



## Glens Falls Common School District

### COVID-19 Reopening Plan

The safety and health of our students, our faculty, and our staff is paramount and has been at the forefront of our planning. Our planning is designed to bring the most students back to face-to-face education as possible, while providing additional opportunities and improving upon the distance learning systems that we adopted this past spring. To allow our school district to safely reopen, there are a number of features, contingencies, and safety protocols that we must plan for, and we have attempted to outline this throughout our plan. We understand that the situation around COVID-19 is ever-evolving, and as a result, our plan will be forced to evolve with it. We, as a school district, cannot anticipate the way that the disease will develop, nor can we fully anticipate the way that it will affect our region, but through careful planning, hard work, and resilience, we have put together a plan that allows our school to have the flexibility to address these concerns. This plan has been developed over months through the input of a vast number of stakeholders, including our school superintendent, teachers, school nurse, buildings and grounds staff, students, parents, our local department of health. Also, the following surveys have been utilized as a means to gather further information:

- **Parent and Community Return to School Survey:**  
[https://docs.google.com/forms/d/e/1FAIpQLSe445P2OPXL6Aksi9f9idQZmJ\\_f7y-yegT\\_kOrdtHGXdNBTw/viewform?fbclid=IwAR2BF7a\\_gc5kFDnt-UQY7KoHSPH6Hj7q4SHXi9W4zEcEPk1yCnNsuwIBbU](https://docs.google.com/forms/d/e/1FAIpQLSe445P2OPXL6Aksi9f9idQZmJ_f7y-yegT_kOrdtHGXdNBTw/viewform?fbclid=IwAR2BF7a_gc5kFDnt-UQY7KoHSPH6Hj7q4SHXi9W4zEcEPk1yCnNsuwIBbU)
- **Faculty and Staff Return to School Survey:**  
[https://docs.google.com/forms/d/1G2VY\\_HIBUnnAOxGgxf5zhmC6bCknuWGur-enmwSjdAA/edit?ts=5f1854cb](https://docs.google.com/forms/d/1G2VY_HIBUnnAOxGgxf5zhmC6bCknuWGur-enmwSjdAA/edit?ts=5f1854cb)

Additionally, once our plan is approved, the district will be conducting an additional survey to further assess the access of high-speed broadband internet service and user devices.

Their time, efforts, and dedication have been inspiring and have provided the backbone for our return this fall.

#### **Guiding Safety and Health Principles**

Any and all discussions about how to safely and effectively reopen our school requires us to understand the *how* of safely reopening. For us to safely reopen, there are four major areas that need to be considered – face coverings, social distancing, hygiene, and screening – all of which will be covered throughout the course of this planning document. As a baseline, we as a school district are required to maintain six feet of distancing in most scenarios; wear appropriate face coverings and PPE while in transit and when we cannot appropriately socially distance; we must maintain proper hand hygiene; and adhere to the CDC's and Department of Health's guidance as they relate to the cleaning and disinfection of our classrooms. We will perform screening of all staff, students, and faculty members as they enter, or prior to their entry into the building. In order for us to safely reopen, we need to be able to achieve



## **Glens Falls Common School District**

and maintain these requirements, and throughout the course of this document we will explain and explore the process through which we will accomplish these requirements.

The school district has designated Brian George, Superintendent, as their COVID-19 Safety Coordinator. This individual shall be responsible for the 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.

The school district has designated Sandi Braymer, Nurse as the primary point of contact upon the identification of a positive COVID-19 case and to be responsible for subsequent communications. This person shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians regarding the COVID-19 public health emergency and the plans being implemented in the school.

- Daily health screenings will take place for all staff and students
- Upon arrival in the morning, a properly trained staff member will take the temperature of every child before entering the building. A child who has a temperature of 100.0 degrees or higher will be sent home with their parent or guardian and advised to follow up with the primary physician. Staff will also be screened prior to entering the building and will need to complete daily attestation form which they will submit to Carisa Vogel upon arrival.
- Students or staff who have a fever must stay home or will be sent home.
- Contact tracing will take place in coordination with the NYS and Warren County Departments of Health.
- Staff will have daily cleaning, and disinfection protocols which will be in place for all commonly touched surfaces.
- Shared school supplies will be minimized as much as possible. Materials that must be shared will be sanitized prior and allowed to sit unused for three days, as per CDC guidance.
- School visitors will be health screened and restricted to the greatest extent practical.
- Students and staff will be trained on proper hygiene practices.
- Age-appropriate signage will be prominently placed in school buildings to facilitate one-way traffic flow in halls, social distancing, and hand washing reminders.

### **Educational Philosophy**

During the course of our discussions with stakeholder groups, a number of different educational models were explored and the feasibility of each model was considered based on the resources available to us, our regional health metrics, and the guidance that we received from the New York State Department of Health and New York State Education Department. As a result of these different factors, we will be focusing on a model that will provide daily in-person instruction for students in grades K-6. Based on the social distancing requirements put forth by New York State, our school district is capable of having a maximum capacity of 185 students, which directly affects the amount of students that we can provide face-to-face learning to at any given time. In order to promote safety, our planning will also cohort



## **Glens Falls Common School District**

students together to the extent that is practicable in order to limit the potential spread of the disease should anyone become infected.

Given the highly contagious and opportunistic nature of COVID-19, our school district will provide accommodations to individuals who are at a high risk or who live with a person who is at a high risk of complications as a result of COVID-19. Each case will be approached uniquely depending on the individual situation, but potential solutions for these vulnerable populations includes remote learning or telework, modified educational and work settings, or by providing additional PPE to individuals with underlying health conditions. In addition to this, we understand that certain student and staff populations may require modifications to social distancing or PPE based on hearing loss or impairment; receipt of language services, or because they are a young student in an early education program. In these scenarios, we may utilize specialized clear face coverings, face shields, increased distancing when possible, and we will explore any other potential services that may provide assistance and ensure that any modifications would minimize COVID-19 exposure risk for students, faculty, and staff to the greatest extent possible.

The school district has given special consideration to the way that we will perform safety and emergency drills throughout the course of the school year while we are required to socially distance. We will still complete our eight evacuation drills and four lockdown drills, but the way that we conduct our drills shall be modified for the upcoming school year. Due to the nature of our school schedule, we will need to ensure all of our students receive instruction in emergency procedures and participate in drills. In order to ensure the safety of our evacuation drills, we may conduct our drills on a “staggered” schedule by having classrooms evacuate separately rather than all at once to ensure appropriate distancing. To ensure the safety of our lockdown drills we may conduct them in several different ways to enforce social distancing – whether this be through the use of a “staggered” schedule with smaller numbers of students which allows us to maintain social distancing or by conducting a lockdown drill through verbal and visual instruction and providing students an opportunity to ask questions and receive answers about lockdowns. In addition to our emergency drills we conduct during the school year with students we will meet the new fire code addition and conduct a fire drill 1x/month over the summer and winter months when students are not in attendance.

### **Safety and Health Procedures**

#### **Face Coverings**

Prior to entering the school district, a school facility, or school grounds, staff, faculty, students, and visitors agree to wear a face covering in all required areas. The school district will remind staff, faculty, students, and visitors of this process through training, signage, verbal communication, and other means throughout the school year. During the school day, individuals will be required to wear a face covering when they are entering or exiting the school building, while they are moving through the hallways or



## Glens Falls Common School District

their classroom, at any time that they cannot maintain adequate and appropriate social distancing, and any other time as dictated by administration. Individuals may not be required to wear a face covering while they are maintaining social distancing, including when they are seated in a classroom. The school district shall train all students, faculty, and staff on how to adequately put on, take off, clean, and discard PPE. This training will include an explanation of what is considered appropriate PPE and will be supplemented by signage, continued education, and verbal instruction and cues to ensure that appropriate PPE is being utilized. For the health and safety of our entire school community, face coverings will be strictly enforced when social distancing cannot be accomplished.

While the school district will encourage all staff, students, and faculty to provide their own face coverings, the school district will continue to maintain an adequate stock of disposable PPE for their emergency use or by request. In order to ensure that stock is maintained, Michael Cowles, Head of Building and Grounds and Sandi Braymer, School Nurse, will be responsible for performing periodic checks of supplies and working to order more as need dictates. The school district has worked throughout the spring and summer to supplement the stock of PPE for the upcoming school year and will continue to do so throughout the school year. The school district will also encourage students, staff, and faculty to keep a replacement mask(s) at the school in case their initial mask fails or becomes soiled throughout the school day.

### Social Distancing

For our school district to maintain safe operations, we must attempt to maintain social distancing to protect against the transmission of the COVID-19 virus while on school grounds and in school facilities. To facilitate this, our school district has redesigned our classroom spaces, common areas, and other rooms throughout the buildings for appropriate social distancing. Specifically, appropriate social distancing means six feet of space in all directions between individuals or the use of suitable physical barriers between individuals that do not adversely affect air flow, heating, cooling, ventilation, or otherwise present a health or safety risk. The only time where social distancing requirements may be relaxed in the school district is when the safety of an activity or the core activity requires a shorter distance or individuals are of the same household. To promote this type of behavior, the school district has instituted measures such as:

- Placing six-foot distance markers around the school district,
- Changing traffic flow patterns to reduce bi-directional foot traffic
- Staggering the school schedule to reduce the amount of students in the hallway at any given time,

Furthermore, the school district has evaluated smaller spaces in the school building such as break rooms, and faculty offices, and will be limiting the use of these spaces. These identified spaces will require the use face coverings and occupancy should not exceed 50% of the maximum, unless the space



## **Glens Falls Common School District**

is designed for use by a single occupant. In addition to the above noted changes, our school district has evaluated the feasibility of modifying existing areas of mass assembly, such as our gymnasium, art/music room and cafeteria to provide additional learning spaces for students that are more easily appropriately socially distanced.

### **Student Arrival and Departure –**

#### **Student Arrival-**

Parent drop off for students in grades K-6 will be at the designated entrances assigned to each grade level. In order to enter the building, students will need to be screened for a temperature. School personnel in appropriate PPE will meet students at their assigned entrance to screen each student for a temperature. Those students who do not pass the screening will be sent home with their parent.

#### **Dismissal-**

Students will be dismissed out the same door as which they enter the building in the morning. Students will maintain social distancing while waiting to be picked up by their parent or guardian.

#### **Faculty and Staff Arrival-**

All faculty and staff must complete a health screening questionnaire, in writing, in advance of their arrival to work. Questionnaires will be turned into Mrs. Vogel upon arriving at school and kept on file in the main office. In the event of a failure to do in advance, staff will be screened by school personnel before entering the building. All faculty and staff must enter through the main office.

#### **Screening-**

To ensure that sick or ill students, staff, and faculty are not allowed on campus, the school district will be adopting a strict screening policy which includes temperature checks for students, faculty, and staff, daily screening questionnaires for faculty and staff, and periodic screening questionnaires for students. The school district will also require screenings for contractors, vendors, and visitors who will be entering the school building. We will encourage all screenings to occur before individuals reach the school building or enter any school facility and that should an individual fail the screening or feel ill, then they should remain home. Furthermore, we ask that parents and guardians remain vigilant in observing their students for signs of illness and to keep them home when they are ill. To facilitate this, the school district will complete an in-person screening with authorized, and trained, school personnel who will be provided with all required PPE to ensure their safety and well-being.

Our district's screening process will meet all of the requirements as set forth by the state, where a temperature at or above 100 degrees Fahrenheit or a failure of the screening will result in that individual not gaining entry into the school. If the individual who fails a screening is a staff member, faculty member, or outside visitor, then they will be instructed to leave the school facility and see their



## Glens Falls Common School District

health care provider. If the individual who fails a screening is a student, then they shall be taken to our isolation room to be assessed by the school nurse and await a parent, guardian, or emergency contact who can bring them to a health care provider for further evaluation. The isolation room shall require appropriate social distancing to be maintained, an increased cleaning and disinfection schedule from the school district's buildings and grounds staff, and constant visual supervision. We will provide all required PPE to the individual(s) who will be supervising the isolation room to ensure their safety. When an individual's parent, guardian, or emergency contact arrives at the school district to pick up their student, we will once again remind them that their student is required to be seen by a health care provider in regards to the failed screening. The school district will also instruct staff and faculty members to observe for signs of illness in others and require that symptomatic persons be sent to the school nurse or isolation room for a check-up.

The school district has worked with and remained in communication with the Warren County Department of Health to determine the specific return requirements of individuals who fail a screening, test positive for COVID-19 through a diagnostic test, or have come in close contact with or have been exposed to somebody who tests positive for the COVID-19 virus. After a failed screening, the school district will require, at a minimum, documentation from a health care provider of a negative COVID-19 diagnostic test result and symptom resolution. If, after a failed screening, that individual tests positive for COVID-19 from a diagnostic test, then the school district will work with the Warren County department of health to determine their minimum standards for return to the school district. In addition, the school district shall work with the Warren County department of health to determine the process for the provision or referral of diagnostic testing for students, faculty, and staff, should that become necessary. The school district has also worked with the department of health to determine what metrics will serve as early warning signs that COVID-19 cases may be increasing beyond an acceptable level, both within our schools or within the larger local community.

Local Health Departments anticipate using data from the regional "control rooms" for this purpose as well as regular communications with the district. Should a district experience any type of increase in absentee rates or individuals who have tested positive, the district's liaison should contact their COVID-19 liaison to review the data. Should it be warranted, the County Health Department and the Superintendent of Schools will make a determination if the school should be closed and for how long.

Should multiple cases be discovered in an area or school building, the district's COVID-19 liaison will contact the County liaison and should action be warranted, the County Health Department and the Superintendent of Schools will make a determination if a portion of the school, or a particular school shall be closed.

The County Health Departments will monitor this information in the regional control room. Should the County Health Department determine that there is a shortage of hospital capacity due to COVID-19, and if in the determination of the County Health Department that schools need to consider how many



## **Glens Falls Common School District**

students and staff should be allowed on site, the County Health Director will contact the Superintendent of Schools to make a determination if the school district's plan should be altered.

The school district has identified Sandi Braymer, School Nurse, as the individual(s) who will serve as the central point of contact and who is responsible for receiving and attesting to having reviewed all screening activities on a daily basis. This/these individual(s) shall also be identified as the contact for individuals to notify if they later experience COVID-19 related symptoms during the day or have COVID-19 exposure, as noted on their questionnaire.

The District's COVID-19 liaison will notify the County COVID-19 liaison (or counties should the individual live in a different county than the location of the school) should they become aware of a positive test for COVID-19 and/or any other disease reportable under public health law.

Upon request, districts will be asked to provide information on the past locations of students and staff who are involved in the contact tracing program, including, but not limited to room locations, who was in the room and information on transportation. Districts will need to maintain adequate records to answer questions. Should this information be needed, the County Liaison will contact the District's Liaison to obtain the needed information in a timely matter.

### Mental Health, Behavioral, and Emotional Support Services and Programs

The Glens Falls Common School District shall make every effort to provide and address the mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction. Throughout the course of the school year, we will identify and support students who are having difficulty transitioning back into the school setting by utilizing our counseling services composed of school psychologist, social worker, guidance counselor and appropriate agencies.

Teachers, counselors, and social workers will engage students in our district social-emotional learning curriculum by delivering specific instruction, problem-solving and various coping strategies to a variety of situations. Interventions are targeted through the Multi-Tiered Systems of Supports (MTSS) to promote the development and growth of social-emotional learning.

We will also provide periodic training for faculty and staff on how to support students during and after the ongoing COVID-19 public health emergency. We will also provide information on developing coping and resilience skills for students, faculty, and staff during trainings or through written materials. Members of our mental health committee will support both in-person and remote learners by coaching teachers, directly delivering social-emotional learning curriculum, and individually supporting students as determined by building level team decision making. A focus will be placed on supporting a positive climate and culture that acknowledges universal trauma care strategies for students. Best practice guidelines will be followed for students who may need more support.



## **Glens Falls Common School District**

### Hygiene, Cleaning, and Disinfection

Our school district has instituted, trained on, and follows the CDC and NYDOH guidelines on the hygiene, cleaning, and disinfection of school buildings and materials. We have developed extensive procedures and protocols for school-wide cleaning and the disinfection of classrooms, restrooms, cafeteria, library, playground, and all other school facilities based on the CDC guidance. We have also identified the areas of buildings that will require additional cleaning and disinfection, such as bathrooms. Throughout the course of the year, our district will maintain cleaning and disinfection logs which identify the date, time, and scope of cleaning and disinfection for those areas. We have also developed and maintained a list of commonly touched surfaces throughout the school district, with a cleaning and disinfection schedule assigned to individuals and positions for these surfaces.

We will also be increasing ventilation with outdoor air to the greatest extent possible based on the outdoor air temperature and the capabilities of our HVAC system. Lastly, the school district shall continue to conduct or complete the process of performing its required Lead-in-Water testing as required by NYS DOH regulation 67-4.

Our school district also understands that for us to maintain a safe and healthy school environment, we need to promote and encourage proper hand hygiene throughout the day. In order to achieve this goal, we will be installing hand hygiene stations throughout common areas of the building so that students may sanitize their hands while they are in transition and at times where they may not be able to clean their hands with soap and water throughout the school day. All hand hygiene stations will be supervised by an adult. We will also be training students, faculty, and staff on proper hand hygiene throughout the school year and provide continued education for individuals through proper signage at all levels of the school district. Throughout the course of the school day, we will also require students, staff, and faculty to wash or sanitize their hands before and after eating, upon arriving in a new classroom, and on a regularly scheduled interval incorporated into their daily schedule.

### Transportation

The Glens Falls Common School District is a walking school district and does not provide transportation for our students. Transportation for students who attend special programs as outlined on their Individual Education Plans is contracted and provided by the Glens Falls City School District. Glens Falls City School District will follow all guidelines provided by the CDC and Department of health. Specifically, socially distancing students while riding the bus, requiring students and staff to wear masks and properly disinfecting and cleaning the bus. Details are provided in their reopening plan.



## **Glens Falls Common School District**

### Extracurricular Activities

In an effort to minimize the spread of infection and to facilitate district wide cleaning the district has adopted the following policies/regulations for the 2020-2021 school year until such time that we can return safely to normal operations.

- All field trips will be postponed and virtual trips will be encouraged.
- Extracurricular activities will be evaluated on a case by case basis. In circumstances where an activity can proceed effectively in a remote manner, it will be encouraged. In-person extracurricular activities will not be able to take place.
- The district will be closed two hours after student dismissal to facilitate cleaning and disinfection.
- To the greatest extent possible, outside visitors, presenters and parents access to the school facility will be limited. When allowed all health and safety requirements will need to be met. We will encourage virtual meetings and presentations as much as is practical.
- Due to the availability of cleaners, all school athletic facilities and playgrounds will remain closed to the public.
- The district will allow the Glens Falls YMCA to use the building to provide after school care to those families in need. They will use our cafeteria where adequate spacing is available to keep social distancing measures of 6ft. All students will be required to wear face masks at all times when maintaining social distancing is not possible. Staff will also be required to wear face masks when in close proximity of students. Gloves will be provided if there is a need to touch students. Staff will be trained on the use of hand sanitizer and any green cleaning products for spot cleaning. The cleaning staff will clean and disinfect the area after each use. Door handles, bathroom and high traffic areas will be cleaned on a continuous basis throughout the day for after care as part of the overall cleaning and disinfecting protocols.
- Families in need of before school childcare will be referred to the Southern Adirondack Child Care Network and we will work the family and SACCN to coordinate their child care needs to the greatest extent possible.
- Building use will not be open to the public under the current plan.

### Food Service

Regardless of the educational model chosen by our school district and the dynamic nature with which that can change, our school district shall continue to provide school breakfast and lunch to all students who were previously receiving school meals – both on-site and remotely. While on-site, we will maintain social distancing during the course of our meals and provide food service in the classroom. Alternate locations will be provided to protect students with food allergies. Students will wash their



## **Glens Falls Common School District**

hands before and after meals. Sharing of food and beverages is prohibited and “class parties” where food is brought into the school and shared, will be postponed until further notice. Lunch aides and students will clean/disinfect student desks after eating. Students that are in a remote setting will be provided meals if requested. Meals will be available to be picked up at a predetermined time and location. All faculty and staff will wash their hands before and after eating.

### Communication

Our school district affirms and attests that we have reviewed and understand all state-issued industry guidelines and will submit our plans for reopening to them. In addition to this, we will post copies of our finished plan on the school website and in conspicuous areas across the school building. Throughout the course of this process, we will also develop consistent communication plans to ensure that members of the school community are kept up-to-date with all developments and changes to our plan. This process will be managed through verbal instruction, posted signage that is consistent with DOH COVID-19 signage, the maintenance of a COVID-19 page on our school website letters home and posted on our Facebook page. We will also develop communications for students and families about how to prepare for the upcoming school year, including specific information on the social distancing requirements, how to properly wear a face covering, and proper hand and respiratory hygiene. Throughout the course of the school year, we will continue to train students, faculty, and staff on how to follow any new COVID-19 protocols safely and correctly, including hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

### Education

#### Grading and Attendance

- Grading protocols will be reviewed and will be shared with all stakeholders at the start of the school year.
- The District will issue report cards based on the scheduled cycle as per the district calendar.
- Grading will be consistent and follow our traditional format for in-person or virtual instruction.
- Perfect attendance awards will not be offered this year.
- The district will follow the Board of Education Attendance Policy. Student attendance will be taken and impact student progress and academics in both the remote and in-person sessions

#### Connectivity

The district has previously conducted a teacher and parent survey regarding the level of access to devices and high-speed internet in the places of residences for our students and teachers. While all faculty members are equipped with a district issued device, if a faculty member does not have the ability to purchase high-speed internet at home, the district will work with the WSWHE BOCES to purchase individual MiFis that we can provide.



## Glens Falls Common School District

For students, we will be offering a second survey to better identify those students who do not have high-speed access or a user device. The district currently possesses enough devices to provide a Chromebook to each student in grades K-6. Additionally, the district will make the following accommodations to those families with limited connectivity:

- Increase the wifi coverage in the parking lot
- Work with local service providers (i.e. Spectrum, Verizon, etc.) to gain access for our families to have high-speed internet at home. The district will also work the WSWHE BOCES to lease individual MiFi devices for those families who need them.

### Learning Plans

#### **In-person Instruction-**

K through grade 6 is planned for daily, onsite, in-person instruction with the following accommodations:

- Due to social distancing requirements, class size will be reduced. Students will be assigned to classrooms that are properly supervised. Instructors will come to the students to provide content.
- The traditional instructional program will be modified with students learning from classroom teachers and at other times supervised by school personnel during times of independent or remote/livestream instruction from within the school building.
- Students will have breakfast/lunch delivered to their classrooms.
- Breaks will be provided to go outside for fresh air and exercise as needed. Students will remain with their class group.
- Potential staggered student arrival is under consideration to accommodate for potential increased traffic at schools due to parent drop-offs.

Students in grades 7-12 are tuitioned to Glens Falls City School District who will provide their education.

### Hybrid Learning Model

In the event the district is required to adopt a hybrid model of instruction. Students in grades K-6 will follow a modified hybrid schedule. Half of the cohort will attend school for in-person instruction on Monday, Wednesday and in the morning on Friday, with remote instruction on Tuesday and Thursday. While the other half of the cohort will attend in-person instruction on Tuesday and Thursday and in the afternoon on Friday, with remote instruction on Monday and Wednesday.



## **Glens Falls Common School District**

All in-district full-day, self-contained programs will be offered on-site with arrangements made for social distancing, etc.

Students in integrated settings in grades K-6 will receive all programs and related services, accommodations, modification, and supplementary aides on site.

- To the extent possible, transitions between classes will be reduced
- The traditional instructional program will be modified with students learning from classroom teachers and at other times supervised by school personnel during times of independent or remote/livestream instruction from within the school building.
- Students will have breakfast/lunch delivered to their classroom.
- Breaks will be provided to go outside for fresh air and exercise as needed. Students will remain with their class group.
- Potential staggered student arrival is under consideration to accommodate increased traffic at schools due to parent drop-offs.

### Full Virtual Model

In the event that the district is required to close, the school will continue to provide a continuity of learning. While the continuity of learning plan is subject to change, we would follow the following principals:

- Students in Grades K-6 will follow their in-person school schedule while at home. Teachers will broadcast out to students either from home or school. Time spent on instruction will vary by grade level; however, students will engage with learning daily. Students will be required to log on during scheduled times.
- Period by the period student and staff attendance will be taken daily.

### New York State Standards

The New York State Education Department is responsible for setting student learning standards for what all students should know and be able to do as a result of skilled instruction. Our district intends to provide curricula that are based on these established standards in all areas. The delivery of such a curriculum will be mixed, with some delivery of instruction to be in person, some to be live remote, and some to be accessed online by families supporting learners at home.

### Academic Progress and Communication

The Glens Falls Common School District is committed to ensuring that the parent-to-school and school-to-parent lines of communication are active and that our parents our engaged stakeholders in their child's education. This communication is completed through a variety of methods which may include



## Glens Falls Common School District

options such as telephone calls, the use of electronic apps (*i.e. class dojo*), parent-teacher conferences, emails, social media and newsletters. Parents can also be added to Google Classrooms for each course their student is enrolled in. This allows parents to receive periodic updates about work that is due.

### English Language Learners

At present, our district does not have students enrolled who are considered ELL or MLL. However, should this change, our district will coordinate with the Office of Bilingual Education and World Languages to make certain we are providing appropriate support to students whose home languages are other than English. We will continue to use the Home Language Questionnaire as part of our enrollment process for all students. This survey, as well as an informal interview by our District Registrar, helps to identify families where languages other than English may be used in the home. All parent communications would then be provided to families in their preferred language and/or mode of communication. Interpreters would be used for parent conferences, where needed.

The Glens Falls Common School District intends to follow SED guidance; each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must 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 2019-2020, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-2021 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within the required ten school days of initial enrollment (*as required by Commissioner's Regulations Part 154*).

The school district will provide the required instructional Units of Study to all ELL's based on their most recently measured English-language proficiency level during in-person or hybrid instruction. These services will be provided through a mix of face to face and online live support.

### Special Education Students

The Glens Falls Common School District CSE office will work in tandem with all faculty and staff and out of district special education programs to ensure that students with disabilities are still provided all provisions under FAPE. All in-district full-day, self-contained programs will be offered on-site with arrangements made for social distancing, etc.

Parents will be notified in writing and also have access to PPS Director for specific details as to how the provision of services will meet the requirements of IDEA. Attendance will be monitored daily and case managers will reach out to students and parents to ensure active participation.

Students in integrated settings in grades K-6 will receive all programs and related services, accommodations, modification, and supplementary aides on site. Parents of students with IEPs and



## Glens Falls Common School District

Section 504 plans will receive written communication from case managers at the start of the school year about how all services, accommodations, and modifications will be provided.

If the student will be receiving related services through teletherapy, the family should be informed that they will be sent a consent form and that to receive the teletherapy related services. That consent form may be completed and returned electronically. Contact logs for all students will be maintained. All students will be provided with the necessary technology needed for teletherapy and remote learning.

CSE and CPSE Meetings will continue to use Google Meet or the Webex video conferencing platform if socially distancing measures do not allow for in-person meetings.

Each student with an IEP or Section 504 plan is assigned a case manager. This case manager facilitates collaboration between the CSE/CPSE teams, the student's family, and the student's teachers. Student performance is monitored on an ongoing basis and requested review meetings are held anytime there is a concern about an IEP, and/or its implementation.

Student progress is communicated to parents at least 3 times per year, and with each student's report card. All goals require progress monitoring data collection, and this data is reviewed periodically by the PPS Director. The information is also shared with parents at annual reviews to show progress and growth for the year and to be used to write goals for IEPs. Communication with parents is provided in the parents' preferred language or mode of communication.

Our students with disabilities will have the same access to activities as their non-disabled peers while they participate in their learning while practicing social distancing.

### Evaluation

Our school district's plan ensures that all teachers and principals will be evaluated pursuant to our currently approved APPR plan, including any variance applications approved by the Department. All teachers in our school district shall hold valid and appropriate certificates for their teaching assignments, except where otherwise allowable under the Commissioner's regulations (e.g. incidental teaching) or Education Law.

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Glens Falls Common School District

### Appendix A

Type of Surface	Location of Surface	What is Surface Material	What Product is Needed to Disinfect?	Frequency of Disinfection
Door Handles	Classrooms, Entrances,  Offices	Zinc Alloy	Sodium Hypochlorite	Multi-times daily
Doors	Classrooms, Entrances,  Bathrooms, Offices	Wood	Sodium Hypochlorite	Once daily
Door Frames	Classrooms, Entrances,  Bathrooms, Offices	Metal	Sodium Hypochlorite	Once Daily
Panic Bars	Exterior Doors	Zinc/aluminum	Sodium Hypochlorite	Multi-times daily
Windows	All over building	Glass	Eco-12 glass cleaner	Daily
Window Sills	Classrooms, Bathrooms,  Offices	Wood	Sodium Hypochlorite	Weekly or When Dirty
Walls	Hallways	Sheetrock, Blocks	Sodium Hypochlorite	Daily
Handrails	Main Entrance, Back Entrance	Metal, Wood	Sodium Hypochlorite	Daily
Drinking	Halls	Ceramic/plated	Will not be used.	



## Glens Falls Common School District

Fountains		brass	Bottled water will be provided.	
Light Switches	Classroom, hallways, offices	Plastic	Sodium Hypochlorite	Daily
Soap Dispensers	Bathrooms	Plastic	Sodium Hypochlorite	Multi-times Daily
Sanitizer Dispensers	Classrooms, Bathrooms	Plastic	Ethanol Ethyl Alcohol 70%	Multi-times Daily
Desks	Classrooms	Wood	Sodium Hypochlorite	Daily
Chairs	Classrooms, Offices	Plastic	Sodium Hypochlorite	Daily
Counters	Classrooms, Cafeteria, Offices	Laminate, Wood	Sodium Hypochlorite	Daily
Sink Faucets	Bathrooms, Cafeteria	Zinc/alloy	Sodium Hypochlorite	Daily
Pencil Sharpeners	Classrooms, Offices	Metal, Plastic	Sodium Hypochlorite	Daily
Playground		Metal, Plastic, Rubber	Sodium Hypochlorite	Twice Daily
Bathrooms	Hallways, classrooms	Polymer, Porcelain	Sodium Hypochlorite	Daily
Computers	Classrooms, Offices		Ethanol Wipes	Daily
Chromebooks	Classrooms		Ethanol Wipes	Daily
Floors	All Buildings	Carpet, Vinyl, Wood	Sodium Hypochlorite	Mopped and sept daily



## Glens Falls Common School District

### Appendix B: Cleaning and Disinfecting Protocols and Daily Sign Off Sheet

#### Abraham Wing Cleaning and Disinfecting Protocols

<p>PPE will be provided and mandated for all custodial staff including masks and gloves</p>
<p>During the regularly scheduled days Monday – Friday, the AM staff will wipe clean and disinfect all high traffic areas on a continuous rotating basis. All door knobs, water fountains, bathrooms, railings, etc. will be cleaned using Sodium Hypochlorite.</p>
<p>The daily sheet will be signed off on and given to the PM staff.</p>
<p>PM staff will follow the checklist to ensure all areas are deep cleaned.</p>



## Glens Falls Common School District

Area	Notes	Cleaned	Disinfected
<b>CLASROOMS</b>			
doors/knobs			
desks/chairs	<b>Wiped Down by Teachers/Students Daily</b>		
light switches			
cabinets/cab hardware			
Window/sills			
computers			
chromebooks	<b>Wiped Down by Teachers/Students Daily</b>		
counters			
floors			
<b>BATHROOMS</b>			
light switches			
toilet			
urinals			
bathroom partitions			
sinks			
soap/toilet paper dispensers			
door/knobs			
floors			
<b>COMMON AREAS</b>			
hall doors			



## Glens Falls Common School District

floors			
water fountains			
waiting areas			
Exit doors/panic bars			
playground equipment			
<b>Name of Staff:</b>			
<b>Signature:</b>		<b>Date:</b>	

### Key References

- ☒ **State Education Department Issues Guidance to Reopen New York State Schools (July 16, 2020)**
- ☒ **State Education Department Presents Framework of Guidance to Reopen New York State Schools (July 13, 2020)**
- ☒ **Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health (July 13, 2020)**

### Additional References

- ☒ **Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency (June 26, 2020)**
- ☒ **Interim Guidance for Food Services during the COVID-19 Public Health Emergency. (June 26, 2020)**
- ☒ **Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.**



## **Glens Falls Common School District**

**(June 26, 2020)**

**☒ Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency. (June 26, 2020)**

**☒ New York State Department of Health Novel Coronavirus (COVID-19)**

**☒ New York State Education Department Coronavirus (COVID-19)**

**☒ Centers for Disease Control and Prevention Coronavirus (COVID-19)**