



## District Points of Contact for Specific Family Needs

### Transportation

Joe Goodway  
[jgoodway@pval.org](mailto:jgoodway@pval.org)  
Ext. 4301

### Elementary Learning & Curriculum

Brianna Colburn  
[bcolburn@pval.org](mailto:bcolburn@pval.org)  
Ext. 3306

### SPED & 504

Cheryl Vanzile  
[cvanzile@pval.org](mailto:cvanzile@pval.org)  
Ext. 3403

### Technology

Jordan Campese  
[jcampese@pval.org](mailto:jcampese@pval.org)  
Ext. 3476

### District Level Concerns

Debbie Hooker  
[dhooker@pval.org](mailto:dhooker@pval.org)  
Ext. 3307

### Child Nutrition

Terry Brown  
[tbrown@pval.org](mailto:tbrown@pval.org)  
Ext. 3321

### High School Learning & Curriculum

Debbie Youngberg  
[dyoungberg@pval.org](mailto:dyoungberg@pval.org)  
Ext. 4307



# Reopening Structure for the Beginning of 2020-2021

## **Monday**

All Students on  
Campus  
(Staggered Bus  
Times)

## **Wednesday**

All Students on  
Campus  
(Staggered Bus  
Times)

## **Friday**

Building will be  
deep cleaned.  
Teachers will focus  
on remote model.

## **Tuesday**

All Students on  
Campus  
(Staggered Bus  
Times)

## **Thursday**

All Students on  
Campus  
(Staggered Bus  
Times)



# Reopening Structure for the Beginning of 2020-2021

## Collaboration

Teachers will have time to collaborate on Fridays to provide accommodations, analyze priority learning standards and address scope and sequence, etc.

## Fridays

Building will be deep cleaned. No one will be in building other than buildings and grounds staff and cleaning staff in order to provide the safest experience for students.

## Professional Development

Teachers will receive Professional Development on Fridays. This will focus on remote learning, microsoft teams, and updated COVID-19 procedures and protocols as the guidance changes.

## Work

Students will be sent home with additional paper-based work on Thursdays. This will be returned on Mondays.

# Stakeholder Workgroups





# Big Rocks, Modules, and Team Chairs

## **Daily Necessities (Jamie Rodgers)**

Transportation  
Budget  
Child Nutrition

## **Health & Wellness (Brandi Meacham)**

Face Coverings & PPE  
Social & Emotional Well Being  
Health & Safety  
Chronic Absenteeism

## **Relationships (Bryna Moritz Booth)**

Communication & Community  
Hiring & Staffing  
Evaluations  
Closure

## **Safety (David Davison)**

Schedules, Pods & Cohorts  
Cleaning & Disinfecting  
Facilities & Social Distancing  
Containment Plans

## **Instruction (Carrie Davenport)**

Trainings  
Certification & Teaching  
Special & Bilingual Education  
Teaching & Learning



## Daily Necessities Module Reopening Workgroups

Module Workgroup	Members, Role
Transportation	Jamie Rodgers - Business Executive and Parent Joe Goodway - Head Bus Driver Dee Herman - Bus Driver, Union President, and Parent Darlene Silleman - BOE Vice President and Parent
Budget	Jamie Rodgers - Business Executive and Parent Bryna Moritz Booth - Superintendent and Parent
Child Nutrition	Jamie Rodgers - Business Executive and Parent Terry Brown - Cook Manager Leslie Milliman - Cook Cathy Chase - Food Service Worker and Bus Driver



## Safety Reopening Workgroups

Module Workgroup	Members, Role
Schedules, Pods & Cohorts	Carrie Davenport, Director of Curriculum and Special Education Brandi Meacham, Elementary Principal Brianna Colburn, Elementary Secretary Stacy Chase, High School Guidance Secretary Deb Youngberg, Jr./Sr. High School Secretary Dave Davison, Interim High School Principal
Cleaning & Disinfecting	David Vanzile, Director of Facilities Terry Brown, Food Service Director Joe Goodway, Transportation Supervisor Cathy Chase, Bus Driver Deb Youngberg, Jr./Sr. High School Secretary Dave Davison, Interim Jr./Sr. High School Principal
Facilities & Social Distancing	David Vanzile, Director of Facilities Ryan Stefanik, Building Maintenance Mechanic Dale Hooker, Custodian Ed Barnes, Building Maintenance Mechanic Deb Youngberg, Jr./Sr. High School Secretary Dave Davison, Interim Jr./Sr. High School Principal





## Health & Wellness Reopening Workgroups

Module Workgroup	Members, Role
Face Coverings & PPE	<p>Brianna Colburn, Elementary Secretary Dee Herman, Bus Driver, Union President, and Parent Lisa Kelley, PVTA President Jill Kenney, PVCSD RN Brandi Meacham, Elementary Principal Jacqueline Parisio, Technology Department Secretary Debbie Youngberg, Jr./Sr. High School Secretary</p>
Social & Emotional Well Being	<p>Stacy Chase, Counseling Center Secretary David Davison, Interim Jr./Sr. High School Principal Shane Gallivan, Jr./Sr. High School Counselor Brandi Meacham, Elementary Principal Amanda Miller, Elementary School Counselor</p>



## Health & Wellness Reopening Workgroups

Module Workgroup	Members, Role
Health & Safety	Roger Chagnon, PVTA Joe Goodway, Head Bus Driver Jill Kenney, PVCSD RN Brandi Meacham, Elementary Principal
Chronic Absenteeism	Stacy Chase, Counseling Center Secretary Brienne Colburn, Elementary Secretary David Davison, Interim Jr./Sr. High School Principal Shane Gallivan, Jr./Sr. High School Counselor Brandi Meacham, Elementary Principal Amanda Miller, Elementary School Counselor Debbie Youngberg, Jr./Sr. High School Secretary



## Instruction Reopening Workgroups

Module Workgroup	Members, Role
Trainings	Carrie Davenport, Director of Special Education & Curriculum David Davison, Interim Jr./Sr. High School Principal Brandi Meacham, Elementary Principal Jill Kenney, PVCSD RN Andy Wheelock, BOCES Technology Integrator Lisa Kelly, PVTA President Roger Chagnon, Fine Arts Teacher
Certifications & Teaching	Carrie Davenport, Director of Special Education & Curriculum Jamie Rodgers, Business Executive David Davison, Interim Jr./Sr. High School Principal Brandi Meacham, Elementary Principal Debbie Hooker, Superintendent's Secretary
Containment Plans	Carrie Davenport, Director of Special Education & Curriculum Brian Hanner, PVCSD School Resource Officer Dr. Ronald Greco, PVCSD School Medical Director Jill Kenney, PVCSD RN



## Instruction Reopening Workgroups

Module Workgroup	Members, Role
Special & Bilingual Education	Carrie Davenport, Director of Special Education & Curriculum Katie Markiewicz, School Psychologist Cheryl Vanzile, CSE/CPSE Secretary David Davison, Interim Jr./Sr. High School Principal Brandi Meacham, Elementary Principal
Teaching & Learning	Carrie Davenport, Director of Special Education & Curriculum Jordan Campese, Technology Coordinator Andy Wheelock, BOCES Technology Integrator Jacqui Parisio, Technology Department Secretary Rose Kruszka, Parent Representative



## Relationships Reopening Workgroups

Module Workgroup	Members, Role
Communication & Community Engagement	Carrie Davenport, Director of Special Education & Curriculum Jamie Rodgers, Business Executive David Davison, Jr./Sr. High School Principal Brandi Meacham, Elementary Principal Debbie Hooker, Superintendent's Secretary
Hiring & Staffing	Carrie Davenport, Director of Special Education & Curriculum Jamie Rodgers, Business Executive David Davison, Interim Jr./Sr. High School Principal Brandi Meacham, Elementary Principal David Vanzile, Director of Facilities Terry Brown, Cook Manager Joe Goodway, Head Bus Driver
Evaluations	Carrie Davenport, Director of Special Education & Curriculum Jamie Rodgers, Business Executive David Davison, Jr./Sr. High School Principal Brandi Meacham, Elementary Principal

# Daily Necessities



## **Daily Necessities (Jamie Rodgers)**

Transportation  
Budget  
Child Nutrition



## Transportation

### **Transportation Staff Training:**

All transportation staff will complete their annual training as required for their license. In addition, transportation staff will be trained on bus cleaning protocols, how to engage with a student who won't wear a mask, PPE requirements, basic bus rules during the pandemic, social distancing protocols, signs/symptoms of COVID, and on the temperature screeners that will be installed on the buses. Periodic refreshers will be given on COVID-19 signs and symptoms, PPE, and social distancing.

NYSED Mandatory Assurances: T6-7



## Transportation

### **Transporting students with COVID-19 Symptoms:**

Any student who exhibits COVID-19 symptoms will not be permitted to board the bus. Procedures are in place if a student starts to exhibit symptoms while enroute to school. If a student becomes symptomatic while onsite, the emergency contact will pick up the child at school.

### **Prior to Students Boarding the Bus or Coming to School:**

Parents will be asked to answer several questions. If they answer “yes” to any of these questions or their child has a temperature they are asked to keep their child home. More detail on this procedure is provided in the Screening Section of our plan.

NYSED Mandatory Assurances: T6-7





# Transportation

## Transportation Needs:

- To determine the transportation needs of the district, a survey has been distributed to our families.
  - This survey will help the district determine the number of routes necessary to accommodate the health and safety requirement for students and staff.
- All transportation staff will be provided with, and must wear, face coverings.
- Gloves will also be provided and worn if physical contact with a child is necessary.
- Students are required to wear a mask on the school bus if they are physically and mentally able.
  - Students who do not have a mask will be provided one by the driver or monitor on the bus.
  - Students who do not have a mask will not be denied transportation.
- Transportation will be provided to nonpublic and students whose Individualized Education Program has placed them out of district whose schools are conducting in-person education when/if our district is not.



## Child Nutrition

- Meals will be provided to all students.
  - Eligibility for free/reduced meals will be determined in the same way as the past using a meal application or direct certification from the state.
  - Students will eat lunch in their classrooms while social distancing.
  - High School students will be given breakfast when they are dropped off at home in the afternoon to be consumed the next morning.
  - Elementary students will receive a breakfast when entering the building to eat in their classrooms.
  - Meals will be served in accordance with all applicable health and safety guidelines.
- The Business Executive will verify compliance with the Child Nutrition program requirements and keep up to date as more information becomes available.
- The Cook Manager will determine food allergies for students using existing school protocols and procedures and will ensure meal preparation and provision adheres to allergy needs in preparing and providing meals outside the cafeteria.
  - Classroom teachers will be informed and trained on how to protect students with food allergies.
- Notices and meal applications will go out to families encouraging them to apply for free/reduced meals.
  - Applications will be available on the website, in the main offices, and in the newsletter.
  - Online applications will be editable for families to fill out and sign electronically.



## Budget

- The Business Executive will track all COVID-19 expenditures.
- The district prepared a very lean budget in the spring and is prepared with a budget including a list of cuts in the event that State Aid amounts are decreased further.
  - The list of cuts that has been prepared is prioritized based on impact to students with the top of the list having the least impact.
  - All budget presentations are available to the public through the district's website.
  - At this time all spending is on hold unless needed to meet COVID-19 requirements upon reopening.
- The district has purchased PPE through a cooperative bid and will monitor supplies to maintain an adequate supply for staff and students.
- Any new positions or purchases needed may be covered by additional COVID-19 funding.
- NYSED Mandatory Assurance: HS14

# Safety



## **Safety (David Davison)**

Schedules, Pods & Cohorts  
Cleaning & Disinfecting  
Facilities & Social Distancing  
Containment



## Schedules, Pods & Cohorts

**All students Pre-K to 12 will attend school in person Monday through Thursday.**

Start times for the Elementary and Jr./Sr. High School will be staggered to allow for social distancing on buses. There will be communication with families regarding bus pick up and drop off times.

### Elementary School

Drop Off: 7:50 - 8:30 am

Load: 2:30 - 3:00 pm

### Jr./Sr. High School

Drop Off: 9:00 - 9:30 am

Load: 1:30 - 2:00 pm

NYSED Assurances: SS1



## Schedules, Pods & Cohorts

### Elementary School Specific:

**Elementary students will report to school from Monday-Thursday. Schedules for in-person learning will be a condensed version of a typical school day schedule. Opportunities for movement, team-building, and breaks from the classroom will be included in the school day, but will all maintain health and safety protocols. At home, paper-based, review learning will be provided on Fridays. Although digital resources may be available, these materials will not be deemed mandatory. All students in 12:1:1 classes will be in attendance every day Monday-Thursday.**

Elementary School Drop Off: 7:50 - 8:30 am, Load: 2:30 - 3:00 pm

- During school drop off and loading, school personnel will ensure social distancing.
- Using available classroom space and following the 6 x 6 ft recommendation for social distancing, the goal is to accommodate all students every day in the elementary classrooms.
- Student cohort groups have been developed to limit movement at each grade level as much as possible.
- Whenever practicable, teachers will change classrooms while students remain in classrooms to reduce hallway traffic.
- For Physical Education and Music, 12 feet of social distancing will be followed for aerobic activities or activities requiring projection of voice or breath.
- Outdoor Physical Education will be encouraged as much as possible. Locker rooms will not be used.



## Schedules, Pods & Cohorts

### Jr./Sr. High School Specific:

Jr./Sr. High School Drop Off: 9:00 – 9:30 am; Load: 1:30 – 2:00 pm

**All students will report Monday through Thursday. A hybrid instructional model will be used following an A/B day schedule to allow for cohorting of students. On A days, certain grade levels will have core instruction while other grade levels take electives. On B days, that will flip. All students in 12:1:1 classes will be in attendance every day Monday-Thursday.**

- Using available classroom space and following the 6 x 6 ft recommendation for social distancing, the goal is to accommodate all students every day in the Jr./Sr. High School classrooms.
- Areas such as the large gym, small gym, auditorium, and large study hall (room 125) will be utilized as classrooms with the possibility of multiple classes in the gyms and auditorium.
- Students will remain divided into a subgroup (cohort) for the majority of their day to reduce mixing of student populations where feasible.
- Whenever practicable, teachers will change classrooms while students remain in classrooms to reduce hallway traffic.



## Schedules, Pods & Cohorts

### Jr./Sr. High School (continued):

- For Physical Education and Music classes, 12 feet of social distancing will be followed. This will allow proper social distancing to be maintained for aerobic activities or activities requiring projection of voice or breath.
- Outdoor Physical Education will be encouraged as much as possible.
  - Locker rooms will not be used.
- While in school, students will attend in-person learning opportunities and complete asynchronous learning while at home.
- Passing times will be staggered when it is necessary for students to move.
- Students' social and emotional needs are being taken into consideration with scheduling in order to provide for movement breaks.





## Cleaning & Disinfecting

### Daily Cleaning and Disinfecting:

The following procedures and protocols will be used:

- Adherence to hygiene, cleaning, and disinfection requirements from the CDC Reopening Guidance for Cleaning and Disinfection and DOH Cleaning and Disinfection Decision Tool.  
[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf)
- Areas of facilities have been identified for cleaning and disinfection frequency and responsibility for cleaning and disinfection have been assigned.
- Cleaning and disinfecting will be manually tracked and recorded using daily cleaning logs that are kept on the back of the classroom door.
- Cleaning and disinfecting will not be done by students (i.e. wipes or spray bottle for desks).



## Cleaning & Disinfecting

### Daily Cleaning continued:

All restrooms will be cleaned and disinfected frequently throughout the school day.

Hand sanitizer (60% or more alcohol) will be provided in areas where hand washing may not be possible - all classrooms, entrances/exits, and cafeteria. New Alcohol-based Hand-Rub Dispensers installed will be in accordance with FCNYS 2020 Section 5705.5.

High-touch areas, such as door handles and stair railings, will be cleaned and disinfected throughout the day.

### Lunches:

- Cafeteria staff will wear disposable, single-use gloves when preparing food and will immediately wash hands after removing gloves.
- The food carts and truck, used to transport food to the high school, will be cleaned and disinfected daily.
- Students will be directed daily to wash hands, with soap, prior to and after eating and not to share food or beverages.

### If classrooms are used for lunch:

- Cleaning will take place to protect students with life-threatening allergies.
- During the school day, shared spaces will be cleaned between usage.
- Garbage bags will be picked up after lunch by cleaning staff.



## Cleaning & Disinfecting

### **Lunches continued:**

#### **If the cafeterias are used for lunch:**

- Tables will be wiped down and disinfected by cafeteria staff after each lunch period.
- Six feet social distancing will be followed in cafeteria.
- Garbage will be emptied after each lunch period.

### **Buses:**

- Transportation staff will clean and disinfect buses after each run and initial the checklist after each cleaning.
- A daily cleaning and disinfecting checklist has been developed for each bus. This checklist will include ensuring that buses and transportation staff on the buses are not equipped with hand sanitizer.
- Hand sanitizer will be provided for all transportation staff in the drivers' room to be used prior to boarding the bus.

NYSED Mandatory Assurances: T1-4, T9, CN3, HS17



# Cleaning & Disinfecting

## After the School Day:

Daily procedures for cleaning and disinfecting will be completed in all student and staff areas to prepare for the next day.

Routine cleaning includes:

- All high-touch items including: desk tops, door handles, light switches, handrails, counters, faucets, etc.
  - to be cleaned and disinfected with approved cleaners.
- All floors will be swept and/or mopped.
- All trash containers will be emptied and liners replaced.
- All carpets will be vacuumed.
- No children are to be present when cleaning and disinfecting are done.

Playgrounds and Outdoor Areas:

- Hand sanitizer use will be required prior to and after using the playground.
- Portable hand washing stations will be placed at both playgrounds.
- Per CDC guidance, outdoor areas only require normal routine cleaning.
- A playground use schedule will be created by the building principal.

NYSED Assurances: HS17



## Cleaning & Disinfecting

### Health Office:

Cleaning must occur after each use of: cots, bathroom, and health office equipment following the manufacturer's directions.

In the event the health office or any other area has been exposed to Covid-19, the following will occur:

- The area will be closed off for 24 hours. A backup health office location will be utilized during this time if we are open.
- Windows may be opened to improve air flow.
- All known areas to have been touched by the carrier will be cleaned and disinfected.
- Once cleaned and disinfected, the area will be reopened.

### Signage:

Age-appropriate signage will be placed in essential areas to instruct staff and students in correct hand and respiratory hygiene.

NYSED Assurances: HS17, HS10



## Facilities & Social Distancing

### **Pine Valley Central School District will comply with the requirements of:**

- 2020 NYS Uniform Fire Prevention and Building Code
- State Energy Conservation Code
- 2020 Building Conditions Survey and Visual Inspection
- Lead in Water testing requirements
- Ventilation codes

NYSED Assurance: F1, F2, F3, F11



## Facilities & Social Distancing

### **Social Distancing:**

6 ft social distancing, 12 ft if doing aerobic activity or singing, will occur during instruction/day whenever practicable. When polycarbonate shields are not provided and social distancing cannot occur, all students and staff will wear appropriate face coverings (transitioning from class, walking in the halls, or riding buses).

We are installing bottling filling stations. There will be 1 per 100 occupants.

### **Student Arrival/Departure:**

Multiple bus runs (elementary and junior-senior high), staggered arrival/departure times, and multiple points of entry/exit will be used to assist in social distancing.

- Three points of entry/exit will be used at the elementary and high school (two for buses and one for drop offs). Face coverings must be donned prior to exiting a vehicle.
- Start of day: Staff will hold doors open and students will be directed to go immediately to the classroom. Staff will assist students in maintaining social distancing and moving to their classroom.
- Students will be called for end-of-day bus run by bus number.
- End of day: Staff will line students up using social distancing, hold doors open and monitor students as they go to their bus.



## Facilities & Social Distancing

### Social Distancing (continued)

**Classrooms - students will be placed into cohorts to minimize interaction during the day. All classrooms will:**

- Be set up using a 6 ft x 6 ft spacing guideline to ensure proper social distancing. All rooms will be measured for capacity and desk locations marked.
- All desks will be facing in the same direction.
- If face coverings are required to be worn in class, periodic face covering breaks will be provided.
- Any time a student leaves their seat or the classroom to enter a common area, or a classroom activity does not permit social distancing, a face covering will be worn.
- Students participating in gym (aerobic activity) or music will maintain a space of 12 ft between individuals.
- Rooms that require students/staff to work in close proximity (i.e. science labs, tech rooms) will use plastic partitions (in compliance w/2020 BCNYS Sec. 2606) and/or face coverings.

NYSED Assurance - HS10, F13





## Facilities & Social Distancing

### Social Distancing (continued)

#### Common Areas:

- Traffic flow signs will be used in all buildings to guide students and staff in navigation.
- Social distancing markers will be used to aid students in keeping a proper distance when in common areas (i.e. bathrooms, bottle filling stations, and hall)..
- Bathrooms and hallways will be monitored by all staff to ensure social distancing is maintained.
- Areas off limits will have signs posted and be monitored.
- Signage to include: Face covering required in this area, Keep Right, Area Off Limits, Follow Proper 6 ft Distance.
- A separate room, adjacent to the nurse's office in each building, has been identified as an isolation room to separate anyone who has COVID-19 symptoms.
- Playground use will require face coverings; a schedule will be made to allow for class use by the building principal.

NYSED Assurances: HS11, HS7



## Facilities & Social Distancing

### Tents:

- Pine Valley will be looking into the use of outdoor tents to provide movement breaks for students during the school day that are socially distanced. These tents will follow the New York State Education Department assurances document.

NYSED Assurances: HS11, HS7



## Containment Plans

A separate room adjacent to the nurse's office in each building has been identified as an isolation room to separate anyone who has COVID-19 and/or positive response to questionnaire.

### Isolation Procedures:

- Students will be isolated should they demonstrate symptoms consistent with COVID-19 and Multi System Inflammatory Syndrome in Children or a temperature of greater than 100.0.
  - Staff will be trained on the symptoms prior to the start of the school year.
- Students will be screened for a temperature in the hallway by the nurse prior to entering the nurse's area.
- Nurses will be provided PPE that is in accordance with the current CDC guidelines.
- Should students be symptomatic or have a fever, their emergency contact will be called to pick up the student from school as they shall not be eligible for district-provided transportation.
- If the nurse is not available, any trained available staff will supervise the student in an isolated area.



## Containment Plans

### **Infected Individuals:**

If a faculty/staff member or student tests positive for COVID-19, they will be required to complete isolation and have a doctor's note indicating that they are safe to return to our campus in coordination with guidelines provided by the local Health Department.

### **Exposed Individuals:**

If a faculty/staff member, or student has been exposed to COVID-19, they will need to complete quarantine and can return to our campus in coordination with guidelines provided by the local Health Department.

NYS Assurances: HS15



# Containment Plans

## Hygiene, Cleaning, and Disinfection:

- Using the guidance established by the DOH and CDC, hygiene, cleaning and disinfection will occur as per the established schedule.
- Occupants of shared areas will be notified if someone tests positive for COVID-19.

## Contact Tracing:

- The nurse will notify the superintendent of any staff or students who test positive for COVID-19 so that the superintendent can:
  - Use the [NYS Contact Tracing Program](#)
  - Utilize the district-appointed Contact Tracing personnel
  - Contact the local Health Department

## Communication:

- Protocols and safety measures will be published on the school website.
- Parents will be notified of the plans via a phone call, letter, and social media outlets.
- Nurse will follow up with families of students/staff sent home with COVID-19 Symptoms or a fever that exceeds 100.0.

NYS Assurances: HS15, HS17



## Containment Plans

### Confirmed COVID-19 Case within our School Community:

If a student/staff member is confirmed COVID-19 positive, they are to remain isolated until meeting requirements of DOH and NYSED. Documentation of evaluation and clearance by a healthcare provider, negative COVID-19 testing, and symptom resolution, will be required to return to school.

### Contact Tracing:

The nurse will notify the superintendent of any staff or students who test positive for COVID-19 so that the superintendent can:

- Use the [NYS Contact Tracing Program](#).
- Utilize the district-appointed Contact Tracing personnel.
- Contact the local Health Department.
- Consult with the school closing committee to determine if further action is needed.
  - i. School closing committee consists of: Pine Valley Administration, School Medical Director.



## Containment Plans

### Confirmed COVID-19 Case Return to School Plan:

- If a student/staff member is confirmed COVID-19 positive, they are to remain isolated until meeting requirements of DOH and NYSED. Documentation of evaluation and clearance by a healthcare provider, negative COVID-19 testing, and symptom resolution, will be required to return to school.
- Learning will be provided remotely throughout a student's absence to limit instructional loss.
- The student/staff member's social and emotional needs will be assessed after this stressful time period by the staff member's supervisor or the student's counselor. The EAP will be made available to any staff member struggling. Regular counseling and time to decompress will be provided to any student returning to school.
- All HIPPA protocols will be in place throughout any case.

# Health & Wellness



Mrs. Brandi Meacham

## **Health & Wellness (Brandi Meacham)**

Face Coverings & PPE  
Social & Emotional Well Being  
Health & Safety  
Chronic Absenteeism





## Face Coverings & PPE

### Face Coverings for All:

Pine Valley Central School will require all employees, student teachers, visitors, and students to wear a hands-free cloth face covering (hand-sewn, quick-cut, surgical mask, bandana) that covers the mouth and nose while on the school grounds whenever social distancing cannot be maintained. This includes any time an individual is:

- Entering or exiting a PVCS bus or building,
- In classrooms except for designated mask breaks,
- Out of his/her seat, or
- Traveling around the building.

Employees and students with healthcare documentation, returned to the school nurse, stating that they are not medically able to tolerate face coverings will not be required to wear masks. However, these individuals must make every effort to ensure social distancing at all times.

Teachers who may need to be in close contact with students should utilize face shields or approved, polycarbonate barriers. Additional accommodations for teachers with health concerns will be provided upon request.

Lanyards will be provided to faculty, staff, and students to ensure face masks are always with each individual.

To ensure compliance and entrance to buildings and buses, training, signage, and additional face masks at building and bus entrances will be utilized.

NYSED Assurances: HS2, HS3, HS13, T12, T13, T14, T15, F13



## Face Coverings & PPE

### **Student Face Coverings and Breaks:**

Students will be required to wear face coverings while on any PVCS bus, moving about the building or classroom or when social distancing is not possible.

- Mask breaks will be, at minimum, 10 minutes every forty minutes.
- Teachers will ensure that students with health or sensory concerns get additional breaks as needed.

In a typical classroom, a teacher is circulating the room, checking on students' work and progress, and having 1:1 conversations with students. Standing at the front of the room lecturing is not the most efficient teaching method. Therefore, it is important to balance best instructional practices with the need for breaks from face coverings.

Although student masks should be provided by families, students will be provided a face covering should they not have one readily available. Disposable face coverings will be available on all buses and in all building entrances.

NYSED Assurances: HS2, HS13, HS14, T12, T13, T14, T15



## Face Coverings & PPE

### **Student Refusal of Face Coverings:**

Students will be required to wear face coverings while on any PVCS bus, while seated in the classroom, moving about the building or classroom or when social distancing is not possible unless exempt due to a medical reason. Should students refuse to wear a mask at appropriate times, the following steps will be taken:

- Students will be reminded that masks are required
- Students will be provided a 1:1 conference to discuss concerns with wearing masks
- Students will be retrained as to the purpose and importance of face coverings
- Parents will be contacted to ensure a unified understanding and support of our school and community safety
- Students that continue to refuse face coverings without an appropriate exemption will be subjected to progressive discipline for insubordination, including being sent home for the day



## Face Coverings & PPE

### **Personal Protective Equipment for School Health Personnel:**

All school health personnel will be required to wear the CDC and DOH recommended PPE when assessing ill students and/or adults and while conducting any aerosol/respiratory treatments. Such PPE may include:

- Gloves
- Disposable surgical masks
- Face shields
- Gowns
- Alcohol wipes
- Hand sanitizer
- N-95 masks
- Goggles



## Face Coverings & PPE

### **Personal Protective Equipment for Staff on Buses:**

All PVCS transportation staff will be required to wear/use the CDC and DOH recommended PPE when coming into contact with students. Such PPE may include:

- Gloves
- Masks
- Hand sanitizer at the bus garage for use when entering and exiting a bus

NYSED Assurances: T8, T9, T10



## Face Coverings & PPE

### **Personal Protective Equipment for Custodians and Cleaners:**

All PVCS custodial and cleaning staff will be required to wear/use the CDC and DOH recommended PPE when cleaning and disinfecting. Staff will also adhere to additional guidance on labels for individual cleaners. Such PPE may include:

- Gloves
- Hand sanitizer for each room
- Masks
- Face shields
- Cleaning supplies
- Goggles
- N-95 masks
- Gowns



## Face Coverings & PPE

### **Personal Protective Equipment for Food Service Staff:**

All PVCS food service staff will be required to wear/use the CDC and DOH recommended PPE for preparing and delivering food. Such PPE may include:

- Masks
- Gloves
- Hand sanitizer
- Sanitary wipes to clean equipment

NYSED Assurances: HS13



## Face Coverings & PPE

### **Personal Protective Equipment for Non-Instructional and/or Screening Staff:**

All PVCS non-instructional staff utilized for screening purposes will be required to wear/use the CDC and DOH recommended PPE. Such PPE may include:

- Gloves
- Masks
- Face shields
- Alcohol wipes
- Hand sanitizer

NYSED Assurances: HS13





## Face Coverings & PPE

### **Personal Protective Equipment for Instructional Staff:**

All PVCS instructional staff will be required to wear/use the CDC and DOH recommended PPE when coming into contact with students or when social distancing cannot be maintained. Such PPE may include:

- Clear dividers
- Gloves
- Hand sanitizer for each room
- Masks
- Face shields (at teacher discretion)
- Gowns (multi-age classrooms)



## Face Coverings & PPE

### **Maintaining Face Coverings and PPE:**

- Building secretaries and school nurses will collaborate to ensure:
  - PPE is inventoried and ordered in adequate supply,
  - PPE is available at building entrances, and
  - PPE signage is posted in appropriate locations.
- Additional cloth masks for students and staff can be obtained from the main office.
- Donations of masks will be acquired from Hanes, grant opportunities, and the Chautauqua County Children's Coalition.
- A health and wellness team will be created to ensure new safety protocols are adhered to within each location.

NYSED Assurances: HS13, HS14, HS15



## Social & Emotional Well-Being

PVCS district will utilize a shared decision-making team (Vision Team) comprised of parents, students, members of the BOE, district leaders, school counselors, and district faculty and staff to guide the work of creating and following a comprehensive developmental school counseling program. These plans will be reviewed periodically and updated to meet student needs in a timely manner. When necessary, remote counseling will occur via Microsoft Conferencing based on an arranged schedule.

NYSED Mandatory Assurance: SEW1, SEW2



## Social & Emotional Well-Being

The PVCS will develop a reacclimation plan to support the return to school for all students, staff, and families. The plan will ensure a variety of tiered social-emotional and behavioral supports. Building crisis teams will be updated and trained as needed to support students in crisis. Examples for each stakeholder group are included in the following slides.

NYSED Mandatory Assurance: SEW3, SEW4, CCFE2



## Social & Emotional Well-Being

### Staff Wellness:

- The district provides EAP (Employee Assistance Program) services to all staff through ESI.
  - Monthly newsletters are emailed to all employees from our EAP highlighting different services available to them.
  - These services are highlighted before the start of every school year and will be highlighted remotely this year.
- Maintain a comprehensive list of resources for staff mental health
- Plan socially-distanced staff events
- Create a plan for optional mental health breaks
- Support staff capacity and resources through a collaboration with Prevention Works
- Provide training and guidance on how to use/teach Microsoft Office, Remind, and email, on how to recognize signs of distress in self and students, and how to follow/implement COVID-19 procedures
- Provide a social-emotional survey for staff to allow administration to help address needs/concerns
- Provide a built-in time in the schedule for room changes, breaks, and SEL learning for at least the first 6 weeks of school.

NYSED Mandatory Assurance: SEW3, SEW4



## Social & Emotional Well-Being

### Student Wellness:

- Implement a screening process to determine students' levels of needs
- Provide tiered supports for mental health supports and students in crisis
- Implement regular Student Support Team meetings to address needs of at-risk students
- Provide movement, mindfulness, and team-building breaks within the school schedule
- Plan hands-on activities and lessons for students to help normalize face coverings, social distancing, etc.
- Teach coping and resilience strategies and other social-emotional supports to help students self-regulate
- Train teachers on early warning signs for mental health needs so that immediate support can be provided to students
- Provide a scheduled break outside of the classroom each day
- Implement weekly well-being check-ins by a trusted adult for each student

### Family Wellness:

- Provide an elementary monthly newsletter with tips, tricks, and resources for families, written by Amanda Miller
- Provide a 7-12 monthly newsletter with tips, tricks, and resources for families, written by Shane Gallivan
- Running list of videos and resources for families posted on the website
- Community Referral List/Agency List for Chautauqua and Cattaraugus Counties
- Provide the Remind app district-wide to ease reciprocal communication



## Health & Safety

### Faculty and Staff Screening:

In accordance with guidance from the Center for Disease Control, NYSED, Department of Health, and our district physician, the Pine Valley Central Schools will ensure all faculty and staff complete a daily temperature check and a COVID-19 questionnaire.

- All PV faculty and staff will complete an electronic daily questionnaire prior to entering the building. For staff who do not own a thermometer, their temperature will be checked upon signing into the building. The sign-in sheets will be edited to include 2 checkboxes
  - (1. COVID-19 questionnaire questions are answered "no", 2. Temperature (less than 100.0 degrees)).
- The Head Bus Driver and Director of Facilities will be trained to take temperatures of early-entering staff.

### Student Teacher Screening:

- Should local colleges and universities consider the placement of student teachers safe, Pine Valley will accept placements previously agreed upon. Student teachers must perform daily COVID-19 screening protocols equivalent to PV staff and agree to remain socially distanced/responsible during non-school hours. Student teacher supervisors will be asked to meet and observe student teachers through digital means when possible.



## Health & Safety

### Students on PVCS Buses Screening:

In accordance with guidance from the Center for Disease Control, NYSED, Department of Health, and our district physician, the Pine Valley Central Schools will ensure all students complete a daily temperature check and a COVID-19 questionnaire.

- An all-call or text from PowerSchool or Remind will go out to all families each morning reviewing the questionnaire and asking families to complete a temperature screening at home if possible. Should families answer yes to a questionnaire question or identify a fever, they will be asked to call the school COVID-19 hotline immediately.
- All students and families will participate in a verbal COVID-19 Questionnaire:
  - A parent or guardian will be asked to be at the bus stop with their elementary students at the beginning of each week to verbally answer questionnaire questions.
  - Should parents not be at the bus stop weekly, building staff members will call families to follow-up with the COVID-19 questions and a reminder of necessary district procedures.
- All students will be verbally asked by the bus driver each morning if they answered "yes" to any of the COVID-19 questions. Questions will be posted on the bus in student-friendly language. If students answer no to all questions, they will enter the bus while wearing proper face coverings.
- The bus driver will ask students if a temperature check was completed at home. Students who answer "no" will receive a no-contact temperature check as they enter the school bus.
- Students will then enter the bus using transportation protocols created by the transportation committee.
- Buses will be unloaded at the building using a staggered drop-off schedule and social distancing procedures.

NYSED Assurances: HS2, HS5, HS7, HS9, T12





## Health & Safety

### **Students Transported to PVCS School by Personal Means Screening:**

In accordance with guidance from the Center for Disease Control, NYSED, Department of Health, and our district physician, the Pine Valley Central Schools will ensure all students complete a daily temperature check and a COVID-19 questionnaire.

- An all-call or text from PowerSchool or Remind will go out to all families each morning reviewing the questionnaire and asking families to complete a temperature screening at home if possible. Should families answer yes to a questionnaire question or identify a fever, they will be asked to call the school COVID-19 hotline immediately.
- Family vehicles will be directed to an alternate entrance than the school buses.
- A PVCS staff member will ask the adult in the car if any "Yes" answer was provided for the COVID-19 Questionnaire.
- If the family has not answered yes to any question, students will be permitted to exit the vehicle and walk toward the building while wearing face coverings.
- Temperatures will be checked using a non-contact thermometer as students reach the school doors.
- Students will be dismissed car-by-car to ensure proper social distancing.
- Once students are properly screened and cleared to enter the building, they will remain socially distanced as they head toward their classrooms. District staff will be monitoring to ensure social distancing in all hallways.



## Health & Safety

### **COVID-19 Questionnaire for Students and Families:**

Families are an essential piece to keeping our school and community safe. We trust our families as part of their parental responsibilities to attend to the health and welfare of their child(ren) each and every morning. As such, it is imperative that families complete the COVID-19 Questionnaire daily upon hearing the school reminder. We are asking all families with a “yes” answer who require bus transportation to contact the school immediately at our COVID-19 hotline in order to make our bus routes as efficient and safe as possible. If a family answers “yes” to a question, please keep your child home and immediately contact the school so that we can work together to determine next steps.

1. Has anyone in your household 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 the symptoms of COVID-19?
2. Has anyone in your household tested positive through a diagnostic test for COVID-19 in the past 14 days?
3. Has anyone in your household experienced any COVID-like symptoms, including a fever of 100.0 or higher, that are unusual to the individual?
4. Has anyone in your household traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days?

NYSED Assurances: HS2, HS5, HS7, HS9



## Health & Safety

### **Temperature Checks In Place:**

The PVCS district wants to take extra precautions to ensure the safety of all students and staff. To do so, we will implement numerous opportunities for temperature checks for all throughout the day. Such temperature checks may include:

- At-home daily screening
- Upon entering the bus (if needed)
- Prior to entering the school building
- Within hallways for use midday or as needed

NYSED Assurances: HS2, HS5, HS7, HS9



## Health & Safety

### Visitors, Vendors, & Outside Agencies:

In accordance with guidance from the Center for Disease Control, NYSED, Department of Health, and our district physician, the Pine Valley Central Schools will implement the following protocols for visitors. Additionally, PVCS will ensure all necessary visitors, vendors, outside agencies, and student teachers complete a daily temperature check and a COVID-19 questionnaire.

- Visitors, vendors, employees from outside agencies will be discouraged from entering PVCS buildings throughout the COVID-19 pandemic reopening. Only visitors deemed essential by building administration will be admitted. Approval must be provided prior to a visitor entering the building.
  - All visitors must report to the main doors of the school to complete a COVID-19 screening (questionnaire and temperature check) prior to entering the building.
  - All visitors must wear face coverings in order to enter the building.
  - Building secretaries and principals will be trained to complete temperature checks should the school nurse not be immediately available.
  - Visitors that answer "yes" to any COVID-19 question or have a temperature over 100.0 degrees will not be permitted to enter PVCS.
- Parents will not be permitted to drop off items for their children, so it is extremely important that families communicate and ensure all materials are packed before leaving for school. Teachers will be guided on providing leniency should a student forget an assignment at home.
- No outside agencies will be permitted to use or rent the school's facilities during the COVID-19 pandemic unless deemed essential by district administration. If an agency is deemed essential, the agency must provide their own PPE and remain within assigned locations so the appropriate cleaning can occur.



## Health & Safety

### Students Leaving School for the Day:

- Procedures:
  - Parent/responsible party must enter the building through the main office
  - Parent/responsible party must:
    - Remain in the vestibule area
    - State reason for the visit
    - Show ID card for verification
    - Answer COVID-19 Questionnaire
  - All students requested will be called down to the vestibule to meet the parent/responsible party
  - If a student is to return after an appointment or come late, that student will be rescreened in the vestibule prior to reentry into the building.

NYSED Assurances: HS8



## Health & Safety

### Testing Procedures:

- Staff:
  - Any staff member experiencing unusual symptoms or symptoms of COVID-19 should immediately go to the nurse's office for a screening.
  - The nurse, wearing the appropriate PPE (mask, gown, gloves, goggles, etc) will evaluate the staff member and consult with our district physician and/or the Department of Health for further guidance if necessary.
  - Staff members will be sent to their primary care physician or to Urgent Care for testing if recommended by school nurse or Department of Health.
  - The school nurse will place staff member in a containment room as per containment committee recommendations.
  - The building principal or direct supervisor will be notified of the need for employee coverage. All school administration will be notified to determine if additional measures are necessary.
  - Staff is to remain quarantined until: documentation of evaluation by a healthcare provider (healthcare provider note clearing a person to return to school), negative COVID-19 testing, and symptom resolution (fever-free for 24 hours with medication), or if COVID -19 positive, release from isolation as required by DOH and NYSED.



# Health & Safety

## Testing Procedures:

- Students:
  - Any student experiencing unusual symptoms or symptoms of COVID-19 should immediately be asked to visit the nurse's office for a screening. Teachers sending a student to the nurse for COVID-19 screening, should call the nurse first to allow the nurse time to put on PPE.
  - The nurse, wearing the appropriate PPE (mask, gown, gloves, goggles, etc) will evaluate the student and consult with our district physician and/or the Department of Health for further guidance if necessary
  - School nurse will contact the student's primary contact to explain recommended next steps (COVID-19 testing, Primary Care Physician appointment, or home rest) and ask that the student be picked up from school as soon as possible. The nurse will provide the student and family with COVID-19 testing information. The district will not transport a possible COVID-19 positive student home.
  - The school nurse will place student in a containment room as per containment committee recommendations.
  - The school nurse will notify the classroom teacher that the student is going home.
  - The teacher will gather 3 days of work for the student to complete at home during his/her absence.
  - All school administration will be notified to determine if additional measures are necessary.
  - Student is to remain quarantined until: documentation of evaluation by a healthcare provider (healthcare provider note clearing a person to return to school), negative COVID-19 testing, and symptom resolution (fever-free for 24 hours w/o medication), or if COVID -19 positive, release from isolation as required by DOH and NYSED



### School Safety Drills:

- All required NYS school safety drills will be conducted with consideration of social distancing and face covering requirements.
- During all drills, students will be instructed that proper social distancing is part of the drill.
- In a real situation such as a fire, social distancing is secondary to the immediate need to evacuate.
- Pine Valley administration will conduct the necessary safety drills per NYS guidance while in an in-person model. In the case of a remote model being necessary, a variance will most likely be granted as it was in our last closure.





## Health & Safety

### In-Person Learning:

In person schedules will be modified to promote social distancing, ensure safe transportation, utilize PPE and face coverings, and account for local hospital capacity. The schedule will include the following modifications:

- All students will report to school Monday - Thursday and will participate in remote learning opportunities on Fridays.
- Elementary students will be onsite from 8 am - 3 pm with instructional hours between 8:30 am - 2:30 pm.
- High school students will be onsite from 9 am - 1 pm with remote learning to supplement the onsite learning opportunities.
- Microsoft Teams will be utilized to organize in-class materials and increase student proficiency in a platform.

NYSED Assurances: HS1, HS12



## Daily Attendance

PVCS will continue to promote consistent attendance throughout the 2020-2021 school year, regardless of the learning model. Students will need to attend and engage in classes for the recommended 180 days of school **regardless of the instructional model**. In order to best support the whole child and academic success, an attendance goal of 90% will be set.

- Teachers will track daily attendance in PowerSchool each day
  - ES teachers will report homeroom attendance before 10 am.
  - HS teachers will report daily class attendance at the start of each class.
  - Remote learning teachers will confirm attendance and participation after the class.
  - Friday remote learning can be turned in Monday for attendance tracking.
- At minimum, attendance and engagement in a class consists of the following daily expectations:
  - Students attend class in person, on Microsoft Conference, or via phone.
  - Students check their email/Remind/Microsoft Teams platforms for communication.
  - Students complete and return given assignments in a timely manner.



## Chronic Absenteeism

PVCS staff will continue to uphold the attendance policy laid out in the Student Handbook. Failure to meet attendance criteria may result in a loss of credit for a course. Students who participate in remote learning must meet remote expectations. Students absent more than 7 days will be considered at risk for chronic absenteeism. In such a situation, PVCS will:

- Communicate the importance of attendance to faculty and families using updated guidance and communication from <https://www.attendanceworks.org/>.
- Daily automated calls will inform parents when their child is not in school and encourage attendance.
- Attendance letters will be mailed home after 7, 14, 21, and 28 days of absence.
- Classroom teacher will personally reach out to families to offer assistance and/or resources to the family as needed.
- If families consistently cannot be reached, the district will implement the steps indicated on the Barriers to Family Communication slide.

# Instruction



**Instruction**  
**(Carrie Davenport)**  
Trainings  
Certification & Teaching  
Special & Bilingual Education  
Teaching & Learning



# Trainings

## Professional Development Plan:

### Summer 2020

Teachers and Substitute Teachers:

- will be provided initial training or follow-up training in Microsoft Teams and flipped classrooms from our BOCES TECH integrator

Teachers, Staff, Substitute Staff, and Substitute Teachers:

- Will be trained on COVID-19 protocols
- Will be provided access to a Microsoft Team that contains all required health and safety training, social and emotional well being, instructional/ curriculum training to be completed prior to the official first day of school. This digital format will enable the trainings to be held in a manner that refrains from large gatherings.

Parents:

- Will be provided online resources and trainings on our website as they become available on topics such as related to signs of illness PPE, hand and respiratory hygiene, and social and emotional supports prior to the start of the academic year.

Students:

- Will be emailed a link to trainings and resources related to PPE, hand and respiratory hygiene, and social and emotional supports, social distancing, and signs and symptoms of COVID19 prior to the start of the academic year and periodically throughout the year.

\*\*If in-person trainings are needed, social distancing protocols and appropriate PPE as deemed necessary by the Department of Health will be followed.

NYS Assurances: HS4, HS9, HS10, CFCE2, CFCE3, SE4, TPES1, T16, T17



# Trainings

## Professional Development Plan:

### District Goals

While implementing an in-person or hybrid model:

- Teachers will be provided Professional Development on Fridays related to remote learning, flipped classrooms, and instructional best practices.
- Teachers/Staff will be provided additional training that reflects the most current guidance from the NYS Education Department.
- Teachers will collaborate with their instructional teams, co-teachers, and support staff to ensure all student needs are accommodated and supported.
- Teachers will be provided ongoing support and professional development in Microsoft Teams and flipped classrooms.
- The BOCES Data Support Specialist will be utilized to help teachers prioritize the NYS learning standards and analyze the data to ensure the standards not mastered are incorporated into the current instructional scope and sequence.
- Onsite/virtual support will be provided from American Reading Company in grades K-6 to ensure that teachers are utilizing the assessments and assessment data to drive their instructional decision making.

\*\*Should the shift to remote learning instruction only take place, these trainings and supports will continue to take place on Fridays.



# Trainings

## Professional Development Plan:

### Remote Learning Needs

While implementing an in-person or hybrid model:

- Teachers will be provided professional development on Fridays related to remote learning and Microsoft Teams.
- Teachers/staff will be provided additional training that reflects the most current guidance from NYS Education Department, NYS Department of Health and the CDC.
- Teachers will be provided follow-up opportunities to continue to grow their technology skills and working knowledge of Microsoft Teams and flipped classrooms.
- Teachers will collaborate with their instructional teams, co-teachers and support staff to ensure all student needs are accommodated and supported.
- Videos/webinars will be used to assist families in navigating our learning platforms (Microsoft Teams) in the family's native language and preferred mode of communication.
- When meeting in person, social distancing protocols and appropriate PPE use as deemed necessary by the Department of Health will be in place.

\*\*Should the shift to remote learning instruction only take place, these trainings and supports will continue on Fridays.

NYSED Assurances: TL2, TPES1



## Special Education

**In developing our reopening plans, the District has considered IDEA and the needs of our special education students to the fullest extent possible and ensures the provision of a Free and Appropriate Public Education (FAPE). In planning, the Least Restrictive Environment (LRE) has been central in the decision making on an individualized basis to ensure that every student has access to their grade-level standards and makes educational progress.**

### **Services Provided:**

Students with disabilities will receive services that are consistent with the accommodations found within the IEP.

- All students with disabilities within the jurisdiction of a school district are entitled to a free, appropriate public education while ensuring the health and safety of students is protected.
- When implementing these services, the accommodations will be provided in person when at all possible.
- Special Education Teachers will collaborate on Fridays with the team of teachers they work with so that all work is differentiated in a manner consistent with a student's IEP for the upcoming week.
- Accommodations and modifications will be made to all work, including that which is done remotely.
- Individual plans to support students' social and emotional needs will be discussed with the school counselors as needed.
- Data collection and progress monitoring will occur to ensure that the program is working.
  - Students will be assessed to determine their skill sets in relation to their IEP goals.
  - Changes will be made to instructional delivery and content based on the data collected and input from the student/family.

NYSED Assurance: SE1, SE2, SE3, SE5





# Special Education

## Communication:

- Families will receive communication regarding their student's services and schedule from classroom teachers, special education teachers, service providers, and the Director of Special Education and Curriculum
  - This communication will be documented within Clear Track.
- The Director of Special Education and Curriculum will contact out-of-district CSE and CPSE program providers monthly and maintain a list of services and accommodations and services provided to these students if utilizing a model other than a fully in-person model of instruction.
  - This will be reviewed to ensure that the provision of services is consistent with the recommendations on the IEP.
- The Director of Special Education and Curriculum will contact out-of-district agencies to ensure that all NYSED guidance and NYS Department of Health guidance is being followed.
- Parents and families are a critical component of CSE/CPSE meetings.
  - The district will continue to conduct virtual or phone meetings until such time the health and safety of all parties can be ensured. The district will work with parents to establish a mutually agreeable timeline with those who wish to meet face to face.
- All communication will occur in the family's preferred language.

## Teacher/Provider Responsibilities:

- Special Education teachers will collaborate with general education teachers to ensure that appropriate accommodations, modifications, supplementary aids and services, and technology meet the unique disability-related needs of students.
- Time will be provided on Fridays for such collaboration, modifications, and accommodations to be made to materials and work for students.
- Teachers will document in Clear Track the accommodations made, data collected, feedback given, and communication made weekly as they relate to the students' IEP goals.
- Teachers will work with students to understand the technology that will be used should remote instruction need to occur.



## Special Education

### Additional Accommodations:

- Required devices, such as assistive technology, will be provided to students regardless of the learning model being used.
- Programs and services provided to students will be documented within the Clear Track system.
- Teachers will provide support and guidance as students transition to an in-person setting. We anticipate all students will struggle with transition and time will be spent ensuring that students' needs are met and that families are part of this transition plan.
  - Positive Behavior interventions will be utilized to support the transition of students to an in-person learning environment.
- Work-based learning opportunities and community-based learning opportunities will be modified to limit student exposure. This may delay their implementation during the 2020-2021 school year. With the safety of our students, staff and community in mind, we will continually evaluate the opportunities provided and communicate with families prior to regular offsite and onsite opportunities to take place. These decisions will be made in accordance with NYS Education Department, Department of Health and CDC guidelines.
- The Director of Special Education and Curriculum will attend all Special Education Advisory Council (SEAC) meetings and will ensure that they are registered for the listserv emails regarding state and federal guidance in the area of special education. This information will be shared with building leaders and district administrators to assure compliance.
- Regardless of Pine Valley's instructional model, if out-of-district locations have students on campus, transportation will be provided.

NYSED Assurance: SE1, SE2, SE3, SE4, SE5, TL6, T18



# Special Education

The district continues to maintain its obligation to locate, evaluate and identify students with disabilities who are in need of special education and/or related services despite the challenges of the impact of school closures. With the health and safety of all individuals in mind, the district has implemented a plan for conducting evaluations.

## **Initial Evaluations:**

- Identify evaluation components that may be performed remotely.
- Utilize existing available information that may be appropriate to meet the required components of the initial evaluation and identify any additional information that may be necessary for determination.
- Identify any components of the initial evaluation that requires a face to face meeting and work with the parents to conduct the evaluation at a mutually agreeable time when health and safety measures can be satisfied.
- Classroom observations will be conducted when school is in session.
- In order to reduce delays in evaluations, the district is researching alternative evaluation protocols that can be administered virtually.

## **Transition from CPSE to CSE:**

- The typical transition from CPSE to CSE begins in November meeting with parents to determine the next steps for preparing for Kindergarten.
- Special Education building eval teams review the student's file and determine what evaluative information is needed. This can be in the form of classroom observation, targeted evaluations, teacher/therapist checklists and conversation as well as parent input.
- A CPSE/CSE Transition Night program was scheduled for parents in January to assist with understanding of the process and answer questions.
- A transition CSE meeting for each student is typically scheduled between January and March.
- Moving forward the district will continue its plan as long as a safe testing/meeting environment can be created. If a safe environment is unavailable or there is a school closure, the district will shift to a remote platform.



## Bilingual Education

Within 30 school days, Pine Valley Central School District will complete the English Language Learner (ELL) identification process for any students who enrolled during the COVID-19 shut down utilizing the contract we have with BOCES for these services.

After this period, identification of ELL students must be completed during the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

The Director of Special Education and Curriculum will communicate with BOCES to provide instructional units of study to all ELL's based on their most recently measured proficiency.

Teachers will use the Remind app to communicate with family. This app will allow the family to set their side of the application to come through in their native language.

Teachers will be expected to communicate with students and parents in a way that is accessible to all (utilize multiple languages and communication platforms as necessary).

NYS Assurances: TL5, CFCE5, BEWL1, BEWL2



## Bilingual Education

ELL students will have the opportunity to work with a variety of teachers to ensure that they can access instructional material.

Instructional teams will collaborate to support ELL Students.

### **The Goals and Expectations include:**

- Utilization of research-based assessment tools to monitor the students' progress.
- Team approach to decision making to meet the students' needs.
- The use of technology to provide instructional support and communication assistance.
- Materials and communication will be done in the families' preferred language using multiple platforms.
- Professional development will be provided around culturally responsive practices.



## Teaching & Learning

### Vulnerable Populations Plan for Students:

- Vulnerable students include those that:
  - Are medically complex,
  - Have neurologic, genetic, or metabolic conditions,
  - Have congenital heart disease,
  - Are at a higher risk for severe illness from COVID-19 than other children,
  - Are medically fragile, or
  - Have special needs and may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask.
- It is important for parents/guardians to contact their child's healthcare providers and school district personnel so that an informed decision can be made.
- During the month of August 2020, information will be sent to all students and families within the PVCSD that believe their child may meet the criteria for a vulnerable child per NYSED guidelines:  
(<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>).
- **To receive accommodations for a high risk/vulnerable student, contact the building principal about a 504 Plan for your child as soon as possible.**



# Teaching & Learning

## **Technology Needs Assessment:**

- A parent and family survey was distributed and follow-up phone calls made to determine what was needed to ensure academic equity within our district.
- 31% of our district is unable to obtain high speed internet at their homes due to a limited digital infrastructure in our geographic area.

## **Communication with Internet Providers:**

- Verizon has communicated to our district that the cell phone towers are supporting a maximum load and that adding additional hot spots to our plan would only make the internet for all users more unstable.
- The technology department went street by street to assess the availability of internet both in person and via the phone with the following providers: Spectrum, DF Communications, and HughesNet.

Because of this, we have prioritized in-person learning when developing our plan. Each classroom will utilize a Microsoft Team platform starting at the beginning of the year so that should the need to shift to remote learning occur, students and families will be familiar with how to navigate this platform.



# Teaching & Learning

## Elementary School In-Person Learning Plan:

- This will be a hybrid model of instructional design.
- All students will report to school Monday -Thursday.
  - Elementary students will be onsite from 8 am - 3 pm.
  - Student instruction will take place completely in person on the days in which they are onsite.
  - Students will be in a cohort that limits student and staff interaction and maintains social distancing.
  - Microsoft Teams will be utilized to organize in-class materials and increase student proficiency in a platform.
- Students will participate in remote learning opportunities on Fridays.
  - Microsoft Teams and paper-based materials will be utilized.
    - If students do not have internet at home, the content in Microsoft Teams can be downloaded prior to leaving the building on the days/times in which the student is onsite.
- Teachers will assess students to determine which of the priority learning standards students did not master from the previous academic year. They will then use this information to reteach and build additional learning opportunities into their current academic curriculum.

NYS Assurance: TC1, TC2, TC3





# Teaching & Learning

## Grades 7-10 In-Person Learning:

- This will be a hybrid model of instructional design to meet 180 minute requirement.
- A/B day schedule. Core instruction one day and electives for other day
- All students will report to school Monday -Thursday.
  - Junior-Senior High School students will be onsite from 9 am - 1 pm.
  - Student instruction will take place in person in core academic areas while in assigned cohorts of students.
  - Students will be in a cohort that limits student and staff interaction and maintains social distancing.
  - Movement will be limited within the building to reduce exposure.
  - Teachers will rotate to the classrooms for the majority of the day.
  - Microsoft Teams will be utilized to organize in-class materials and increase student proficiency in a platform.
- Teachers will utilize Microsoft Teams for organization of instruction even during in person instruction.
  - Utilizing this platform allows teachers to support students as the learn how to navigate
  - This will ensure students are prepared to navigate the platform should the need to transition to remote learning occur.
- Students will participate in remote learning opportunities from outside of the 9 am-1 pm school day and on Fridays.
  - Microsoft Teams and paper-based materials will be utilized
- Teachers will assess students to determine which of the priority learning standards students did not master from the previous academic year. They will then use this information to re-teach and build additional learning opportunities into their current academic curriculum.



# Teaching & Learning

## Grades 11-12 In-Person Learning Plan:

This will be a hybrid model of instructional design to meet 180 minute requirement.

- All students will report to school Monday -Thursday.
  - Senior High School students will be onsite from 9 am - 1 pm.
  - Student instruction will take place in person in core academic areas while in assigned cohorts of students.
  - Students will be in a cohort that limits student and staff interaction and maintains social distancing.
  - Movement will be limited within the building to reduce exposure.
  - Elective classes will be provided to students using a flipped classroom model.
  - Microsoft Teams will be utilized to organize in-class materials and increase student proficiency in a platform.
- Teachers will utilize Microsoft Teams for organization of instruction even during in person instruction.
  - Utilizing this platform allows teachers to support students as they learn how to navigate
  - This will ensure students are prepared to navigate the platform should the need to transition to remote learning occur.
- Students will participate in remote learning opportunities from outside of the 9 am - 1 pm school day and on Fridays.
  - Microsoft Teams and paper-based materials will be utilized.
- Teachers will assess students to determine which of the priority learning standards students did not master from the previous academic year. They will then use this information to reteach and build additional learning opportunities into their current academic curriculum.



# Teaching & Learning

## District Hybrid Learning Plan:

Because of the size of our student population, classrooms, and available learning space on our campus, we are able to accommodate all students on campus while maintaining social distancing using minimal hybrid learning opportunities.

If social distancing guidelines change, a more hybrid model of instruction may become necessary.

Should this occur we will:

- Reduce the number of students and staff on campus.
  - Priority will be given to elementary students and those enrolled in a special program.
  - Jr./Sr. High School students will transition to a hybrid model of instruction and some/all of their instruction will take place remotely. The frequency and level of this instruction will be determined by timely and specific guidance provided from the Governor, Department of Health, and NYS Education Department.
- Microsoft Teams and paper-based materials will be utilized.
  - If student's do not have internet at home, the content in Microsoft Teams can be downloaded prior to leaving the building on the days/times in which the student is onsite.
- Teachers will continue to assess students to determine which of the priority learning standards students did not master from the previous academic year. They will then use this information to reteach and build additional learning opportunities into their current academic curriculum.

NYS Assurance: TL1, TL2, TL3, TL4



# Teaching & Learning

## District Remote Learning Plan: Technology:

Should the need necessitate, we recognize we may need to shift to a remote learning mode. Survey responses and district research indicates that internet connectivity at home is a major limitation to remote learning in our district. (31% of our district is not able to connect to high speed internet due to a lack of digital infrastructure). Depending on the guidance from the Governor and the NYS Education Department, we are prepared to support remote learning in one of these three ways:

### Remote Hot Spots:

- Ensuring that wifi is available in our parking lot for parents/families/ students who wish to utilize our parking lot wifi to download and access content.
- Collaborating with local businesses to provide wifi to community parking lots in the towns of Leon, Cherry Creek, Ellington and South Dayton.

### Flash USB Drives:

- Utilizing a USB drive system in which we preload instructional videos and materials on the jump drives. These drives will then be delivered to students with the content on them. The following week a new jump drive with material will be provided and returned work will be collected on the jump drive that was previously delivered so that feedback and grades can be given. Three jump drives per student will be available to account for some turn around time delays that were experienced in the spring.

### Scheduled bus loops to download content:

- If allowable and within the guidance, utilize a bus route that would bring students to campus with their device. Students would remain socially distanced on the bus, and they would access the content to download while they remain in their seat.
- Technology support would be available during this time on the buses should students run into any issues.
- Students would leave with new content pre loaded on their devices and lunches would be loaded on the bus for students to take home when they get off the bus.

### During Remote learning:

- If possible, teachers will utilize video conferencing methods within Microsoft Teams platform.
- Teachers will assess students to determine which of the priority learning standards students did not master from the previous academic year. They will then use this information to reteach and build additional learning opportunities into their current academic curriculum.

NYSSED Assurances: TL1, TL2, TL3, TC1, TC2, TC3



# Teaching & Learning

## **District Remote Learning Plan: Instructional Delivery:**

Survey responses and district research indicates that internet connectivity at home is a major limitation to remote learning in our district. Depending on the guidance from the Governor and the NYS Education Department, we are prepared to support remote learning in the following ways:

- Teachers will assess students to determine which of the priority learning standards students did not master from the previous academic year. They will then use this information to reteach and build additional learning opportunities into their current academic curriculum.
- Teachers will call, actively engage through Microsoft Teams, or video conference with students at their normally in-person scheduled time if on a remote or hybrid schedule. The duration of this interaction will be shorter than the normal period to allow teachers to connect with all students.
- Teachers will offer office hours daily for any student struggling with independent work tasks.
- Classroom teachers will be expected to take daily attendance through PowerSchool once they have connected with each student.
- Teachers will need to keep a log of who and when they contact each student, and the work given to students. These will be submitted to their direct supervisor weekly via email.
- The Director of Special Education and Curriculum will contact our out-of-district agencies to ensure that all NYSED guidance and NYS Department of Health guidance is being followed.



## Teaching & Learning

### Technology Platforms:

The requirements within the Education Law 2d and part 121 regulations outline specific requirements for the safe use of digital platforms, programs, and applications. As a district, we are committed to vetting online resources, websites and software prior to using it with students. If a resource, website or software will collect personally identifiable information (PII) of students, the company is required to sign a contract ensuring the protection and security of student data and PII.

Teachers are required to utilize online instructional resources that are on the list of Approved District Resources. If a teacher wishes to use a website or software that is not approved, there is a privacy review process prior to using the resource.

Jordan Campese, the Instructional Technology Specialist, will monitor the use of such platforms to ensure compliance and consider teacher and staff requests.

NYSED Assurances: TL5



## Teaching & Learning

### **Tiered Supports:**

Vertical grade meetings will be utilized to discuss and communicate the standards not previously mastered.

Grade level/content teams will adjust Tier 1 instruction to address the learning gaps that are identified through the analysis of the priority learning standards that were not previously mastered.

Data meetings will be facilitated by building principals in accordance to the district's RTI plan.

NYSED Assurances: SE1, TL1



## Teaching & Learning

### **Communication Goals and Expectations:**

Regardless of the mode of learning of our district employees, it is important for teachers to communicate with their students and families on a regular basis.

To assist with this, the district will invest in the Remind communication platform. This platform will allow families to adjust the communication preferences to their native language. It also allows for text messages, phone calls, images to be sent directly between the teacher and family, from the teacher to the class, or from the district to all families and staff members. Remind pulls contact information from PowerSchool and will automatically sync the update.





# Teaching & Learning

## Communication Goals and Expectations:

Regardless of the mode of learning of our district employees, it is important for teachers to communicate with their students and families on a regular basis in their native language.

- In-Person/Hybrid Learning:
  - Teachers will communicate with students and families face to face to provide information, updates, feedback, and support on a regular basis.
  - Students will communicate via email, Remind, and in person.
  - Families will communicate with phone calls, text messages, and virtual conferences if needed.
  - Students will be asked to provide their cell phone number to be stored in PowerSchool.
- Remote Learning:
  - Teachers will call, actively engage through Microsoft Teams, or video conference with students at their normally in-person scheduled time if on a remote or hybrid schedule. The duration of this interaction will be shorter than the normal period to allow teachers to connect with all students.
  - Teachers will offer office hours daily for any student struggling with independent work tasks.
  - Students will communicate via email, remind, and in person.
  - Families will communicate with phone calls, text messages, and virtual conferences if needed.
  - Students will be asked to provide their cell phone number to be stored in PowerSchool.

# Relationships



## **Relationships (Bryna Booth)**

Communication & Community  
Hiring & Staffing  
Evaluations



## Communication & Community Engagement

### **Communication to Share the Plan:**

The administrative team will host a district wide zoom call in order to communicate the reopening plan with the community. Community members will be able to submit questions through a chat during this call. This Zoom call will take place once guidance is more cemented from the state.

As the plan evolves and changes communication will go out via mail, phone, and social media.

NYSED Mandatory Assurances: HS3, HS10, CFCE2, CFCE4



## Communication & Community Engagement

### **Communication to Share New Information:**

The Superintendent and her office will be the primary communication center for the district regarding new information on training, signage and updates. Communication will be coordinated utilizing available tools including but not limited to: school website, Facebook, Twitter, email, other social media, and mass calling systems. Signage will be posted throughout the district regarding social distancing, training, updates and PPE protocols.

NYSED Mandatory Assurances: HS3, HS10, CFCE2, CFCE4



## Communication & Community Engagement

### Communication to Stakeholder Groups:

Each committee chair will be responsible for communication with their workgroups through email. The Superintendent will communicate information to the general public and staff through newsletter, social media, email, and mass calling systems. She will communicate with the committee chairs through a joint OneNote file, email and a text chain.

Contact information on how to get in touch with school staff will be provided on the school website or through the district directory.

NYSED Mandatory Assurances: CFCE2, CFCE4



# Communication & Community Engagement

The following district wide survey was sent out to on July 21, 2020 to assess digital device and connectivity need. Paper copies were also made available as needed. The district was notified through the methods of communication stated on the previous slides.

1/21/2020

Parent Survey

## Parent Survey

Please provide as much information as you can. This will be shared with the admin team and department heads. We understand that all questions may not pertain to your children. Please put N/A if there is one that does not pertain to you. Please know that responding will include protocols necessary to follow State Education Department Guidance, Department of Health Guidance, Center for Disease Control Guidance and our own necessary school protocols. Short and Sweet - We will take the children and staff safety/health very SERIOUSLY. Please do not read into the following questions on what responding will look like. We currently have committees beginning to work on that. This information is to assist in figuring out the best model for our community.

\* Required

1. Name \*

2. Names and Upcoming Grades of Children in Household \*

1/21/2020

Parent Survey

4. If instruction is provided in person, are you able to conduct symptom screenings daily prior to sending your child(ren) to school? \*

Mark only one oval.

- ☐ Yes  
☐ No  
☐ If we had a thermometer

5. If instruction is provided in person and child(ren) are being transported on buses, it is required that they wear a mask and social distance when possible. With these requirements, will your child(ren) ride the bus or will you provide alternate transportation? \*

Mark only one oval.

- ☐ School Bus  
☐ Parent/Guardian Provided Transportation

6. If instruction is provided in person and your child(ren) are being transported on buses, please give the address of the pick-up/drop-off location for your child(ren). Only one address will be allowed at this time. (Please be as specific as possible as this will allow us to plan a socially distanced mock up of bus routes.) \*

1/21/2020

7. For High School Students: If the district were to provide an in-person model for instruction or a remote model which would you choose for your family?

Mark only one oval.

- ☐ Remote (Note this would be different than the emergency remote model previously provided, more robust and more accountability will be included.)  
☐ In-Person

8. For Elementary School Students: If the district were to provide an in-person model for instruction or a remote model which would you choose for your family?

Mark only one oval.

- ☐ Remote (Note this would be different than the emergency remote model previously provided, more robust and more accountability will be included.)  
☐ In-Person

9. If in-person instruction were offered in shifts, which would you prefer for your child(ren) in grades 7-12?

Check all that apply.

- ☐ Morning  
☐ Afternoon  
☐ Evening

1/21/2020

Parent Survey

10. If in-person instruction were offered in shifts, which would you prefer for your child(ren) in grades PK-6?

Check all that apply.

- ☐ Morning  
☐ Afternoon  
☐ Evening

11. What concerns do you have regarding your child's or children's return to in-person learning?

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12. What is your access to high speed internet? \*

Mark only one oval.

- |             | 1                     | 2                     | 3                     | 4                     | 5                     |
|-------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| No internet | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
- Can Livestream Videos

NYSED Mandated Assurances:  
TC1, TC2, TC3

1/21/2020

Parent Survey

13. If community hot spots were made available, would you be able to get to a local parking lot to access the internet on a regular basis?

Mark only one oval.

- ☐ Yes  
☐ No

14. Do you have a device, other than a cellphone, to access the internet at home (computer, tablet)? If yes, what kind of device do you have?



### **Plan for Extracurriculars, Interscholastic Sports and Annual Events:**

All events are currently canceled and were removed from the school calendar due to current Department of Health, Center for Disease Control, New York State Education Department and the Chautauqua Health Department guidance. These events will be rescheduled as guidance changes.

NYSED Assurance: CFCE5



## Communication & Community Engagement

### **Plan for Families with Barriers to Communication if in a Remote Setting:**

- Three separate attempts will be made by the school to contact the family and/or student.
- If there is no response in three attempts, the school resource officer or a school administrator will visit the home in an attempt to communicate. Three additional visitation attempts will be made.
- If after all six attempts no contact is made, Child Protective Services will be called.
- All employees are mandated reporters, and it should be noted that CPS may be called earlier based on the situation and school officials' knowledge of the family.
- NOTE: Attempts to communicate with families will be made both in English and their native language.





## Communication & Community Engagement

### **Child Care:**

Pine Valley Central School District does not have a district-run before and after-school program. We will communicate with Beth Starks, The Executive Director of the Chautauqua Lake Child Care Center to ensure that first responders and essential workers have access to childcare.

NYSED Assurance: HS19



## Hiring & Staffing

### **Anticipated Staffing Changes Are as Follows:**

#### **Current In-Person Plan:**

We will need to add an additional school guidance counselor. Our current counselors were already stretched very thin. This addition will allow us to better meet the needs of our students returning from various environments. Also, a stipend may be offered to a district clerical staff member to become our COVID-19 response hotline.

#### **Hybrid & Remote:**

We hope to add a Tech Educator in order to better help teachers reach the instructional needs of students on a digital platform. This individual would offer trainings and live support for our teachers as they utilize various technological tools to supplement or replace in-person instruction.

NYSED Mandatory Assurance: TL3, SEW3



## Hiring & Staffing

### **Accountabilities for Instructional and Non-Instructional:**

All staff working from home will complete a daily log. These will be turned in to their immediate supervisors weekly. A biweekly check-in will be mandatory for all staff with their immediate supervisor. The supervisor will log these check-ins and turn them into the Superintendent's office. These logs will be kept for any employees working off site.

All staff will be given training and a checklist around new COVID-19 safety procedures and protocols to ensure the health and well being of all. Supervisors will directly observe as much as possible that these procedures and protocols are being followed. If a report is made about an employee or it is observed that a procedure or protocol is not being followed, progressive disciplinary action will be taken.

### **Certifications:**

The District will ensure all teachers, school and district leaders, and pupil personnel service professionals hold a valid and appropriate certificate for their assignment. The District will employ substitute teachers to address staffing needs for the allowable amount of days, given their qualifications and teaching assignment. All staffing regulations as outlined by NYSED will be followed.

NYSED Mandatory Assurance: CITST1



## Hiring & Staffing

### **New Teacher Training/Orientation:**

New Teachers will attend a combination of virtual and face-to-face training and orientation. Training materials will be organized using Microsoft Teams into topics related to COVID-19 training, safety protocols, social and emotional health, curriculum, online learning tools, and other topics as they are deemed appropriate. Monthly professional development will be available to the new teacher cohort and additional training materials and topics will be added as education evolves during the 2020-2021 school year.

### **All Staff Training/Orientation:**

Training materials will be organized using the password protected portion of our school website. We will collaborate with NYSIR to provide some of the required annual trainings, and we will also incorporate topics related to COVID-19 training, safety protocols, social and emotional health, curriculum, online learning tools, and other topics as they are deemed appropriate.

NYSED Mandated Assurances: CFCE3



## Hiring & Staffing

### **District Expectations for Teacher/Student Engagement in Remote/Hybrid Instruction:**

- Teachers will call, actively engage through Microsoft Teams, or video conference with students at their normally in-person scheduled time if on a remote or hybrid schedule. The duration of this interaction will be shorter than the normal period to allow teachers to connect with all students.
- Teachers will offer office hours daily for any student struggling with independent work tasks.
- Classroom teachers will be expected to take daily attendance through PowerSchool once they have connected with each student.
- Teachers will need to keep a log of who and when they contact each student and the work given to students. These will be submitted to their direct supervisor weekly via email.

### **District Grading and Instructional Delivery Expectations:**

- Teachers will create and provide new content for students based on priority learning standards, students' current understanding of content and curriculum pacing through the Microsoft Teams platform if in hybrid or remote. This will then be distributed as outlined in our Teaching and Learning slides to students without internet access.
- All grading procedures outlined in our Student Handbook for In-Person instruction will be followed in the remote or hybrid model. The only leniency given will be in relation to due dates. Due to connectivity issues and the potential for students to need additional time, students will be given longer time frames to complete work.



# Hiring & Staffing

The following **staff** survey was sent out on July 21, 2020 to assess comfort level with returning to work, accommodations that may be needed, and create a plan for hiring . Paper copies were also made available as needed. The district was notified through the methods of communication stated on the previous communication slides.

7/28/2020

Reopening Staff Survey

## Reopening Staff Survey

Please provide as much information as you can. This will be shared with the admin team and a redacted version that does not include names or personal information will be shared with department heads and planning committees. We understand that all questions may not pertain to every staff member. Please put N/A if there is one that does not pertain to you. Please know that reopening will include protocols necessary to follow State Education Department Guidance, Department of Health Guidance, Center for Disease Control Guidance and our own necessary school protocols. Short and Sweet - We will take the students' and your safety/ health SERIOUSLY. None of the questions below are reflective of what we are thinking as a district. We are gathering information to figure out exactly what plan we should be thinking about. Please do not read into these questions.

\* Required

1. Name \*

\_\_\_\_\_

2. Do you have any health concerns or needs that we should be aware of regarding you working once students return? \*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7/28/2020

Reopening Staff Survey

3. If yes to above, what are they?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is there any part of your job that you would not feel comfortable performing due to COVID 19? If so, what?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Do you regularly travel out of the state? If so, where?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7/28/2020

Reopening Staff Survey

6. Are you able to perform self health assessments at home prior to coming in for your workday? (taking temperature, etc.)

Mark only one oval.

- ☐ Yes  
☐ No  
☐ Maybe  
☐ If I had a thermometer I could!

7. Do you have access to internet to submit a questionnaire each day from your home?

Mark only one oval.

- ☐ Yes  
☐ No

8. Are you responsible for the care of any high risk individuals in your personal life?

Mark only one oval.

- ☐ Yes  
☐ No  
☐ Maybe

[https://docs.google.com/forms/d/1Y3B8K0Z\\_5g8L1w4HqC6wY4F8B5H111/1?\\_afz=1&edit=1](https://docs.google.com/forms/d/1Y3B8K0Z_5g8L1w4HqC6wY4F8B5H111/1?_afz=1&edit=1)

7/28/2020

Reopening Staff Survey

9. Do you have any thoughts you would like to share regarding reopening?



# Hiring & Staffing

The following **teacher** survey was sent out on July 21, 2020 to assess comfort level with returning to work, accommodations that may be needed, and create a plan for hiring . Paper copies were also made available as needed. The district was notified through the methods of communication stated on the previous communication slides.

7/28/2020

Reopening Teacher Survey

## Reopening Teacher Survey

Please provide as much information as you can. This will be shared with the admin team and a redacted version that does not include names or personal information will be shared with department heads and planning committees. We understand that all questions may not pertain to every staff member. Please put N/A if there is one that does not pertain to you. Please know that reopening will include protocols necessary to follow State Education Department Guidance, Department of Health Guidance, Center for Disease Control guidance and our own necessary school protocols. Short and Sweet: We will take the students' and your safety/ health SERIOUSLY. None of the questions below are reflective of what we are thinking as a district. We are gathering information to figure out exactly what plan we should be thinking about. Please do not read into these questions.

\* Required

1. Name \*

2. Do you have any health concerns or needs that we should be aware of regarding you working once students return? \*

3. If yes to above, what are they?

4. Is there any part of your job that you would not feel comfortable performing due to COVID 19? If so, what?

5. Do you regularly travel out of the state? If so, where?

7/28/2020

Reopening Teacher Survey

6. Are you able to perform self health assessments at home prior to coming in for your workday? (taking temperature, etc.)

Mark only one oval.

- ☐ Yes  
☐ No  
☐ Maybe  
☐ If I had a thermometer I could!

7. Do you have access to internet to submit a questionnaire each day from your home?

Mark only one oval.

- ☐ Yes  
☐ No

8. Are you responsible for the care of any high risk individuals in your personal life?

Mark only one oval.

- ☐ Yes  
☐ No  
☐ Maybe

7/28/2020

Reopening Teacher Survey

12. How comfortable are you with Microsoft Teams?

Mark only one oval.

1 2 3 4 5  
Not Comfortable at All ☐ ☐ ☐ ☐ ☐ Very Comfortable

13. How comfortable are you with your grade level colleague or your colleagues in your department (trying to assess ability to co-teach)? (If you recently were reassigned - your new team)

Mark only one oval.

1 2 3 4 5  
Not Comfortable At All ☐ ☐ ☐ ☐ ☐ Very Comfortable

14. Do you have access to high speed internet on a regular basis?

Mark only one oval.

- ☐ Yes  
☐ No

7/28/2020

Reopening Teacher Survey

15. Do you have any allergies we should be aware of?

16. If given your preference would you rather work morning hours, afternoon hours, or evening hours? (PLEASE NOTE this does not mean we are changing the work day... just trying to consider all options.)

Mark only one oval.

- ☐ Morning Hours  
☐ Afternoon Hours  
☐ Evening Hours

17. If you have children and your home district does not reopen to in person instruction, do you have a plan for day care?

Mark only one oval.

- ☐ Yes  
☐ No

7/28/2020

Reopening Teacher Survey

18. Do you have any thoughts you would like to share regarding reopening?



## Hiring & Staffing

### **Vulnerable Populations Plan for Staff:**

- Staff were surveyed to assess vulnerability.
- Staff will be told prior to the year starting to report any new concerns not addressed in the District reopening survey to their immediate supervisor or the superintendent.
- The superintendent will meet in person or digitally with any vulnerable staff to discuss accommodations and supports for the employee.
- Additional information and guidance will be given to the employee based on their unique situation. Appropriate accommodations may be considered. The School Medical Director will be utilized in any unclear situations to recommend accommodations.
- Substitutes and current staff members will be utilized to fill gaps created in staffing.

NYSED Mandatory Assurances: HS12





### **Vulnerable Populations Data:**

Based on our staff and teacher survey 28 of 113 employees that answered the survey have health-related concerns with returning to work.

Our next step will be to determine reasonable accommodations and for those unable to return to acquire a doctor's note.

NYSED Mandatory Assurances: HS12



## Evaluations

### **In Person:**

Teachers and Principals will be evaluated as outlined in the district's APPR plan. In addition, feedback and support will be given to staff on new safety protocols they are enacting due to COVID-19.

### **Hybrid:**

Teachers and Principals will be evaluated as outlined in the district's APPR plan. In addition, feedback and support will be given to staff on new safety protocols they are enacting due to COVID-19. Professional development and feedback will be provided to teachers regarding their remote instruction.

### **Remote:**

In the event of a closure, feedback will be provided based on student contact, student engagement, assessment, lesson plans, and professionalism. This will be negotiated with the union.



# Closure

## School & Classroom:

- The first weeks of school in person will be utilized to assess present levels of performance of each student, and get teachers more used to Microsoft Teams. Our current reopening plan is remote on Fridays in part to allow teachers more practice with Microsoft Teams and professional development on remote learning in preparation for another closure.
- Students will be given work throughout a closure that is tied directly to priority learning standards at all times. This instruction will be provided utilizing Microsoft Teams.
- Schedules will be given to staff members outlining remote learning expectations in the event of a closure.
- Teachers will be trained to assess students' social and emotional well being in accordance with current guidance. They will then pass any concerns onto guidance to deliver tier 2 supports as needed. Guidance and the school social worker will continue to meet with students remotely as they would have in person.

## District:

- All secretarial and support staff will be given laptops in the first weeks of school in order to work from home and maintain all daily operations in the event of an immediate closure.
- In the event of a closure the district will provide access to breakfast and lunch for all qualifying students. NYSED and DOH guidance will dictate specifically how students are given access to daily meals.

# Not Applicable



## **Not Applicable (Bryna Booth)**

Several assurances are not applicable to our district. Therefore the district will address them on the following slide of this plan.



## Not Applicable to Pine Valley

Pine Valley will not undergo new building construction or temporary quarter project during this time.

Pine Valley will not need to utilize new facilities for leasing.

Pine Valley does not run a before and after school program.

Pine Valley will not be installing room dividers.

Pine Valley does not have any projects labeled as COVID-19 projects.

Pine Valley will not alter the number of toilets and sink fixtures.

Pine Valley has 1:1 student devices so does not need to account for if there are not enough devices for each student.

NYSED Mandatory Assurances: F1, F5, F6, F7, F8, F9, HS19



***Take care of our kids.***

***Take care of our families.***

***Take care of our team.***

***#pantherpride***

**Any Questions?  
Please call us at  
716-988-3293**



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