

Levittown Public Schools



Draft Reopening Plan

V7 7-24-2020

Please note: This is a draft document only. Information in this document is subject to change during the period of plan development.

This plan was developed using the most recent [NYSED Guidance Document](#) as well as other state plans and neighboring districts. Work Groups were established in May 2020 in the following areas:

- Health and Safety
- Elementary Instruction
- Secondary Instruction
- Special Education
- Building Protocols
- Transportation

This plan utilizes different scenarios depending upon the current situation related to COVID19 as per NYSED guidance:

- IN-PERSON INSTRUCTION - Low risk of COVID19 community spread
- HYBRID INSTRUCTION- Moderate risk of COVID19 community spread
- REMOTE INSTRUCTION - High risk of COVID19 community spread.

COMMUNICATION:

District level:

- Presentation to Board of Education regarding changes for 2020-2021 school year.
- Early August- Letter from Superintendent outlining changes for 2020-2021 school year.
- Ongoing communications during the year related to health protocol reminders and updates.

Building level:

- Letter from principal outlining changes for the 2020-2021 school year.
- Video presentation showing the hallways, classrooms, entry processes, etc.
- Kindergarten video with teachers greeting new students.
- Ongoing communications during the year related to health protocol reminders and updates.

TRAINING:

Staff, Student, Parent Training

Re-Opening Overview:

- All parents will be provided with a video reviewing the changes for the 2020-2021 school year by August 15th. One per school.

Health protocols:

- All staff members will be trained on new health protocols by September 2. Virtual, recorded trainings will be available starting August 15th
- All parents will be provided with a link on new health protocols by August 21st.
- All students will be trained on new health protocols by September 2nd. Virtual, recorded trainings will be available starting August 21st. On first day of school, teachers will review protocols (elementary classroom teacher, secondary English teacher)

Google Classroom Training:

- Over summer, each building will encourage as many staff members as possible to become Google Certified (Level 1). Hours can be used for in-service credits.
- Each building must identify a minimum of one person who will be the resident expert on Google Classroom.
- All staff members will be trained on Google Classroom by September 2. Virtual and in-person trainings will be held throughout the summer. As of July 24th, over 40 individual Google trainings have been offered.
- All students will be trained on Google Classroom by September 3. Virtual, recorded trainings will be available starting August 20th. On first day of school each teacher will review Google Classroom

IN PERSON INSTRUCTION

- All students attend school.
- Social distancing and/or masks and/or barriers are used.
- All students must have a mask available to use during the school day (even if it is not required during instruction)
- Hand sanitizer available in classrooms
- Hand sanitizer/Hand washing stations located throughout the building

Instructional Considerations:

- Utilization of Google Classroom:
 - In order to ensure a seamless transition to a remote environment (in case of short or long-term closure), all teachers must be proficient in using Google Classroom and Google Meet by September 2, 2020. Teachers must keep their Google Classroom accounts current with homework assignments, topics being taught, etc.
 - Items of importance (textbooks, materials, etc.) must be given out and sent home for the year as soon as possible in case of building closure.
- Modifications to Scope and Sequence:
 - During summer and early fall of 2020, each subject area will determine priority standards for the fall. New Scope and Sequence documents will be provided to each teacher.
- Grading structure reverts to 2018-2019 system
- Attendance required (and taken by teachers).
- Attendance mentors: Each student will be provided with an adult who will check on their attendance.
- Kindergarten Screening and Class Placement: Kindergarten students will be screened during the first week of school and then classes will be created. During that time schedules will be developed for all students to visit all potential teachers.
- Elementary Schedule:
 - All students in grades K-5 will be in the building all day every day.
 - Classroom furniture will be reduced to accommodate 6ft of distance between all student desks.
 - An area of 6 ft will be delineated in the front of the classroom for the teacher.
 - Every attempt will be made to arrange classes so that the majority of students will be in their classroom as much as possible. When classrooms cannot hold the entire roster of students at a 6ft distance, students will be rotated from other larger areas in the building on a regular basis.
 - Special area teachers will push in to classrooms.
 - Students in grades K-5 will still have recess, but one class in a designated area at a time (no co-mingling with other classes).
 - Lunch will be served in classrooms.
- Secondary Schedule (Grades 6-12)

Student population is divided into 2 cohorts by last name, in order to more effectively decrease contact and establish a method for contact tracing. Cohort A (A-K) and Cohort B (L-Z). Each cohort attends class every day.

- Classroom furniture will be reduced to accommodate 6ft of distance between all student desks where possible. Masks and barriers will also be utilized.
- An area of 6 ft will be delineated in the front of the classroom for the teacher when possible.
- Addressing the COVID Gap:
 - Elementary Level:
 - Administration of iReady assessment for ELA and Math starting in October.
 - Review of results to determine areas of deficiency.
 - Utilization of extra help classes and remedial instruction to address deficiencies.
 - Secondary Level:
 - Administration of iReady assessment for ELA and Math starting in October.
 - Administration of previous course final exam, or other assessment in ELA, SS, Science, World Language where applicable.
 - Review of results to determine areas of deficiency.
 - Utilization of .5 math period to provide support in Math
 - Utilization of extra help classes to address other subject area deficiencies.

English as a New Language Service

- Students will be provided services as per Part 154 Regulations.
- Services will be a combination of co-teaching and stand alone classes.

Special Education Services:

- Delivered as per IEP
- Service providers wear appropriate PPE.

Building Protocols:

- *Notices & Markings:*
 - All buildings will display appropriate signage regarding hygiene in offices, hallways and classrooms.
 - Areas where students tend to congregate are marked with six feet distance markers.
 - Social distancing signs will be posted in hallways and classrooms.
- *Staff Arrival:*
 - Staff must stay home if ill.
 - Staff must complete health screening prior to attending for the day.
- *Student Arrival:*
 - Elementary(K-5)

- Class will start later than usual to allow time for health screenings and a staggered arrival
 - Multiple entrances will be identified for student arrival.
 - Parents will fill in online health screening survey daily (prior to sending child to school).
 - Students whose parents have not filled out screening prior to arrival will have temperatures taken prior to entry.
 - Students who have a temperature of 100.0 or higher will be escorted to an isolation room where their parent/guardian will be contacted.
- Secondary- (6-12)
 - First period will start later than usual to allow time for health screenings and a staggered arrival.
 - Multiple entrances will be identified for student arrival.
 - Students must wear masks in the hallway during transition time and in the bathroom.
 - Students or their parents will complete an online health screening daily prior to coming to school.
 - Students who have not filled out the online form will have their temperature taken prior to entry.
 - Students who have a temperature of 100.0 or higher will be escorted to an isolation room where their parent/guardian will be contacted.
- *Student Dismissal:*
 - Elementary- Multiple staging areas and exits will be utilized for dismissal from the building. Dismissal will begin 15 minutes earlier than usual.
 - Secondary- Students can leave from any exit point in the building. Staggered dismissal to reduce hallway crowding.
- *Meetings:*
 - Faculty and Department meetings will be held remotely using Zoom.
 - Small grade level meetings can still be held in-person, but may utilize zoom if desired
 - Parent/Teacher conferences will be held remotely through phone calls, but may utilize zoom if desired
 - CSE and 504 meetings will be held remotely using Zoom.
- *Visitors:*
 - In order to protect the health of the students and staff, and to maintain contact tracing, visiting the building will be discouraged. Parents , however, may drop off items at the security vestibule.
 - If a situation warrants a visitor to enter the building, the following protocols will be followed
 - Visitors to the building will not be admitted without an appointment.
 - Visitors will be screened for temperatures. This includes postal workers, vendors and service technicians.
 - Visitors with a temperature at 100.0 or higher will not be admitted into the building.

- *When an arriving student presents with symptoms:*
 - Elementary- Students who have a temperature of 100.0 or higher will be escorted to an isolation room where their parent/guardian will be contacted. Students who were previously admitted to the building and present symptoms during the day will also be sent to the isolation room. Parent/guardian will be contacted.
 - Secondary- Students who have a temperature of 100.0 or higher will be escorted to an isolation room where their parent/guardian will be contacted. Students who were previously admitted to the building and present symptoms during the day will also be sent to the isolation room. Parent/guardian will be contacted.
- *Traveling in Hallways:*
 - Elementary:
 - Directional arrows on the floor and walls indicating one-way travel.
 - Limited movement by classes (specials push-in)
 - Staggered dismissal times by class to reduce congestion in hallways
 - Secondary:
 - Directional arrows on the floor and walls indicating one-way travel.
 - Staggered bell schedule
 - Students must wear a mask
 - Staggered dismissal times by class to reduce congestion in hallways
- *LAP and LAMP*
 - Programs will run normal hours.
 - Outside will be used as often as possible.
 - Student locations must be sanitized after LAMP and before LAP.
- *Use of bathrooms:*
 - One student in the bathroom at a time. Students must sign in prior to entering the bathroom for the purposes of contact tracing.
 - Bathrooms are cleaned/sanitized throughout the day.
- *Daily Meals (Breakfast and/or Lunch Program)*
 - Students will be seated 6 feet apart in the cafeteria, only facing one direction, or will eat in class
 - Tables will be sanitized after each lunch period.
- *Cleaning & Sanitizing:*
 - Hand sanitizer in classrooms.
 - Hand washing/Hand sanitizing stations located throughout the building.
 - Doorknobs and handles cleaned throughout the day.
 - Desks wiped down between classes.

Transportation:

- Students wear masks on the bus. Children from same family are seated together. Students from different households seated using appropriate social distancing.
- Buses get sanitized between each route.
- PPE: Drivers and bus attendants will be provided with masks daily.

Mental Health Supports:

- District is finalizing a Mental Health plan (Tiered crisis system)
- Mental health experts (Social Workers, Psychologists) will push into each classroom at the elementary level to conduct a check-in with students. Mental Health staff will also be available at arrival and dismissal.

Role of Nurse:

- The nurse is the COVID19 coordinator for the building.
- **Protocols in confirmed cases:**
 - If a staff member or student comes into direct contact (within six feet) with a person with COVID-19, they must report such to the school District:
 - This is immediately reported to the Department of Health by the School Nurse
 - They are then disallowed from entering school property and would likely be self-quarantined by the Department of Health for 14 days.
 - Subsequently, if they had entered a school or building, said building would be thoroughly cleaned and disinfected before students and staff would be permitted to return. This may call for the facility to be closed for a period of time.
 - If a staff member or student with COVID-19 enters a school facility:
 - This is immediately reported to the Department of Health by the School Nurse and the school closed until the DOH assesses the situation and makes the appropriate recommendations regarding cleaning, disinfecting and possible self-quarantine of others and/or possible closing of the facility
- Nurse and/or assistant supervises the isolation room.

Field Trips

No trips outside of the school district

Extracurricular Activities (not including Athletics)

The district will evaluate the efficacy of having limited extracurricular activities that follow social distancing protocols.

Athletics:

The District will follow the most current guidelines as developed by NYS and Section 8 ([NYS Reopening Guidelines for Sports and Recreation](#)).

Use of Indoor Facilities by outside groups:

Prohibited

Use of Indoor Facilities by outside groups:

New process initiated July 15, 2020.

HYBRID INSTRUCTION – (Alternating Schedules)

- 50% of students attend school each day on an alternating schedule.
- Social distancing and/or masks and/or barriers are used.
- All students must have a mask available to use during the school day (even if it is not required during instruction)
- Hand sanitizer available in classrooms
- Hand sanitizer/Hand washing stations located throughout the building

Instructional Considerations:

- Elementary Classes (K-5):
 - Students do not change classes. Special area teachers rotate in.
 - Students eat lunch in classroom (see Building Protocols).
 - Different parts of the field are sectioned off for recess by class.
 - Hand sanitizer in classrooms
 - Hand sanitizer/Hand washing stations located throughout the building
 - Additional safety protocols for lunch & recess
 - Class structure:
 - Students will be divided into two cohorts based on last name. Cohort A (A-K) and Cohort B (L-Z)
 - On A days, 50% of students will be in the class while the remaining 50% will be at home working remotely on Chromebooks (this will alternate each day, Cohort A, then Cohort B).
 - Modifications to Scope and Sequence:
 - During summer and early fall of 2020, each subject area will determine priority standards for the fall. New Scope and Sequence documents will be provided to each teacher.
 - Lesson design:
 - Teachers will utilize Google Classroom to support students on remote instruction.
 - Items of importance (textbooks, materials, etc.) must be given out and sent home for the year as soon as possible.
 - Lessons should:
 - Focus on Priority Standards
 - Must be developed such that lessons for remote instruction support the classroom instruction.
 - Kindergarten Screening and Class Placement: Students will be screened during the first week of school and then classes will be created. During that time schedules will be developed for all students to visit all potential teachers.
 - Addressing the COVID Gap:
 - Elementary Level:
 - Administration of iReady assessment for ELA and Math in October.

- Review of results to determine areas of deficiency.
 - Utilization of extra help classes and remedial support to address deficiencies.
 - Grading structure reverts to 2018-2019 system
 - Attendance required (and taken by teachers). All students will be matched with an adult who is responsible for maintaining attendance even when remote.
- Secondary Classes (6-12):
 - Hand sanitizer in classrooms.
 - Hand sanitizer/Hand washing stations located throughout the building
 - Additional safety protocols for lunch
 - Students must wear masks in the hallway during transition time and in the bathroom.
 - Social distancing between students at all times (including desks 6 ft apart)
 - Tables sanitized between classes
 - Class structure:
 - Students will be divided into two cohorts based on last name. Cohort A (A-K) and Cohort B (L-Z)
 - Each cohort attends class every other day. On the day when students aren't in class, they attend to asynchronous work remotely from home.
 - Modifications to Scope and Sequence:
 - During summer and early fall of 2020, each subject area will determine priority standards for the fall. New Scope and Sequence documents will be provided to each teacher.
 - Lesson design:
 - Teachers will utilize Google Classroom to support students on remote instruction.
 - Items of importance (textbooks, materials, etc.) must be given out and sent home for the year as soon as possible.
 - Lessons should:
 - Focus on Priority Standards
 - Must be developed such that lessons for remote instruction support the classroom instruction.
 - Addressing the COVID Gap
 - Secondary Level:
 - Administration of iReady assessment for ELA and Math starting in October.
 - Administration of previous course final exam, or other assessment in ELA, SS, Science, World Language where applicable.
 - Review of results to determine areas of deficiency.
 - Utilization of .5 math period to provide support in Math
 - Utilization of extra help classes to address other subject area deficiencies.
 - Grading structure reverts to 2018-2019 system

- Attendance required (and taken by teachers) All students will be matched with an adult who is responsible for maintaining attendance even when remote.

English as a New Language Service

- Students will be provided services as per Part 154 Regulations.
- On days when students are doing their remote instruction they will receive additional small group virtual instruction via Google or Zoom from an ENL teacher.

Special Education Services:

- Students in most restrictive environment (students alternatively assessed) will be in class every day.
- Related services will be provided in-person as per IEP mandates.
- Students in less restrictive settings will follow the same schedule as general education students.

Building Protocols:

- *Notices & Markings:*
 - All buildings will display appropriate signage regarding hygiene in offices, hallways and classrooms.
 - Areas where students tend to congregate are marked with six feet distance markers.
 - Social distances signs will be posted in hallways and classrooms.
- *Staff Arrival:*
 - Staff must stay home if ill.
 - Staff must complete health screening prior to attending for the day.
- *Student Arrival:*
 - Elementary- (K-5)
 - Class will start later than usual to allow time for health screenings and a staggered arrival
 - Multiple entrances will be identified for student arrival.
 - Parents will fill in online health screening survey each day their child(ren) are to attend school (prior to sending child(ren) to school).
 - Students whose parents have not filled out screening prior to arrival will have temperatures taken prior to entry.
 - Students who have a temperature of 100.0 or higher will be escorted to an isolation room where their parent/guardian will be contacted.
 - Secondary- (6-12)
 - Class will start later than usual to allow time for health screenings and a staggered arrival
 - Multiple entrances will be identified for student arrival.
 - Students must wear masks in the hallway and in the bathroom

- Students or their parents will complete an online health screening daily prior to coming to school.
 - Students who have not filled out the online form will have their temperature taken prior to entry.
 - Students who have a temperature of 100.0 or higher will be escorted to an isolation room where their parent/guardian will be contacted.
- *Student Dismissal:*
 - Elementary- Multiple staging areas and exits will be utilized for dismissal from the building. Dismissal will begin 15 minutes earlier than usual.
 - Secondary- Students can leave from any exit point in the building. Staggered dismissal to reduce hallway crowding.
- *Meetings:*
 - Faculty and Department meetings will be held remotely using Zoom.
 - Small grade level meetings can still be held in-person or by Zoom, if desired.
 - Parent/Teacher conferences will be held remotely through phone calls, or by Zoom if desired.
 - CSE and 504 meetings will be held remotely using Zoom.
- *Visitors:*
 - In order to protect the health of the students and staff, and to maintain contact tracing, visiting the building will be discouraged. Parents , however, may drop off items at the security vestibule.
 - If a situation warrants a visitor to enter the building, the following protocols will be followed
 - Visitors to the building will not be admitted without an appointment.
 - Visitors will be screened for temperatures. This includes postal workers, vendors and service technicians.
 - Visitors with a temperature at 100.0 or higher will not be admitted into the building.
- *When an arriving student presents with symptoms:*
 - Elementary- Students who have a temperature of 100.0 or higher will be escorted to an isolation room where their parent/guardian will be contacted. Students who were previously admitted to the building and present symptoms during the day will also be sent to the isolation room. Parent/guardian will be contacted.
 - Secondary- Students who have a temperature of 100.0 or higher will be escorted to an isolation room where their parent/guardian will be contacted. Students who were previously admitted to the building and present symptoms during the day will also be sent to the isolation room. Parent/guardian will be contacted.
- *Traveling in Hallways:*
 - Elementary:
 - Directional arrows on the floor and walls indicating one-way travel.
 - Limited movement by classes (specials push-in)
 - Staggered dismissal times by class to reduce congestion in hallways
 - Secondary:
 - Directional arrows on the floor and walls indicating one-way travel.

- Staggered bell schedule
 - Students must wear a mask
 - Staggered dismissal times by class to reduce congestion in hallways
- *LAP and LAMP*
 - Programs will run normal hours.
 - Outside will be used as often as possible.
 - Student locations must be sanitized after program ends.
- *Use of bathrooms:*
 - One student in the bathroom at a time. Students must sign in prior to entering the bathroom for the purposes of contact tracing.
 - Bathrooms are cleaned/sanitized throughout the day.
- *Daily Meals (Breakfast and/or Lunch Program)*
 - Students will be seated 6 feet apart in the cafeteria, only facing one direction or will eat in the classroom.
 - Tables will be sanitized after each lunch period.
- *Cleaning & Sanitizing:*
 - Hand sanitizer in classrooms.
 - Hand washing/Hand sanitizing stations located throughout the building.
 - Doorknobs and handles cleaned throughout the day.
 - Desks wiped down between classes .

Transportation:

- Students who receive transportation pursuant to an IEP will continue to receive transportation. Students wear masks on the bus. Children from same family are seated together. Students from different households seated using appropriate social distancing.
- Buses get sanitized between each route.
- PPE: Drivers and bus attendants will be provided with masks daily.

Mental Health Supports:

- District is finalizing a Mental Health plan (Tiered crisis system)
- Mental health experts (Social Workers, Psychologists) will push into each classroom at the elementary level to conduct a check-in with students. Mental Health staff will also be available at arrival and dismissal.

Role of Nurse:

- The nurse is the COVID19 coordinator for the building.
- **Protocols in confirmed cases:**
 - If a staff member or student comes into direct contact (within six feet) with a person with COVID-19, they must report such to the school District:
 - This is immediately reported to the Department of Health by the School Nurse
 - They are then disallowed from entering school property and would likely be self-quarantined by the Department of Health for 14 days.

- Subsequently, if they had entered a school or building, said building would be thoroughly cleaned and disinfected before students and staff would be permitted to return. This may call for the facility to be closed for a period of time.
- If a staff member or student with COVID-19 enters a school facility:
 - This is immediately reported to the Department of Health by the School Nurse and the school closed until the DOH assesses the situation and makes the appropriate recommendations regarding cleaning, disinfecting and possible self-quarantine of others and/or possible closing of the facility
- Nurse and/or assistant supervises the isolation room.

Field Trips

None

Extracurricular Activities (not including Athletics)

No group extracurricular activities

Athletics:

The District will follow the most current guidelines established by NYS and Section 8 (NYS Reopening Guidelines for Sports and Recreation).

Use of Indoor Facilities by outside groups:

Prohibited

REMOTE INSTRUCTION – (Buildings closed)

Note- This level may also occur if a district-wide or individual school closing becomes necessary due to a case of COVID19.

Instructional Considerations:

- All students receive instruction remotely using Google Classroom.
- All students K-8 receive Chromebook. Students in grades 9-12 continue utilizing their assigned device.
- Kindergarten Screening and Class Placement would be accomplished in accordance with guidelines set by New York State.
- Elementary Classes:
 - Teachers provide live synchronous instruction.
 - While teachers are working in small groups, asynchronous activities are assigned to remaining students.
- Secondary Classes:
 - Teachers and Students follow a “bell schedule”.
 - Teachers provide live, synchronous instruction (with additional asynchronous assignments)
- Grading practices follow the 2018-2019 model (Levels 1-4 in elementary; 0-100 in secondary)

English as a New Language Service

- Students will be provided services as per Part 154 Regulations.
- Services will be provided services via Google/Zoom

Special Education Services:

- Special education services will be provided live, online.

Building Protocols:

- *Building is shut to all students and faculty.*
- *Meetings:*
 - Faculty, Department and grade level meetings will be held remotely using Zoom.
 - Parent/Teacher conferences will be held remotely through phone calls.
 - CSE and 504 meetings will be held remotely using Zoom.

Mental Health Supports:

- District is finalizing a Mental Health plan (Tiered crisis system).
- Mental health supports provided online.

Role of Nurse:

- The nurse will continue to be the COVID19 Coordinator for the building and maintain contact with the Department of Health.

Field Trips

None

Extracurricular Activities (not including Athletics)

No group extracurricular activities

Athletics:

None

Use of Indoor Facilities by outside groups:

Prohibited

Expectations for communication:

District level: The district will provide regular updates to the school community through the automated calling system and email.

Building level: The building principal will provide weekly updates to the school community through the automated calling system and email.