

Hadley-Luzerne School District COVID-19 Reopening Plan

The following document outlines the district's reopening plans for the 2020-2021 school year. Please keep in mind that this plan is subject to change throughout the pandemic. Should you have any questions or concerns, please visit the "COVID-19 Updates" page on our district website, or please contact the district directly: (518) 696-2378 Ext. 1108.

Hadley-Luzerne Central School District is a public school district located in Lake Luzerne, NY. It has 672 students in grades PK, K-12 in Warren County.

Our mission is to foster a positive, safe, and healthy environment that will enable every student to achieve their highest potential. The district will partner with parents and community to empower students, celebrate in their successes, and support them along their educational journey.

In addition to our overall program priorities, Hadley Luzerne commits to equity in instruction and programming that ensures all students have the opportunity to engage in learning. This equitable access considers the district's early learners, English language learners, students without access to technology/high-speed internet, students with special education needs, students with medical fragility, and under-resourced/economically disadvantaged students, among others. Our commitment to equity applies equally to instructional and operational pursuits.

Our educational plan is developed so that whether delivered in-person, remotely or through a hybrid model, there are clear opportunities for instruction that are accessible to all students. These opportunities are aligned with New York State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.

It is the philosophy of the Hadley Luzerne Board of Education that our schools are the responsibility of the entire community and that the district leadership team places a high value on stakeholder engagement in the decision-making process. This COVID-19 Reopening Plan has been developed over months through the input of a vast number of school community members, including building and district administrators, teachers, support staff members, nurses, buildings and grounds staff, students, parents, and the Warren County Department of Health. Specifically, the district's return-to-school surveys garnered quantifiable data and open-ended feedback from at least 218 parent/guardian responses, 198 student responses, and more than 30 faculty/staff responses. Our school community's sentiments are reflected in this plan, and many of their ideas are incorporated herein.

Guiding Health and Safety Principles

As we are confronted with re-ordering and re-envisioning the school experience for 2020-21, the safety and health of our students, faculty, and staff has been at the forefront of our planning. Hadley Luzerne School District is committed to a path that returns our students to in-person instruction in school buildings and lessens the impact of COVID-19. However, because we are unable to predict the course of the pandemic, our response will evolve so that the well-being of our students and staff stays firmly at the forefront of our planning.

As a baseline, we as a learning community are required to:

- Children will be health screened daily for fever and temperature verified below 100 degrees prior to entering school.
- Develop proper procedures for hand washing, cleaning and disinfection, ventilation, and appropriate use of PPE—adhering to federal and state guidelines, and in consultation with state and local health departments as conditions change.
- Ensure physical/social distancing of six feet between all occupants in classrooms. In instances when six feet cannot be maintained, proper face coverings must be worn in common areas such as hallways or on school buses. Provide exemptions or alternatives for those medically unable to wear masks.
- Place students in cohorts throughout the school day where feasible, and determine appropriate meal service options to ensure social distancing.
- Develop a plan for the screening of students and staff.
- Work with state and local health departments to develop mitigation measures—such as additional disinfecting, postponing in-classroom instruction, or school closures—in cases of student and staff infections.
- Work with state and local health departments as conditions may change. The flexible plan must adhere to federal and state guidelines for cleaning, sanitization, and social distancing protocols.
- Consider the needs of vulnerable populations and offer options for students and staff at higher risk of severe illness to limit their risk of exposure (e.g., virtual learning opportunities).

For our schools to safely reopen, we need to be able to achieve and maintain these requirements, and throughout this document, we will explain and explore the process through which we will accomplish these requirements.

The District has designated Mr. Beecher Baker, Superintendent, as the COVID-19 Safety Coordinator, whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

Health and Safety Practices and Protocols

Health Screening for Students and Staff

A safe and successful day of learning in our buildings will begin with actions at home, including a **daily temperature check for anyone headed to school for in-person teaching, learning, or working.**

Specifically, all individuals must have their temperature checked each day before entering any “school facility,” ideally at home, before departing for school.

- Faculty and Staff members will be required to self-screen for fever and verify a temperature below 100.0°F using the district-provided screening tool. Additionally, a **daily** “Symptoms and Status” Questionnaire will be required for all employees reporting to school.
- The “Symptoms and Status” Questionnaire will determine whether the student or staff member has:
 - a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 - b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
 - c) experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
 - d) traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- Any individual who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100.0°F, will not be allowed to enter the school and must be immediately sent home with instructions to contact their health care provider for assessment and testing.
- Outside visitors to school (parents, contractors, vendors, etc.) will be discouraged and limited in all buildings. Only scheduled visitors and parents picking up children during the school day will be allowed in the building. If the principal determines the necessity, visitors will need to make an appointment and abide by protective guidelines that include self-screening for fever, completion of the “Symptoms and Status” Questionnaire, and wearing a mask that covers the mouth and nose for entry beyond the vestibule. Parents dropping off or picking up students during the school day (times other than regular arrival and dismissal) will not need an appointment, but will not be allowed beyond the vestibule.
- School community members should note that the district **will not keep**—and is specifically prohibited from keeping—COVID-19-related records of student, faculty, staff and visitor health data (e.g. the specific temperature of an individual), but will maintain records that confirm individuals were screened and the result of such screening (e.g. pass/fail, cleared/not cleared).
- Hudson Headwaters Health Center maintains an open facility within our school district. They are available for COVID-19 testing for all students, should the need arise.

School Safety Drills:

The district will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code. It is required that schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Our School Safety Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the

building, while still preparing students to respond in emergencies. Protocols and procedures will be developed by key stakeholders to minimize the risk of spreading infection while conducting drills.

Healthy Hand and Respiratory Hygiene Practices

Maintaining proper hygiene starts with the individual actions of each school community member. That's why we will be training students, faculty, staff, and parents/guardians on public health protections against COVID-19 throughout the school year, and provide continued education through written and verbal communication in every school district facility.

Age- and content-appropriate signage will be used throughout school buildings reminding all to stay home if they feel sick; cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or following any stricter policy implemented by the school; properly store and, when necessary, discard PPE; adhere to social distancing instructions; report symptoms of, or exposure to, COVID-19, and how they should do so; follow hand hygiene, and cleaning and disinfection guidelines; and to follow respiratory hygiene and cough etiquette.

Hand hygiene includes traditional hand-washing (with soap and warm water, scrubbing for a minimum of 20 seconds), and/or use of alcohol-based hand sanitizers. Throughout the school day, we will require students, staff, and faculty to wash or sanitize their hands:

- Upon entering a building or classroom;
- After using shared surfaces or objects;
- Before and after snacks and lunch;
- After using the bathroom or helping a student with toileting;
- After sneezing, wiping or blowing nose, or coughing into hands;
- After coming inside from the outdoors; and
- At other regularly scheduled intervals.

The district continues to make multiple provisions to allow all individuals to achieve the best hand hygiene possible. Soap, warm running water, and disposable paper towels are available in every bathroom and at every in-classroom sink throughout each building. Custodians will ensure the replenishment of handwashing supplies at least daily. Additional touch-free garbage cans for disposing used paper towels or PPE will be placed as needed and emptied frequently. All existing warm-air hand dryers installed in bathrooms have been safely rendered inoperable to prevent aerosolization of germs. Alcohol-based and non-alcohol-based hand sanitizer gel or foam is available throughout common areas and in convenient, easy-to-find locations. Every classroom district-wide has a sanitizer dispenser installed by the door.

Good respiratory hygiene practices are also important for students, faculty, and staff to follow because the COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Students and staff must cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. A supply of tissues will be available in every classroom, along with touch-free garbage cans for disposal.

Social Distancing

All students will be required to maintain a minimum of 6-foot distancing while in school. Because of this, a hybrid model of learning will be utilized to start the school year.

- The district must maintain protocols and procedures for students, faculty, and staff to ensure appropriate social distancing to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate social distancing means 6 feet of space in all directions between individuals or use of appropriate physical barriers between individuals that do not adversely affect airflow, heating, cooling or ventilation, or otherwise present a health or safety risk. If used, physical barriers must be put in place following the United States Department of Labor's Occupational Safety and Health Administration (OSHA) guidelines and may include strip curtains, cubicle walls, polycarbonate or similar materials, or other impermeable divider or partition.
- To the extent possible, we will attempt to create smaller student/educator cohorts to minimize the mixing of student groups throughout the day. We will also minimize the movement of students, educators, and staff as much as possible.
- Social distancing (of at least 6 feet or a physical barrier) must be maintained between individuals while in school facilities and on school grounds, including in the cafeteria unless safety or the core activity (e.g. moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.
- In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, must wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.
- Signage will be posted around all school buildings recommending social distancing.
- Hadley Luzerne must ensure that a distance of 12 feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes). Modifications will be made to those classes and curriculum to accommodate this.
- Each school will create a plan for moving students in the hallway. This will address physical distancing objectives as students move between classrooms and will be shared with staff and students at the start of the school year.

Personal Protective Equipment (PPE)

Every member of our school community has a role to play in keeping our schools safe and healthy. Staff, faculty, and students will be expected to wear and use appropriate personal protective equipment daily to mitigate transmission of the COVID-19 virus on school grounds and in school facilities.

One of the most important pieces of PPE is a cloth or disposable face mask that covers the mouth and nose. NYS DOH **requires** that face masks be worn at any time or place that individuals cannot maintain

appropriate social distancing. Acceptable face masks include but are not limited to cloth-based face coverings (e.g. homemade sewn, bandana, fishing buff), and disposable surgical masks.

Anyone headed to school for in-person teaching, learning, or working should wear an acceptable face mask from home. The district will provide face masks for any individual who needs a replacement or supplement while on school grounds. Training and information will be provided to staff, students, and families on proper use, removal, and washing of cloth face coverings.

Faculty/Staff PPE

- Faculty and staff will be required to wear face masks at all times that they are with children or adults and cannot maintain social distancing. An acceptable cloth-based face covering will be provided to every employee at no cost, following Executive Order 202.16.
- Face shields worn without an acceptable face covering underneath **are not** considered adequate protection or source control against COVID-19 and may not be used independently.
- Some faculty and staff members will be given additional PPE such as face shields, gloves, and disposable gowns. These distinct employees work closely with students that need specific support or perform job duties that require a higher degree of protection, following OSHA guidelines.

Student PPE

- All students must wear acceptable face coverings, except for students who are unable to medically tolerate a face covering. If parents believe that their child is unable to medically tolerate a face covering, they should contact their building principal.
- Students **will** be allowed to remove their face masks when seated at a socially-distanced desk in the classroom for instruction and while eating meals/snacks. Students will be given additional face covering breaks when they can maintain social distancing.

Containment Planning

The district is in direct and continuing communication with leaders at the Warren County Department of Health and Hudson Healthwaters to ensure the best possible COVID-19 containment actions are in effect at our schools.

Students, faculty, or staff members who develop symptoms of COVID-19 during the school day must immediately go to the health office. Our school nurse will assess the individual, as chronic conditions (eg. asthma, allergies) or chronic gastrointestinal conditions may present the same symptoms as COVID-19, but are neither contagious nor pose a public health threat.

If a staff member or student becomes sick with COVID-19 symptoms during the school day:

- Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) in the isolation area.
- School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.

- Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick. Families will be contacted to assist with this process.
- It is recommended that the staff or student contact their physician for further guidance and testing. Staff and students should stay home until they test negative for COVID-19 or are not showing any further symptoms.

Containment Team

Superintendent, Director of Building and Grounds, School Nurse and Building Principals

Information to Staff and Families of Sick Students of Home Isolation Criteria

- Sick staff members or students should not return until they have met CDC's [criteria to discontinue home isolation](#).

When someone has symptoms that are presenting:

- Staff and students should not come to school, and that they should notify school officials (building principals or supervisor) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.

If a staff member or student has been exposed to someone with COVID-19 symptoms or a confirmed or suspected case:

- After notifying the supervisor, staff or students will be in quarantine for 14 calendar days and will only return to work if they have no symptoms.
- Since this person has no symptoms, areas affected will remain open but a deep clean and disinfecting will take place.
- No contact tracing needs to take place.

If a staff member or student becomes sick with COVID-19 symptoms during the school day:

- Immediately separate staff and [children](#) with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) in the isolation area.
- School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick. Families members will be contacted to assist with this process.

- It is recommended that the staff or student contact their physician for further guidance and testing. Staff or students should stay home until they have a negative test and are not showing any further symptoms.

If a staff member or student becomes tests positive for COVID-19:

- The superintendent will work with the district nurse, building administrator, and Director of Building and Grounds to immediately begin the next steps.

Clean and Disinfect

- Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#).
- District nurses will begin to contact tracing protocols immediately and contact the Department of Health.

Notify Health Officials and Close Contacts

- Following state and local laws and regulations, school administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality under the [Americans with Disabilities Act \(ADA\)](#).
- School nurses have completed the John Hopkins Contact Tracer Course and will start the process of tracing and will work with the Department of Health.
- Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.
- Close contact is defined as an individual who has had close contact (< 6 feet)** for ≥15 minutes***
 - An entire school will not necessarily be closed because of one confirmed case.
 - Any staff or student that meets the close contact criteria will be quarantined for 14 days and will need to monitor for symptoms.
 - Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times.
 - Self-monitor for symptoms
- Check their temperature twice a day.
- Watch for fever, cough, or shortness of breath or other [symptoms](#) of COVID-19.
 - Avoid contact with [people at higher risk for severe illness](#) from COVID-19.
 - Follow [CDC guidance](#) if symptoms develop.

- If they have no symptoms, they will return to school after the 14 days.
- Based on the number of students and staff that meet the close contact criteria, a determination will be made by the superintendent about remote learning for one class, some classes, or the entire school.

Return to School After Illness

HL must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever-reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition causing the symptoms and have a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least 10 days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever-reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end: [Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings](#)

Visitors, Guests, Contractors, and Vendors

- Visitors will be limited in all schools. Only scheduled visitors and parents picking up children will be allowed in the building. Scheduled visitors will self-screen and submit their answers when reporting to the building.
- Contractors and vendors will also be limited during the school day. If they arrive in any school building, they will answer a screening questionnaire upon arrival.

Facilities: Cleaning Protocols

- All staff must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable.
- Building supervisors, custodians, and cleaners must maintain logs that include the date, time, and scope of cleaning and disinfection.

- Cleaning and disinfection frequency for each facility type will be clearly stated and included in the logs.
- Regular cleaning and disinfection of restrooms must be done throughout each day.
- Cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19 are outlined in the containment plan.
- Cleaning and disinfection are the primary responsibility of the school's custodial staff, but additional cleaning and disinfection supplies will be provided to faculty and staff:

Disposable wipes will be available so that commonly used surfaces (e.g. keyboards, desks, remote controls) can be wiped down before/after use.

Hand sanitizer will be available near high-touch surfaces (trash receptacles, paper towel dispensers).

Water drinking fountains (unless configured as bottle refilling stations) will be temporarily closed and we encourage all staff and students to bring their own water bottles or use disposable cups.

Each of the district's building HVAC systems has been upgraded with HEPA-grade MERV-11 and 13 air filtration filters. The Minimum Efficiency Reporting Value (MERV) is an effectiveness scale that goes from 1 to 16, where a larger number indicates a higher filter efficiency and the ability to capture smaller particles. The MERV-13 category captures 95-99% of particulates (0.30-1.0 microns in size) and is used in hospitals.

We have added additional personnel to ensure rigorous and ongoing cleaning and disinfection are the primary responsibility of the school's custodial staff, who will follow the instructions outlined in NYSDOH's "[Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)" and "[Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19.](#)" Additional cleaning and disinfection supplies will be provided to faculty and staff, who may be assigned some light cleaning responsibilities. Students should not be present when disinfectants are in use, and will not participate in cleaning and/or disinfection activities. Disposable wipes will be available in classrooms so that commonly used surfaces (e.g. desks, remote controls) can be wiped down before/after use.

Technology

Learning technology has been a focus of the Hadley Luzerne School District for several years. We believe that for our students to lead productive and successful lives upon graduation, they must understand and know how to use digital technologies. Technology knowledge and skills are vital for full participation in 21st Century life, work, and citizenship. Sufficient access to computing devices and high-speed internet are essential for educational equity.

- In September, All students K-12 will be given their own device for their exclusive use.
- HL will resurvey parents and guardians to determine the level of access to high-speed internet to which students have access in their places of residence.
- Professional development for leaders and educators on designing effective remote/online learning experiences and best practices for instruction in remote/online settings are being offered.
- Student data privacy and security will be maintained and the district complies with Federal and State laws related to student technology use, including NY Education Law 2-d and Part 121 of the Commissioner's Regulations.
- WiFi bandwidth has been upgraded to address the increased demand of wireless devices within school buildings.
- Students without reliable internet may attend school daily when school is in session.
- WiFi ranges will be extended to reach devices in cars in designated areas in school parking lots for students with limited internet access who will be participating in instruction remotely.

Communication/Family and Community Engagement

The Hadley Luzerne School District prides itself on transparent, two-way communications with its stakeholders.

- The district has engaged school stakeholders and community members, including administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, unions and community-based groups in the development of its reopening plans through surveys, town halls, meetings, discussion and opportunities to submit feedback/ask questions.
- The district's reopening plan will be posted on the homepage of the district website, <https://www.hlcs.org>
- The district has developed a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

Teaching and Learning Overall

Continuity of learning has been at the forefront of our decision making around teaching and learning in the Hadley Luzerne School District since the closure of buildings in March of 2020. Our focus has been directed in several directions, beginning with regular, ongoing, and accessible professional learning for staff around virtual instruction, including the availability of technology for all families to ensure equity at all levels K-12. We have included regular expectations for communication and connection between

school and home, an essential part of ensuring that all stakeholders are involved in the evolving nature of instruction during the COVID-19 pandemic.

Regardless of the instructional model implemented, equity and access must be the priority for all students in Hadley Luzerne including, but not limited to, students with disabilities, English language learners, students who lack connectivity, and students experiencing homelessness.

- The content of the learning plan will be adjusted to meet the dynamic needs of beginning the school year with a potential virtual or hybrid option.
- Instruction will be aligned with New York State Learning Standards with a focus on prioritization of the Next Generation State Standards in ELA and mathematics.
- Each building in our district will create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

Operationalize Academic/Instructional Parameters for Reopening:

- Grades 7-12 are planned for daily, onsite, instruction. Due to social distancing requirements, all school spaces will be used as instructional spaces (e.g., classrooms, cafeteria, special area classrooms).
- If a hybrid model is utilized, grades 7-9 will be rotated two consecutive days, with grades 10-12 coming the next two days. On the off-site days students will be taught virtually by teachers in their classroom according to the daily schedule, allowing for social distancing in classrooms and hallways.
- On virtual instruction days, students will be required to participate in classroom work remotely and/or complete assignments. Attendance will be mandatory. Student expectations on virtual days will be determined by the teacher but daily attendance is mandatory.
- Students who “Opt-Out” of in-person learning will be expected to attend classes virtually as the teachers instruct the in-person students. Attendance will be mandatory.
- Potential staggered student arrival is under consideration to accommodate for potential transportation seating limitations and increased traffic at schools due to parent drop-offs.
- PreK-Grade 6 is planned for daily onsite instruction.
- Due to social distancing requirements, all school spaces will be used as instructional spaces (e.g., classrooms, cafeteria, special area classrooms).
- On virtual instruction days, students will be required to participate in classroom work remotely and/or complete assignments. Attendance will be mandatory. Student expectations on virtual days will be determined by the teacher but daily attendance is mandatory.
- Students who “Opt-Out” of in-person learning will be expected to attend classes virtually as the teachers instruct the in-person students. Attendance will be mandatory.
- Recess - To the extent possible, recess will take place outdoors. The playground will not be used. In the event of inclement weather, recess will take place in the classroom area, or space provided in the gymnasium.

- The scheduling of transition times (number of students in the hallways) for grades 5 and 6 will be adjusted to ensure social distancing as the classes in these grades are departmentalized.
- The specials classes are being modified. Art, music, and media specials will take place in general education classrooms in grades K-4. Students in grades 5-6 will report to the specials classroom. All students in grades K-6 will participate in PE class outside, weather permitting. The gymnasium will be utilized if inclement weather.

Shift to Virtual Learning in the Event of School Building Closure Due to COVID-19

- In the event school buildings are compelled to close, the school will resume virtually. Food Service will continue to provide meals to students in families that have requested home delivery.
- Grades 7-12 students will follow the in-school schedule at home with a combination of synchronous (live/online) and asynchronous (recorded) teacher lessons, online group work, or small group instruction. Time spent on instruction will vary by grade level; however, students will engage with learning daily. Attendance will be mandatory.
- Student and staff attendance will be taken daily.
- In the event school buildings are compelled to close, the school will resume virtually. Food Service will continue to provide meals to students in families that have requested home delivery.
- Elementary students will follow the in-school schedule at home with a combination of synchronous (live/online) and asynchronous (recorded) teacher lessons, online group work, or small group instruction. Time spent on instruction will vary by grade level, however, students will engage with learning daily. Attendance will be mandatory.
- Student and staff attendance will be taken daily.

Attendance and Chronic Absenteeism

Hadley Luzerne believes that the most essential part of reopening schools is connecting with students daily safely and productively. Mandatory attendance will be taken daily for each instructional period. Plans to check daily attendance will be shared by each building and teacher in the first week of school.

- When schools are completely virtual, teachers will utilize Google Classroom and Google Meet to connect with students each day. All teachers who normally see those students will connect with them during their virtual time.
- When schools are in a hybrid model, a combination of the above will be done. While students are learning virtually, teachers will connect with them both synchronously and asynchronously.
- Any students who are not connected will be referred immediately to the social worker in each building and a plan will be developed to connect with each family.

- Attendance of any enrolled, school-age student who resides in the HL district or who is placed by a parent/guardian in another public school district, a charter school, or is placed by a district administrator or the CSE of the school district in educational programs outside the district (such as another school district, BOCES, approved private in-State or out-of-State school, and State-supported school) will be reported in SIRS.
- Resident students of compulsory age who were not in attendance in the current school year will be reported until they exceed compulsory school age, they no longer reside in the district, or the district has documentation that the student has entered another educational program leading to a high school diploma. These students will be immediately referred to the high school social worker for follow-up conversations and planning.
- Students who do not attend while still of compulsory school age will be kept on the school attendance register until they exceed compulsory school age or move out of the district. However, high school administrators will attempt to develop a plan to get them to return.
- Chronic absenteeism is the utmost concern no matter what the model of instruction. Once students are identified to have attendance issues, each student will be assigned an adult who is responsible to check in on the student every day, whether the instruction is in-person, remote, or online.

Special Education

It is important to provide all services that are needed for our special education students. Special education programs and services provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum.

- As part of the reopening planning, a subgroup specifically on special education was created and worked in collaboration with CPSE and CSE leadership. During these conversations, all services were discussed and a plan was developed for in-person, remote, and hybrid learning in home district and off-site locations.
- All students' IEPs have been reviewed by the case managers and each manager is expected to monitor student progress and communicate this progress consistently to parents and the educational team.
- All students with disabilities will continue to have available to them a free and appropriate public education (FAPE) and related services designed to meet their unique needs within in-person, remote, and hybrid learning environments. During in-person and hybrid instruction, all students assigned to self-contained classrooms will be able to receive on-site instruction continuously.
- IEP implementation for delivery of services continues to apply to programs and services whether delivered in-person, a hybrid model or virtually. Flexibility with respect to IEP implementation continues to apply during the COVID-19 outbreak in regard to flexibility in mode and/or manner; group or individual sessions; specific group size for related services, frequency, duration and location of related services; accommodations and modifications, and special class size ratio. In the event flexibility is required, the educational team will communicate with parents consistently and document such communications within the student's IEP contact log.
- Teachers and service providers will continue to progress monitor individual IEP goals and/or objectives. Data collection and documentation will be completed within the student's IEP.

Progress monitoring will be shared with parents at the same time as report cards, at parent request, and during requested review and annual review meetings. Reports may be made via telephone or other electronic means if progress reporting procedures specified in the IEP cannot be met with reasonable efforts.

- All collaboration, assessments and determinations will be documented and shared with Parents in their preferred language or mode of communication.

Social-Emotional Learning & Mental Health

The Hadley Luzerne School District will continue to build on its theme/initiative of mental health by placing a priority on social-emotional wellbeing for students and staff. The district will identify students and families in need of additional support during the transition back to in-person learning. Resources will be made available to address mental health, behavioral, and emotional needs of students. Staff will be provided with professional development opportunities on the implementation of SEL best practices, ACEs (adverse childhood experiences), and the impact of trauma on social-emotional development, behavior, and learning.

The district has established an Advisory Council that will meet at least two times each year and incorporates shared decision-making, the council is composed of parents, students, school building administrators, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers. The advisory council will inform the comprehensive developmental school counseling program plan. This program plan has been reviewed and updated to meet current needs.

Social-Emotional Learning (SEL)

SEL will be incorporated into daily instructional and social practices. The five core competencies of SEL as defined by the Collaborative for Academic, Social, and Emotional Learning (CASEL) are:

- Self Awareness - the ability to recognize one's own emotions, thoughts, values, and how they influence behaviors.
- Self Management - the ability to regulate one's emotions, thoughts, and behaviors in different situations to effectively manage stress, set goals, and motivate oneself.
- Social Awareness - the ability to take the perspective of and empathize with others and to recognize resources and supports.
- Relationship Skills - the ability to establish healthy relationships, to communicate, cooperate, negotiate conflict, and seek help when needed
- Responsible Decision Making - the ability to make constructive choices, evaluate the consequences of actions, and reflect.

English Language Learners

Currently there are no enrolled ENL students. If a student enrolls, Hadley Luzerne will work with the family to ensure proper and appropriate services and communications.

Food Service

A successful nutrition program is a key component of a successful educational environment. Children cannot focus on learning when they are hungry. School meals boost learning, and studies show that students perform best academically when they are well-nourished. As HL transitioned from in-person to remote learning, the district put in place a pick-up and delivery service for all families who were in need.

In-Person Meal Service

- All students will have access to school meals each school day that they are in attendance. Any student that receives free or reduced-price lunch will have access to meals daily.
- All health and safety guidelines will be followed by our food service personnel.
- The district keeps clear records on any student with a food allergy. We will protect any student with a food allergy no matter where food is being served.
- It is important that we promote hand hygiene directly before and after meals. No-touch payment systems will be installed in each school and no-touch barriers will be in cafeteria lines.
- If served in the same common areas, lunchtimes will be staggered to ensure that all tables and chairs that require cleaning and disinfection are done before the next group of students arriving for meals. Foodservice will consist of a “grab and go” model to ensure that all students can receive a clean meal.
- The food service manager will comply with all Child Nutrition Program Requirements.
- All food service information will be shared with families regularly through the district calendar, website, emails, phone calls, and newsletters, and in families' spoken languages.

Offsite Meal Service

- Curbside pick up will be utilized for students who would like meals but are participating in remote learning.
- Multiple days of breakfast and lunch may be picked up at the same time.

Transportation

The school bus is an extension of the classroom; therefore, many of the recommendations that apply to school buildings (like social distancing and frequent cleaning) should be applied to the school bus as well. Hadley Luzerne has been reviewing all safety and cleaning procedures with the transportation department. The following mandatory requirements will be met:

Staffing Requirements

- As described in this plan's Health and Safety Practices and Protocols, drivers, monitors, and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work using the screening tool. Any employee who screens positive for COVID-19 exposure or symptoms **must stay at home**, and notify their supervisor for further guidance.
- School bus drivers, monitors, and mechanics must wear an appropriate face-covering along with an optional face shield.
- PPE such as masks and gloves will be provided for transportation personnel on buses. Drivers and monitors who have direct contact with students must wear gloves.
- Hand sanitizer will be provided for all transportation staff in the dispatch office and bus garage.
- Transportation staff (drivers, monitors, mechanics, and cleaners) will be trained and provided periodic refreshers on the proper use of PPE and the signs and symptoms of COVID-19.
- Drivers, monitors, and attendants must not carry personal bottles of hand sanitizer with them on school buses.
- All transportation staff members are encouraged to wash their hands with soap and water before and after AM and PM runs to keep healthy and prevent the spread of germs.
- Professional Development on social distancing will be completed.
- During periods of time HL is providing remote instruction, student transportation will be provided to students placed outside of the school district when those schools are providing on-site instruction.

Student Rider Requirements

- All parents/guardians will be required to screen their child/children and answer the questions on the screening tool to ensure they are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school.
- Masks must be worn at all times while riding on the bus. If you believe your child is unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, please contact your building principal to review this.
- Masks will be available on every bus for any student who forgets their mask. Students without masks will not be denied transportation.
- Students must maintain social distance on the bus.
- Siblings or children who reside in the same household should be encouraged to sit together.
- Students and parents should maintain 6-foot distancing while loading and unloading.

Bus Cleaning

- All buses which are used every day by districts and contract carriers must be cleaned/ disinfected after every run.

As we continue to finalize our reopening plans, it will be critical for the district to think about certain areas that may require temporary staffing. These include but are not limited to part-time nurses, cleaners, transportation, and substitute teachers.

- The district will ensure that all individuals employed to teach in New York State public schools have a valid certificate.
- If necessary, there may be times where a certified teacher may be instructing in areas not covered by their certifications. This time will not exceed 10 classroom hours a week during the 2020-21 school year.

Medically Vulnerable/High-Risk Groups

Guidance from NYSED and the NYS Department of Health states that several groups are at increased risk for complications from COVID-19 and may need added or alternative provisions. In the Teaching & Learning section of this guide, student guidance on this topic is discussed.

- If a staff member believes they belong to one of these groups or live with someone who is a high risk, and it may affect their ability to safely return to in-person work, they should contact the superintendent to discuss all options.
- While it is important to recognize that the district's top priority is to have all staff and students teaching and learning in-person, the district also realizes that an in-person model may not be possible for some medically vulnerable or high-risk individuals. In this instance, the district will ensure ADA compliance throughout the interactive process in choosing an effective reasonable accommodation when applicable.

APPR

Hadley Luzerne will work with our teachers to ensure that students are being taught as effectively. We will fully implement our APPR plan to the extent possible, based on guidance from NYSED.

Before & After School Childcare and Activities

All district-run after school activities are canceled until further notice.

Per NYSED and NYSDOH guidance, interscholastic sports are not permitted at the time of this plan's publication. Consideration of the reinstating of after school activities, including school sports, will be reviewed periodically.

Appendix

HLCS COVID-19 Updates and Information (ex: School Frameworks, District Letter) - <http://www.hlcs.org/?DivisionID=24323&ToggleSideNav=ShowAll>


<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



The infographic consists of two rows of four panels each. The top row shows: 1) A person coughing into their elbow, labeled 'Cough, shortness of breath or difficulty breathing'. 2) A person with a thermometer in their mouth, labeled 'Fever or chills'. The bottom row shows: 1) A person holding their arm, labeled 'Muscle or body aches'. 2) A person in a bathroom, labeled 'Vomiting or diarrhea'. 3) A person with a sad expression, labeled 'New loss of taste or smell'.

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf

Cover Coughs and Sneezes

Stop the spread of germs that can make you and others sick!



The illustrations show: 1) A boy with brown hair covering his mouth with his hand. 2) A girl with blonde hair using her elbow to cover her mouth. 3) A circular inset showing hands being washed under a faucet with soap.

Cover your mouth and nose with a **tissue** when you sneeze or cough.

If you don't have a tissue, use your **elbow**.

Wash hands often, **especially** after coughing or sneezing.

https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf

Stop the spread of germs that can make you and others sick!



Wash your
hands often



Wear a cloth
face cover



Cover your coughs
and sneezes



Keep **6 feet** of space
between you and
your friends

https://www.cdc.gov/coronavirus/2019-ncov/downloads/wash-your-hands-bubbles_poster.pdf



<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3A%3Adesc>

https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_schools.pdf

https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_buildin_g.pdf

<http://www.p12.nysed.gov/sss/documents/handwashing-recommendations-alcohol-based-hand-sanitizer-use-in-schools.pdf>

<https://www.cdc.gov/handwashing/posters.html>

<https://www.cdc.gov/handwashing/campaign.html>