



**Reopening Plan**  
**Putnam Valley Central School District**  
**July 2020**  
**Revised April 2021**  
**Updated June 2021**

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## **Message from Superintendent**

I am hopeful that this message finds the entire Putnam Valley community well and enjoying their summer. Long before we ended what was certainly a very unsettling school year, plans were already underway to prepare for the reopening of school in the fall. This work has continued throughout the summer, supported by the teachers, parents, administrators, support staff, medical professionals, and public officials that comprised our Reentry Task Force. The development of this plan was guided by the New York State Department of Health, New York State Education Department, Centers for Disease Control and Prevention, and public health experts. Our reopening plan is designed to bring as many students, as safely possible, back into our schools and our classrooms, starting with those students who need that experience the most.

Our primary focus has remained the safety of our students and staff; while any reopening of schools will certainly look and feel different than previous years, our commitment to the health and safety of all students and staff will remain paramount.

We intend to spend the beginning of our school year focused on the social and emotional well-being of our students, helping them transition back into school, teaching them how to remain healthy and safe, sharing our expectations for the upcoming school year, and conducting a needs assessment of each student's social and emotional health. Initially, academics will take a back seat as we acclimate students back into school and prepare them to be successful during these challenging times.

Every student and staff member will be asked to play a vital role in reopening our schools. It will require the collective effort of the entire Putnam Valley community to ensure that our families stay healthy, our schools remain open, and our students keep learning. We each need to carefully consider the direct impact our actions can have on others and care for those around us.

I remain confident that the Putnam Valley community will rise to the challenge as we have done so many times before. We will continue to support our students, support our schools, and most importantly support each other.

## **Administration**

Dr. Jeremy Luft  
Superintendent of Schools

Dr. Natalie Doherty  
Assistant Superintendent of PPS & Human Resources

Jenette Mistretta  
Director of Curriculum & Instruction

Jill Figarella  
District Treasurer

David Spittal  
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Dr. Sandra Intrieri  
High School Principal

Travis McCarty  
Middle School Principal

Dr. Letitia Payne  
Middle School Assistant Principal

Dr. Margaret Podesta  
Elementary School Principal

Matthew Mello  
High School Assistant Principal

Thomas Chickery  
Elementary School Assistant Principal

Brian Burrow  
Director of Physical Education, Athletics & Health

Michael Lee  
Chief Information Officer

## **Board of Education**

Jeanine Rufo, President  
Joseph Ferraro, Vice President  
Guy Cohen, Trustee  
Barbara Parmly, Trustee  
Janette Yetter, Trustee

## Reentry Task Force

Baker, Bob	Teacher
Broas, Elizabeth	CSEA President & Parent
Burrow, Brian	Dir. of Phys. Ed., Athletics and Health
Caulfield, Cole	Parent
Chickery, Thomas	ES Asst. Principal
Corsaro, Dr. Louis	District Chief Medical Officer
Denike, Jeannie	Communications
Doherty, Dr. Natalie	Asst. Supt. of PPS & Human Resources
Esposito, Nina	Parent
Figarella, Jill	District Treasurer
Heyen, Shari	Parent
Hill, Kathy	School Nurse
Hvisch, Brandon	Teacher
Intrieri, Dr. Sandra	HS Principal
Kane, Jason	School Psychologist
Keeler, Melissa	Teaching Assistant
Kilduff, Laura	Guidance Counselor
Lee, Michael	Chief Information Officer
Luft, Dr. Jeremy	Superintendent of Schools
Martinez, John	Parent
McCarty, Kristan	Teacher
McCarty, Travis	MS Principal
Mello, Matthew	HS Asst. Principal
Miench, Heather	Teacher
Mistretta, Jenette	Dir. of Curric. & Inst.
Olivero, Sam	Town Supervisor
Parchen, Tracy	Teacher
Parmly, Barbara	Board of Education
Podesta, Dr. Margaret	ES Principal
Sawyer, Tom	Parent & PVFD
Siegal, Shanna	Parent & Putnam County Health Dept.
Spittal, David	Dir. of Operations & Transp.
Vazquez, Teresa	Parent & PTA Officer
Yetter, Janette	Board of Education
Zupan, Jerry	Teacher

## **Introduction**

The safety of our students and staff remains our highest priority in all decisions that are made regarding our pending reopening of schools. While we hope to bring in as many students as safely possible, we must also remain flexible in the event we are forced to move between different phases of reopening during the year. While there is no substitute for in-person instruction, it is our expectation that our distance learning plan will closely mirror our hybrid and in-person instructional for all students' plans.

Our Reentry Task Force was formed several months ago to review all available information and guidance while considering a wide range of potential reopening plans. This group of parents, teachers, administrators, community members, and health professionals focused on five main topics related to the reopening of schools, health and safety, educational programs, special education, social emotional wellbeing, and logistics.

After a review of the New York State Department of Health (NYSDOH) and New York State Education Department (NYSED) guidance, the Reentry Task Force was able to adapt previous considerations into our proposed reopening planning document.

We believe the details outlined in this plan will allow us to safely bring students and staff back to school, comply by all NYSDOH and NYSED guidance, and most importantly, attend to the social emotional and academic needs of our students. The reentry plan also allows the district to quickly pivot between distance learning, hybrid learning, and in-person learning. Our expectations for all three phases of reopening are designed to provide students with structured and engaging daily learning experiences.

This plan will remain a working document. We learn new information about COVID-19 on an almost daily basis, it is vital that this plan adjusts accordingly. While our reopening plan covers the three potential scenarios of instruction this fall, the Governor will have the final say on whether schools are permitted to open or potentially forced to close.

## **Phases of Reopening:**

### **Distance Learning (All Students)**

In this scenario, all students will receive remote instruction at home. It is our expectation that all students will follow a predetermined schedule of classes. Students will be expected to actively participate in both synchronous and asynchronous learning opportunities.

### **Hybrid Model (Some Students in School, Some Students at Home)**

In this scenario, Kindergarten through grade 4 students will receive in-person instruction each day. Grades 5 through 12 students will attend in-person either Tuesdays and Thursdays or Wednesdays and Fridays with Mondays dedicated to distance learning. Students will be separated into two groups. Desks will be separated by at least 6 feet. Masks will be required.

Students participating in the virtual learning will follow a predetermined schedule of classes. Active participation of students during both in-person and virtual classes will be expected.

**Update: The Hybrid Model was eliminated effective 3/16/21**

### **In-Person Learning (All Students)**

In this scenario, all students would attend school each day. Students would be required to wear masks. Enhanced cleaning procedures would continue. Social distancing would not be possible across all buildings.

**\*Synchronous Instruction:** Learning occurs in real time, activities mirror those taking place in the classroom, teacher is live during instruction.

**\*Asynchronous Instruction:** Learning takes place on your own time and utilizes pre-recorded or pre-determined lessons and activities

## **Communication and Community Engagement**

### **Reentry Task Force:**

The Putnam Valley Reentry Task Force was established in June 2020, the goal of the group was to review current information and guidance and consider a wide range of scenarios to reopen schools in the fall. The task force consisted of building and district administrators, teachers, support staff, parents, community members, Board of Education members, first responders, public health officials, nurses, and our school physician.

The task force was divided up into four subcommittees (Health & Safety, Educational Programs, Special Education & Social Emotional Learning (SEL), and Logistics) to more effectively complete the necessary work. Subcommittees reported their progress back to the entire task force.

Reentry Task Force members were reassigned into building level committees to work on the implementation of our reentry plan once decisions were made by the subcommittees on which models were selected to move forward. A final version of this plan was shared with the entire Reentry Task Force prior to its implementation.

### **Communication Plan:**

The Putnam Valley Central School District will clearly communicate with students, parents, legal guardians, staff, and visitors a plan that provides comprehensive information. The district will continue to update the community through our notification systems of emails, Connect-Ed calls, signage, social media, electronic school signs, and posting to the district website and mobile app. Building principals will communicate building-specific information through email communications and postings to the building webpage.

### **Student Training:**

The district will provide students with “how to” videos on COVID-19 safety protocols, hand hygiene, proper use of face coverings, social distancing, and respiratory hygiene. Videos will be shared with students and families prior to the reopening of school and reviewed in classrooms. A variety of signage will be posted around the buildings to help guide students.

### **Signage and Messaging:**

Signage will be posted outside and within each school building providing visual prompts and directions to all students, faculty, staff, and visitors on the proper use of Personal Protective Equipment (PPE) and social distancing requirements.

### **Message Translation and Americans with Disabilities Act (ADA) Compliance:**

Communications sent to families will be translated, and communications posted on the district website will have the ability to be translated into a preferred language. Additionally, the communications posted will be accessible via screen readers for the visually impaired and videos that are posted will be accessible via YouTube which allows captioning for individuals with hearing impairments.

## **Health & Safety**

### **COVID-19 Safety Coordinators:**

Dr. Jeremy Luft and Dr. Natalie Doherty shall serve as the district COVID-19 Safety Coordinators and be responsible for the district's continuous compliance with all aspects of the school's reopening plan.

### **Return to School Provisions**

**Social Distancing:** Student desks in the classroom will be distanced six feet apart. Arrival and dismissal procedures will be established to maximize space between students. When possible, students will cohort together and remain in a single classroom. Students in secondary classes will transition between classes; these transitions will be staggered, reducing congestion in the hallways. **Update: NYSDOH now allows students to be at least 3 feet apart; we will be maximizing distance between students in our classrooms but some will be less than 6 feet apart.**

**PPE and Face Coverings:** All students and staff will be required to wear a face covering anytime social distancing cannot be maintained. We recommend that masks are worn at all times. Exceptions would be those who have health issues that would prohibit them from wearing a mask; face shields will be made available as a substitute for the mask. Face coverings will be available for anyone who needs one.

**Transportation:** Students will be required to wear a face covering on the school bus, the same exception will be available for those who are unable to wear a mask. Students will be seated one student per seat and asked to sit on the window side of the seat. Siblings and students who reside in the same household will be asked to sit together. **Update: In some instances, more than one student may be seated on the same seat; mask wearing on the school bus is required. Windows should be open to maximize air flow.**

### **Identification of Symptomatic Persons:**

In collaboration with Board Of Cooperative Educational Services (BOCES), we are working to create a training video that each faculty member will be required to review prior to returning to work this fall. Our school physician will review the content of the video.

Any potentially symptomatic students will immediately be sent to the school nurse for a more rigorous screening process. Symptomatic students will need to be picked up from school as soon as possible. Isolation rooms are available for any students that are symptomatic and awaiting

parent pick up. Updated emergency contact information must include someone who can promptly arrive at school.

### **At Home, Health & Temperature Screenings**

All students and staff should complete a daily health screening and temperature check before boarding a school bus or arriving at school. Staff members must complete the online health screening survey each day. Parents will be asked to periodically complete a health screening affirmation for their students. Students will receive random temperature checks throughout the school day. Information on COVID-19 symptoms can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

### **In-School, Student and Staff Health Screenings**

Each building has a nurse trained to identify COVID-19 symptoms, parents are expected to pick up any ill students as soon as possible. Isolation rooms will be utilized for any symptomatic students. Building administrators will serve as back up screeners if the school nurse is not available. Information on COVID-19 symptoms can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

### **Visitor Health Screening:**

Each visitor will be required to complete the visitor screening process and complete a temperature check. This will be completed at the kiosk in the entryway of each building. District buildings will only be open to essential visitors.

### **Parent Training:**

In collaboration with BOCES, we are working to create training videos and written protocols that will be sent to parents prior to students returning to school. Our school physician will review the content of the video and written protocols.

### **Personal Hygiene Signage/Protocols:**

Appropriate signage to instruct staff and students in correct hand and respiratory hygiene will be displayed in bathrooms, near hand sanitizing stations, and in common areas. Protocols will be established to require routine hand washing. Signage will also be used to promote social distancing, proper use of PPE, and personal hygiene.

### **School Social Distancing Procedures:**

**Elementary School:** One hundred percent (100%) of our student population will attend school every day. Classes will either be split into two sections or relocated to a larger space to accommodate social distancing in the classroom. All students will be expected to wear masks at all times and stay socially distanced. Cohorts will only be mixed when necessary for instructional purposes. Classroom desks will all face the same direction and be distanced six feet apart. Students will use their individual supply of materials, such as markers, pencils, scissors, etc. Hallway transitions will be at a minimum to decrease the amount of interaction between students in the school. Visitor access to the building will be restricted; all visitors must complete a health screening form and have their temperature checked. Office staff will be distanced six feet apart and expected to wear

masks at all times. The office will be closed to students who will be assisted through a window that is fitted with a polycarbonate barrier.

Lunch will be provided in the children's classrooms where our lunch/recess monitors will keep students socially distanced. If the six feet distance between students cannot be maintained, that particular class will eat in a larger space. Students will be grouped in classes so that attention is paid to food allergies, and children will be safe in their eating environments.

During recess, our classes will play outside, separated by cohorts. When possible, students will be outdoors for recess; we plan to use a variety of outdoor spaces to provide for social distancing during recess times. Playground equipment and toys will be cleaned on a regular basis, and children will sanitize their hands after play.

Common learning spaces will be wiped down between use by separate cohorts. Specials will occur outside when possible and include music, band, art, technology, and physical education. The gymnasium will be used by separate cohorts when necessary, and the other special classes will take place in individual classrooms if common learning spaces cannot yet be used. Students should remain twelve feet apart when participating in activities that increase the rate of respiration.

**Update: As we welcome additional students back into our classrooms, there will be instances where students are less than six feet apart. Classroom furniture may require more than one student at a table; every effort is made to maximize distance between students and ensure they are facing in the same direction. In instances where 6 feet of social distancing cannot be maintained in the classroom, students may be relocated to a larger space for snack/lunch. Social distancing for chorus, band, and physical education/recess has been reduced to at least 6 feet.**

**Middle School:** Up to fifty percent (50%) of our student population will attend school on any given day. All students will be expected to wear masks at all times and stay socially distanced. Classroom desks will all face the same direction and be distanced six feet apart. Hallway transitions will be offset to allow a minimal amount of students to transition at the same time. Visitor access to the building will be restricted; all visitors must complete a health screening form and have their temperature checked.

Office staff will be distanced six feet apart and expected to wear masks at all times. The office will be closed to students who will be assisted through a window that is fitted with a polycarbonate barrier.

Lunch will be provided in the Dining Hall where our lunch/recess monitors will keep students socially distanced in lines while getting lunch and each child will be separated six feet from one another while eating lunch.

During recess, our students will be expected to be twelve feet apart. When possible, this will occur outside on our turf and track area.

Specials will occur outside when possible and include band, chorus, and physical education. Students should remain twelve feet apart when participating in these classes.

**Update: Effective 3/16/21, the hybrid model of instruction was ended and students were asked to return to in-person instruction or move to all-remote instruction. As we welcome additional students back into our classrooms, there will be instances where students are less than six feet apart. Classroom furniture may require more than one student at a table; every effort is made to maximize distance between students and ensure they are facing in the same direction. Lunch periods are now staggered between lunch and recess to maximize the distance between students. Social distancing for chorus, band, and physical education/recess has been reduced to at least 6 feet.**

**High School:** Up to fifty percent (50%) of students will be in attendance on alternate days. All students and staff will be required to wear masks and remain socially distanced.

Hallway transitions will be offset to allow a minimal amount of students to be in the hallways at the same time. Visitor access to the building will be restricted; all visitors must complete a health screening form and have their temperature checked.

Office staff will wear a mask at all times and all visitors (staff, students, etc.) to the main office will remain behind a polycarbonate barrier.

Lunch will be provided in the cafeteria. Students will be dismissed to lunch by grade level in a staggered manner. Students will be assigned to parts of the school by grade level to eat lunch. During the community lunch, students who want to participate in physical activity will be directed outside or to the gym where they will be socially distanced by twelve feet.

Physical education classes will occur outside when possible. Students will remain twelve feet apart when participating in physical education as well as in band and choral classes.

**Update: Effective 3/16/21, the hybrid model of instruction was ended and students were asked to return to in-person instruction or move to all-remote instruction. As we welcome additional students back into our classrooms there will be instances where students are less than six feet apart. Classroom furniture may require more than one student at a table; every effort is made to maximize distance between students and ensure they are facing in the same direction. Students are assigned to designated locations during the community lunch period to maximize the distance between students. Social distancing for chorus, band, and physical education/recess has been reduced to at least 6 feet.**

### **Student and Staff Accommodations:**

The Committee on Special Education (CSE) and 504 Committees will work with families to identify students who may need additional accommodations due to COVID-19. Additionally, parents and guardians are encouraged to reach out to the building principal or assistant principal if they believe their child needs accommodations due to COVID-19.

The district will work with employees by collecting information using a “Reasonable Accommodation” form. The information that is provided will be reviewed with the building administrator and the school physician to determine if the accommodations requested are reasonable.

### **Face Coverings:**

All employees, students, and visitors shall be required to wear a face covering. All parties should have a mask available at all times and be prepared to wear the mask in the event they come across another individual. Face coverings should always be worn in common use spaces (hallways, bathrooms, copy rooms, etc.) and also worn when using shared equipment (phones, copy machines, laminators, etc.)

All employees, students, and visitors are encouraged to bring their own face covering, however, disposable masks will be available in each building. The district reserves the right to deny a visitor’s entry to the building if a face covering is not worn. Students will be provided with mask breaks throughout the school day.

### **PPE Supplies:**

In cooperation with Putnam Northern Westchester (PNW) BOCES, the Putnam Valley Central School District (PVCSD) will participate in a shared services collective purchasing bid to obtain all necessary personal protective equipment (PPE). PVCSD plans to obtain and maintain adequate supplies of PPE for school staff and students. Individuals who do not provide their own face covering will be provided one by the school district. Masks will be available to students as they board the bus and for students and staff as they enter the building.

School health professionals and other students and staff members who are determined to be “high risk” will be provided adequate supplies of additional PPE, including plastic face shields, surgical masks, gloves, and gowns.

### **Confirmed Cases of COVID-19:**

The following procedures outlines the district’s plan to respond to a confirmed case of COVID-19:

1. Isolation of spaces used by confirmed positive case
2. Identification of individuals with direct or proximate contact with known infected person
3. Closure of potentially contaminated spaces for at least 24 hours (may require closure of the entire building)
4. Disinfection and cleaning of all potentially contaminated spaces.
5. Work with Putnam County Department of Health to contact trace and notify individuals who may have been exposed.

**Returning to school:**

The district will closely follow the Centers for Disease Control and Prevention (CDC) guidelines before allowing individuals in isolation or quarantine to return to school.

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptom onset and;
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and;
- Other symptoms have improved.

Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive test for SARS-CoV-2 RNA. Persons suspected of having symptoms related to COVID-19, may return with a doctor's note approving their return to school and at least 24 hours after symptoms are cleared.

**Cleaning and Disinfecting Procedures:**

Each classroom and public space will be thoroughly cleaned each day, the steps below outline our planned cleaning procedures.

- Clean, Disinfect and Sanitize every room and common area that has been occupied during the day, each night.
- Use CDC approved disinfectants
- Use electrostatic sprayers when possible to ensure even and complete coverage of disinfectants on surfaces
- Using CDC approved disinfectant to wipe and clean frequently touched surfaces such as door handles, switches, desktops, etc. each night after school is in session.
- Complete a daily log of cleaned and disinfected areas.
- Clean and disinfect each bathroom twice daily.

**Safety Drills:**

There will be a total of 12 drills (fire and lockdown) over the course of the school year. All drills will adhere to New York State regulations. Each drill will ensure that students are socially distanced at six feet apart while participating in these drills in compliance with all COVID safety measures. Staff members will be responsible for having students abide by these regulations.

**Before and After School Programs:**

The district is working collaboratively with the Putnam Valley Parks and Recreation's Children's Center to arrange for a shared use of school space. This program is vital to many families in the Putnam Valley community and serves an essential role in many childrens' education.

The Children's Center must abide by all local and state guidelines and operate in a safe and responsible manner. These shared spaces will be cleaned and disinfected after each use.

## **Facilities**

### **Building Condition Survey/Inspection:**

PVCSD has engaged KG&D Architects to perform its 2020 Building Condition Survey and Visual Inspection.

### **Lead-In-Water Testing:**

PVCSD will conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4 this fall.

### **Hand Sanitizer and Dispensers:**

PVCSD will ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.

### **Access to Drinking Water:**

PVCSD buildings will install large water bottles to augment the existing bottle filling stations in each building to ensure that there is at least one source of drinking water per one hundred occupants. Students are encouraged to bring in reusable water bottles.

### **Ventilation:**

PVCSD will replace Heating Ventilation and Air Conditioning (HVAC) filters in each school building with MERV 13 filters. The HVAC controls program for each building will be set to maximize outside air flow into its Energy Recovery Units (ERU) meeting or exceeding the New York State requirements to have at least 10% of outside air continually mixed into the system. In addition, windows will be opened allowing additional outside air into the building as weather conditions make practicable.

### **Polycarbonate Separators:**

Plastic separators will be installed at certain places within each building to separate staff from other staff and students when social distancing is difficult to maintain. Plastic separators will comply with the 2020 New York State Building Code (BCNYS) Section 2606.

## Child Nutrition

### Access to School Lunch:

The Putnam Valley School District will provide meals that are compliant with national, state, and local health and safety guidelines. The district is engaging with Aramark, its food service provider, to ensure that students will have access to nutritious meals to students in attendance at school and students learning remotely. The district will work with Aramark to provide menu flexibility for both on and off-site meal options.

If necessary, the district will engage the district transportation provider to help with the delivery of meals.

The district will communicate food options and menu plans to the school community through website postings, mass emails, mobile app, and various social media postings.

Communications will include the food service point of contact as well as the required annual communications. Communications are available in preferred languages. Communications will include as much detail as possible and will provide links to frequently asked questions.

The district will share payment methods available. Families are encouraged to use the online payment system or to pay by check. To aid in limiting the spread of germs, cash will not be accepted.

The district will campaign for free and reduced students to apply for benefits, reminding families that they must complete new applications annually and can submit forms at any time throughout the year.

The district will communicate the cost of meals. **Update: All meals will be served free of charge through a federal grant for the remainder of the school year.**

### Health & Safety of Food Services:

Food service company staff is trained on cleaning and disinfection requirements by the food service company.

School district employees are trained by the district on safety and sanitation procedures.

Signs will be posted on safe hygiene practices.

As needed, the district will purchase equipment such as more cash registers, food carts, tables, and barriers to ensure that the proper amount of social distancing is maintained.

### Food Allergies:

Each school building will follow safety guidelines to protect students with food allergies. A designated room may be used for students with food allergies. Food allergies among students at the elementary school will be considered during class placement to cohort students with airborne food allergies.

### **Personal Hygiene/Food Sharing:**

Each school building will follow safety guidelines to protect students with personal hygiene and food sharing. Each school will share procedures for proper hand hygiene before and after eating. Each school will promote appropriate hand hygiene through signage, messaging, teacher, monitor, and nurse instructions and reminders. Appropriate signage to instruct staff and students in correct hand and respiratory hygiene will be displayed in bathrooms, near hand sanitizing stations, and in common areas. Sharing of food and beverages will not be permitted.

### **Cleaning and Disinfection of Food Services:**

Each BOCES/SCHOOL reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

#### **Protocols and Procedures for cleaning and disinfection:**

- Barriers will be installed where needed
- Additional hand sanitizer, face masks, and gloves will be accessible in food service areas
- Disinfection of high touch areas will be ongoing
- Only approved personnel will be allowed in food service areas

### **Child Nutrition Program Compliance**

The district will ensure that the food service company is offering individually packaged and prepared pre-portioned foods. All vendors and suppliers will be contacted by the food service company to ensure proper serving supplies are on hand.

The district will use the following United States Department of Agriculture (USDA) waivers:

- Non-Congregate Feeding
- Meal Service Time Flexibility
- Parent/Guardian Meal Pick Up
- Meal Pattern Flexibility
- “Offer versus Serve” Flexibility for Senior High Schools

### **School Lunch Communication/Translation:**

The Putnam Valley Central School District will clearly communicate with students, parents, legal guardians, and staff through our notifications systems of emails, Connect-Ed calls, signage, electronic school signs, and posting to the district website, all school lunch and nutrition information. The information will be translated in the languages spoken by families.

## **Social Distancing During School Lunch:**

### **Elementary School**

Lunch will be provided in the students' classrooms to decrease the amount of hallway transition during the day and to support the need for social distancing. Teaching assistants or lunch monitors will monitor the students during the lunch period in order to ensure that students are eating safely and sitting six feet from each other. Food allergies will be monitored, along with all other health concerns. **Update: Students will eat in the classroom when the space allows students to remain six feet apart. In situations where six feet of separation cannot be maintained in the classroom, students are relocated to larger spaces to eat.**

### **Middle School**

Lunch will be provided in the Dining Hall where our lunch/recess monitors will keep students socially distanced in lines while getting lunch, and each child will be separated six feet from one another while eating lunch. Food service employees will need to put student numbers into computers when purchasing food. **Update: Lunch periods are now divided into a lunch group and a recess group; this decreases the number of students eating at one time and maximizes the distance between students during unmasked periods. Students switch groups midway through the lunch period.**

### **High School**

Lunch will be provided in the cafeteria where our lunch monitors will keep students socially distanced in lines while getting lunch, and each child will be separated six feet from one another while eating lunch. Grades will be sent to the cafeteria at staggered times to ensure that students and staff can safely socially distance. Food service employees will need to put student numbers into computers when purchasing food. **Update: During the community lunch period, students have been assigned to specific parts of the building to maximize distance during unmasked periods.**

## Transportation

### Cleaning of School Buses:

All buses will be thoroughly cleaned and disinfected each day.

- Clean, disinfect, and sanitize every bus that has been occupied during the day each night
- Use CDC approved disinfectants
- Use electrostatic sprayers when possible to ensure even and complete coverage of disinfectants on surfaces
- After each bus run, using CDC approved disinfectants, the buses will be wiped and cleaned on all frequently touched surfaces such as door handles, handrails, seat backs, etc.
- Each evening, using CDC approved disinfectants, the buses will be cleaned and sanitized

### No Hand Sanitizer on Buses:

In accordance with Department of Transportation (DOT) regulations, school buses will not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors, and attendants will be instructed that they **may not** carry personal bottles of hand sanitizer with them on school buses. **Update: Students may now carry small quantities of hand sanitizer while on the school bus.**

### PPE for Bus Drivers:

School bus drivers, monitors, attendants, and mechanics will be required to wear a face covering along with optional face shield.

### Training for Bus Drivers on Proper Use of PPE and COVID Symptoms:

As part of annual formal training prior to the opening of school, transportation staff (drivers, monitors, attendants, mechanics, and cleaners) will be trained on the proper use of personal protective equipment and the signs and symptoms of COVID-19. In addition, periodic refreshers will be given throughout the school year.

### Social Distancing on Buses:

As part of the annual formal training prior to the start of the school year, transportation staff (drivers, monitors, attendants, mechanics, and cleaners) will be trained on the proper use of social distancing. This training will include the proper loading of buses (from the back forward) and unloading of buses (from the front backwards) to ensure maximum social distancing during each process. **Update: Students are expected to sit in their assigned seats; we are no longer loading buses from the back forward. There will be instances where students will need to sit with another student in the same seat. Mask wearing on buses is required.**

**Supply PPE for Bus Drivers and Students:**

Transportation departments/carriers will provide Personal Protective Equipment such as masks and gloves for drivers, monitors, and attendants in buses.

**Access to Hand Sanitizer at Bus Garage:**

Hand sanitizer will be provided for all staff in the break room of our transportation building.

**Access to Gloves on Buses:**

Drivers, monitors and attendants who must have direct physical contact with a child will be required to wear gloves.

**Transportation Health Screening Procedures:**

The bus drivers, monitors, and mechanics will complete the District's employee health screening each day.

**Face Coverings for Students on Bus:**

All students shall be required to wear a face mask while riding on the school bus. Masks will be available on each bus for those students who do not have their own mask. It is expected that students wear their masks for the duration of the trip. It will be difficult to maintain social distancing while on a bus, this increases the importance of wearing a mask.

Additional precautions will be taken to minimize the risk to passengers while riding. These steps include: limiting the number of students to one student (or multiple siblings) to a seat, loading the bus from the rear forward, and dismissing students from the front of the bus toward the back.

Exceptions will be made to the required face coverings for those students who are medically unable to wear a mask.

**Supply of Face Covering for Students:**

The school district will have an ample supply of both reusable and disposable masks for those students who need one.

**Ongoing Student Training on PPE and COVID Symptoms:**

The district will provide training and reminders to address the use of personal protective equipment, and signs and symptoms of COVID-19 through informational videos and health office communications from our school nurses. Additionally, signage will be posted in all main areas of each building.

**Ongoing Student Training on Proper Social Distancing:**

The district will provide training and reminders to address proper social distancing through informational videos and health office communications from our school nurses. Additionally, signage will be posted in all main areas of each building.

**Out of District Transportation:**

Transportation will be provided to nonpublic, parochial, private, charter schools, or students whose Individualized Education Program have placed them out-of-district, whose schools are meeting and conducting in-person sessions, when the District is not in session.

**Social Emotional Well-Being****Elementary School:**

Our school psychologists will provide support and classroom and individual interventions where necessary in order to support the students' transition back to school. One psychologist will be assigned to grades K-1 and another psychologist will be assigned to grades 2-4. Our school counselor will provide classroom lessons on a rotating basis that will aim to support social and emotional wellness. Our psychologists and counselor will also provide individual support and family communication where necessary. Our Character Education and Diversity Committee will promote a theme that centers on a book supporting cultural awareness, ethnic diversity, relationship building, and social and emotional health. Classroom activities and lessons will be designed to instruct and promote these lessons, all while focusing on our Yale RULER model, vocabulary and strategies for emotional labeling and regulation. Cove Care lessons will also be available to students to support emotional well being. Parents will be provided with resources for discussions along with contact information for additional support when needed.

**Middle School:**

All 5th graders will have an Encore class called "Social and Emotional Learning" that focuses on a variety of areas. The course weaves in Yale RULER, Second Step, and Brain Break activities. Every 5th and 6th grader has an advisory period daily that helps to focus on well-being, executive functioning skills and planning, cultural awareness and ethnic diversity, as well as relationship building. Our students receive health instruction in 6th and 8th grade. Teachers have embarked on a "Responsive School Team" that has worked on our P.R.I.D.E. acronym. Perseverance, responsibility, integrity, determination, and empathy help to drive every aspect of our student's lives. In addition, our SEL team has provided resources and a script for staff members to utilize when working with students upon their return. A culmination of resources will be available to pull from that includes ice breaker activities, team building, and reflection. Students that are identified as needing additional intervention will work with clinicians.

**High School:**

All 9th and 10th grade students will be scheduled into a 20 minute academic study where they will be taught by one of the school counselors using the "Smart Connect Program" designed to develop student's social emotional skills. The PVHS Social Emotional Learning (SEL) Team is developing activities for the three stages of lesson planning that individual teachers will be able to incorporate into their lessons. Additionally, we will continue with our community lunch as well as our Spotlight A.S.P.I.R.E program. The guiding principles of social emotional learning

will be emphasized in all grades with the students returning to school as well as a focus on building empathy, acceptance, and compassion in all students.

### **School Counseling Plan Advisory Committee:**

The SEL Re-entry Committee will serve as an advisory council to inform the school counseling plan. This committee is composed of parents, teachers, clinicians, related service providers, school leaders, and a Board of Education member.

### **School Counseling Resources:**

In each building the clinical teams will have their own webpage with resources that address mental health, behavioral, and emotional support services. The clinicians will work with teachers, families, and school leaders utilizing our Response to Intervention process, whether in-person or remotely, to address individual student needs.

### **Elementary School:**

Teachers, psychologists, and counselors will communicate with each other about any concerns about students who may be in need of mental health services. Teachers will work with our clinical staff to identify which students need more support and will refer students to the Response To Intervention (RTI) team when appropriate. Communication with parents of these students will take place as immediately necessary.

### **Middle School:**

Teachers, psychologists, and counselors will communicate with each other about any concerns about students who may be in need of mental health services. Teachers will work with our clinical staff to identify which students need more support and will refer students to the Response To Intervention (RTI) team when appropriate. Communication with parents of these students will take place as immediately necessary.

### **High School:**

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### **Professional Development to Support Students:**

Professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as providing support for developing coping and resilience skills for students, will be available for all faculty and staff. These opportunities will be available during Superintendent's Conference Day, and professional development opportunities that are available and related to developing coping skills and teaching resilience will be a primary focus throughout this school year.

## School Schedules

### Elementary School:

100% of our students in kindergarten through 4th grade will attend school every day, Monday through Friday. Classes will either be split in half between two rooms (shared by a rotating teacher and a teaching assistant), or kept together in a large class with one teacher in a large common area of the school so that social distancing can take place. Technology will be used to share learning times between the two classrooms that make up a whole class. A master building schedule will be designed to allow for academic content areas, Academic Intervention Services (AIS) and other educational supports (I-block), lunch and recess, and specials. Arrival and dismissal times may be staggered, if necessary, to allow for social distancing. Parents will not enter the school for student pick-up. Specials and lunch/recess will take place in the students' classrooms, unless these activities can be held outside, or safely in common learning spaces. Students will go to the bathroom one at a time. Some classrooms contain a single bathroom which students in that class will use.

If the school returns to a fully virtual model, synchronous lessons will take place, allowing for small and large group instruction throughout the school week. Instruction will closely resemble a typical school day.

**Update: As we welcome additional students back into our classrooms, there will be instances where students are less than six feet apart. Classroom furniture may require more than one student at a table; every effort is made to maximize distance between students and ensure they are facing in the same direction. In instances where 6 feet of social distancing cannot be maintained in the classroom, students may be relocated to a larger space for snack/lunch. Social distancing for chorus, band, and physical education/recess has been reduced to at least 6 feet.**

### Middle School:

Students will be divided into two groups (50%) based on their last name (alphabetically). The first half or cohort (50%) of the alphabet will come into the building on Tuesday and Thursday and the second half or cohort (50%) of the alphabet will come into the building on Wednesday and Friday. Classes will be 60 minute and 40 minute blocks with Monday being a virtual day of instruction with some small student group instruction and related services occurring in the building. Asynchronous assignments will be given to students to work on when students are not meeting virtually with the teacher.

If we are forced back into a distance learning environment, students and staff will continue to follow a daily schedule that closely resembles our proposed hybrid schedule.

**Update: Effective 3/16/21, the hybrid model of instruction was ended and students were asked to return to in-person instruction or move to all-remote instruction. As we welcome additional students back into our classrooms, there will be instances where students are less than six feet apart. Classroom furniture may require more than one student at a table, every effort is made to maximize distance between students and ensure they are facing in the same direction. Lunch periods are now staggered between lunch and recess to**

**maximize the distance between students. Social distancing for chorus, band, and physical education/recess has been reduced to at least 6 feet.**

**High School:**

Students will be divided into two groups (50%) based on their last name (alphabetically). The first half (50%) of the alphabet will come into the building on Tuesday and Thursday, and the second half (50%) of the alphabet will come into the building on Wednesday and Friday. Classes will be blocked into 80 minutes following the cycle AB/AB with Monday a virtual day of instruction with some small student group instruction and related services occurring in the building. Asynchronous assignments will be given to students to work on when students are not meeting virtually with the teacher.

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## **Attendance and Chronic Absenteeism**

**Daily Attendance:**

It is expected that all teachers will maintain daily attendance records within our student management system. Attendance should account for daily interactions with students participating in both in-person and remote learning activities. The buildings will follow typical attendance procedures to contact families of students who exhibit chronic absenteeism. The school counselors in each building will work with families and students who have been identified with attendance concerns.

## **Technology and Connectivity**

### **Student Access to Devices:**

Every student who needs a device will be provided a device to bring home with them. Internet access is always available on school grounds as well as at the Putnam Valley Public Library and a variety of commercial spaces in the area. The district currently has a relationship with Altice to provide Internet access at home to families in need.

### **Expectations of Distance Learning:**

It is the expectation of the Putnam Valley School District that any form of distance learning will, as closely as possible, mirror traditional in class instruction. In the event of a hybrid model of instruction, teachers will mirror their in-class instruction out to those students who are participating from home. Students participating in the learning process from outside of school will still have direct access to the content being taught and have the ability to directly ask questions. Learning will be synchronous and occur at regularly scheduled times.

In the event that all instruction is moved to a distance learning platform, direct instruction will still be provided by the teacher during their regularly scheduled class times.

Provisions will be made for those students who need access to a device or lack Internet access in their home.

## **Teaching and Learning**

### **Continuity of Learning Plan:**

#### **Distance Learning:**

In a distance learning model, the instructional day will closely mirror the schedule as outlined in the hybrid model. Students will remotely participate in online synchronous instruction on a consistent schedule and complete asynchronous assignments. Teachers and students will follow their typical school schedule. Teachers will utilize their district provided laptop to share content with the students.

#### **Hybrid Learning:**

**Elementary School** - 100% of our students in kindergarten through 4th grade will attend school every day, Monday through Friday. Classes will either be split in half between two rooms (shared by a rotating teacher and a teaching assistant), or kept together in a large class with one teacher in a large common area of the school so that social distancing can take place. Technology will be used to share learning times between the two classrooms that make up a whole class. A master building schedule will be designed to allow for academic content areas, AIS and other educational supports (I-block), lunch and recess, and specials. Specials and lunch/recess will take place in the students' classrooms, unless these activities can be held outside. Students will go to the bathroom one at a time. If the school returns to a fully virtual model, synchronous lessons will take place allowing for small and large group instruction throughout the school week. **Update: As we welcome**

**additional students back into our classrooms, there will be instances where students are less than six feet apart. Classroom furniture may require more than one student at a table; every effort is made to maximize distance between students and ensure they are facing in the same direction. In instances where 6 feet of social distancing cannot be maintained in the classroom, students may be relocated to a larger space for snack/lunch. Social distancing for chorus, band, and physical education/recess has been reduced to at least 6 feet.**

**Middle School** - Students will be divided into two groups (50%) based on their last name (alphabetically). The first half or cohort (50%) of the alphabet will come into the building on Tuesday and Thursday, and the second half or cohort (50%) of the alphabet will come into the building on Wednesday and Friday. Classes will be 60 minute and 40 minute blocks with Monday a virtual day of instruction with some small student group instruction and related services occurring in the building. Asynchronous assignments will be given to students to work on when students are not meeting virtually with the teacher. Students participating in virtual instruction will receive both synchronous and asynchronous instruction that closely mirror the in-class instruction. **Update: Effective 3/16/21, the hybrid model of instruction was ended and students were asked to return to in-person instruction or move to all-remote instruction. As we welcome additional students back into our classrooms, there will be instances where students are less than six feet apart. Classroom furniture may require more than one student at a table; every effort is made to maximize distance between students and ensure they are facing in the same direction. Lunch periods are now staggered between lunch and recess to maximize the distance between students. Social distancing for chorus, band, and physical education/recess has been reduced to at least 6 feet.**

**High School** - Students will be divided into two groups (50%) based on their last name (alphabetically). The first half (50%) of the alphabet will come into the building on Tuesday and Thursday, and the second half (50%) of the alphabet will come into the building on Wednesday and Friday. Classes will be blocked into 80 minutes following the cycle AA/BB with Monday a virtual day of instruction with some small student group instruction and related services occurring in the building. Asynchronous assignments will be given to students to work on when students are not meeting virtually with the teacher. **Update: Effective 3/16/21, the hybrid model of instruction was ended and students were asked to return to in-person instruction or move to all-remote instruction. As we welcome additional students back into our classrooms, there will be instances where students are less than six feet apart. Classroom furniture may require more than one student at a table; every effort is made to maximize distance between students and ensure they are facing in the same direction. Students are assigned to designated locations during the community lunch period to maximize the distance between students. Social distancing for chorus, band, and physical education/recess has been reduced to at least 6 feet.**

**In-Person Learning for All:**

Students will attend classes in person and receive instruction in a safe learning environment utilizing social distancing and PPE guidelines. Teachers and students will be able to follow their typical school schedule for instruction.

**Alignment to Standards:**

Within all models of instruction, the curriculum is aligned to the New York State Learning Standards. Grade levels and departments have collaborated, revised, and adjusted the curriculum to align with the learning standards. This work is ongoing and instruction will continue to be adjusted for in-person, remote or hybrid instruction to meet the learning standards.

**Daily Instructional Expectations:**

All models of instruction being proposed by the district will account for daily substantive interactions with teachers and students. While some students will be participating through in-person instruction, other students will be engaged in remote instruction of the same lesson. These groups of students will change roles on a predetermined and periodic basis.

Each teacher is expected to utilize the district provided laptop to mirror their lesson to those students who are receiving remote instruction that day. This model will maximize the accountability of the student, provide opportunities for real time questions, answers, and formative assessments. Mirroring of in class instruction will allow teachers to maximize their instructional time by working with all students simultaneously in real time. Teachers and students will be able to follow their typical school schedule for both in-person and online instruction.

**Access to Learning:**

All students will have access to scheduled direct interactive instruction that offers feedback and support whether we are delivering instruction in-person, remotely, or through a hybrid model.

**Communication of Instructional Plan:**

Students, parents, and caregivers will continue to be provided guidance on how to contact and communicate with teachers and school leaders within each learning model. Teachers and administrators currently communicate with students, parents, and caregivers through email, phone calls, Remind App, class newsletters, ConnectEd calls, and building and district correspondence. Translations for multiple languages will be provided for families.

## **Special Education**

With the need to protect the health and safety of students with disabilities and those providing special education supports and services, Individualized Education Plans (IEPs) will be implemented to the maximum extent practicable whether services are provided in-person, remote, and/or through a hybrid model.

Each special education teacher and related service provider will document each session provided, whether in-person, remote, or through a hybrid model. The special education teachers and related service providers will communicate the frequency and duration of the student's program and/or related services whether the student is in-person, using a hybrid model or accessing instruction remotely. Each special education will keep a communication log that documents their communication with parents or guardians.

Teachers, related services providers, clinicians, the Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) chairperson, as well as the assistant superintendent will participate in parent/guardian formal and informal meetings to discuss the progress of their child (ren). The district will utilize its bilingual faculty and staff, as well as BOCES to translate all communication with parents in their preferred language.

The school psychologist at the Elementary School who serves as the CPSE Chairperson, the CSE Chairperson, as well as the Office Assistant, will collaborate to ensure that all CPSE program providers participate during any CPSE and CSE meetings. Additionally, they will have direct communication with parents/guardians regarding their child's program and/or services to monitor and communicate student progress. Both the CPSE and CSE Chairperson will share resources with parents and guardians about programs and services.

Students with disabilities will be afforded their accommodations, modifications, supplementary aids and services, as well as technology, and assistive technology to the extent practicable when in-person, using a hybrid model, or a remote model. Each special education case manager and school psychologist will review each student's IEP and 504 plan with the student's teachers to ensure that their accommodations, modifications, supplementary aids and services, and technology (including assistive technology) are implemented.

## **Bilingual and World Languages**

### **Identification of ELL Students:**

The district will complete the ELL identification process, whether we are in-person or utilizing a hybrid model, 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.

### **Required Units of Study (ENL):**

All ENL students will receive instruction based on individual language proficiency levels whether instruction is delivered in-person, remotely, or through a hybrid model to the greatest extent practicable.

### **Communication with ELL Students and Families:**

Communication with families is individualized depending upon the preference and accessibility of each family. For some parents and caregivers, school staff communicate via emails, translated emails, and phone calls. Our ENL teachers have strong connections with families and continuously provide communication and support as needed.