

# HCSD RE-OPENING SEPTEMBER, 2020

Link to COVID Resources on HCSD website:

<https://www.highland-k12.org/Page/6250>

August 17, 2020

The information provided today is the situation as we know and understand it in this moment.

The district will make a final decision about All Remote vs. Hybrid or remote only by end of day, Wednesday, August 19.

We will communicate any changes in the overall plan quickly and through our regular communication channels: School Messenger, e-mail, phone calls, social media.

This plan is subject to change in response to:

- An outbreak in COVID cases locally, regionally or statewide
- Further direction from state or local governments or agencies
- Disruption in our supply of appropriate PPE or materials
- The numbers of students who choose hybrid or remote only modes of learning
- The numbers of teachers and staff available

The hybrid or remote only learning modes will be in place until further notice. We cannot transition to fully in-person until we receive permission from New York State to reduce social distancing.

# IMPORTANT DATES

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|---|---|
| Tuesday, September 1:                     | Teachers and staff report to school   |
| Tuesday, September 8:                     | First day of in-person school for Hybrid Option students, Cohort 2: Students last names, L-Z    |
| Wednesday, September 9:                   | First day of in-person school for Hybrid Option students, Cohort 1: Students last names, A-K    |
| Tuesday & Wednesday, :<br>September 8 & 9 | Device distribution for remote only students. Families will be notified of times and locations. |
| Thursday, September 10:                   | First day of instruction for remote-only students   |

The first week of instruction for both the hybrid and remote only learning modes will focus on health & safety training, device distribution, navigating the online learning environment and creating community in classrooms.

## SUSPECTED OR POSITIVE COVID CASE

- A student who is displaying symptoms of COVID-19 will be sent to the building health office/isolation room where they will be reviewed and evaluated by the nurse in collaboration with the Ulster County Department of Health. If health officials determine the symptoms are consistent with COVID-19 or another illness, parents/caregivers will be called to pick children up. Students with suspected COVID-19 will be kept in the supervised isolation room until the parent/guardian arrives.
- If the DOH deems this a “suspected case,” all students and adults in the classroom and possibly others in the building or from the bus will be required to quarantine for two weeks or until the District receives notification of a negative test result. The District will provide remote instruction for those students. Other building and District closures may occur. Additional family members in other buildings may be asked to quarantine. These will be determined on a case-by-case basis in conjunction with the DOH.
- We will be in continual communication with parents/families about the reasons for, type of and duration of any closures.
- Determination on the return to school by a COVID positive individual will be made in collaboration with the DOH
- Our full testing and contact tracing plan, created in collaboration with the Ulster County Department of Health, can be found on our website here: <https://www.highland-k12.org/site/default.aspx?PageID=6670>.

# SCHOOL HEALTH OFFICES/PPE

## **Health Offices**

- Each building has a designated isolation room associated with their health office. This room is used to keep students with suspected COVID symptoms separate from other students using the health office.
- Students in the isolation room will be supervised at all times by an adult wearing appropriate PPE. Each isolation room can house at least two students with suspected COVID symptoms with appropriate social distancing, separation and PPE.
- Each school building will be staffed with two health professionals at all times.

## **PPE (Personal Protective Equipment)**

- The district has been actively ordering and receiving standard PPE since early in the pandemic.
- The health office staff and others will have access to appropriate N95 masks, face shields, gowns and gloves.
- We have a sufficient supply of masks and hand sanitizer for the first 3 months of school.
- We have received our order of thermometers.
- Additionally, Ulster County Department of Health is supplying each student and staff member in the district with a reusable cloth mask.

# COVID TRAININGS

All districts in New York State are required to provide training to students and staff on the topics listed below. The training will occur during the superintendent conference days for teachers, September 1-4 and for students the first week of school. We will also place training materials and signage on our website and in the buildings.

## Trainings:

- Recognizing the signs and symptoms of COVID-19
- Prevention of disease spread by staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment.
- Provide employees and students with up-to-date education and training on COVID-19.
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

# WELLNESS CHECKS

## **Students**

- Parents are responsible for monitoring their child's physical health. If a child exhibits any signs of illness (runny nose, sore throat, fever, upset stomach, etc.) the child should not attend school.
- Students on district transportation will have their temperature screened by an aide on the bus. If a child exhibits a fever, the child will remain isolated and returned to parents/guardians.
- Students who are driven or drive to school will have a temperature screening before they leave their car or enter the building. We will post the location and procedures for "drop-offs" at each building prior to the opening of school. Students with a fever will not be allowed in the building.
- All staff doing screenings will have appropriate PPE and training on the screening procedure and use/disposal of PPE.

## **Staff**

- All staff will do a wellness check on a digital form before entering the building. Entries will be monitored to ensure that each staff member does the check each morning before entering school.

## **Visitors/Deliveries**

- Visitors will be severely limited.
- All visitors will do a paper wellness and fever check before entering the building. Visitors will be required to leave contact information for any future contact tracing needs.

# FACE COVERINGS

Face coverings will be worn by all people (students, staff, visitors) in the school facilities.

- Face coverings must completely cover the nose and mouth.
- Face coverings will also be required at all times on the bus.
- HCSD encourages students/staff to provide their own mask, but will have masks available for students, staff and visitors.
- Students may remove their masks when eating, participating in PE or band (with 12 ft. social distancing in place) or during staff managed mask breaks so long as 6 ft. social distancing is in place.
- Mask breaks will be short in duration and given at the discretion of the teacher. Students will be instructed in the expectations and procedures for taking a mask break.
- Staff may remove their masks when eating and 6 ft. social distancing is in place and/or in an enclosed classroom or office space with no one else present.
- If a student cannot medically tolerate a mask, parents/guardians must supply medical documentation to the building administration.



## SOCIAL DISTANCING

- A minimum of 6 ft social distancing will be maintained in classrooms and hallways to the extent possible. Signage and marking will be in place to give a visual reminder of distancing.
- Classrooms and other areas will be re-set to maintain 6 ft social distancing of student and teacher desk areas. In most classroom spaces this means a maximum of 9 to 12 students at one time.
- For PE, band or chorus, 12 ft. social distancing is required.
- “Plexiglass” barriers will be installed in office areas or where one to one instruction/meeting is common.

## HAND HYGIENE

- Students and staff will be trained in proper hand hygiene techniques.
- Hand sanitizer will be available in all classrooms and common areas of the building. Many classrooms also have access to sinks and hand soap. (Touchless hand sanitizer dispensers and hand washing stations are currently on severe backorder, they will be installed when/if we receive them.)
- Students will be encouraged to practice hand hygiene frequently throughout the day, including before and after eating, each time they leave or enter a classroom, or when hands are soiled.

# SANITATION & CLEANING

- All areas of the buildings/facilities will be cleaned thoroughly each day.
  - As a result, there will be no before or after school activities in the buildings until further notice
  - Custodial schedules will be adjusted to maximize our efficiency and thoroughness in cleaning
  - The list of cleaning products used can be found in our FAQ document
- High touch surfaces and areas, such as restrooms, will be cleaned on a regular schedule multiple times a day. A log of cleaning times will be maintained. See specific locations in our re-opening plan posted on the website.
- Student desks and cafeteria tables disinfected between use by different students
- Custodial and maintenance staff will be trained in COVID specific cleaning protocols

## VENTILATION & AIR FLOW

- We will use our building management system (remote access controls for classroom univentilators, HVAC, etc.) to increase the circulation of fresh air into the classrooms.
- The univent systems in most rooms in the MS and ES allow us to adjust the percent of fresh air exchange in the classroom. The HS has central tempered fresh air or uninvent controls in most areas.
- Teachers will be encouraged to open windows and interior doors to add additional fresh air.
- The use of electric fans in classroom spaces is not allowed.

## RESTROOMS

- Restrooms will be limited to one person at a time.
- Adults will monitor the restrooms to maintain the one person maximum and ensure proper social distancing if a line forms.
- Restrooms will be cleaned regularly over the course of the day.

## BEHAVIOR EXPECTATIONS

- Students will be clearly taught the expectations for personal responsibility in preventing COVID spread.
- If a student demonstrates that s/he cannot abide by the expectations for proper mask wearing or social distancing, the student will receive consequences with our progressive discipline policy in the HCSD Code of Conduct as appropriate to the developmental level of the student.
- This could include any or all of education, phone calls home, removal from class, isolation from peers or suspension from school.

# HYBRID A/B SCHEDULE

The hybrid A/B schedule allows more frequent face to face contact between the student and teachers.

Weeks when there is a holiday, the schedule will be adjusted to maximize the in-person time. That schedule will be shared with parents at the beginning of the school year.

	Monday	Tuesday	Wednesday*	Thursday	Friday
In person, at school	Cohort 1	Cohort 2	Collaboration and Communication Day	Cohort 1	Cohort 2
Remote learning, at home	Cohort 2	Cohort 1	Remote instruction for all, HHS CTE students attend at BOCES Port Ewen	Cohort 2	Cohort 1

## Two K-12 Cohorts

Cohort 1: Students A-K\*

Cohort 2: Students L-Z\*

\*Students in same family would be in the same cohort, based on the last name of the **oldest** child in the district.

# HYBRID SCHEDULE: TEACHING & LEARNING

## In-school days

- Classes will be grouped in “cohorts” as much as possible. In grades K-6, students will remain with the same group of students the entire school day, each day that they are in session. Teachers, rather than students, will move from classroom to classroom. Grade 7 & 8 will be in cohorts to the extent possible, but will involve some mixing of students. In grades 9-12, students will move from one class to another, although we will minimize the movement as much as possible.
- In-school teaching will look similar to a “normal” school day (with masks and social distancing in place.) The teacher will present the same in-person lesson on A & B days so students in cohorts 1 & 2 will have the same in-person experience.
- Physical Education Classes will be held outdoors whenever possible to maximize the 12 ft social distancing required by NYSED & DOH guidance.
- Grade 4 band will be held in person to give face to face support with a new instrument. Plastic dividers will separate the teacher and student and proper hand hygiene will be practiced. All other band and chorus instruction will occur remotely on the at-home day.



# HYBRID SCHEDULE: TEACHING & LEARNING

## **Remote learning, at home days**

- Teachers will provide independent work for students through the online learning platform, SeeSaw (grades K-4) or Schoology (grades 5-12)
- These lessons could include work to be completed entirely online, packets, projects, video instruction, etc. Some of the work, especially for primary grades, may include books, manipulatives, or paper packets that will support the objectives of the lessons provided.
- There may be online support provided on these days by special education teachers, guidance meetings, special area teachers, AIS support or specific content that will be only offered remotely, for example, Psychology courses at the high school, or other instruction or support as needed by an individual student or groups of students. More detail on these schedules will be provided when we finalize the students choosing hybrid vs. online instruction.
- Students will be required to log into their online learning environment during the school day for attendance purposes.

# HYBRID SCHEDULE: TEACHING & LEARNING

## **Collaboration and Connection Wednesdays**

- Wednesdays will be completely remote for all students K-12, except our HHS Career & Tech students who will travel to Ulster BOCES for their in-person lab day.
- Students will be required to log into their online learning environment for teacher interaction during the school day, but it will not be a fully synchronous day.
- Parents can expect 4.5 hours of synchronous instruction for their student each Wednesday. Instruction will be delivered by both the primary and special area teachers. The schedule will look slightly different in each building.
- In addition to teacher contact time, some time on Wednesdays will be used for small group/individual check-ins with students, parental contact and planning/collaboration time for teachers.

## RATIONALE

Why did HCSD choose the A/B hybrid model rather than AA/BB model?

- We will thoroughly clean the building every night, regardless of which cohort is in the building
- A/B hybrid allows more frequent in-person learning for the students and shorter gaps between learning opportunities.

Why are teachers repeating the same lessons on A/B days rather than students viewing the in-person lessons from home on remote days?

- This method does not foster interaction and engagement for the student at home.
- There are privacy concerns for parents seeing the academic progress and social/emotional health of children from other families.

## WHAT HAPPENS IF WE GO ALL REMOTE FOR SOME PERIOD OF TIME?

- It may become necessary for a building or the district to transition to all remote for some period of time, could be a matter of days, weeks or months.
- That decision will not be made lightly and will be made in conjunction with the county and state DOH.
- Students would remain with their assigned hybrid teachers, instruction would move to an all remote model, still on a M, T, Th, F schedule, with Wednesdays being C & C.

## HYBRID SCHEDULE: SPECIAL EDUCATION

- Students enrolled in a (12:1:1) self-contained special education program will attend school in-person four days a week (Monday, Tuesday, Thursday, Friday). Students will receive online support on Wednesdays.
- Students enrolled in a (15:1) special education program will attend school two days a week with their assigned Cohort as described in the In-Person/Hybrid model.
- Students enrolled in an Inclusion (ICT) program will attend school in-person two days a week with their assigned cohort as described in the In-Person/Hybrid model.

	Monday	Tuesday	Wednesday*	Thursday	Friday
12:1:1	All Students	All Students	Communication and Collaboration Day	All Students	All Students
15:1	Cohort 1	Cohort 2		Cohort 1	Cohort 2
ICT	Cohort 1	Cohort 2		Cohort 1	Cohort 2

## HYBRID SCHEDULE: SPECIAL EDUCATION/RELATED SERVICES

- ICT Special Education Students will receive collaborative services on their in-person days and Wednesday C & C days.
- Depending on the individual IEP needs, some students may receive related services on in-person or at-home days. Those schedules will be arranged on an individual basis with the teacher and IEP coordinators.
- To the extent possible, mandated counseling services will occur remotely in order to maximize the academic impact of in-person days.
- Our mental health and support professionals will be available, as always, for emergency or crisis situations that occur at any time during the hybrid schedule, whether at home or in school.

Questions about individual student's IEP program should be directed to the PPS Office or teacher/provider of services.

## HYBRID SCHEDULE: TRANSPORTATION

- Buses will run on a reduced capacity, one student per seat (unless seated with a student from the same household.) We anticipate the maximum number of students on a 66 passenger bus would be 20 riders.
- There will be two separate runs in the morning and afternoon. Routes and times may change from previous years.
- Between the HS/MS and ES runs, high touch surfaces will be cleaned. Buses will be fully sanitized after the AM and PM runs each day.
- Masks will be required at the bus stop and on the bus, at all times.
- Parents are asked to scan their child(ren)'s temperature and for signs of illness before sending the child to the bus. Students should stay home if they exhibit any signs of illness and/or if they have a temperature of 100.0 or above.
- Students' temperatures will be scanned by a school employee on the bus, before arriving at school each day. Students with a temperature of 100.0 or above will not enter the school building.
- Students entry and exit to the building will be staggered and may happen through multiple entrances. Staggering entry/exit times may mean that your child will remain seated on the bus longer than in the past.

\*Please see the district's re-entry plan for more details

## REMOTE ONLY LEARNING

- The remote experience will be designed specifically as a virtual experience, with different modalities and methods of instruction and interaction. Because this is not the same experience as students in the hybrid model, parents will need to commit their child for a minimum of 10 weeks of online instruction.
- Our remote students will have a separate teacher of record, in most cases, from the in-person students. Some teachers may be responsible for multiple grade levels or subjects in the same “class.”
- The emphasis for remote instruction will be on core, mandated courses (including LOTE, PE, etc.) As a result, elective choices may be limited for secondary students. In some cases, the full range of Advanced Placement/ University in the High School courses may not be available.



# REMOTE ONLY LEARNING

- The remote only instructional day will run from 8 am-3 pm, Monday, Tuesday, Thursday, Friday. Wednesday will also be a C & C day for remote teachers. Remote only students may receive other services, classes or small group instruction on that day
- Students will follow a set schedule including synchronous and asynchronous learning activities that will follow a specific schedule each day.
- Students in grades K-6 can expect approximately 4 hours of synchronous instruction, supplemented with independent work, each day.
  - The synchronous time will include both whole group and small group instruction and be provided in screen time doses as appropriate as possible to the developmental needs of the age group.
  - K-6 students will have one primary teacher of record, with exposure to special area teachers on a rotating schedule. Special education, AIS and other related services will be provided as required.

## REMOTE ONLY INSTRUCTION

- Middle and High School students, grade 7-12, can expect an average of 5 hours of synchronous instruction each day, the remainder of the day will be asynchronous, independent work.
- MS/HS will follow a “regular” class schedule each day (M,T,Th, F), possibly on an A/B day rotation depending on the course.
- Some days a class period may be fully synchronous, other days it may be a combination of synchronous and asynchronous time.
- Students will be required to log into/attend class every day just as if they were in school in person.

## GRADING & ATTENDANCE

- Grading will follow the traditional model for the particular building.
- Students will be responsible for work assigned.
- Teachers will be encouraged to work with parents and students on any extenuating circumstances that might make completion of work difficult.
- Students are expected to attend to and prioritize schoolwork each day, whether participating in the hybrid or remote-only mode of learning.
- We will share the attendance procedure with you in the first days of school.

## TEACHER ASSIGNMENTS & CLASS SCHEDULES

- Creating teacher assignments and class schedules is highly complex with the variety of learning modes being offered.
- We will not be able to determine final schedules until we have a final determination of students who will be participating in the hybrid learning mode or the remote learning mode as well as teachers available for each mode.
- As a result, we cannot guarantee that teacher assignments or class schedules will be released before Tuesday, September 1.
- We apologize for any inconvenience this may cause, but we want to take the time necessary to build schedules that best meet the needs of your child to the best of our ability in these unique times.

## ORIENTATIONS, OPEN HOUSE, ETC

Our buildings will not be open to visitors, as a result, all orientations and open houses will be delivered in a virtual, remote format.

- Parents of Kindergarteners, 6<sup>th</sup> graders and 9<sup>th</sup> graders will receive information about the virtual orientations being planned for you in the next two weeks.
- Open houses will also be delivered remotely. The dates and availability of those events will be shared when school begins.
- Parent teacher conferences will also be conducted remotely in November.

# ATHLETICS & EXTRA-CURRICULARS

## **Athletics**

- As a result of the COVID19 pandemic, districts have delayed the Fall sports start date until Monday, September 21. With NYS approval for the opening of schools in September and with appropriate social distancing, PPE usage, and cleaning and disinfection of equipment, the fall sports season may begin, with certain restrictions.
- If the Fall sports season is interrupted or impacted by COVID-19 crisis (i.e. state official guidance, school closings, cancelation of high-risk sports, etc.) then a condensed seasons plan will be implemented. This plan takes into consideration the competitive and interactive aspects of each sport.
- Please see the re-opening plan document posted on the district website for more details.

## **Extra-curriculars**

Extracurricular Activities are an important part of the overall school experience for social emotional well-being and building school community. HCSD will maintain as many clubs and activities as possible using a virtual environment. Meetings will be conducted virtually. Any activities planned will be done in accordance with our social distancing, cleaning and disinfection, and PPE usage protocols.

# BOCES PROGRAMS

## **CTE program**

- HHS students participating in the CTE program will attend in-person on the Highland lab day of Wednesday. Transportation to and from the Port Ewen campus will be provided by the district. Students have the opportunity to drive themselves to school if they complete the paperwork mailed to them.
- The remainder of their program will occur online following the schedule supplied by Ulster BOCES
- HHS students' schedules will be created with this remote aspect of their day in mind. On in-person days they will only be in school for a portion of the day.

## **Other Programs**

- HCSD will provide transportation to any student participating in other BOCES programs according to the schedule provided to us.
- In the event that HCSD is forced to go all remote, transportation will still be provided to those students if their program remains in-person.

# FOOD SERVICE

## **Food Service Sanitation**

- Food Service will follow the HACCP (Hazard Analysis Critical Control Points) plan that is currently in place. This is a daily plan that includes frequent washing of hands, wearing gloves, temperature logs for food, freezers, milk coolers, refrigerators, dish machines, thermometer calibration, as well as check lists for personal hygiene, food storage, dry storage, and equipment in the kitchen. We will continue to use a bleach solution to sanitize our surfaces.
- All Food Services staff will wear masks.
- In addition, we will also incorporate the following procedures:
  - All Food Service staff will have their temperatures taken when entering the kitchen. This will be recorded in a daily sign-in log.
  - There will be a designated area for all boxes needed for the day's meal. The boxes will be placed in this area and the food will be taken from the box to the sanitized prep area.
  - Whenever possible, delivery personnel will leave the deliveries outside the kitchen door to be checked in. If a delivery driver must enter the kitchen, their name and temperature will be taken and recorded in our daily sign-in log.
  - Milk and juice cartons will be cleaned and sanitized before being served to the students.
  - Students will not be allowed to handle any food components. All items will be given to them via a food service staff member only. No self-serve items.
  - Staff will continuously participate in any training that becomes available regarding the COVID-19 situation and food service.
- The food service director will be in regular contact with the Ulster County Health Department for any updates in protocol.



# FOOD SERVICE

## Food Service: **In-person days**

- Normal breakfast/lunch on in-person days, choices may be limited but there will be at least one hot and cold option each day
- Students at the Elementary and Middle School will eat a supervised lunch in their classrooms with their daily cohort. Meals will be delivered to the room.
- High School students will eat lunch in common spaces in a socially-distanced way with sanitizing happening between each group of students

## Food Service: **Remote only or Remote days, Free and Reduced eligible students**

- Meal pick-ups will occur Monday-Thursday, 3:15-5:15 at the Middle School for all students/families regardless of building.
- Individual meals (breakfast and lunch) will be provided for each student in the family
- This schedule is subject to change based on participation

# TECHNOLOGY

- Our expectation is that each individual student, grades K-9, regardless of learning mode, will be issued a district technology device in September that will travel to and from school with them. Primary grades will be issued an iPad, older grades a Chromebook.
- Students, grades 10-12, will bring their own device or be issued a district device based on need.
- Students in the hybrid mode of learning will receive their device in the first few days of in-person school.
- Remote only students will receive their device on either September 8 or 9. We will notify remote only students of their pick-up time when they receive their class assignment and schedule.
- The district will work with families to gain Wi-Fi access if they do not currently have access

# TECHNOLOGY

- Teachers will use a standard platform with a standardized template for the platform. Teachers will populate the template according to the needs of the course curriculum.
  - In grades K-4 the learning platform is SeeSaw
  - In grades 5-12 the learning platform is Schoology
  - Teachers will have access to Zoom and Microsoft Teams for video conferencing on remote days
- A series of parent and student synchronous remote lessons and asynchronous videos will be created and posted on the website to assist parents/students in navigating the online environment. A schedule will be shared before the start of school and when the student receives their device.
- A variety of other digital programs and content will be used depending on the grade level or content area. The majority of these will be accessible using one password through our Classlink program.
- Intensive training will be provided to teachers and other staff during our 4 superintendent conference days, September 1-4 and ongoing throughout the school year. Teachers will be encouraged to utilize the rich training opportunities available through Ulster BOCES and the Mid-Hudson Teachers Center in addition to the district provided training.

## PARENT CHOICE: REMOTE LEARNING & TRANSPORTATION

Parents have the choice for their child(ren) to participate in our hybrid, in-person mode of learning or the remote mode.

Parents who choose the remote-only mode of learning must e-mail the district at [HCSDLearns@highland-k12.org](mailto:HCSDLearns@highland-k12.org) by Wednesday, 8/19 stating that choice. The commitment to remote learning will be for the first 10 weeks of school, September 8, 2020-November 13, 2020. You will have the opportunity to continue remote instruction on a quarterly basis or as the health situation evolves. If the district does not receive an e-mail, the assumption will be made that your child(ren) will participate in our hybrid program.

We understand that each child is unique. Each child in your family or household may choose the learning mode that fits them best. For example, your elementary student may choose remote-only and your high school student may choose hybrid. Just make that clear when you contact us.

We will work with parents who choose the hybrid system, then wish to transition to remote-only during the first 10 weeks of school on a case by case basis. It will depend on the availability of space in the requested grade level.

## PARENT CHOICE: REMOTE LEARNING & TRANSPORTATION

- For students participating in the hybrid program, we also ask that parents who will not be using school transportation e-mail the district at [HCSDLearns@highland-k12.org](mailto:HCSDLearns@highland-k12.org) by Wednesday, 8/19. This will help us create the most efficient routes and maximize social distancing.
- Any changes to this decision must be made 2 weeks in advance of the needed change and be clearly communicated to the transportation department.

THANK YOU FOR YOUR  
CONTINUED SUPPORT THROUGH  
THIS UNIQUE EXPERIENCE