

Lackawanna City School District  
COVID-19 Reopening Plan

Truman Elementary School  
2020-21 School Year



Building Principal – Ashley Wakelee  
Truman Elementary School  
15 Inner Drive  
Lackawanna, NY 14218  
(716) 821-5610 ext. #4

Important Contact Information

Name	Title	Email Address
Keith Lewis	Superintendent	klewis@lackawannaschools.org
Kiel Illg	Assistant Superintendent	killg@lackawannaschools.org
Dan Grant	Assistant Superintendent	dgrant@lackawannaschools.org
Julie Andreozi	Principal of Special Education	jandreozi@lackawannaschools.org
Angela McCaffrey	Principal of Curriculum	amccaffrey@lackawannaschools.org
Bruce Axelson	Principal of Technology	baxelson@lackawannaschools.org
Ashley Wakelee	Building Principal	awakelee@lackawannaschools.org
Sue Staniszewski	School Secretary	sstaniszewski@lackawannaschools.org
Angela Fanning	School Nurse	afanning@lackawannaschools.org
Amy Rivera	School Social Worker	arivera@lackawannaschools.org
Kimberly Szczesny	School Psychologist	kszczesny@lackawannaschools.org
Judy Faircloth	Family Outreach Coordinator	jfaircloth@lackawannaschools.org
Nadin Noman	Minority Group Specialist	nnoman@lackawannaschools.org
Paul Cutrona	Food Service Director	pcutrona@lackawannaschools.org
WNY Bus Company	Bus Company	info@wnybusco.com

Communication / Family and Community Engagement

Truman Elementary School developed its reopening plan in accordance with guidelines from the New York State Reopening Schools Guidance Document;

<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

The school leader collaborated with and engaged school stakeholders and community members when developing this reopening plan. Stakeholder groups included; school and district administration, faculty, staff, parents/guardians of students, local health departments, and union leaders.

- Superintendent of Schools
- Assistant Superintendents
- Lackawanna Administrative Council
- Lackawanna Teachers Federation
- Parents and Community Members
- Erie County Department of Health

Meeting Dates/Types:

- Monday, July 20, 2020 – District Stakeholder Meeting – In Person
- Tuesday, July 21, 2020 – District Stakeholder Meeting – In Person
- Wednesday, July 22, 2020 – District Stakeholder Meeting – In Person
- Thursday, July 23, 2020 – Families/Community Members Meeting – Virtual
- Thursday, July 23, 2020 – Truman Staff Meeting – Virtual

Truman Elementary School developed a communications plan for students, parents/legal guardians of students, staff, and visitors with applicable instructions, training, signage, and a consistent means to provide individuals with information.

- Communication plan is posted in the main office of Truman Elementary School.
- Communication plan is posted at <https://tr.lackawannaschools.org>

Truman Elementary School will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

## Truman Elementary Reopening Plan - 2020

Revised: 9/4/2020

- Individual 1:1 Meet and Greets for all students and their families with the child's assigned classroom teacher will take place on during the first week of September. Meet and Greets will allow the classroom teacher to review safety protocols and disseminate face coverings.
- All students will watch age appropriate training videos and receive direct instruction from staff members. <https://www.cdc.gov/handwashing/videos.html>
- Classroom teachers will review safety protocols daily the first week of school.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Truman Elementary School will encourage all students, faculty, staff, and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.

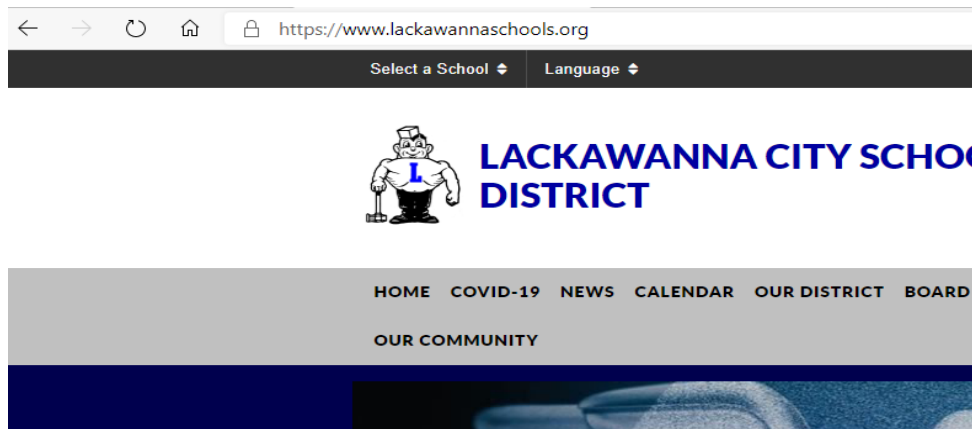
- Signs will be posted at the front entrance of the school and throughout the building.
- Building principal will review CDC and DOH guidance with all staff on opening day.

Truman Elementary School will provide communications in the language(s) spoken at home among families and throughout the school community. Plans will also be assessable to those with visual and/or hearing impairments.

- District Minority Group Specialist will provide verbal translations when necessary.
  - Ms. Noman – [Nnoman@lackawannaschools.org](mailto:Nnoman@lackawannaschools.org)
- Language Line - <https://www.languageline.com/>
- The building will have written materials translated through the International Institute of Buffalo. Translated materials will be disseminated to families in the languages spoken at home. <https://iibuffalo.org/interpreting-and-translation/>
- Bilingual staff will assist with translation support at school when necessary.
- Truman Elementary School has a Family Outreach Coordinator who is available to assist families.

[https://www.lackawannaschools.org/departments\\_and\\_services/parent\\_and\\_family\\_resource\\_center](https://www.lackawannaschools.org/departments_and_services/parent_and_family_resource_center)

**The district website can be translated into eleven different languages. To select a language, utilize the drop down "Language" tab in the top let corner of the website. (Please see below)**



Health and Safety

Truman Elementary School will require all students, faculty, staff, and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

- Signs will be posted at the front entrance of the school and throughout the building.
- Building principal will review CDC and DOH guidance with all staff on opening day.
- Translated materials will be disseminated to families in the languages spoken at home.
- Bilingual staff will assist with translation support at school when necessary.

Truman Elementary School’s reopening plan has considered the number of students and staff allowed to return in person.

- 100% of staff will return for the 2020-2021 school year and adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.
- 100% of students will return for the 2020-2021 school year (determined by Governor Cuomo) and all students will adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.

Pre-Assessment & Opening Schedule

Date	Audience Attending	Building Capacity
September 8-11	PK / K / 1 <sup>st</sup> Grade Contingent on the Governor’s Executive Orders	25% each day
September 14-18	All Students *TBD – May be 100% In-Person, 100% Virtual, or Hybrid. Contingent on the Governor’s Executive Orders	TBD

Truman Elementary School has written protocol instructing staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

- Protocol is posted in the main office of Truman Elementary School.
- Protocol is posted at <https://tr.lackawannaschools.org>
- Protocol will be provided to all staff prior to opening day.

Truman Elementary School has written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

- Protocol is posted in the main office of Truman Elementary School.
- Protocol is posted at <https://tr.lackawannaschools.org>
- Protocol will be provided to all staff and families prior to opening day.

Truman Elementary School staff and students who are ill will be assessed by the school nurse. If the school nurse is unavailable ill students and staff will be sent home to follow up with a healthcare provider.

Truman Elementary School has written protocol requiring students and staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to the designated isolation area where students are supervised, prior to being picked up or otherwise sent home.

- Dedicated isolation area is room 40.

Truman Elementary School has written protocol addressing visitors, guests, contractors, and vendors to the school which includes the health screening.

- Signage posted requiring all visitors to use the main office entrance and to wear a mask.
- Health screening questionnaire will be required of all visitors and will be kept in a binder on the main office counter.

Truman Elementary School has written protocol instructing parents/guardians to observe for signs of illness in their child that require staying home from school.

- Written protocol will be provided to all families prior to the first day of school.
- All students will be screened by the parent/guardian at home prior to boarding the bus/coming to school using a checklist provided by the district.

Truman Elementary School has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

- Signage displayed throughout the school building and all in classrooms.

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

Truman Elementary School will ensure all persons in the school building maintain a social distance of at least 6 feet whenever possible. Signage will be displayed throughout the school building.

Employees with health concerns, those considered to have vulnerabilities, and/or staff who are at increased risk for severe COVID-19 illness are encouraged to contact the Assistant Superintendent of Schools for additional information and guidance in response to their unique situation so appropriate accommodations may be considered.

Truman Elementary School will require all employees, adult visitors, and students to wear a face covering whenever social distancing cannot be maintained. The school will maintain an adequate supply of face coverings and provide to those who do not supply their own.

Truman Elementary School will follow a specific course of action to be taken if there is a confirmed case of COVID-19 in the school building. In addition, the school will comply with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness, or diagnosis of confirmed case of COVID-19.

### **Metrics for Closure**

The Lackawanna City School District will follow guidance from state and local resources, particularly [New York State](#) (Department of Health) and [Erie County Department of Health](#), regarding regional data that may dictate a school closure/dismissal through determined parameters, conditions or metrics. If school data at Lackawanna City School District surrounding identified COVID-19 cases raises to a similar level for a regional closure, but the region continues to maintain lower rates, the district will again work with Erie County Department of Health regarding proper metrics that would lead to a school closure/dismissal. These decisions/infection rates will dictate the proper instructional model of either a hybrid approach or fully virtual instruction. Our COVID-19 Coordinator Dr. Kiel Illg and Superintendent of Schools Keith Lewis will be working with members of the Erie County Department of Health to receive guidance regarding school closures in the event any student, staff or faculty of the school community test positive in regard to COVID 19.

<https://www2.erie.gov/health/index.php?q=frequently-asked-questions-and-answers-about-covid-19-coronavirus>

Truman Elementary School will ensure that the building is cleaned and disinfected following CDC guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>

Truman Elementary School will conduct required school safety drills with modifications to ensure social distancing between all persons. Classes will be required to social distance when going outside for required safety drills. Students and staff will be required to wear face coverings during all safety drills.

[http://www.p12.nysed.gov/sss/documents/NewSafetyLegis\\_FieldMemoFINAL.pdf](http://www.p12.nysed.gov/sss/documents/NewSafetyLegis_FieldMemoFINAL.pdf)

Truman Elementary School will work the district's designated COVID-19 safety coordinator, Dr. Kiel Illg, Assistant Superintendent, to ensure compliance of all aspects of the schools' reopening plan.

## **Health and Safety Student and Parent/Caregiver Expectations**

### **Parents/Caregivers**

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home.
- Provide a mask for your student while at school.
- Ensure contact information is up to date in the event the nurse needs to contact home.



- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

### **Students**

- Follow procedures for entering and exiting the health office.
- Following social distancing protocols as much as possible when in office.
- Wearing a mask is required for students.
- Wearing a mask is required if a student is determined to have a fever or other symptoms.

### **Staff Expectations**

#### **Nurse/Clinic Staff**

- Wear a mask at all times.
- Ensure the workspace is kept clean and sanitized.
- Ensure social distancing protocols are followed whenever possible.
- Isolate students who are showing symptoms to a separate area away from other students already in the clinic.
- Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.
- Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area.

#### **Custodians/Janitors**

- Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.
- Disinfect the isolation area after students who utilize the area have left the building.

#### **Administration**

- Ensure proper signage is installed.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly socially distanced.
- Ensure the student isolation area is properly supervised when in use.
- Establish a Quarantine Room for students who are ill and are awaiting their parents.

### Facilities

Truman Elementary School will ensure that any changes or additions to facilities will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Code and submit any changes to the OFP.

<https://www.dos.ny.gov/dcea/pdf/2020%20FCNYS%20June%202019.pdf>

Truman Elementary School will ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

<http://www.p12.nysed.gov/facplan/BldgCondSurv.htm>

Truman Elementary School will ensure that the building is providing provisions to conduct the Lead in Water testing as required by NYS DOH regulation 67-4.

[https://www.health.ny.gov/environmental/water/drinking/lead/lead\\_testing\\_of\\_school\\_drinking\\_water.htm](https://www.health.ny.gov/environmental/water/drinking/lead/lead_testing_of_school_drinking_water.htm)

Truman Elementary School will ensure all existing and new Alcohol based hand rub dispensers that are installed are in accordance with FCNYS 2020 Section 5705.5.

[https://nyssfa.com/images/2020\\_Fire\\_Code\\_of\\_NYS\\_Hand\\_Sanitizer\\_Code\\_Rules.pdf](https://nyssfa.com/images/2020_Fire_Code_of_NYS_Hand_Sanitizer_Code_Rules.pdf)

Truman Elementary School will ensure that any dividers installed in the building will require a submission of a detailed floor plan for review.

Truman Elementary School will ensure that any new building construction and temporary quarter projects will be submitted to OFP for a full code review.

Truman Elementary School will ensure any new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation.

Truman Elementary School will ensure that any temporary or permanent use of tents will require a plan adhering to the BCNYS.

Truman Elementary School will ensure that the building provides a drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.

[http://www.p12.nysed.gov/facplan/Laws\\_Regs/8NYCRR155.htm](http://www.p12.nysed.gov/facplan/Laws_Regs/8NYCRR155.htm)

<http://www.p12.nysed.gov/facplan/documents/finaldraftQALeadinSchool9-15-16.pdf>

Truman Elementary School will maintain adequate, code required ventilation as designed.

Truman Elementary School will ensure all project submissions dedicated to COVID-19 reopening will be labeled as such.

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Truman Elementary School will ensure that any plastic separators used will comply with the 2020 BCNYS Section 2606.

<https://www.dos.ny.gov/dcea/pdf/pdf/2020%20BCNYS%20November%202019.pdf>

The CDC recommends cleaning and disinfecting these surfaces daily at a minimum. **High-touch surfaces will need more frequent cleaning.**

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Revised: 9/4/2020

<b>Entrance Areas:</b>	<b>Initial</b>	<b>Date</b>	<b>Time</b>
1. Doorbells, buzzers, and intercom buttons			
2. Door handles			
3. Railings			
<b>Throughout the school:</b>			
1. Light switches and switch plates			
2. HVAC vents			
<b>In the halls:</b>			
1. Door handles			
2. Handrails			
3. Water fountains			
4. Carpets and Floors			
5. Elevator buttons			
<b>In the classroom and offices:</b>			
1. Desktops and in-desk storage			
2. Seats			
3. Classroom books			
4. Class equipment (microscopes, globes, pencil sharpeners, etc.)			
5. Administrative equipment (copier buttons, fax machines, etc.)			
6. Storage spaces (cubes, coat racks, etc.)			
7. Floors			
8. Door, closet, and cupboard handles			
9. Telephones			
10. Touchscreens			
11. Keyboards (These are difficult to clean. Ideally, use a keyboard cover that is easy to remove and disinfect.)			
12. Waste and recycling bins			
13. Public Address systems			
14. Shared binders (late sign in, sign out)			

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Revised: 9/4/2020

<b>Cafeteria:</b>	<b>Initial</b>	<b>Date</b>	<b>Time</b>
1. Tables			
2. Chairs			
3. Handrails			
4. Countertops			
5. Touchscreens			
6. Napkin dispensers			
7. Vending machine buttons			
8. Microwave handles and buttons			
9. Refrigerator and freezer door handles			
10. Waste and recycling bins			
<b>Restrooms:</b>			
1. Doorknobs and handles			
2. Faucet handles			
3. Paper towel dispenser handles			
4. Hand dryer buttons			
5. Soap dispenser buttons			
6. Toilet paper dispensers			
7. Sanitary napkin dispensers			
8. Toilet flush handles			
9. Toilet doors, door handles, and locks			
<b>Athletic facilities:</b>			
1. Locker rooms			
Locker handles			
Benches			
Door handles			
2. Wrestling mats			
3. Shared sports equipment (balls, shotputs, etc.)			
4. Pool equipment (flotation devices)			
<b>Auditoriums and Gyms:</b>			
1. Seats			
2. Benches			
3. Scoreboard buttons			
4. PA equipment			

**RESTROOM CLEANING and SANITIZING INSPECTION CHECKLIST**

SCHOOL: Truman Elementary School

Direction: Please initial and date any of the tasks you have completed in this room.

<b>Task : Clean and sanitize</b>	<b>Initial</b>	<b>Date</b>	<b>11:00</b>	<b>1:00</b>	<b>3:00</b>
1. Clean and Sanitize Doorknobs and handles					
2. Clean and sanitize Faucet handles					
3. Clean and sanitize Paper towel dispenser handles					
4. Clean and sanitize Hand dryer buttons					
5. Clean and sanitize Soap dispenser buttons					
6. Clean and sanitize Toilet paper dispensers					
7. Clean and sanitize Sanitary napkin dispensers					
8. Clean and sanitize Toilet flush handles					
9. Clean and sanitize Toilet doors, door handles, and locks					
10. Clean and sanitize trash cans / re-line with new trash liner					
11. Wash and clean sinks and counter tops					
12. Remove gum and stains from floor					
13. Clean and sanitize floor					

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

### Child Nutrition

Truman Elementary School, in collaboration with Personal Touch Food Service Incorporated, will provide all students enrolled with access to school meals each day. This includes students attending both in person and students learning remotely.

<http://www.cn.nysed.gov/>

Truman Elementary School, in collaboration with Personal Touch Food Service Incorporated, will ensure all applicable health and safety guidelines are followed.

Truman Elementary School, in collaboration with Personal Touch Food Service Incorporated, will ensure all students with food allergies are protected in any event where meals are provided outside of the cafeteria.

Truman Elementary School, in collaboration with Personal Touch Food Service Incorporated, will ensure all students perform hand hygiene before and after eating, how appropriate hand hygiene is promoted, and how sharing of food is discouraged.

Truman Elementary School, in collaboration with Personal Touch Food Service Incorporated, will ensure all eating spaces are cleaned and disinfected prior to the next group of students arriving for meals.

Truman Elementary School, in collaboration with Personal Touch Food Service Incorporated, will ensure compliance with Child Nutrition Program requirements.

Truman Elementary School, in collaboration with Personal Touch Food Service Incorporated, will ensure all protocols are communicated to families through multiple means in the languages spoken at home.

Truman Elementary School, in collaboration with Personal Touch Food Service Incorporated, will require all students to maintain a social distance of 6 feet while consuming meals unless a physical barrier is provided.

### Transportation

Truman Elementary School, in collaboration with WNY Bus Company, will ensure all buses used every day will be cleaned and disinfected once a day.

<http://www.p12.nysed.gov/schoolbus/>

[https://www.aft.org/sites/default/files/covid19\\_info\\_buscleaning.pdf](https://www.aft.org/sites/default/files/covid19_info_buscleaning.pdf)

<http://wnybusco.com/service/school-buses/>

Truman Elementary School, in collaboration with WNY Bus Company, will ensure high contact spots will be wiped down after each a.m. and p.m. bus run.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure school buses are not equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure school bus drivers, monitors, and attendants do not carry personal bottles of hand sanitizer with them on the buses.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure bus drivers, monitors, and attendants wear a face covering or face shield.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure transportation staff are trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure transportation staff are trained and provided periodic refreshers on the proper use of social distancing.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure transportation staff are provided with PPE such as masks and gloves.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure transportation staff are provided with hand sanitizer in dispatch offices, employee lunch/break rooms and/or bus garages.



Truman Elementary School, in collaboration with WNY Bus Company, will ensure transportation staff who come in direct contact with a child wear gloves.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure transportation staff perform a self-health assessment for symptoms of COVID-19 before arriving to work.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure students wear a mask on the school bus if they are physically able.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure students who do not have a mask will not be denied transportation.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure students who do not have a mask will be provided one.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure students will be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure students will be trained and provided periodic reminders on the proper use of social distancing.

Truman Elementary School, in collaboration with WNY Bus Company, will ensure, in the event that the school district is in session remotely or otherwise, pupil transportation is provided to nonpublic, parochial, private, charter schools, or students who IEP have placed them out of district whose schools are meeting or conducting in-person session education when the district is not.

### Social Emotional Well Being

Truman Elementary School will implement a comprehensive developmental school counseling program under the direction of the school counselor, and ensure that the program is reviewed and updated to meet current needs.

Truman Elementary School will develop a shared decision-making school climate team to inform the comprehensive developmental school counseling program.

Team Members to include:

- Mrs. Ashley Wakelee, Building Principal
- Mrs. Julie Andreozzi, Principal of Special Education
- Mrs. Amy Rivera, School Counselor
- Mrs. Kimberly Szczesny, School Psychologist
- Mrs. Jill Bowen, Speech Teacher
- Mrs. Claire Zappia, Speech Teacher
- Mrs. Shannyn Tirado, Special Education Teacher
- Mrs. Kerri Miller, Special Education Teacher
- Mrs. Kara Egitto, Special Education Teacher
- Mrs. Chandra Shaver, Special Education Teacher

Truman Elementary School will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

Truman Elementary School will provide 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 provide supports for developing coping and resilience skills for students, faculty, and staff.

<https://www.nasponline.org/resources-and-publications/resources-and-podcasts/covid-19-resource-center/crisis-and-mental-health-resources>

## School Schedules

### **100% In Person Instruction**

Students and staff will return to school in September and follow guidelines for social distancing. In the event that social distancing of 6 feet cannot be followed, students and staff will be wearing face coverings (PPE).

#### Student Arrival

Front Doors will open at 8:45 for students being dropped off by bus to Truman. Buses will let students out one bus at a time, staggered, as directed by school personnel. Upon entry into the building, students will follow the taped line from the “Bus Doors” directly to their homerooms. Once buses have completed drop-off, students that are being dropped off by a parent will be let in.

#### Breakfast

Breakfast will be provided to students the evening prior to the instructional school day. Students will receive breakfast on Friday for the following Monday. Teachers will be able to provide a breakfast to any students who were absent the previous day and did not pick up a breakfast to bring home.

#### Hallway Travel

Two-way travel will be necessary in the hallways. Students are to travel on the taped lines and are to not touch the walls. Students will be required to wear masks while traveling in the hallways.

#### Lunch

Additional tables will be brought into the cafeteria and gymnasium in an effort to maximize social distancing for students. Students will have assigned seating and will have bagged lunches brought to them. Students will not be waiting in lunch lines.

## Specials

Students will remain in their homerooms for specials. Special Area staff will travel to each individual homeroom to provide instruction.

Parent Pick-Ups – Any parent/family member who will be picking up their child from school will be required to wear a mask when entering the school building.

## PreK Dismissal

- All parents must arrive to the side doors of the school between 2:00 and 2:15 to sign out their child with proper photo identification.
- Staff members will be stationed at the side door between 1:55 and 2:15 to check photo identifications of individuals picking up students.
- All students who do not have a parent signing them out by 2:15 will be sent home as a designated bus student.
- All early pickups must be scheduled prior to 1:45 with a note from home in the morning. Parents who will pick up their child every day will be allowed to designate their child as a “daily parent pick up.”
- All walkers, daily parent pick-ups and pick-ups will be announced at 2:00. Bus dismissal will begin at 2:15. Classes will dismiss in a staggered manner.

## Kindergarten and First Grade Dismissal

- All parents must arrive to the side doors of the school between 3:00 and 3:15 to sign out their child with proper photo identification.
- Staff members will be stationed at the side door between 2:55 and 3:15 to check photo identifications of individuals picking up students.
- All students who do not have a parent signing them out by 3:15 will be sent home as a designated bus student.
- All early pickups must be scheduled prior to 2:45 with a note from home in the morning. Parents who will pick up their child every day will be allowed to designate their child as a “daily parent pick up.”
- All walkers, daily parent pick-ups and pick-ups will be announced at 3:00. Bus dismissal will begin at 3:15. Grade levels will be called in a staggered manner.
- Students with specialized transportation will be provided additional dismissal time to board their buses.

## 50% Hybrid Instruction

Scenario #1:

Monday and Tuesday – 50% of all students will attend for in person instruction.

Wednesday – Virtual learning for all students.

Thursday and Friday – Remaining 50% of students will attend for in person instruction.

Scenario #2:

A set calendar of Odd/Even days. Essentially, every other day of 50% student attendance.

### **100% Remote Learning**

Students will receive continuity of instruction from home using district provided devices. Teachers will report to the school building and provide remote instruction from their classrooms. Teachers will follow their assigned schedule from 8:45-3:00.

### **Student and Parent/Caregiver Expectations**

#### **Parents/Caregivers**

- Monitor student progress on coursework.
- Developing a “school schedule” is recommended to keep routines in place for students while working from home.
- Communicate questions and concerns immediately to staff.

#### **Students**

- Following a regular “school schedule” is recommended to help keep routines in place for students while working from home.
- Communicate questions and concerns immediately to teachers.
- Participate in virtual sessions with teachers as scheduled.
- Watch lessons provided by teachers and complete assignments according to timelines.

### **Staff Expectations**

#### **Teachers/Assistants**

- Create interactive lessons that are engaging for students using a variety of strategies.
- Be available for office hours, one session will be available in the morning and one in the afternoon.
- Use Microsoft Teams as the platform for all assignments, links to resources, etc.

- Grade work in a timely manner and provide feedback to students on assignments.

### **Technology Department**

- Provide help desk assistance when technology issues occur.

### **Administration**

- Ensure each student has a device at home.
- Monitor and assist teachers in the delivery of content for students.
- Implement appropriate grading procedures and work from home guidelines for teachers.

### Attendance

The building principal at Truman Elementary School will monitor daily teacher-student engagement during any period of remote or hybrid learning. Each teacher will be responsible for tracking students who engaged in hybrid learning using e-School.

### Technology and Connectivity

Truman Elementary School will collaborate with the District Office to track the level of access to devices and high speed internet for all students and teachers in their places of residence.

<http://www.nysed.gov/edtech/district-technology-planning>

Truman Elementary School will provide devices to students and teachers, and work with students, their families, and teachers to assist in obtaining internet access for those who do not have sufficient access.

Truman Elementary School will provide multiple ways for students to participate in learning and demonstrate mastery of learning standards in remote or blended models. Students who do not have internet access will be provided with print materials and will be able to submit print materials that have been completed to the school for review.

### Teaching and Learning

Truman Elementary School will ensure continuity of learning for the 2020-2021 school year whether students engage in learning via in-person instruction, hybrid, or remotely. All staff will be required to submit lesson plans for each content area. In addition, staff will be required to document students engaged for any remote learning in e-School.

<http://www.nysed.gov/edtech/guidance-continuity-learning#:~:text=The%20Board%20of%20Regents%20and%20the%20New%20York,administration%20in%20response%20to%20the%20Novel%20Coronavirus%20%28COVID-19%29.>

Truman Elementary School will ensure that the educational program is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remote, or through a hybrid model. <http://www.nysed.gov/curriculum-instruction>

Truman Elementary School will ensure that there is regular substantive interaction between teachers and students whether delivered in-person, remote, or through a hybrid model of instruction.

Truman Elementary School will ensure that all instruction, whether delivered in-person, remote, or through a hybrid model, is accessible to students and that they receive feedback and support from their teachers.

Truman Elementary School will ensure students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology.

Truman Elementary School will ensure that CBOs providing Prekindergarten programs will attest that they have measures in place to follow health and safety guidelines outlined in NYSED guidance. These eligible agencies will have a continuity of learning plan in place that addresses in-person, remote, or a hybrid mode of instruction.

### Special Education

Truman Elementary School, under the guidance of the Department of Special Education, will ensure that all services, whether delivered in-person, remote, or through a hybrid model, addressed the provision of free appropriate public education consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

<http://www.p12.nysed.gov/specialed/lawsregs/part200.htm>

Truman Elementary School, under the guidance of the Department of Special Education, will document the programs and services offered and provided to students with disabilities as well as communications with parents.

Truman Elementary School, under the guidance of the Department of Special Education, will engage in meaningful parent engagement in the parent's preferred language or mode of

communication, regarding the provision of services to his/her child to meet the requirements of the IDEA.

Truman Elementary School, under the guidance of the Department of Special Education, will ensure collaboration between the committees on preschool special education and committees on special education and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on IEPs for monitoring and communicating student progress and commitment to sharing resources.

Truman Elementary School, under the guidance of the Department of Special Education, will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology to meet the unique disability related needs of students.

#### Bilingual Education and World Languages

Truman Elementary School, in the event of an in-person or hybrid reopening, will complete the ELL identification progress within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After the 20 day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment.

<http://www.nysed.gov/bilingual-ed/ell-identification-placementhome-language-questionnaire>

Truman Elementary School will provide required instructional units of study to all ELLs based on their most recently measured English language proficiency level during in person or hybrid instruction.

<http://www.nysed.gov/common/nysed/files/programs/bilingual-ed/enl-9-12-units-of-study-table-5-6-15.pdf>

Truman Elementary School will communicate regularly with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

#### Teacher and Principal Evaluation System

Truman Elementary School will ensure that all teachers and principals are evaluated pursuant to the district's currently approved APPR plan.



<http://www.nysed.gov/common/nysed/files/lackawanna-appr-plan-051517.pdf>

Certification, Incidental Teaching, and Substitute Teaching

Truman Elementary School will ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations.

<http://eservices.nysed.gov/teach/certhelp/CpPersonSearchExternal.jsp?trgAction=INQUIRY>  
<http://www.highered.nysed.gov/tcert/certificate/substituteteaching.html#:~:text=In%20New%20York%20State%2C%20no%20certificate%20is%20offered,of%20time%2C%20in%20any%20number%20of%20school%20districts.>