

Salmon River Central
School District
SAFE SCHOOL
OPERATION PLAN
2021-2022



Dr. Stanley Harper, Superintendent of Schools



Table of Contents

Introduction	5
Capacity Assessment	7
Guiding Principles	7
Health and Safety	8
Health Checks and Screenings - Employees and Substitutes	8
Health Checks and Screenings - Students	8
Health Checks and Screenings - Visitors	9
COVID-19 Safety Officer	9
Recognize Symptoms	9
Social Distancing	9
Face Masks	10
Hand Hygiene	10
Respiratory Hygiene	10
Management of Ill Persons - Isolation Plan	10
Protocol for Confirmed/Suspect Case	11
Close Contact with an Infected Person	12
Training	12
Cleaning and Disinfecting Procedures	13
Communication	14
Facilities	15
Promote Social Distancing	15
Redesign Spaces	15
Ventilation	15
Safety Drills	15
Nutrition	16
Access to Meals	16
Health and Safety Guidelines	16
Transportation	17
	2

Consistent and Equal Access	17
Cleaning and Disinfecting	17
Training	17
Face Masks and PPE	18
Social Distancing	18
Routing	18
Loading/Unloading & Pickup/Drop-Off	19
Student Expectations	19
Communication	19
Continuity of Service	20
School Schedules	21
In-Person Instruction	21
Communication with Advanced Notice	21
Before/After School Activities	21
Athletics	22
Teaching and Learning	22
Equitable Instruction to All Students	22
Continuity of Learning:	22
Expectations - Staff	22
Expectations - Students	23
Expectations - Parents and Guardians	23
Social-Emotional Well-Being	23
Advisory Council	24
Comprehensive School Counseling Plan	24
Referral Process	24
Professional Development	24
Adult Social and Emotional Learning and Well-Being	25
Attendance and Chronic Absenteeism	26
Collecting and Reporting Daily Engagement and Attendance	26

Continuity of Assignments During Student Quarantine:	26
Policies and Procedures	26
Addressing Absences before Students Fall Behind	27
Special Education	28
Free Appropriate Public Education (FAPE)	28
Meaningful Parental Engagement	28
Collaboration	29
Documentation	30

Introduction

The Salmon River Central School District is looking forward to welcoming all of our students back to school **five days a week, in-person, and everyone will wear a mask regardless of vaccination status**. Our decisions are based upon Science, the CDC, the NYS Department of Health and the NYSED. Fully endorsed by Governor Hochul and the Franklin County Department of Health, the District will follow the NYS Education Department guidance provided in a document titled, [Health and Safety Guide for the 2021-2022 School Year](#) to ensure the health and safety of everyone in our schools. While no one can predict the challenges we will face over the coming months, it is extremely essential that we plan for a safe and orderly return to school. A complete copy of the NYSED Health and Safety Guide 21-22 may be found using the following link:

[Health and Safety Guide for the 2021-2022 School Year](#)

Periodic meetings will continue to be held with the **Franklin County Department of Public Health** leaders to advise our planning so that employees, students, and families feel safe while working, learning and visiting the school district. This plan is a “living document”, and will be updated periodically as changes are made by the NYSED, NYSDOH, CDC, Federal-Level and our local agencies.

Main Points of 2021-2022 Safe School Operations Plan:

Masking

- Staff, students, and scheduled visitors inside all school buildings and buses are encouraged to wear a mask

Physical Distancing

- 3 feet where practical inside

Transportation

- Physical distancing will be maintained to the greatest extent possible in order to maintain in-person instruction
- There will be busing for after-school activities

Cafeteria

- 3 feet physical distancing where practical
- Outdoor dining locations may be utilized to the greatest extent possible

COVID-19 Testing

- Working in cooperation with Franklin Essex Hamilton BOCES, the District will have the capacity to test symptomatic individuals according to the County Department of Health guidelines
- The District will require parental consent prior to testing

Daily Screening

- Parents complete at home assessments of students for all symptoms
- Students and staff who are ill should remain home

Instructional Model

- The District will provide in-person instruction to all students five days a week; All buildings will begin at 8:00 am each day
- Exceptions to in-person instruction may be determined on an individual basis based upon specific student medical diagnoses

Athletics, Extra Curricular Activities, and After School Events

- Spectators – 3 feet physical distancing where practical
- Before and after school latchkey will resume
- After school clubs and activities will be permitted

Cleaning and Safety Protocols

- Commonly touched surfaces will be cleaned daily
- Instructional spaces will have air filtration equipment operating
- Windows will be open to the greatest extent possible
- Deep disinfection will be completed nightly

Vaccinations

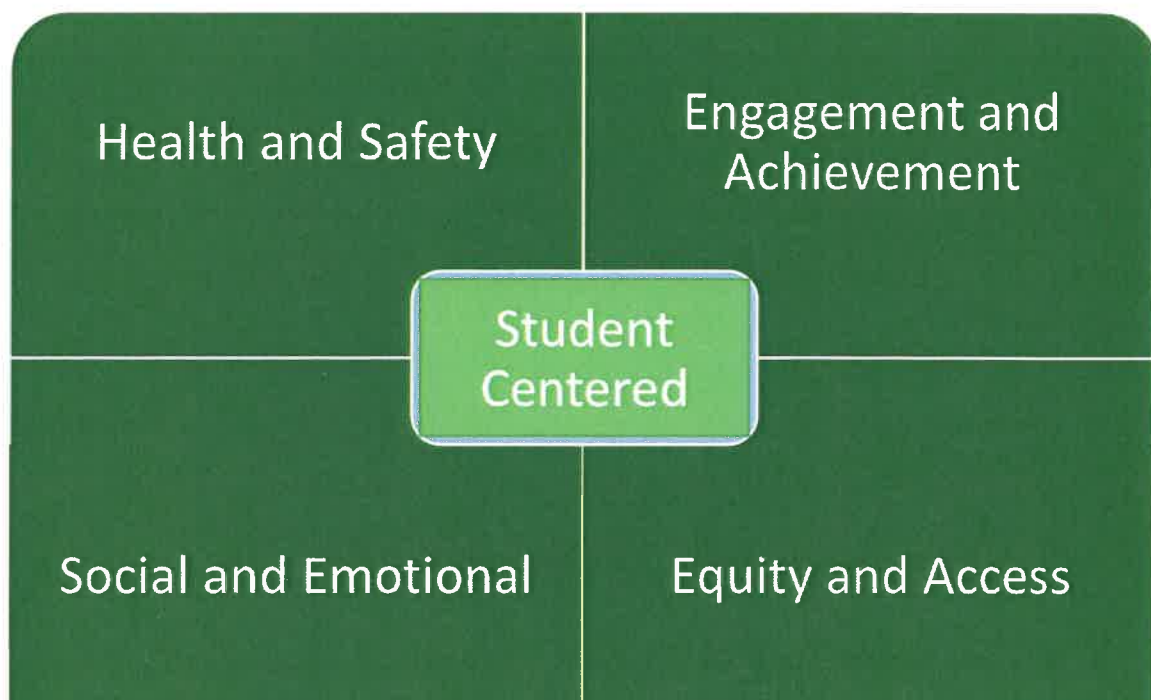
- All eligible students and staff are encouraged to be vaccinated
- The District will cooperate with the Franklin County Department of Health to hold on-site clinics when available.

Capacity Assessment

The goal during the planning process was to maintain the health and safety of the staff and students. The following factors were considered by the District administration and employee representatives to determine the safety of in-person instruction:

- Safe transportation
- Ability to social distance based on square footage of classrooms
- Human resource capacity to provide instruction (labor shortages)
- Availability of PPE

Guiding Principles



Health and Safety

To focus on health and safety for all students and staff and follow all NYS guidelines.

Engagement and Achievement

To create student's interest and sustain engagement and participation for learning.

To have accountability in attendance, teaching and learning, grading and assessment.

To develop and implement the best teaching and learning environment that fits for all learners.

Social and Emotional

To provide social and emotional learning for our students.

Provide mental health support and resources for students and staff.

To build real positive social interaction.

Equity and Access

Embrace the diversity for students, staff and families.

Identify resources for access for all learners.

Health and Safety

Health Checks and Screenings - Employees and Substitutes

It will be the responsibility of each employee to pre-screen for symptoms as well as administer a daily temperature check.

Employees do not report to work if:

- They have tested positive for COVID-19 or a presumed diagnosis by their physician or other healthcare provider
- Has not been vaccinated and has been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
- They feel sick, contact their physician or other healthcare provider to discuss their medical condition

Notify their direct and/or department supervisor immediately (follow district protocol).

If employees feel sick while at work:

- If you start to feel sick when at a building, notify the school nurse. Employees leave immediately unless it is a medical emergency that needs to be assessed by the school nurse.
- Employees contact your direct and/or department supervisor
- Contact your physician or other healthcare provider to discuss your medical condition

Health Checks and Screenings - Students

It is the expectation of the parents to check their children for symptoms and to make sure students are well before sending them to school.

Do Not Come to School if the Student:

- Has tested positive for COVID-19 or a presumed diagnosis by a physician or other healthcare provider
- Has not been vaccinated and has been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
- Feels sick, contact their physician or other healthcare provider to discuss your medical condition

Notify the building principal and/or attendance office.

If the student feels sick while at school:

The student will be assessed by a school nurse and if identified as having symptoms of COVID, the student will be isolated in a designated area with supervision until the parents can pick up the student from school and bring their child home or to a health facility.

Health Checks and Screenings - Visitors

Visitors will only be allowed when the purpose of the visit can not be accomplished through other means. All meetings will be held by teleconference or videoconference when possible. All visitors must have an appointment. Visitors will be required to wear face masks and apply hand sanitizer. Face masks will be provided if they do not have one..

COVID-19 Safety Officer

Each Building Principal will be the designated COVID-19 safety coordinator responsible for continuous compliance with all aspects of the re-opening plan. The Building Principal will be responsible for reconciling health screenings for all staff, students and visitors entering each building.

Recognize Symptoms

Training, as well as training materials, will be provided to staff and parents to recognize the symptoms of COVID-19 and to stay home when sick.

Social Distancing

Buildings and classrooms will be evaluated by Administration to determine the number of students and staff that can meet social distancing requirements in all areas.

Staff and students will maintain proper social distancing of three (3) feet in all directions between individuals and six (6) feet in all directions while participating in activities that require projecting the voice, playing a wind instrument or aerobic activities. Social distancing will be enforced in all buildings, on school grounds and on school buses. In areas where social distancing can not be obtained due to the structure of the rooms or high frequency of close person to person contact, then masks and physical barriers such as polycarbonate will be used to separate individuals. These include school buses, front offices and cafeteria serving lines.

Congregating in areas of the building are discouraged. Hallways will provide one way traffic with proper signage.

Elevators will be used by one individual at a time unless necessary for the safety of the staff or student. In those cases, masks must be worn.

Large group activities will not be held if social distancing is not possible. To the extent possible meetings will be held using virtual technology.

Face Masks



Face masks are encouraged to be worn by all staff and students while on the school bus, building grounds and within the building. Appropriate face masks will be provided by the District to staff and students upon request and will be available at all main entrances for visitors. Face mask supplies will be ordered and maintained by the District Administration.

The District will work with staff and students individually to provide reasonable accommodations to those who are at high risk of contracting COVID-19 or live with a person at high risk.

Hand Hygiene

Signs will be placed throughout the building reminding staff and students about proper hand hygiene. Time will be planned during the school day to allow for hand hygiene. Traditional hand washing with soap and warm water, lathering for a minimum of 20 seconds is preferred. Alcohol-based hand rub dispensers (with at least 60% alcohol) will be installed in areas of the building where hand washing facilities are not adequate. There will be signs posted near hand sanitizing stations to wash hands that are visibly soiled. All staff and students will be trained at the start of the school year and refreshers will be provided on [proper hand hygiene](#).

Respiratory Hygiene

Signs will be placed throughout the building reminding staff and students about proper respiratory hygiene. All staff and students will be trained at the start of the school year and refreshers will be provided on proper respiratory hygiene. Although masks will be worn, staff and students will be encouraged to cover their cough or sneeze, use tissue and dispose of properly and avoid touching their face.

Management of Ill Persons - Isolation Plan

Students exhibiting symptoms with no other explanation for them will be sent to the school health office for an assessment by the school nurse. Based on the assessment by the nurse:

- The student will be placed in an isolation room with a staff member and appropriate PPE providing supervision.
- The student's parents/guardians will be notified immediately of the student's condition as well as the Building Administrator.
- Administrators notify the Superintendent immediately of any suspected cases of COVID-19, who will in turn notify the local health department.

- The student will remain in an isolation room until parents have arrived at the designated door to pick up their child.
- Parents will be given paperwork on the return to school protocol per the local health department and guidance on calling their primary health care physician in regards to testing.
- If a student is having difficulty breathing, becomes unresponsive, has persistent pain or pressure in the chest, new confusion, bluish lips or face or is exhibiting signs of distress, the health office will call 911 immediately letting them know the person may have COVID-19, and alert the parents promptly.
- Isolation rooms will be closed off to other people and will not be used for 24 hours after vacating the room if possible. Windows will be opened for ventilation and the area will be cleaned and disinfected after the 24 hour waiting period.

Protocol for Confirmed/Suspect Case

Understand that no one with symptoms associated with COVID-19 should be present at school.

The District will follow NYSDOH and Local DOH guidance including:

- Notifying employees and students when they are sent home to contact their physician and the testing site for resources
- Notify the Franklin County Department Of Public Health

When a Person Tests Positive:

The entire building will be evaluated to determine if there needs to be a shut down. All areas will be closed off that were used for prolonged periods of time by the sick person:

- Any suspected areas will have a 24 hour waiting period before the areas will be cleaned and disinfected to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible
- During this waiting period, outside windows and doors will be opened if possible to increase air circulation in these areas
- The notification of a positive case should come from the local Department of Health. The District will follow their recommendations for contact tracing, isolation, quarantine and potential closure if different than the above information

Close Contact with an Infected Person

Employees/Students may have been exposed if they are within approximately 3 feet (1 meter) of a person with COVID-19 for a prolonged period of time (15 minutes) without a properly fitting mask: **If you come into close contact with someone with COVID-19, you should quarantine if you are in one of the following groups:**

- You are ages 12 or older and completed the [primary series](#) of recommended vaccine, but have not received a [recommended](#) booster shot when eligible. THIS DOES NOT APPLY TO ATTENDING SCHOOL. Fully vaccinated individuals (teachers, students, and staff) ages 12 and older who were exposed may attend school.

- You received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a [recommended](#) booster shot.
- You are not vaccinated or have not completed a [primary vaccine series](#).

All other employees/students should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their building administrator and stay home.

Definitions

Quarantine - Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation - Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until [it's safe for them to be around others](#). In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Training

All employees will be trained in the following:

- Proper hand washing
- Proper cough & sneeze etiquette
- Social Distancing
 - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks
- Operating procedures (various)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pickup
 - Staff who are sick or suspected to be sick
- Proper cleaning techniques
- Hazard Communication – Right-To-Know
 - Proper use of chemicals
 - No chemicals from home
 - Transfer of hand sanitizer in smaller containers
- Exposure Control Plan – with a focus on Pandemic/COVID-19
- Personal Protective Equipment - PPE
 - Proper type, use and size
 - Cleaning and sanitizing of the face mask (if applicable)
 - Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties
 - Send fact sheets home with students that provide similar education for parents
- Respirator Protection (N95) (required for identified employees per NYS)

- Training provided for identified personnel only

Cleaning and Disinfecting Procedures

The District will follow all Center for Disease Control (CDC), New York State Department of Health (NYSDOH), New York State Education Department (NYSED) as well as District developed Standard Operating Procedures for cleaning and disinfecting materials and routines. District [standard operating procedures \(SOPs\)](#) can be found on the district website.

Routine deep cleaning will continue to be done by the trained custodial staff every evening after students have been dismissed as well as throughout the school day in high touch areas. High touch areas include:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Telephones
- Keyboards and tablets
- Toilets and restrooms
- Faucets and sinks
- Nurses offices

To deep clean the rooms we will be using the **Victory Electrostatic Sprayer** that is designed to save time and labor, spray less liquid, and cover more surfaces. Victory Sprayer provides an electrical charge to solutions, allowing them to wrap conductive surfaces with an effective and even coverage. Double-charged particles envelope all conductive surfaces – shadowed, vertical and underneath. The electrostatic sprayer that we are using is found below as well as the safety data sheet and links to some helpful demonstration videos:

<https://victorycomplete.com/product/professional-cordless-electrostatic-sprayer/>
<https://victorycomplete.com/wp-content/uploads/2020/05/Safety-Data-Sheet-VP20A.pdf>
<https://www.youtube.com/watch?v=mGd9ruUJcC0&t=4s>
<https://www.youtube.com/watch?v=TOhXaBHT3Ho>

The cleaning agent we are using is **Bioesque Disinfectant Solution**. It is capable of cleaning, sanitizing, disinfecting and deodorizing in a single step, Bioesque's Botanical Disinfectant Solution is a natural solution for a wide range of cleaning challenges. This product features the patented Thymox technology and a botanically derived active ingredient. With a formula that is free of bleach and other harsh chemicals, Bioesque's Botanical Disinfectant Solution is a great choice for hazard-conscious or environmentally sensitive settings. Powered by Thymox technology, it utilizes Thymol, a cutting-edge antimicrobial agent present as a component of Thyme Oil, to quickly power through grime and destroys the germs that it encounters. This disinfectant:

- Kills 99.99 percent of viruses in one minute.
- Kills 99.99 percent of bacteria in two minutes.
- Kills 99.99 percent of fungi and molds in three minutes.
- Kills Mycobacterium tuberculosis in three minutes.

The Bioesque Disinfectant Solution can be found below as well as the safety data sheet and some helpful demonstration videos:

<https://bioesquesolutions.com/botanical-disinfectant-solution/>

<https://bioesquesolutions.com/sds/BioesqueBotanicalDisinfectantSolutionSDS-20.pdf>

<https://www.youtube.com/watch?v=OQYfWkZyvwE>

<https://www.youtube.com/watch?v=8lz56B5tShM>

Cleaning supplies and gloves will be available in classrooms for staff who choose to use them. Cleaning supplies will be kept out of reach of children.

Where possible, interior doors will remain open to reduce spread of the virus from touching the door handles. Fire rated doors and doors with door closers may not be propped open.

Custodial staff will maintain a log of the date, time and scope of cleaning in each building.

Custodial staff will be provided with the proper PPE, such as disposable gloves, face masks, face shields, gown. Cleaning and disinfection materials will be provided and a stock will be maintained.

Communication

Communication materials will be developed accordingly to train parents, students and staff of all health and safety protocols. Clear and consistent communication will be provided in a variety of platforms to include

- One Call Now
- Emails
- Online Trainings
- Letters to Homes
- Social Media
- Radio
- Town Hall Meetings via Zoom
- District Website
- Additional resources for health and safety during COVID-19 can be found on the District website at <https://www.srk12.org/covid-19>

Facilities

Promote Social Distancing

To the extent possible, classrooms and buildings will utilize social distancing. Signs will be visible in all areas of the buildings reminding students and staff to socially distance. Staff will be trained to remind students when traveling throughout the building and when in classes to socially distance when possible.

Redesign Spaces

Classrooms and shared spaces will be measured and structured to allow for 3 foot social distancing where possible. Clear plastic separators such as polycarbonate will be used in areas where occupancy can not be lowered and in high traffic areas.

Where possible, interior doors will remain open to reduce spread of the virus from touching the door handles. Fire rated doors and doors with door closers may not be propped open.

To the extent possible in elementary buildings students will remain in cohorts; Soap, hand sanitizer and tissues will be readily available to staff and students.

Ventilation

The District will increase the fresh air ventilation rate to the extent possible. Where possible, windows will be opened to provide increased ventilation.

Safety Drills

Education Law § 807 requires that schools conduct (8) evacuation and (4) lockdown drills each school year. Drills will be modified to reduce the spread of infection. Conducting drills is an important part of keeping students and staff safe in an emergency, however, steps will be taken to minimize the risk of spreading infection while conducting drills.

As such, it may be necessary for Salmon River Central to conduct drills in the 2021-22 school year using protocols that are different from what we are used to. Regardless of the modification used when conducting a drill, students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

Modifications to Lockdown Drills may include, but are not limited to:

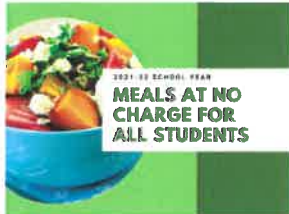
- Conduct lockdown drill in classroom setting while maintaining social distancing and using masks;
- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however, schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person; and
- Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.



Nutrition

Access to Meals

All students will be provided access to a FREE breakfast and lunch daily. Most meals will be provided in cafeterias and large spaces re-designed to allow for social distancing, based on space availability in each building.



PLEASE NOTE THAT WE STILL NEED THE FREE/REDUCE APPLICATIONS FILLED OUT TO RECEIVE PEBT INFORMATION AND FUNDING.

Health and Safety Guidelines

Everyday, staff will be pre-screened for symptoms and temperatures will be taken. Staff will be provided proper PPE such as masks and gloves if they do not have them. Masks and gloves will be worn and staff will adhere to the New York State Department of Health guidelines.

When possible, students will eat in the cafeteria while sitting 3 feet apart. A hand sanitizing station will be placed at the start of the serving line for students and staff to use. Students will maintain distancing while in line with face masks on. Students will sit in designated seats that are three feet apart and may remove face masks to eat. Once students are done eating and stand up, they must put face masks back on.



Serving lines and cashier stations will be redesigned with plastic barriers. To prevent the spread of disease, sharing of food and drinks will be discouraged.

Cafeteria and custodial staff will clean and disinfect high touch areas, such as tables and desks, after each student uses them.

In a few grades where social distancing is not possible, given the number of students in the cafeteria, those students may eat in their classrooms. Students will remove their masks to eat while following

social distancing measures. Proper hand-hygiene methods will be followed for students eating in classrooms. Staff will ensure that students wash their hands before and after eating. To prevent the spread of disease, sharing of food and drinks will be discouraged. Classroom garbage will be emptied after each meal during the day.

The Food Service Department will take precautionary measures to ensure meeting the guidelines set forth by School Food Authorities (SFAs), Federal, State and Local Health Departments for health and safety.

Transportation

Consistent and Equal Access

All eligible students will be provided with transportation to and from school. To help with scheduling, parents will be surveyed to determine the need for transportation. Due to the social distancing guidelines, parents are encouraged to pick up and drop off their own children.

Cleaning and Disinfecting

- Buses and other transportation vehicles will be deep cleaned and disinfected each afternoon
- Daily Cleaning
 - All trash removed
 - Floors swept and dust mopped
 - Walls and windows cleaned
- High Touch Surfaces will be cleaned and disinfected after each bus run
 - Bus seats and seat backs
 - Seat belts
 - Door handles, handrails
 - Driver operator area
- Bus Drivers are responsible for daily cleaning and disinfection procedures
- Use only cleaning and disinfecting products that are approved by the EPA. Read all labels and follow instructions. Wear appropriate PPE (disposable gloves or any other required PPE) to clean and disinfect
- Ensure proper ventilation during cleaning. Open windows, roof hatches, and turn fans on during route operation when exterior temperatures are above 45 degrees
- Prohibit eating and drinking on the bus
- Follow up with frequent inspections to be sure cleaning/disinfecting protocols are followed on buses
- Document all cleanings/inspections (via trackable log)

Training

All employees will be trained in the following:

- Proper hand washing
- Proper cough & sneeze etiquette
- Social Distancing
 - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks
- Operating procedures (various)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pickup

- Staff who are sick or suspected to be sick
- Proper cleaning techniques
- Hazard Communication – Right-To-Know
 - Proper use of chemicals
 - No chemicals from home
 - Transfer of hand sanitizer in smaller containers
- Exposure Control Plan – with a focus on Pandemic/COVID-19
- Personal Protective Equipment - PPE
 - Proper type, use and size
 - Cleaning and sanitizing of the face mask (if applicable)
 - Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties

Face Masks and PPE

Face masks will be encouraged while on a school bus or school vehicle. Appropriate face masks will be provided by the District to students upon entry to the school buses if they do not have one available. Bus drivers and attendants will be encouraged to wear a face mask. Bus drivers and attendants will be required to wear gloves when direct physical contact with a child cannot be avoided.

Social Distancing

Social distancing will be enforced to the extent possible on school buses and in all school vehicles. To maintain social distancing the District will:

- Limit seating on large buses
- Allow siblings or those that live in the same household to sit together

Routing

The District intends to operate all classes in all buildings beginning at 8:00 am each day. In order to limit the exposure to students and staff, the District will limit rotation of substitute bus drivers and aides if possible as well as limit student movement between bus routes. To limit movement, students will not be allowed to ride different buses on different days of the week. When possible, AM and PM routes will be mirrored, so bus riders are the same group each day.

Loading/Unloading & Pickup/Drop-Off

- Students shall be loaded in sequential route order. First student on the bus sits in the back, when going to school, last student off sits in the back when going home from school
- Dismissal times can be staggered to best suit district needs and to promote social distancing
- Adjustments may need to be made:
 - For unloading and entry, and loading and departure
 - Route timing will be affected by delayed loading/unloading processes

- When practical buses will not load/unload at the same time to maximize social distancing of students
- Arrival and departure activities shall be supervised to ensure social distancing

Student Expectations

- No food or drinks will be allowed on the bus
- Students will remain seated for the duration of the bus trip
- Hand sanitizer will be available on all buses

Communication

Communication materials will be developed accordingly to provide parents, students and staff with all of the necessary information regarding the transportation program. Communication will be provided with emphasis on the following:

- The District has thoroughly disinfected all buses and student transportation vehicles
- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature
- School Transportation Request Form must be completed to receive transportation for each student
- Remind students/parents/guardians that social distancing requirements extend to the bus stop
- Communicate with administration multiple routing scenarios for different instructional scheduling options (split session, alternating days, hybrid option)

Clear and consistent communication will be provided in a variety of platforms to include:

- | | |
|--------------------|-----------------------------|
| ● District Website | Social Media |
| ● One Call Now | Radio |
| ● Emails | Town Hall Meetings via Zoom |
| ● Online Trainings | |
| ● Letters to Homes | |

Continuity of Service

Transporting students to alternative schools, such as BOCES and The Rome School for the Deaf, will follow similar protocols as regular bussing. Drivers will maintain a log of attendees on trips in both directions from the alternative school buildings. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event alternative schools must assist in contact tracing due to exposures either at their school buildings, or during transportation.

All other existing State mandates will be met to provide transportation to students who are homeless, in foster care, have disabilities or attend non-public schools following similar protocols as regular bussing.

Practice and protocols employed will be consistent with recommendations made by the CSE/CPSE as indicated on the student's IEP or 504 Plan. The transportation staff will collaborate with special education staff to determine best practices for face mask use, social distancing, and other safety considerations and alternate schedules and transport vehicles for medically fragile children will be considered. Increased training for bus aide staff to manage issues that arise on a bus transporting student(s) with special needs will be provided.



School Schedules

In-Person Instruction

All students will attend school in-person daily. Exceptions may be made following a determination process based on medical diagnosis.

If the District or one of its buildings goes into a **full closure** due to COVID-19, all students will receive daily interactive remote instruction with their teachers while at home.

Closure Considerations:

The Superintendent of Schools will consider closure of in-person school sessions based on the following guidelines:

1. Infection Rate (Guidance from Department of Health and NYS Department of Education)
2. Absentee rate for students
3. Absenteeism of essential personnel to meet health and safety requirements

Communication with Advanced Notice

Parents, students and staff will be notified in advance through various communication platforms of any changes as they occur. Communication will be in the form of phone calls, postings on Facebook, postings on the school website, One-Call automated phone call messaging, notes home and emails. The technology platforms utilized in the district will also provide a platform for communication. These communications will be in languages other than English, as needed.



Before/After School Activities

Before and after-school co-curricular activities will be scheduled and after-school busing will be provided at 3:15 (Tuesday, Wednesday, Thursday) and 5:00 for later programs.

Buildings are closed to non-custodial staff after 5pm each evening for disinfecting/cleaning to occur without disruption.

Athletics

NYSDOH and NYSPHSAA will provide member schools with a list of sports to be played at an appropriate time during the 2021-2022 school year taking into consideration a sport risk assessment, social distancing protocols as well as CDC and NYSDOH guidance. Please check the District website for athletic program updates. The District intends to follow the recommendations from the NYSPHSAA and NYSDOH.

Teaching and Learning

The District is committed to providing the best possible instruction and learning experience to our students regardless of the circumstances. Our instruction, whether remote or in-person, will be based on New York State Learning Standards and will focus on high academic expectations to enhance student performance, while strong consideration has been given to the interventions that must also be provided considering the loss of instruction due to COVID-19 from the last school year. Administrators will work with teachers to review available data to assess and address learning gaps that have resulted from the disruption in educational services.

Equitable Instruction to All Students

As required by NY State and ESSA (Every Student Succeeds Act), the District will ensure that every child has equitable access to the highest quality educational opportunities, services, and supports in schools that provide effective instruction aligned to the state's standards. In addition, one of our priorities is to ensure we provide a welcoming and positive learning environment with appropriately certified teachers for the 21-22 school year. Instructional practices developed and utilized will be inclusive, culturally responsive, and will consider the needs of all students.

Families may contact the building principles and teachers with specific questions about their instruction:

Salmon River Elementary - Mr. Barkley (518) 358-6670

St. Regis Mohawk School - Mrs. Benedict (518) 358-2763

Salmon River Middle School - Mrs. Russell (518) 358-6650

Salmon River High School - Mrs. Van Dunk (518) 358-6620

Continuity of Learning:

Expectations - Staff

Prior to the first day of school, teachers will review available information and data to assess the learning needs of our students. They will identify gaps in instruction due to the COVID-19 closure and modify curriculum where appropriate. The information and data includes but is not limited to longitudinal data, universal screening, early reading assessments, district benchmarks tests from fall and winter, student attendance patterns, behavioral data, course

grades, etc. Teachers will meet with colleagues from the prior grade or in vertical teams to learn about their incoming class of students.

- Teachers will begin in September to provide every student with access to grade-level instruction and high quality standards-aligned instructional materials in every subject.
- Teachers will begin in September to assess every student for their understanding of prerequisite skills and grade-level proficiencies using formative assessments, and diagnostics.
- Teachers will adapt the curriculum scope and sequence/pacing for each subject area and grade level to accommodate where teachers might need to provide acceleration support using the New York State Next Generation Learning Standards (NGLS).
- AIS teachers will provide intervention support to identified students to support skill acquisition (K-8 will utilize I-Ready for intervention)
- Teachers will track and record student completion and mastery through an electronic system (Schooltool, Google Classroom).
- Teachers will maintain positive interactions with students during lessons to promote a safe learning environment that meets students' social and emotional needs.
- Teachers will continue to post assignments and directions for students to access in Google Classroom to accommodate students in school and also for those who are absent from school due to a legal absence, including quarantine. Familiarity with this platform will ease any transition to full closure /remote mode, should it be necessary.

Expectations - Students

- Students will be ready for class and actively participate in all classes
- Students will attend school daily unless sick or other legal excuse

Expectations - Parents and Guardians

- Parents will ensure that students attend regularly for in-person instruction and notify the attendance office when their child is absent
- Parents will keep their children home on days that the child is sick, has a fever, or is showing signs of sickness

Social-Emotional Well-Being

Across the United States, one area that continues to grow in need is for greater Social and Emotional Learning (SEL) as it is strongly suggested in various world-wide educational literatures to be one of the keys to academic success for students.

At Salmon River CSD, we feel it is essential to have a caring and competent teacher in every classroom who understands the importance of social and emotional learning within their classrooms to help identify needs and provide resources/supports for our students. We further believe that SEL must be part of the instructional fabric that our students receive. The social-emotional well-being is critical for all students, staff and families as we all deal with the COVID-19 pandemic that has caused trauma and stress in families and staff members.

Therefore, we place a high importance on social and emotional wellness for our staff and students by building a positive, safe and healthy supporting learning environment to learn and work in.

Advisory Council

Salmon River CSD has created a District-Wide Mental Health committee composed of representatives from each school building and community health partners (St. Regis Mental Health Services) that meet once each quarter during the school year. The purpose of this committee is to identify, discuss and provide recommendations to enhance social and emotional learning, train staff, and make recommendations to better our process for referrals and actions for support.

Comprehensive School Counseling Plan

District school counselors will be responsible for updating the district-wide and building-level comprehensive developmental school counseling/guidance plans to include all considerations for the unprecedented challenges of responding to a global pandemic, an economic recession, and civic unrest in response to structural racism.

Referral Process

Students known to be vulnerable, as well as those not previously on district and school radars, may return to instruction anxious, fearful, withdrawn, grieving, and/or unprepared to self manage new or exacerbated negative behaviors. Universal interventions are effective for most students, but some students will need more targeted and intensive support through levels known as tier 2 and tier 3 intervention. The SRCSD is utilizing a multi-tiered system of support where staff and parents may refer students suspected of increased vulnerability due to academic, social-emotional and mental health challenges for counseling with school counselors, psychologists, and licensed mental health counselors on site, provided by St. Regis Mohawk Mental Health Division.

Professional Development

SRCSO has taken a trauma-informed approach so that all students and staff feel safe, welcome and supported. Our approach over the last few years has been to promote a sense of health and well-being by providing a variety of professional development (PD) opportunities to our entire staff so that they will better understand the impact of trauma on learning and how it can affect them in their own lives. We began by building an understanding of trauma and its neurological effects on student learning by introducing the ACE (Adverse Childhood Experiences) study, and continued to provide professional learning sessions to inform staff about topics and strategies such as anxiety, stress and the teenage brain, growth mindset, effects of poverty, building peer to peer relationships, exercising calmness and validating a student's emotions in dealing with situations, and mindfulness. We have offered PD for staff to practice mindfulness and breathing techniques as well as yoga to improve their own self-health. We purchased an SEL Curriculum



that was accompanied by PD. We learned that this curriculum and its behavioral practices must be taught with fidelity and reinforced by all who work with our students.

We will continue to promote PD that provides effective strategies for teachers to use in their classrooms and emphasize the importance of building strong, nurturing and stable relationships. This will include some consultants, but largely will be embedded PD provided through webinars and our own psychologists. We believe the key to student learning is for adults to create safe and welcoming learning environments, make meaningful connections with students, and to incorporate strategies that provide choice, promote self regulation and help students to make good decisions and build resiliency. For the 2020-21 school year, we will continue to explore and implement restorative practices for behavioral issues and discipline.

The district has offered SEL informational and training sessions for parents in previous years. We will explore creative ways to continue this practice safely so that we may support our parents in this unprecedented time of teaching and learning in the home due to COVID restrictions.

[Trauma Informed Teaching/Parenting Resource](#)

[Trauma Sensitive Strategies](#)

[Positive Effects of Trauma Sensitive Approaches](#)

Adult Social and Emotional Learning and Well-Being

At Salmon River CSD, we recognize that our faculty and staff need support too. The faculty and staff may have various emotions about returning to school where they will be in one of the three models potentially at any time. Therefore, we provide for our entire staff a program called “Employee Assistance Program,” so they can reach out for support when they are feeling anxious, stressed, depressed, and in need of other supports because their mental status has been impacted by other family, financial, personal or environmental concerns. The employee assistance program can be found at <https://www.theeap.com/employee-benefits-overview>.

Attendance and Chronic Absenteeism

Student daily attendance in school is a requirement set forth by the New York State Education Department. There is a plethora of educational literature that highly suggests and supports that student attendance is critical to student academic achievement. If students are not in school, they are not learning at the rate they should be. Therefore, there is a strong relationship between students attending school daily and their academic success.

The Salmon River Central School District has been identified as a Target District under ESSA (Every Students Succeed Act) as a result of receiving a 1 out of 4 under the ESSA indicator for Chronic Absenteeism. This means that we are obligated to address how we will improve student attendance in our School Improvement Plan, regardless of COVID-19 challenges. We have reviewed our data, determined root causes, and have created an action plan to utilize our multi-tiered system of support to connect with students and parents to provide support and intervention that is appropriate to the needs of the family and students.

Collecting and Reporting Daily Engagement and Attendance

Regular attendance and engagement are critical components for the academic success of students. At Salmon River CSD, we utilize SchoolTool to document and monitor daily student attendance. This student information system provides the district with attendance data that is analyzed to identify and reach students who have accumulated numerous absences or tardies before they fall too far behind.

Continuity of Assignments During Student Quarantine:

Teachers will utilize Google Classroom as a platform to post assignments and to provide links to students for them to easily access their classwork should they miss school due to quarantine or other legal absence.

Policies and Procedures

Chronic absenteeism is defined as missing at least ten percent of enrolled school days. When students miss extensive amounts of instructional time, academic achievement tends to decline. Therefore, Salmon River CSD has established clear policies and procedures that focus on the importance of daily student attendance and the consequences of a loss of instructional time.

The Salmon River Policy Manual outlines the Comprehensive Student Attendance Policy, which delineates how excused and unexcused absences are determined, how often and in what manner attendance is to be taken, and administrators will take a tiered approach to deal with challenging behaviors regarding attendance. The attendance policy is included in student handbooks and is reviewed with students at the beginning of the year. Parents also receive a summary of the policy and are asked to sign and return a statement indicating that they have read and understand the policy at the beginning of each school year.

Addressing Absences before Students Fall Behind

Salmon River CSD requires each school building to hold monthly attendance committee meetings. The Principal, Home/School Coordinator, Attendance Clerk, Nurse, Ombudsman, and teachers in each building review attendance data and identify students at risk for chronic absenteeism. There is a system in place to document the cumulative number of absences and tardies, notes regarding communication with students and parents about attendance, and follow-up actions that are carried out after the meetings. The District will continue to utilize these Attendance Committee meetings throughout the school year to monitor at-risk students and to take actions to address the root causes of the absences before they fall behind. These are the actions the District is taking:

- The Superintendent leads a district-wide attendance committee that meets quarterly throughout the school year to identify data trends and patterns with chronic absenteeism and to identify solutions and make recommendations to enhance our student daily attendance. In addition, the committee makes recommendations to improve our processes and protocols to improve our student daily attendance.
- The District implements a three-tiered system to identify, prevent, and support students who present consistent chronic absenteeism.
- Operation Summer Attendance: This is the opportunity for the school district to connect and communicate with the family to provide resources to increase their daily school attendance. The main goal is to build positive relationships between families, school partners, and the school.

Special Education

Free Appropriate Public Education (FAPE)

The SRCSD will ensure the following “Procedural” obligations are maintained:

- Providing all required prior written notices to parents
- Adhering to all state-mandated timelines
- Involving student’s parents in the education decision making process
- Conducting complete and individual evaluations to determine eligibility or continued eligibility
- Ensuring that all necessary and required team members attend CSE meetings
- Including all appropriate content in the IEP utilizing a SED prescribed form and guidance
- Ensuring the IEP is implemented as written

The SRCSD will ensure the following “Substantive” obligations are maintained:

- Assess the student’s academic and functional needs
- Develop annual goals that are complete and measurable
- Provide related services, supplemental supports and program modifications as needed
- Monitor progress and make instructional changes as needed

In September of 2020, all special education students will be assessed for their present levels of performance and regression of skills which includes progress toward current IEP goals. Teachers and therapists will assess students using the current measures approved by the District or the CSE/CPSE.

The District will identify any student that did not receive special education services during the school closure and determine the reason. We will document these outcomes.

Utilize District protocols to determine if additional services are required or compensatory services are needed.

Analyze the District’s special education management system (Cleartrack) to determine compliance issues and then plan work accordingly. Prioritize the special education evaluation process and continue with holding the scheduled CSE meetings.

Meaningful Parental Engagement

- Whether special education programs and services are provided in-person, remotely, or through a hybrid model, the SRCSD will effectively communicate with all parents of students with disabilities
- Working collaboratively with parents to ensure they understand the District’s efforts to provide services to students consistent with IEP recommendations and monitor student progress
- Communicate with parents in their preferred language or mode of communication and document outreach efforts
- Continue to provide parents with procedural safeguard notices

- Continue to provide parents timely prior written notices before a change in identification, evaluation, placement, or provision of FAPE to the student. Prior notices can be devilleverd via email at the discretion of the parents
- Based on current circumstances, if revisions or changes need to be made to meet the needs of students during a COVID-19 closing, the District will conduct a CSE/CPSE meeting or agree to amend the IEP without a meeting with prior written approval by the parent
- The SRCSD will offer all parents an opportunity to participate in their child's CSE/CPSE meeting via a Zoom platform. Although the District will be limiting outside visitors, parents of students with disabilities will be allowed to attend their child's meeting in person with prior notification to the District and by following all social distancing protocols set forth by the school
- The District will maintain an open and transparent line of communication with all parents in regard to the progress monitoring of their child's academic performance data. Reports to parents will be made via telephone or other electronic means if progress reporting procedures outlined in the IEP cannot be met with reasonable efforts

Collaboration

The SRCSD will meet the diverse educational needs of students with disabilities by considering the full continuum of services provided in a variety of settings. As mentioned above, all elements of FAPE will be adhered to as the CSE/CPSE collaborates with representatives from our local BOCES, Rome School for the Deaf, private placements, alternative placements, residential facilities and all preschool program providers. Our district will remain informed regarding the planned activities and the nature and delivery of instruction and related services. We will identify shared resources, materials, and technology that may be available to students as appropriate.



For those special education programs and related services delivered contractually, the district will require documentation of all activities and progress as it relates to learning and present levels of performance across all domains. This documentation will assist the CSE/CPSE in making determinations as to whether IEP changes or compensatory services are needed, under applicable standards and requirements. Successful and continued partnerships between program providers and the SRCSD will reflect the coordinated effort necessary to best respond to the individual student needs.

Students with disabilities will have equal access to high-quality programs that are designed, based on their individual needs and abilities, to enable them to achieve the desired learning results established for all students. If providing in-person instruction, the Salmon River Central School District will ensure the health and safety requirements don't result in the unnecessary separation of students with disabilities from their non-disabled peers.

Documentation

The SRCSD will maintain all current practices of decision making and documentation as required by Part 200 Regulations. The CSE/CPSE will determine the LRE for each student and what supplementary supports need to be in place. During times of COVID closure, flexibility with respect to IEP implementation for delivery of services during school closures due to the COVID-19 outbreak continues to apply to programs, services, and students. In an effort to maximize opportunity for students with disabilities that benefit the most from face to face instruction, the District will implement new procedures for personal hygiene and safety based upon recommendations from the (CDC), state and local health guidelines. Special education classrooms and therapy rooms will implement these new procedures:

- Provide training and professional development in the area of hygiene and social distancing and continue to review guidance from all relevant agencies to modify professional development when necessary
- Create lesson plans on PPE, social distancing, and hygiene for those students in special education life skill classrooms. Consider additional sensory accommodations or modifications to PPE to accommodate individual student needs. For example; specialized signage and boundaries, social stories, video modeling regarding social distancing, consider masks or face shields of different sizes, and create IEP goals around COVID-19 protocols for daily living skills
- Students with disabilities will have equal access to transportation to and from school with the implementation of the all new protocols for the transportation department as indicated above in this document. Students with specialized transportation needs documented on their IEP will have full access to transportation