

Springville-Griffith Institute Central School District



Returning to School Plan for September, 2020

*Springville High School
Springville Middle School
Springville Elementary School
Colden Elementary School*

Message from District Superintendent, Kimberly Moritz

Dear Springville-Griffith Institute School Community:

It is with great optimism and enthusiasm that I look forward to welcoming our students and employees back to school in September, 2020. I love the fresh start that every new school year brings and this September will prove to be unlike any before it. I would like to thank all of you for your patience in this unprecedented time and support of our schools as we work to return our children to school.

No one would have believed that our closure in mid-March due to the COVID-19 pandemic would continue for the remainder of the 2019-20 school year. Everyone, most of all our families and teachers, did their best to figure out how to manage in a time of crisis, while doing our best to continue learning for our students. With September one month away, we have worked to develop a plan that keeps the health and safety of our students, staff and families our top priority.

This plan was developed with a committee of stakeholders to include our entire administrative team, a Board of Education representative, parent representatives, a school nurse, a school counselor and teachers from across our buildings, subject areas and grade levels, and transportation personnel. I am grateful to this group of hard working people who volunteered to work tirelessly in the two weeks we had to put this plan together.

We relied heavily on the July 13, 2020 Department of Health guidance for in-person instruction, the New York State Education Department Reopening Guidance, the Erie 2 Regional Reopening Playbook, and most of all, on the common sense and caring of our committee members. Thank you to those members of the DOH, NYSED, and Erie 2 Workgroup who worked to provide us with clear guidance on which to base our SGI Plan.

We will share this plan by every means of distribution we have: on our website, via social media, providing paper copies where desired, and alerting our school community to the content by collaborating with local news media and through our parent broadcast system.

We are here to support, care for and love our students. We are here to keep them safe and to help them to learn and grow. We want our students to return to school 5 days a week for as much of the school year as possible. We believe that a measured approach is our safest and most responsible way forward. We will return students to school with 2 days of in-person learning and 3 days of remote learning for every student. Students K-12 will be divided into two cohorts, with half attending in-person on Mondays/Tuesdays and the other half attending in-person on Thursdays/Fridays, all students attending school remotely on Wednesdays, and each group attending remotely on their non in-person days. The details of this hybrid model are within the following plan. Decisions about moving to full in-person or full remote will be made one

month at a time, and will likely be determined for us by the governor's executive orders.

We learned some lessons during the time of our remote learning from March-June, 2020. When we surveyed our school community in late April, 2020 to ask "What's gone well during the closure?", the #1 rated comment was *"The love from the district has been shown throughout the closure. I'm proud to be part of the SGI community."* The #2 highest rated thought was *"I see our faculty and staff really pulling together during this time and providing each other with support. Also, a true willingness to help out. I think it has given us an opportunity to reflect on what is truly important in our lives both professionally and personally."*

This is my 32nd year as an educator, my 21st as a school leader. This has been the hardest time of my career and yet, I believe I saw the true character of our collective community and it gives me much hope for the future. People rose to every challenge and did so with the best of intentions. From teachers moving to remote learning, to counselors and administrators finding ways to celebrate our children at the end of the year to the 950 children who received meals on a daily basis--Springville-Griffith Institute CSD stepped up and took care of our families and each other. Our families stepped up and managed a total disruption to life as we knew it.

This is what we need to continue to do as we move forward in the 2020-21 school year. We must persevere. We must strive to do more for our children. We must continue learning for our students and maximize every opportunity. We must take recommended precautions in the hope that we can resume school as it once was, only better. I envision a return in which we all have more love and respect and empathy for each other, one in which we judge less and work harder to support our families and our colleagues. **Most importantly, I want all of our children, staff and families to be healthy and safe.**

The following page shows what our Springville Guiding Coalition, a group of parents, students, teachers, administrators and BOE members, have developed over the last two weeks. In answering the question, "what do we most believe about learning and what do we want our schools to be?", they developed the mission, vision and belief statements that follow. **Now is the time to rethink our schools and our practices to focus more than ever on what's most important for our students during the short time that we have together.**

With much love and hope for our future,



Kimberly Moritz
Superintendent of Schools

Springville-Griffith Institute

Return to School Plan – September, 2020

The Springville-Griffith Institute Central School District's COVID-19 health and safety reopening plan establishes and explains the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) and New York State Education Department (NYSED) guidelines for COVID-19, the State's "New York Forward" guidelines, along with federal Occupational Safety and Health Administration (OSHA) standards related to employee safeguards and potential exposure to COVID-19. **As the health and safety of district staff is our top priority, the plan has a strong commitment to those measures.**

We have developed procedures for a return to the 2020-21 school year that consider three learning models: in-person, hybrid and remote learning. Because we can't be sure what the school year will bring with the pandemic, we are prepared to pivot to any of the three models.

This plan was developed with the collaboration of key stakeholders, including all members of our leadership team, teachers from across all four of our school buildings, bus drivers, parents and one BOE representative. I'm grateful for their dedication, hard work and time spent contributing to a return to school plan that keeps the safety and health of every member of our school community front and center in our planning.



VISION 

A place where everyone finds value and meaning every day.

MISSION 

We are a learning community that:
...cultivates meaningful relationships
...commits to growth and improvement
...says YES to voice, choice and creativity
...and knows learning is limitless

SPRINGVILLE-GRIFFITH BELIEVES IN...

 Innate Curiosity We believe there is INNATE CURIOSITY in everyone that produces unique paths to learning.	 Empowering Learners We believe in EMPOWERING LEARNERS to use resources beyond the walls of our schools to engage in real world problem solving.	 Learning Together We believe in LEARNING & PLAYING TOGETHER to discover, design, create and contribute to an ever-changing world.	 Risk Taking & Growth We believe in a culture that values RISK TAKING , where research, feedback, steady practice and progress foster GROWTH .	 Challenging & Supportive We believe in providing a CHALLENGING, INCLUSIVE & SUPPORTIVE learning environment.
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S-GI District and Building Contact List

Superintendent of Schools

Role	Name	Phone Number	Email
Superintendent	Kimberly Moritz	592-3230	kmoritz@springvillegi.org

Springville High School

Role	Name	Phone Number	Email
Principal	James Bialasik	592-3202	jbialasik@springvillegi.org
Asst. Principal	Joseph DeMartino	592-3238	jdemartino@springvillegi.org
School Counselor	Phyllis Brennan	592-3286	pbrennan@springvillegi.org
School Counselor	Michael Criscione	592-3258	mcriscione@springvillegi.org
School Counselor	Chris Mathewson	592-3287	cmathewson@springvillegi.org
School Psychologist	Shauna Uonites	592-3285	suonites@springvillegi.org
School Nurse	Sara Rowe	592-3253	srowe@springvillegi.org

Springville Middle School

Role	Name	Phone Number	Email
Principal	Shanda DuClon	592-3203	sduclon@springvillegi.org
Asst. Principal	Cindy Gow	592-3243	cgow@springvillegi.org
School Counselor	Karen Polizzi	592-3275	kpolizzi@springvillegi.org
School Counselor	Amanda Valenti	592-3240	avalenti@springvillegi.org
School Psychologist	Jennifer Daubner	592-3267	jdaubner@springvillegi.org
School Psychologist	Shauna Uonites	592-3285	suonites@springvillegi.org
School Social Worker	Deb Skok Watson	592-3203	dskokwatson@springvillegi.org
School Social Worker	Kristie Ziegler	592-3259	kziegler@springvillegi.org
School Nurse	Catherine Sobota	592-3244	csobota@springvillegi.org

Springville Elementary School

Role	Name	Phone Number	Email
Principal	Chris Scarpine	592-3204	cscarpine@springvillegi.org
Asst. Principal	Cindy Gow	592-3223	cgow@springvillegi.org
School Counselor	Jill Hill	592-3222	jhill@springvillegi.org
School Psychologist	Jennifer Daubner	592-3267	jaubner@springvillegi.org
School Social Worker	Kristie Ziegler	592-3259	kziegler@springvillegi.org
School Nurse	Amy Wnuk	592-3262	awnuk@springvillegi.org

Colden Elementary School

Role	Name	Phone Number	Email
Principal	Brooke Adams	592-3217	badams@springvillegi.org
School Psychologist	Deb Skok Watson	592-3217	dskokwatson@springvillegi.org
School Nurse	Maggi Preston	592-3214	mpreston@springvillegi.org

For technology-related problems or questions, please contact the Technology Office at 592-3213. For questions regarding SGI Culinary, please contact Laura Watson at 592-3274. For transportation questions please contact Ann Rugg at 592-3278.

Communication/Family and Community Engagement

Effective family and community engagement have always included regular and frequent communication between schools, families and the wider community. We have and will continue to work together with families to foster and build relationships to sustain our collaborative efforts. Our families can expect regular communication from the superintendent of schools, our building principals and our teachers.

1. Engagement with school stakeholders and community members, groups involved: school leaders, a Board of Education member, multiple teachers from all buildings, parents, bus drivers, transportation personnel, culinary, school counselor, and school nurse.
2. Our communications plan includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
3. Teaching for all students on how to follow new COVID-19 protocols, including hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene will be done in every classroom, K-12, and repeated weekly in grades K-5. Signage aligned to CDC and DOH guidance will be in every classroom, bathroom, hallway, office and on every bus.
4. Communications in the language spoken at home--Currently a small number of families receive communications in their home language which is facilitated by our ENL teacher. All correspondence to these families (email, phone calls, letters home, texts) will consistently be delivered using their preferred language.

Health and Safety

1. In all four of our school buildings our students will follow a 2 day in-person/3 day remote schedule. By family groups, our students will return to school and will follow a Monday/Tuesday or Thursday/Friday in-person schedule (referred to throughout the plan as a 2/1/2 Plan--representing two days of in-person/1 day of remote/2 days of in-person for teachers). All students will be learning remotely on Wednesday and on their non in-person instructional days. Teachers will have half of their students on Monday/Tuesday and the other half on Thursday/Friday. This allows for social distancing guidelines to be followed, every day, in every classroom. We will continue with the 2/1/2 Learning Plan until we are able to return all students to full in-person instruction or are instructed to go to full remote learning. We will constantly reevaluate, and make decisions on a monthly basis, given the rate of infection within our region of NY and within our own community, following the executive orders of the governor and all DOH/CDC guidance.

For the first week of school, due to the Labor Day Holiday, the **Purple Group** will attend in-person on Thursday, 9/10/2020 with the **Gold Group** in-person on Friday, 9/11/2020. This allows all of our students and teachers to meet in-person before remote learning begins the following week. The schedule will be clearly labeled on the district's school calendar that will be sent to our families in August.

Monday	Tuesday	Wednesday	Thursday	Friday
Purple Group In-Person	Purple Group In-Person	Purple Group Remote	Purple Group Remote	Purple Group Remote
Gold Group Remote	Gold Group Remote	Gold Group Remote	Gold Group In-Person	Gold Group In-Person

Our **Purple Group** will come in on Thursday, September 10 and the **Gold Group** will come in on Friday, September 11, 2020.

Thursday, September 10	Friday, September 11
Purple Group In-Person	Gold Group In-Person

- All students and staff are provided with two washable face coverings per person and all classrooms are set up to follow social distancing guidelines with 6 feet between seating to allow for masks to be removed at the teacher's direction with consideration for the student's comfort level when following social distancing within classrooms. Teachers will provide face covering breaks at their discretion. **Face coverings will be required by ALL INDIVIDUALS in common areas, on school buses, and any time 6 feet of social distancing is not possible.**

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

An information page of how to wear and care for a face covering will be provided. This will include:

- How to Wear Face Covering Appropriately
- How to Put On/Remove Face Covering
- Proper Care of Face Coverings

We will obtain and maintain adequate supplies of face coverings for all school staff, students who forget their masks, and PPE for use by school health professionals. Teachers will have ample additional disposable masks provided to them.

2. We have a written protocol for staff to observe for signs of illness in students and staff and to require symptomatic persons to be sent to the school nurse. The written protocol follows for daily temperature screenings of all students and staff, along with a daily questionnaire for faculty and staff and periodic use of the questionnaire for students.
3. All required and standard operations and procedures for school safety drills will be conducted, following social distancing modifications to the extent possible. This will include fire (evacuation) drills and lockdown drills as required by Education law and regulations and the Fire Code. Drills will be conducted without exceptions.
4. **The COVID-19 Coordinator** whose responsibilities include continuous compliance with all aspects of our 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 for Springville-Griffith Institute is **Kimberly Moritz, Superintendent of Schools**.

Health and Safety (continued)

5. We will provide accommodations to all students and staff who are at **high risk of contracting the virus or live with a person at high risk.**

To receive accommodations for a **high risk student**, contact the building principal about a 504 Plan for your child as soon as possible. Medically vulnerable/high risk persons may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or a mask. It is important for parents to work with their child's health care providers and the school to best meet the child's needs while protecting their health and safety. To learn more about Section 504 Plans: <http://www.ldonline.org/article/6108/>.

For **high risk staff** who may need added or alternative provisions, please consult with your healthcare provider and contact the district clerk regarding possible FMLA needs or necessary accommodations. Individual plans will be developed in conjunction with the employee and medical providers for those who qualify as a vulnerable adult. All applicable laws and contractual rights will be addressed during this process.

6. Our protocol also includes a health screening for **visitors to a building**, but visitors will be reduced to the extent possible as follows.
- Visitors will follow the six-foot social distancing mandate and follow regulations for wearing face coverings to limit the spread of illness while on site.
 - Nonessential visitors will be limited to all district buildings, including school buildings, district offices and facilities.
 - When possible, parent meetings and other meetings will be held as phone/virtual conferences. In person meetings must be scheduled in advance. Please call to make an appointment.
 - There will be no permits issued for inside building use. Outside use will be through permit only. Only activities approved by the State will be allowed and must adhere to all CDC and DOH requirements.
 - The use of shared writing utensils and clipboards for sign-in will be minimized. Shared items will be disinfected between use.
 - When necessary, a protective barrier will be provided for reception areas. Social distancing markers will be placed.
 - Reception seating areas will be limited and set up to allow for social distancing.
7. **Health Screenings:** Families are a critical part of keeping everyone safe. **Families must follow our protocol to observe for illness in their children, requiring students to stay home based on this protocol.** Families will be responsible for completing the Student Daily Health-Screening Questionnaire before allowing your child to take district transportation or to come to school. We trust our families as a part of the parental responsibility to attend to the health and welfare of your child each and every morning. As an additional safeguard, we will have staff stationed at the entrances to our schools during bus unloading to temp check students as is possible and at our parent drop off. **If symptomatic as per the following questionnaire or protocols that follow, keep your child at home.**

COVID-19 Student Daily Health-Screening Questionnaire

STUDENT Name: _____

PARENT/GUARDIAN Name: _____

Questions	Yes	No
1. Have you or a member of your household tested positive for, or had a confirmed case of COVID-19 in the past 14 days?		
2. Are you experiencing any COVID-19 or flu-like symptoms such as (fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?)		
3. Does your child have a temperature of 100 degrees or greater this morning?		
4. Are you or any member of your household under active quarantine due to COVID-19 exposure? Have you been in contact with anyone who has a confirmed case of, or has been exposed to COVID-19?		
5. Have you traveled outside the U.S. or to a prohibited state within the past 14 days?		

If you have answered "YES" to any of questions 1-5 above please:

- *Do not place your child on the bus*
- *Do not enter any school buildings*
- *Immediately notify your child's school nurse*

☐ *I have reviewed and accurately answered "NO" to all of the questions above.*

Parent/Guardian Signature: _____

Date: _____

Protocol for Family and Staff Daily Health Checks

Families and staff members will be responsible for the careful observation of symptoms of COVID-19 and health screening that must be conducted each morning before coming to school. Families and school staff are instructed that any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection should NOT be present in school. It is very important that our families take responsibility for observing their children in the morning before sending your child to the bus or to school.

Blackboard Connect Calls will be made on Sunday evening for the Purple Group and on Wednesday evening for the Gold Group to remind families to conduct daily screenings before coming to school.

The Centers for Disease Control and Prevention (CDC) keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/21/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater);
 - Cough;
 - Shortness of breath or difficulty breathing;
 - Fatigue;
 - Muscle or body aches;
 - Headache;
 - New loss of taste or smell;
 - Sore throat;
 - Congestion or runny nose;
 - Nausea or vomiting; and/or
 - Diarrhea
1. Students or staff with a temperature, signs of illness with no other explanation, and/or a positive response to the questionnaire who come to school must be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. The school nurse may notify the school medical director or Erie County DOH if concerned that someone is presenting with covid related symptoms. Symptomatic students or staff who are sent home with COVID-19 related symptoms must have a doctor's note, negative COVID-19 test results, symptom resolution or if positive, release from isolation from a medical doctor to return to school.
 2. Instructions on correct hand and respiratory hygiene, social distancing of at least 6 feet and signage will be posted in every classroom, office and throughout the common areas.
 3. Signage, based on the COVID-19 protocols, will be posted throughout our buildings and will include the following to remind individuals to:
 - Stay home if you feel sick.
 - Cover your nose and mouth with an acceptable face covering when unable to maintain social distance from others, or in accordance with 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, to the school nurse.
 - Follow hand hygiene and cleaning and disinfection guidelines.
 - Follow respiratory hygiene and cough etiquette.

We will create a video for teachers to show students on how to properly wash their hands, use face coverings and practice social distancing. The video will also be posted on our website for our families. We will provide additional information and teaching, as necessary regarding how and why the virus is spread and what we can all do about it to stay healthy and safe. Each classroom will have extra face coverings and gloves available, face shields are also available in health offices if needed and we will keep a PPE cart in each hallway in the event that someone needs additional supplies while outside of the classroom.

Protocol for Social Distancing

Social Distancing also called “physical distancing” means keeping a six foot space between yourself and others.

Springville-Griffith Institute CSD will ensure that student groupings are as intact as possible by having the same group/cohort of students stay together when possible.

Additionally, we will follow the recommendations:

- a. The size of groups/cohorts of students will be determined by the number of students who can be in each classroom while maintaining 6 feet of social distancing.
- b. We will follow all safety requirements when considering the use of other entrances and ensure that all entrances are monitored and are locked after use.
- c. We will establish designated areas for student drop-off and pick-up at each building, limiting contact and entry of parents/guardians into the building, to the greatest extent possible.
- d. We will reduce in-school movement where possible by keeping students within a defined area or classroom and modifying class schedules or class transitions **using these NYSED recommendations:**
 - When possible, have the same cohort of students with the same teacher each day.
 - Special area teachers (e.g., music, art, physical education) may go to individual classrooms versus rotating all students through a shared space that is not able to be cleaned with each new use. Whenever possible, hold physical education and music classes outside and encourage students to spread out.
 - Stagger the use of restrooms, allowing use at other times when necessary. Bathrooms may be monitored by staff to ensure social distancing, that it is clean, and students are washing hands after use.
 - Open windows to improve ventilation, but will not open windows if there is a health or safety risk (e.g., allergies).
 - Keep individual student belongings separated. Limit use of shared supplies to one group of students, clean between use by cohorts of students.
 - Use visual aids (e.g., painter’s tape, stickers, posters, cones etc.) to illustrate traffic flow and appropriate spacing to support social distancing.
 - Explore the use of alternate spaces (e.g., classroom) for eating lunch and breakfast if we cannot adequately socially distance in the lunchroom. If alternate spaces are not available, ensure classroom groups are together in lunchrooms while adhering to the social distancing rules.
 - Restrict the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced. Assign lockers or other student storage areas by cohort or reduce their use – however, students should not carry an unreasonable number of books or materials throughout the day.
 - Playgrounds may continue to be used when proper safeguards are in place. In elementary school settings, we will stagger playground use rather than allowing multiple classes to play together. Wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.
 - Based on recommendations of the NYSDOH and NYSED, we will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requiring projecting the voice (e.g., singing, playing a wind instrument, or aerobic activity). This also refers to teachers who are instructing a class of children and expecting that they will appropriately distance when instructing the whole group.
 - Cancel/limit student assemblies, athletic events/practices, performances, school-wide parent meetings. Consider transitioning field trips to free virtual opportunities. Consider changing in-school events to a virtual format; and
 - Limit visitors to school buildings. Consider using online meetings with parents and other persons when feasible.
 - Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity. Examples include elevators, copy rooms, storage spaces, and vehicles.
 - Six feet distance between personnel and students will be maintained, unless safety or core function of the work activity requires a shorter distance. Any time personnel and/or students are less than six feet apart from one another, personnel and students must wear acceptable face coverings unless medically noted.
 - Some common situations that may not allow for six feet of distance between individuals:
 - △ Custodial and Maintenance Work
 - △ Bus Maintenance and Repairs
 - △ Food Preparation and Distribution
 - Office workstations will be arranged so that employees are at least six feet apart. This may be accomplished by leaving workstations empty or installing physical barriers. Physical barriers can include: strip curtains, cubicle walls, polycarbonate or another impermeable divider. A six foot distance marker may be placed around workstations.
 - Shared workstations will be discouraged and should only be used when no other option exists. If a shared workstation is used, it must be cleaned and disinfected before and after by the user.
 - Post social distancing markers using tape or signs that denote six feet of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, reception areas).
 - Limit in-person gatherings as much as possible and use telephone or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
 - Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Protocol for Confirmed Case of COVID-19

If a student or staff member has been identified as testing positive for COVID-19, we will notify health officials to determine what additional steps are needed for our school community. We will work with state and local health departments to communicate a possible COVID-19 exposure. Any communication to the school community will be at the discretion of the Department of Health. In such a circumstance, it is critical to maintain the confidentiality of the student or staff member as required by the Americans with Disabilities Act (ADA) and the Family Education Rights and Privacy Act (FERPA. In addition, students and staff who are well but are taking care of, or share a home with, someone with a case of COVID-19 must not attend school and must follow precautionary quarantine instructions from State health officials, who will determine when it is safe for them to return to school.

Our daily routine cleaning protocols, coupled with our mandates for social distancing and face coverings, are designed to keep all students and staff safe should there be a possible exposure.

Please see next our return to school protocols that follow the DOH and CDC guidance for students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19, including coordinating with the Erie County DOH.

Protocol for Return to School AFTER COVID-19

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. CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

Return to School after Illness Protocol. We will 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** (in other words, they learn from a healthcare provider that there is a different medical reason for the symptoms) **they can return to school:**

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

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:

- a. It has been at least ten days since the individual first had symptoms;
- b. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- c. It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
- d. The person has a medical note authorizing a return to school.

Protocol for Cleaning and Disinfection

The CDC provides Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary. Our cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, and busses. The guidance provides a general framework for cleaning and disinfection practices. We ensure that all health, safety, and security measures are being implemented when entering a district building. Employees, Students and Visitors entering a building will be approached by SGI staff and informed of any screening procedures/safety protocols that must be followed prior to entrance into a school.

Springville-Griffith will conduct regular cleanings and disinfection of the facilities as indicated below:

- Areas considered high-risk will be disinfected between each individual's usage. This would include work areas, bus seating, cafeteria seating and other commonly used locations.
- If used with a cohort, cleaning and disinfection will take place between cohorts.
- Continual cleaning and disinfection of high touch areas (door handles, sink handles, drinking fountains, electronics, shared objects) will take place throughout the day by cleaning staff whenever possible.
- Deep cleaning of instructional spaces, restrooms and large group areas will take place at the conclusion of each scheduled school day.

Cleaning will be rigorous and ongoing following CDC, NYSED and County Health Guidelines. Custodial staff will keep on file a daily cleaning log documenting date, time, and scope of cleaning for each building.

1. The district will continue to utilize the same instructional spaces as utilized in the past to stay in current compliance/standing with NYS Fire Code. If a change to the instructional/usage is needed the district will follow the current guidelines.
2. The district will determine and produce new procedures for emergency drills that will include social distancing for students and staff. This would include traffic flow and wearing masks in a safety zone area that may not allow for social distancing. The district will design this work with members of our district-wide safety committee.
3. Lead-In-Water testing was previously conducted throughout the district. The district will continue to mark any faucet/receptacle with potable/non potable signage. Students and staff should continue to utilize the filtered drinking fountains in each building.
4. All district installed Alcohol-based Hand-Rub Dispensers are compliant with Section 5705.5 of the NYS Fire Code.
5. The district plans on using only existing space within our facilities.
6. The district does not have any new building scheduled for the duration of the 2020-21 school year.
7. The district will use a combination of the square footage calculator provided by NYS and a visual assessment of each instructional space to determine the maximum occupancy for instruction. If using a hybrid instructional model 2-3 (two day in-person and three at home instruction) the square footage will be maximized by having only $\frac{1}{2}$ of a grades cohort in attendance. (current seating/classroom cabinets and tables will impact the square footage available for instructional numbers)
8. The district plans on using the existing toilets and sink fixtures within our facilities. Frequent cleaning within these facilities will take place throughout the school day. All toilets and sinks meet the minimum standard of the BCNYS code(s).
9. Students and staff will be encouraged to use the refilling stations rather than drink from the fountains. Students and staff are encouraged to bring prefilled personal bottles from home for consumption.
10. The buildings and grounds staff will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors, unless they pose a safety or health risk to students using the facility. District ventilation systems are monitored via a computer system by the head of facilities and head custodian for each building on a regular basis.

Our cleaning and disinfecting of all schools follow the CDC guidance. Our cleaners and custodians have been instructed to clean every space as if there was someone in it who finds out they're COVID-19 positive, including using their own protective equipment to stay safe. This cleaning protocol is extensive and is part of the reason for our Monday/Tuesday, Wednesday Remote for All, Thursday/Friday schedule. In this way, all spaces can be deep cleaned between the Monday/Tuesday cohort of students and the Thursday/Friday cohort of students. We may have designated spaces in each building that are deep cleaned first on Wednesdays to provide a space for students who have connectivity and/or resource issues to come to campus on Wednesdays to provide equitable access.

Protocol for Cleaning and Disinfection (continued)

DETAILED DAILY CLEANING PROCEDURES

- Occupied areas of all buildings will be cleaned and disinfected every evening and throughout the day.
- High-touch areas will be cleaned and disinfected more frequently. Additional cleaning will take place as necessary.
- A log will be signed daily by the head custodians.
- A log will be kept of all cleaning done as the result of a positive case of COVID-19.
- Employees will be instructed to frequently clean shared used high-touch items before and after each use. A cleaner and disinfectant will be available. When a cleaner or disinfectant is not appropriate, a hand-sanitizing station and/or gloves will be provided.
- Disinfectants provided will be on the EPA List N: Disinfectants for Use Against SARS-CoV-2.
- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
- Disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19. Where disinfectants are used, products should be registered with EPA and the NYS Department of Environmental Conservation (DEC). Frequent disinfection of surfaces and objects touched by multiple people is important.
- We will identify cleaning and disinfection frequency for each facility and area type; and we will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.
- We have a schedule for cleaning and/or changing heating/air conditioning system filters. Opening windows, if it can be done safely, and conducting classes outdoors are other strategies to increase airflow.
- We will follow the manufacturer's instructions for cleaning and disinfection of electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., between use.
- Playgrounds will be cleaned per CDC guidance. Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.

DISINFECTION OF CONTAMINATED AREA

In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting the building or facility if someone is sick: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Close off areas used by the person who is sick.
- The building does not necessarily need to close operations if affected areas can be closed.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
 - Disinfectants used must be listed on EPA List N: Disinfectants for Use Against SARS-CoV-2.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, and copiers.
- Vacuum the space, if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night for common spaces, or during the day for private rooms.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once an area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If it is more than seven days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

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Teaching and Learning

Our reopening plan includes a continuity of learning plan for the 2020-2021 school year. Our plan prepares for in-person, remote, and hybrid models of instruction.

Beginning September 10, 2020, all of our students will participate in a hybrid model of instruction to allow social distancing. Half of our students will attend in-person instruction on Monday/Tuesday, and will participate in remote learning on Wednesday, Thursday and Friday. The other half will attend in-person instruction on Thursday/Friday, with remote learning taking place on Monday, Tuesday and Wednesday. We will group families together on the same two days of in-person instruction. Students will be initially grouped alphabetically and then placed into Monday/Tuesday or Thursday/Friday cohorts by family/household. Students who reside in the same household will be assigned to the same cohort. Parents will be notified of the days students will be attending school in-person. If needed, requests for adjustments to a child's schedule will be considered as possible and aligned with numbers for social distancing guidelines.

If you decide to keep your children home, we offer a full remote option. Our teachers will be committed to the in-person, socially distanced instruction of our students on Monday/Tuesday and Thursday/Friday with full remote learning for everyone on Wednesday. Once we better understand the number of students by grade level who select the full remote option, we can determine better how we will staff this 5-day full remote learning. You are committing to the full 5-day remote learning option for the entirety of the first trimester if your child attends CES or SES and for the entirety of the first semester if your child attends SMS or SHS AND you must have the capacity to manage this with Internet connectivity and devices. Please complete this form by 3:00 pm on August 19, 2020 to commit to full remote learning. <https://forms.gle/fQD8ZSubdaLqQNNC6>

It is our hope that this hybrid start to the school year will be safe and effective for all students and employees. We also hope that the COVID-19 infection rate in NYS and our local region will remain low. Our plan will be to pivot to a full in-person plan, as soon as possible when the infection rate and guidance from DOH/CDC/NYSED and Governor Cuomo allow. Our school schedules will be designed to accommodate the modified hybrid model but to then transition to a full in-person model easily. If the infection rate spikes and we're ordered to full remote again, we can also transition to do so. The start of the school year with at least two days in-person will allow our teachers, counselors, administrators to form strong relationships with our students. Our focus will be on the SEL needs of our students in the first few weeks of school, for example, with restorative practices used daily to establish relationships and to identify the needs of our students.

Our most vulnerable students, in small self contained special education classrooms of 8:1:1 and 12:1:1, will return to school four days a week, Monday/Tuesday and Thursday/Friday. Students in outside placements will follow the schedule of the building that they attend. More details will be forthcoming as we have them.

School Schedules

The first week of the school year will look a bit different than the format for the remainder of September. SGI will welcome our students back on **September 10 and September 11, 2020**. It is important for our students to have the time to meet their teachers, learn the mandatory requirements around PPE and social distancing and the new protocols of the building and remote learning (arrival, dismissal, technology, transitions, etc.).

Our **Purple Group** will come in on Thursday, September 10 and the **Gold Group** will come in on Friday, September 11, 2020.

Thursday, September 10	Friday, September 11
Purple Group In-Person	Gold Group In-Person

The following week, our school buildings **will follow** a 2 day in-person/3 day remote schedule, dividing every class by 50% allowing for social distancing guidelines to be followed. The **Purple Group** will learn in person on Monday and Tuesday and the **Gold Group** will learn in person on Thursday and Friday. All students will be learning virtually on Wednesday.

Monday	Tuesday	Wednesday	Thursday	Friday
Purple Group In-Person	Purple Group In-Person	Purple Group Remote	Purple Group Remote	Purple Group Remote
Gold Group Remote	Gold Group Remote	Gold Group Remote	Gold Group In-Person	Gold Group In-Person

Schedules will be built in every school to allow for a return to full in-person as soon as allowable and prudent. We will continue with the 2/1/2 Learning Plan until we are able to return all students to full in-person instruction or are instructed to go to full remote learning. We will constantly reevaluate, and make decisions given the rate of infection within our region of NY and within our own community, following the executive orders of the governor and all DOH/CDC guidance.

To further illustrate this schedule, consider the following. As a teacher, I will have half of my class in attendance on Monday/Tuesday. I will prioritize those lessons that most require face to face instruction with students, allowing for more project based or individual work to be done on the three remote learning days. On Thursday/Friday, I then teach the other half of my students, grouped into their own cohort, as I did on Monday/Tuesday. It's important for families and students to understand that while both cohorts will be learning the same content, they may not be doing so during the same week. **Therefore, attendance of students is important and required on both remote and in-person learning days.**

Our teachers are working daily to support learning for all students. Wednesdays are the remote learning day for all students and our teachers are teaching on Wednesday, available for contact via Zoom, email, phone calls to teach and support learning. Teachers will deliver lessons/hold office hours/engage with students on Wednesdays for a minimum of four hours and the hours of the school day are consistent with that of each building. We will also plan to staff an open online room (Zoom, Google Meet), where students can, by school building, sign on or call for help with any work or assignments during the day. Teachers will clearly communicate to families and students the times that they are leading learning consistently each week on remote learning days.

PowerSchool will be used to track completion of **assignments, grading and attendance**. The district will return to grading protocols, policies and procedures in place prior to the closure in March. ***Work assigned during the remote days will be graded as determined by the classroom teacher.***

As a NYS public school district, our instructional program, whether in-person, hybrid, or remote, is at all times aligned to the NYS Learning standards. Teachers will work collaboratively at grade level or subject area to identify any gaps in learning from the sudden March-June 2020 school closures and to identify power standards for primary focus. Teachers will collaborate by department/grade level to develop common communication methods and instructional delivery models utilizing an interdisciplinary/project-based approach when possible. The District will utilize Google Classroom as the main platform for communication, posting of instructional activities and plans for the week. If a teacher is utilizing their webpage as a means of communication, it must be posted and funneled through the Google Classroom platform. Communication to parents through this platform will be concise, direct and consistent. Teachers will be able to instruct students how to better access and utilize the Google Classroom platform and provide them support during face to face instructional days. Teachers will utilize best practices developed for remote learning.

School Schedules (continued)

Our district reopening plan provides for a program that includes regular, substantive interaction between teachers and students whether delivered through in-person or remote models of instruction.

Every effort will be made to ensure daily contact with each and every student, with daily attendance taken on in-person and remote learning days. We anticipate some flexibility for the times in which students are working remotely but it will be imperative that all students have access to teachers during the remote learning days. Given our 2/1/2 model described within this plan, we will work collaboratively to employ all teachers, teaching assistants, and aides to supplement the instruction for the regular classroom teacher if needed. For example, a teacher who has in-person instruction with half of their students Monday/Tuesday and the other half on Thursday/Friday will need support to connect with their remote students. This may be supplemented by those teachers who are available because the nature of their own workload allows them to be available to help with core instruction needs.

Questions in regards to technology should be directed to the Technology Office at 592-3213. The office is open Monday through Friday during regular school hours.

Attendance

The NYS Education Department requirement of 180 days of school is still in effect for the 2020-21 school year. School districts are required to track daily attendance. SGI will continue to utilize PowerSchool as our mechanism for tracking student **attendance**. During face to face instruction, daily attendance will be taken in homeroom; period by period attendance will be taken through PowerSchool. **During remote instruction, students will need to check in with their homeroom or an assigned teacher daily.** This check in will be utilized for attendance purposes on remote learning days. **Teachers will clearly communicate manageable expectations for daily check-in with families.**

Chronic Absenteeism

SGI will follow its current Board of Education 7110 policy regarding student attendance, referenced below. School staff will follow the same procedures of intervention for those students not engaging in remote instruction. Building level attendance teams will increase the frequency of attendance meetings as needed.

The minimum attendance rate for grades K-12 is a rate of 90% of the cumulative days. Monthly attendance meetings will occur to review students who are in violation of this policy. Please note that the absence, excused or unexcused, will count toward the cumulative total of absences when a student's attendance record is reviewed. When a student fails to meet this rate, the district will provide written notification of concern to the student's parents. In addition, the Attendance Team may require a meeting with the parent/guardian and/or student to create an Attendance Performance Plan (positive steps the student can take to reverse the negative trend and to document ATED's and related parental responsibilities). A parent, student, or teacher may request a review of the student's attendance record or a conference to discuss the record at any time.

Professional Development

The district will provide teachers with **professional development** opportunities to enhance best practices and streamline our remote processes. Staff will be provided additional training in Google Classroom, PowerSchool, remote learning, Restorative Circle Practices and other topics as necessary to ensure a consistent approach for families and students. Professional Development in Google Classroom will include consistency in naming protocols, the set up of assignments and grading to allow for a streamlined view of the program, consistent in all buildings across the district. Also, building principals will continue to provide professional development opportunities throughout the year during staff meetings as needed.

Instructional leaders and our teachers within the district have outlined and documented gaps in curriculum and will work within grade levels and departments to continue this work. The base of this work will be to focus on priority standards and K-12 vertical alignment to guide instructional practices and curriculum prioritization. Teachers will collaborate at grade level and department to ensure alignment of instructional practices both vertically and horizontally. The district will continue to share professional development opportunities that are provided by our regional BOCES staff development specialists who are already adjusting their professional development offerings to meet the needs of districts at this time. Examples of this professional development already shared with SGI staff include:

- POWER FOCUS!- THE POWER OF PRIORITY STANDARDS WORKSHOP! 8/3 & 8/12/20
- Google Classroom Basics for the K-2 Teacher, Tuesday, August 4, 2020. 9:30-10:30 am
- Google Classroom Basics for the 3-12 Teacher, Tuesday, August 4, 2020. 11:00-12:00
- Google Classroom for Administrators, Thursday August 20, 2020. 9:30-10:30 am
- Get Ready? Getting started in a hybrid classroom
- Set. Best practices in the online environment
- Go! Creating choice in an online learning environment

In addition to technical support, the district will provide training opportunities for families in Google Classroom, PowerSchool, Restorative Circle Practices and other areas as needed.

Our SGI reopening plan will be available on the school district website. We are designating, in a very easy to locate webpage, all necessary information for our families with clear communication pieces and contact information. We have few ELL students but will work with our ELL teacher to develop all communication materials in the target languages spoken in the home. In addition, we will employ our parent broadcast system, blog posts, frequent messaging from building principals and teachers to update our families along the way.

Our UPK program is delivered at the Springville location of Early Bird ChildCare Centers, Inc. SGI administrator responsible for UPK, Brooke Adams, will communicate with them and ensure that they follow health and safety guidelines outlined in NYSED guidance and required by the NYS Department of Health. It is expected that the **UPK** program will follow our SGI continuity of learning plan for in-person, remote and hybrid learning, but we acknowledge that they are also a Child Care center and so may have our UPK students in attendance every day, following the NYSDOH and Office of Early Learning guidelines for child care centers.

Special Education

1. Our district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education services.
2. Our most vulnerable students, in small self contained special education classrooms of 8:1:1 and 12:1:1, will return to school four days a week, Monday/Tuesday and Thursday/Friday.
3. For our students in placements outside of SGI, they will follow the schedule of the building(s) that they attend. More details will be forthcoming as we get them.
4. The Special Education staff will document the programs and services offered and provided to students with disabilities as well as communications with families. Those communications will be provided in the parent's preferred language or mode of communication to meet the requirements of the IDEA.
5. Our committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served will continue to meet as according to IEP dates and as needed.
6. The district will continue the commitment to locating, evaluating and identifying students with disabilities who are in need of special education and/or related services despite the challenges of school closures. When conducting initial evaluations, SGI will identify evaluations components that may be performed remotely, while ensuring components of in- person evaluations are conducted thoroughly and safely.
7. Communications with our families will provide clear information for an understanding of the provision of services consistent with the recommendations on IEPs, plans for monitoring and communicating student progress, and commitment to sharing resources. Our responsibilities to follow the procedures and laws of the IDEA remain an integral part of our school programs.
8. 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.
9. We will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.
10. All students with a disability are assigned a case manager who will reach out to families at the beginning of the school year.
11. The need for recovery services will be determined collaboratively by the students' team of service providers, family. Information used may include:
 - a. Continuity of Learning Plans
 - b. IEP goal progression
 - c. Data from the Spring closure
 - d. Benchmark assessments
12. Recovery Services may include:
 - a. Specially designed instruction
 - b. Program modifications
 - c. Assistive technology
 - d. Therapy sessions
 - e. Tutoring
13. The district will continue the commitment to locating, evaluating and identifying students with disabilities who are in need of special education and/or related services despite the challenges of school closures. When conducting initial evaluations, SGI will identify evaluation components that may be performed remotely, while ensuring components of in- person evaluations are conducted thoroughly and safely.

Social Emotional Well-Being

1. Our district and building level comprehensive developmental school counseling program plans, developed under the purview of our certified school counselors, are reviewed and updated to meet current needs. The SGI Reopening Sub-Committee of Learning/Student Support will inform the necessary changes to the school counseling program plan.
[Comprehensive School Counseling Guidance Plan 2019.pdf](#)
2. SGI will create a section on the district webpage which will house information for families, students and community to address mental health, behavioral and emotional support services and programs. This will include:
 - Frequently asked questions
 - Family Support Center information
 - Links for quick, easy access to links in local community and Erie county
3. Support staff will continue to grow in their professional development to meet the needs of students. Social workers employed by SGI will continue to participate in a coalition group. High school counselors will participate in the Safe Schools initiative and WNY counselor consortium. School psychologists will continue to attend consortium meetings. Additionally, the district will address the professional development needs for all faculty and staff to support students during and after the COVID-19 public health emergency by providing access to:
 - Teacher Center course offerings
 - Training videos are available through our Right To Know- Safe Schools website and include “Coronavirus- Managing Stress & Anxiety, and Student Mental Health”.
 - Counselors, Social Workers, School Psychologists will provide mental health resources for staff and students which may include workshop offerings or in class lessons on coping and resilience skills and how to identify students at risk.
4. When a teacher newly identifies a student at risk they may contact the family and a member of the Student Support Team to assess the student’s well being. Depending on the assessment and nature of behaviors, the following steps will be followed.
 - Students will receive interventions at the classroom level, which may include restorative practice or other interventions.
 - If concerns persist, our Student Support Team will collaborate to address student needs. This may be done virtually or through a meeting with the individual student or group.
 - If there isn’t improvement, the Student Support Team will contact the building principal and determine the proper outside agency to address student needs. They will contact families to provide referral information and collaboratively develop a plan for the student in need.

Technology and Connectivity

The access to technology and the connectivity of both staff and students is important to any instruction that will be provided in a remote setting. For the initial closure, staff and students were surveyed to determine access to devices and availability of internet access in their place of residence. Based on the responses of the survey staff and students were provided with devices. In this reopening plan additional outreach is needed to determine needs of families for the planned hybrid instructional plan. Prior to returning to school the district will complete a technology survey with each of our families to determine the needs to provide devices and address internet connectivity. The survey will include the following questions:

- ☐ Does your child(ren) have access to a dedicated device (chromebook, PC, MAC, Laptop)? The device should not include any that are shared with other siblings or used by a parent for work.
- ☐ Does the device have a webcam/microphone/speakers?
- ☐ Do you have a reliable high speed internet connection in your home?
- ☐ If yes, what type of connection do you currently have?
 - ☐ Mifi, Satellite or Cable
- ☐ Does the connection have unlimited or limited data?

Based on the responses of the survey, the district will distribute devices while students are attending in-person instruction. Students will receive training in how to access programs, assignments and communication from the district. Our intention is to provide devices for students in grades 6-12, where high school students may elect to use their own personal devices (chromebook, laptop or desktop) with a keyboard and web camera. The district will continue to have devices available at the elementary level. Devices will be distributed while students are attending in-person instruction and will receive training in how to access programs, assignments and communication from the district.

The district will continue to use its OPEN WIFI throughout the district (accessible throughout campus and parking lots). Staff and students can connect to our open platform to access the Internet. The district will work with families whose geolocation is not hindered by MiFi capabilities and try to accomodate this group with wireless devices. All district devices will be filtered using the iBoss Internet filter to keep students safe while browsing the web.

Students who do not have sufficient access will be provided with instructional materials that can be accessed off-line and/or in paper format in addition to the support they will receive while attending in-person days. Teachers will utilize multiple forms of instruction to meet the technical needs of our students. For those students in the primary grades or those without connectivity due to geolocation, teachers will be encouraged to use paper activities while students are at home and digital when in school. Teachers will provide both online and in-person instruction to all students to assess mastery of the NYS Learning Standards. Additional supports will be provided for students on an as needed basis. Building principals will coordinate directly with families to develop individualized plans that meet the needs of their students, including but not limited to bringing students into the building as needed.

Child Nutrition, SGI Culinary Program

All students of SGI will have access to school meals, each school day to include both in-person and remote learning days. Meals will be available on remote days at each building. Families will be able to pick up meals at one site if children attend multiple buildings. Our program will follow all Child Nutrition health and safety guidelines as we follow in every school year and as were followed during the March-August food program managed by our SGI Culinary, to include measures that protect students with food allergies throughout our buildings. Our Wellness Committee has developed procedures to protect students with food allergies, including all culinary staff are trained on procedures as per our BOE Policy. All culinary staff are ServSafe certified. Allergy stickers are placed on all meals going outside of the building or to the classroom with the student's name but not listing the allergy as to protect the confidentiality of the student's health privacy. SGI Culinary Director Laura Watson, lwatson@springvillegi.org, is our administrator responsible for our food service program and she ensures compliance with the Child Nutrition Program requirements at all times. We have protocols, teaching, signage and procedures for hand hygiene before and after eating. Sharing of food and beverages will be prohibited. As with all district reopening plan documents, the child nutrition documents will be provided in the language(s) spoken in the home by families. Listed below are the NYSED Guidelines:

1. Our students will socially distance while consuming meals.
2. Students in attendance will have meals available in each building's cafeteria following social distancing guidelines. Cafeteria schedules will be extended to allow for smaller cohorts of students to be in the dining area at one time. Monitors will direct students to seating locations where cleaning has occurred. Each cafeteria space will be divided into regions allowing one section of a time to be used/cleaned to keep an organized flow for those dining in the facilities.
3. The district will continue to follow all NYSED/DOH guidelines for students dining in-person or collecting meals for their at home instruction days.
4. The district will continue to follow current policies and protocols keeping students with food allergies safe from harm. This includes flagging student meals to indicate an allergy.
5. All district culinary staff have been ServSafe certified providing additional insight into the health and wellbeing of our student body and their dietary needs/requirements.
6. The district will continue to utilize the district's wellness policy for students with food allergies and the cafeteria management software which alerts staff to a child's allergy.
7. District will encourage students and staff to use the hand sanitizing stations at the entrances of each cafeteria. Social distancing protocols will be in place for both the lunch line and seating area. Travel markers will also be used to organize traffic patterns within the cafeteria's dining area.

Locations will be staffed and visual signage will be used to reinforce proper CDC, DOH, District hygiene and social distancing protocols.

8. Springville-Griffith will conduct regular cleanings and disinfection of the facilities as indicated below:
 - Areas considered high-risk will be disinfected between each individual's usage. This would include work cafeteria seating.
 - If used with a cohort, cleaning and disinfection will take place between cohorts.
 - Continual cleaning and disinfection of high touch areas (door handles, tables and chairs, and other shared objects) will take place throughout the day by cleaning staff whenever possible.
 - Deep cleaning of spaces will take place at the conclusion of each scheduled school day.
9. Cleaning will be rigorous and ongoing following CDC, NYSED and County Health Guidelines. Custodial staff will keep on file a daily cleaning log documenting date, time, and scope of cleaning for each building.
10. The district will survey families to determine whether they would be requiring breakfast, lunch or both during the hybrid scenario. Families will be able to use myschoolbucks.com to add funding to their accounts or send money into the school on their in-person learning days. If federal funding for food services becomes available families would have the option to opt out of the service.
11. The district will use the district's website, BlackBoard Connect (phone messaging), district newsletters, newspaper publications and email blasts to broadcast food service options for students during the hybrid scenario.

Child Nutrition, SGI Culinary Program (continued)

12. In-person instruction students dining in the building's cafeterias will follow social distancing guidelines (including: while in line, while seating in the cafeteria, and disposing of their trash). Cafeteria monitors will be assigned throughout the area to maintain order and health and safety protocols. Signage will be available throughout the area to reinforce the social distancing and safety guidelines from the CDC/DOH and district. Cafeteria schedules will be extended to allow for smaller cohorts of students to be in the dining area at one time. Monitors will direct students to seating locations where cleaning has occurred. The elementary cafeteria space will be divided into regions allowing one section at a time to be used/cleaned to keep an organized flow for those dining in the facilities. Monitors will be utilized at the Elementary, MS and HS levels to assist in directing students to the properly cleaned area.

Transportation

1. All buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day will be cleaned/disinfected once a day by drivers. High contact spots must be wiped down by the driver after each a.m. and p.m. run. All buses shall NOT be equipped with hand sanitizer due to its combustible composition and potential liability. School bus drivers, monitors and attendants are prohibited from carrying personal bottles of hand sanitizer with them on school buses.
2. All transportation staff will be trained and provided periodic refreshers on the proper use of personal protective equipment, the signs and symptoms of COVID-19, and the proper use of social distancing.
3. All transportation staff will be provided with PPE such as masks and gloves.
4. **All school bus drivers, monitors, attendants and students MUST wear a face covering at all times on the buses.** Students who do not have a mask will NOT be denied transportation. Instead, the student will be provided a mask by the driver or monitor on the bus.
5. Any student with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation. Instead, we will assure that they are transported following social distancing guidelines.
6. All monitors, drivers and attendants who must have direct physical contact with a child must wear gloves.
7. Hand sanitizer will be provided within the transportation facility, including the driver break room.
8. The self-health assessment for symptoms of COVID-19 before arriving to work will be required of all transportation staff, as it is for all other district employees.
9. We will provide transportation to nonpublic, parochial, private or students whose Individualized Education Program have placed them out of district whose schools are meeting in-person as requested and following all other protocols herein.
10. We will instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading.
11. We will seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.) Children will be seated on the bus back to front. One child per seat unless siblings are riding together. Every attempt will be made to seat children socially distant (6 ft). Children will be asked to sit closest to the window in each seat and wear their mask. Each child will be assigned a seat.
12. In order to maintain proper social distancing the district will pick up/drop off students at their home residence(s) and **no more than one alternate location**. Court ordered parental agreements will be adhered to. Alternate locations may include daycare, relative homes or other predetermined residence.
13. Cleaning protocols will be in place on buses as follows: Cleaning will be rigorous and ongoing following CDC, NYSED and County Health Guidelines. Staff will keep on file a daily cleaning log documenting date, time, and scope of cleaning for each bus. All staff will be trained in the proper cleaning procedures to be completed in-between runs and at the conclusion of the day. Training will include equipment, chemicals and process. As part of our SafeSchools training staff will be required to complete an online training session on COVID-19 safety (springville-ni.safeschools.com). Poster/Videos and other training information will be available throughout the bus garage. The district will provide proper PPE (masks, face shields, gloves, other approved PPE) to busing personnel. Disposable masks will be available to students who do not have one. Masks are required to enter the bus, unless there is a medical exception.
 - Areas considered high-risk will be disinfected between each individual's usage. This would include bus seating.
 - Continual cleaning and disinfection of high touch areas (door handles and seats) will take place after each bus run with a sanitizing solution. Each bus will be sprayed with a sanitizing solution at the end of each day.
 - Deep cleaning will take place at the conclusion of each scheduled Purple or Gold Group session including mopping floors, cleaning windows, wiping all surfaces and sanitizing.
 - As part of the morning health check routine families will be asked to have their children wash their hands prior to entering the bus in the morning. The district will provide hand sanitizing stations in the main entryways of the schools and we have hand sanitizer in every classroom.
 - Drivers and attendants as part of their daily health routine will wash and sanitize their hands prior to entering the building and the bus.
 - Transportation Staff will complete the NYS health survey prior to entering the building each day. Bus drivers will be required to wear facial coverings at all times. Students and staff must wear face coverings at bus stops and on buses. Face shields will be available if needed.

Facilities

Our district will comply with the requirements of the Fire Prevention and Building Code, the State Energy Conservation Code, the 2020 Building Condition Survey and Visual Inspection, the Lead-in Water Testing required by NYS DOH regulation 67-4. All classrooms, offices and entrances have the new alcohol based hand rub dispensers. We are not installing dividers in any spaces and therefore do not have to submit floor plans to OFP for review. We have no new building construction or temporary facilities, nor are we leasing any spaces or tents. We are not altering our number of toilet and sink fixtures. The basis of our reopening plan is bringing back half of our students to our buildings, thus ensuring social distancing requirements in all areas. We have sufficient water bottle filling stations and drinking fountains to easily accommodate the one per 100 occupant requirement. Our Facilities Director, Dave Seiflein, is the primary administrator responsible for these plans. He can be reached at dseiflein@springvillecsd.org.

Bilingual Education and World Languages

1. We will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.
2. As we did during the school closure of 2019-20, we will provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.
3. Regular communication with families of ELLs will continue throughout the school year and will be provided in the preferred language or mode of communication.

Teacher and Principal Evaluation System

We will evaluate all teachers and principals pursuant to our approved APPR plan.

Certification, Incidental Teacher, and Substitute Teaching

We ensure that all SGI teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (ex. Incidental teaching) or Education Law.

Springville Reopening Plan, Frequently Asked Questions

When will we know if schools are reopening for any face-to-face/hybrid instruction, or if schools will need to be fully remote teaching and learning?

Governor Cuomo has indicated by Friday, August 7, he will decide whether or not it is safe to reopen schools. The decision is anticipated to be made by the Governor (rather than a regional or local decision). As soon as we learn of this decision, we will communicate with families.

When will we know if our children are the Purple or Gold group? What if our family needs a change based on our own work or child care schedules?

Principals are working feverishly to develop their schedules over the coming weeks. We will send a letter home in the second week of August, after we learn Governor Cuomo's reopening plan. If your family needs a change to your scheduled group due to child care or work schedules, please contact the building principal. Remember, we are scheduling based on family, household groups to accommodate family needs.

My child is medically fragile or part of a vulnerable health population. How do I get a 504 Plan for accommodations for my child?

Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children. Further, students with special needs or students who are medically fragile 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 work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. From there, contact your child's building principal to request a 504 Plan, if needed.

If a student/staff member tests positive, what happens? Will school close? Will we be quarantined?

We will work with the Erie County Department of Health and our School Medical Director, Dr. Robbin Hansen. We acknowledge we are educators; not medical professionals and we will follow the recommendations of our trusted medical professionals. To that end, if someone in our school tests positive, we immediately notify our school physician and the DOH. We will work with the DOH to aid in contact tracing and to determine next steps. We will then follow their recommendations and will communicate with families under the advice of the DOH.

What are the anticipated class sizes?

Based on our enrollment numbers to date and our hybrid plans to bring in half of our students on Monday/Tuesday with the other half on Thursday/Friday, we anticipate 7-12 students per class.

How much of the school day must students wear face coverings? What will the frequency of mask breaks be?

Our first priority is creating a safe environment for both our students and our staff. Whenever feasible, we will layer as many safety precautions as possible including wearing of face masks and 6 ft. of distance between individuals. There are times when students and staff must wear a mask:

- On the school bus;
- Entering/exiting the building;
- Traveling through the building/hallways;
- Whenever 6 ft. social distancing cannot be maintained;
- In classrooms except for designated mask breaks (see note below). 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. Additionally, students have movement within classrooms (to get up and sharpen a pencil or to get a tissue, for example). The balance between creating a comfortable classroom environment where students are not forced to remain in their seats for extended periods and the scientifically proven safety that comes with wearing a face covering is a delicate balance. Therefore, it is anticipated students will be wearing face coverings while in their classrooms except for designated mask breaks. At minimum, a break of 10 minutes every 45 minutes will be provided. Students will remove masks while eating breakfast and/or lunch.

Are face shields acceptable instead of a cloth face mask?

The guidance from both the NYS Department of Health and NYS Department of Education indicate face coverings (i.e., cloth face masks which cover the nose and mouth) are acceptable barriers. If your child has medical, behavioral and/or special education needs that do not permit him/her to wear a face covering, please contact your child's school principal so all available accommodations can be considered.

Can I choose remote learning for my child?

We are aware that some districts are offering a choice of total remote learning with no in-person instruction. However, pursuant to the NYS Department of Education (NYSED) and the Department of Health (DOH), schools are expected to prioritize efforts to return all students to in-person instruction. Springville's plan prioritizes this effort while putting in place the safeguards set forth in the guidance from both NYSED and DOH. Therefore, our plan does not include a total remote learning option for any family who wishes to have it, as we are able to provide in-person learning in accordance with the guidance. However, students or families who are considered vulnerable may be provided total remote learning options as an accommodation through an approved 504 Plan. Should NYSED or the DOH amend its guidance regarding in-person and remote learning, we will consider amending our plan accordingly.

Springville Reopening Plan, Frequently Asked Questions (continued)

Will recess, outdoor learning and playground use be allowed?

Yes! We will encourage outdoor time as much as possible and as much as our WNY weather allows! In addition to physical education classes going outdoors, teachers will be encouraged to take classes outdoors as much as feasible. Activities such as journal writing, music and art classes, and independent reading are a few examples of learning activities that can easily be done outdoors and socially distanced where additional breaks from wearing face coverings can be provided. Playgrounds will be open for use. Hand sanitizing upon entering and exiting of the playground area will be standard practice.

A huge thank you to the dedicated members of our SGI Reopening Committee. We received the guidance documents from the New York State Education Department, the Department of Health and the Center for Disease Control July 15-17, 2020. Members of the committee studied the hundreds of pages of guidance and then met on sub-committees focused on Teaching, Learning/Student Support, Wellness, and Operations for countless hours. We collaborated on a shared document that is the resulting plan. From our first meeting on July 20 to July 28, we accomplished much by working together with good intentions to develop the best possible plan, following all guidance, for our students and school community.

Thank you to the Sub-Committee Facilitators Shanda DuClon, Christopher Scarpine, Katherine Townsend and Maureen Lee. Thank you also to JoAnn DePue, who's constantly working to keep our district level plans up to date and moving forward.

Thank you to all of the members of the Erie 2 Regional Work Group, educators from component districts in Erie 2, who worked for six weeks prior to the guidance release to develop a playbook that we followed to form our plan.

Our SGI Reopening Committee Members are as follows. Again, thank you for all of your hard work, time and collaborative efforts!

SFA Members:

Joe Karb
Dave Yates
Laurie Dalton-Brown
Betsy Goodridge
Karen Reynolds
Jennifer Shearer
Colleen Gallivan
Mike Criscione
Ben Higgins
Jill Russell

Amy Wnuk, *SES School Nurse*
Kristin Sercu, *Dispatcher*
Rob Forster, *Bus Driver*
Julie Noeson, *Parent Representative*
Ryan Hartnett, *Parent Representative*
Julia Hilliker, *Parent Representative*

SGI Leadership Team Members:

Chris Cerrone, *SGI Board of Education Member*
JoAnn DePue, *Director of Technology, Curriculum and Assessment*
Katherine Townsend, *Director of Special Education*
Joseph DeMartino, *SHS Assistant Principal and Athletic Director*
Shanda DuClon, *SMS Principal*
James Bialasik, *SHS Principal*
Christopher Scarpine, *SES Principal*
Cindy Gow, *SMS/SES Assistant Principal and Grants*
Brooke Adams, *CES Principal*
Maureen Lee, *School Business Administrator*
Dave Seiflein, *Director of Facilities*
Laura Watson, *Director of Food Service, SGI Culinary*
Ann Rugg, *Director of Transportation*

Appendix

Appendix A Hand Washing Poster for Elementary Schools

Appendix B Hand Washing Poster for Secondary Schools

Appendix C Hand Washing Poster for the Workplace

Appendix D Hand Washing Poster for Parents/Community

Appendix E Hand Washing “Health is in Your Hands” Poster

Appendix F Prevention Info Sheet

Appendix G Share Facts about COVID-19 Info Sheet

Appendix H COVID-19 Info Sheet

Appendix I Stop the Spread of Germs Poster

Appendix J Stop the Germs! Wash Your Hands Poster

Appendix K Cover Your Cough! Poster

Appendix L Cloth Face Covering Info Sheet

Appendix M How to Safely Wear Face Covering Info Sheet