

Niagara Falls High School Reopening Plan



2020-21 School Reopening Plan

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Introduction by Chief Educational Administrator, Mrs. Cynthia Jones

The Niagara Falls High School Reopening Plan is a collaborative product of ideas from many different stakeholders. These committee members volunteered their time and effort to ensure that our students, staff, parents/guardians, visitors and community members return to school under the best possible circumstances.

This document was created to reflect the new procedures and processes that will be used at Niagara Falls High School to address the COVID-19 pandemic. Each section of this document incorporates specific suggestions from committee members after much discussion and deliberation concerning feasibility and practicality.

This reopening plan is aligned with the New York State Reopening Guidance document. It utilizes creative solutions to address our unique challenges and population.

We recognize that new information and regulations are issued on a daily basis from local and state authorities, which means that the information in this document continues to be fluid and will need to be reviewed periodically.

I would like to take this opportunity to thank everyone who contributed to the creation of this plan. It is evidence of our goal toward collaborative solutions with a focus on the health and well-being of the children and adults in our school and community.

The N.F.H.S. Reopening Plan will be posted on the school website and shared with the public as required by the New York State Reopening Guidance Document. We hope that it serves as a resource to our families and that it reflects thoughtful consideration for the safety of our school community.

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

- The Niagara Falls High School Administration collaborated with members of various school community stakeholder groups to develop this reopening plan.
- With the assistance of the Niagara Falls City School District Public Relations Director, this plan will be shared through various modes of communications listed in the table below.

	Back to School Meetings	District Website	NFHS website	Local and Social media	Youtube	Auto dialer	Remind App	Mail/Letter	Email	Office 365 Teams	Webinar	O.S.C. TV Channel
Parent/Guardian	X	X	X	X	X	X	X	X	X			X
Student	X	X	X	X	X	X	X	X		X		X
Staff	X	X	X	X	X	X	X	X		X	X	X
Visitor		X	X	X	X							X

- More specifically, parents/guardians, students and staff will be made aware of the specific details of the plan through “Back to School Meetings”. These meetings will facilitate training on new COVID-19 protocols, including but not limited to hand hygiene, proper face covering, social distancing, respiratory hygiene expectations. They will introduce signage and share communication procedures. Parents/guardians and students will use a Microsoft Form on the Niagara Falls High School website to choose one informational session to attend from August 24, 2020 through September 1, 2020. Each N.F.H.S. N.F.T. staff members will also assist in facilitating two of these sessions. The Back to School Meetings will include whole group presentations and presentations tailored for parents/guardians and students individually using Nearpod, videos created by our student media interns, and documents. Niagara Falls High School will hold these camps on a staggered schedule with reduced (50%) capacity to ensure all COVID-19 protocols are properly taught and followed. One adult per student will attend.
- In addition to the “Back to School Meetings”, N.F.H.S. parents and families will be able to access the latest information and updates using the “Return to School” website page, which can be found on the N.F.H.S. website.
- A Microsoft Form will be created and housed on the N.F.H.S. “Return to School” website page to facilitate digital feedback from families in the form of comments, suggestions, and questions. The feedback will be collected and reviewed periodically by the N.F.H.S. Safety Team or the N.F.H.S. Quality Council (depending on appropriate venue) during their monthly meetings.

- During the Back to School meetings, parents/guardians will complete a form to update email addresses, phone numbers and emergency contacts. This information will be updated in Powerschool.
- Families will also be surveyed regarding the availability of computers and internet access in their home.
- The NFCSD is committed to equitable access of information for all. Any communications posted on our websites and social media can be translated to a student’s native language and written communications will be available in languages other than English. The District retains relationships with translators and interpreters when their services are necessary to share information. In addition, subtitles can be added to videos using web-based translation software for languages, such as, Spanish, Arabic, Urdu, Vietnamese, and others. Any documents, like the student handbook can be made available in other languages. The E.L.L. teacher will review these documents with the students, as well.
- The Media Production Program will create videos that will be played repeatedly on the school morning show, monitors in cafeterias, etc. They will also be posted on the N.F.H.S. “Return to School” website. Video topics will include:
 - Social distancing and what it should look like
 - How to wear a mask (what kind and expectations)
 - Temperature screening (expectations and procedures)
 - COVID symptoms and reporting illness
 - Hand washing and hand sanitizers
 - Transportation procedures: bus stop, riding the bus, exiting the bus, BOCES pick up
- Mrs. Jones, the Chief Educational Administrator, will serve as the N.F.H.S. COVID coordinator. She will be the main contact upon the identification of positive COVID-19 cases and will be responsible for subsequent communication. The C.E.A. will be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

HEALTH AND SAFETY

- Social Distancing
 - NFHS will adhere to a 50% return to in-person instruction. Students will attend class two (2) days a week with three (3) days a week of remote learning. Fifty percent attendance in all classrooms, offices, and common areas will assist in the ability for all members to adhere to social distancing guidelines.
 - Entry Procedures
 - Student entry points will be divided rather than funneling all students through the same entry space to limit close contact in high traffic situations and times. Students will wear masks upon entering school grounds and in the hallways.
 - For Early Arrival: Staff members will be stationed at the House 2 Back Stairwell door, House 1/2 1st floor Rotunda area, House 3 Back Stairwell, House 3/4 1st floor Rotunda area, Door 9 outside and inside area, PAC stairwell, and PAC vestibule area to receive and direct students to the Red/Green Cafeteria, Blue/Yellow cafeteria, and P.A.C. for breakfast, to wait for the BOCES busses, and to wait for the bell to ring.
 - For Regular Arrival: Staff members will be stationed at the House 1 Back Stairwell, House 2 Back Stairwell door, House 1/2 1st floor Rotunda area, House 3 Back Stairwell, House 3/4 1st floor Rotunda area, Door 9 outside and inside area, PAC stairwell, and PAC vestibule area to receive and direct students to the Red/Green Cafeteria, Blue/Yellow cafeteria, and P.A.C. for breakfast, to wait for the BOCES busses, and to wait for the bell to ring.
 - During Regular Arrival: Students who arrive early will have the choice of standing outside of their entry door, being seated in the P.A.C., being seated in one of the cafeterias to eat breakfast or being seated in the library. They will be seated in a socially distant manner until the bell rings. Students will need to be spaced at least one row in between and 4 chairs apart from each other in the P.A.C. When the bell rings, all students standing outside will enter the building using the door that is closest to their 2nd period classroom. (e.g. - if a student is dropped off and have 215 for 2nd period, they would use the House 1 stairwell door).
 - When the bell rings, students will be dismissed from the P.A.C. and cafeterias in a staggered fashion: one section at a time.
 - Lockers must be assigned close to students' Daily Attendance, whenever possible.
 - Busses will pull up, students will immediately disembark, and busses will leave immediately to avoid congestion at the entry doors.

- Tardy to School – students will be marked tardy to school only. Staff members will not send students back to the tardy desk, if they are tardy to Daily Attendance class.
 - If able to obtain a scanning system for student identification cards, students will scan their identification cards to electronically record their tardy, produce a tardy pass, and avoid cross-contamination.
 - If we are not able to obtain a scanning system, students will stand in a socially distant line, give their name and number to an office staff member at the front desk and the office staff member will enter their tardy time in Powerschool.
 - If students are late to the building, they will need to obtain a tardy pass at the front desk. Students who are late to Daily Attendance without a tardy pass, can be marked “Tardy Unexcused “TU” in Powerschool by the Daily Attendance teacher. To avoid congestion at the front door, Daily Attendance teachers will not need to send the student back to the tardy desk. Also, they will need to mark any other codes that apply (e.g. – Absent for other instruction “AI”)

- Dismissal Procedures
 - Teachers will ensure that students are wearing their masks before they are dismissed from the classroom. Safety officers, administrators and staff members will ensure that students are wearing their masks in the hallway during passing time.
 - Odd numbered classes will dismiss 2 minutes before the bell and even numbered classes will dismiss at the bell.
 - Students will receive information during the Back to School Meetings asking them to not congregate in the halls or “hug” their friends.
 - Students will not be allowed to stand at the door inside the classroom to wait for the bell – they will remain seated until dismissed.
 - Students who are waiting to enter a classroom will wait in a socially distant manner in the hall with their masks on until the door is opened.

- Early Dismissal of students
 - The office staff will create a space inside the office on a window near the door for parents/guardians/visitors to display their identification to the office staff, so that they do not need to enter the building.
 - The office staff will complete the paperwork for early dismissal. After following all necessary procedures, if the dismissal is in order, the parent/guardian will not need to come into the building to sign the documentation.
 - If a student brings in a written excuse for early dismissal, that excuse will be verified with a phone call to a parent/guardian. If the note is authentic, the student will receive a pass from the Attendance Secretary to leave class early and will use that pass to be excused from class and the

building. The parent/guardian will wait outside for the student to exit the building.

- If a parent/guardian or visitor calls and requests a student to be excused early without a note, the parent/guardian will need to come to the office window and show their identification. After the identification is verified using the Powerschool contact list, the student will be called down for early dismissal. The parent/guardian will wait outside for the student to exit the building.
 - If a parent/guardian or visitor walks up (unannounced) to request that a student be dismissed without a note or a phone call, they will need to give the student name to the person at the buzzer, show their identification to the office staff at the window and if everything is in order, the office will call the student down. The parent/guardian will wait outside for the student to exit the building.
- N.F.H.S. will limit visitors inside the building. All visitors will need to call the Main Office and state their purpose before being allowed into the building. If possible, visitors will be asked to wait outside.
 - If possible, meetings will be held virtually.
 - Restroom use will be staggered.
 - Signs will be posted in the bathroom regarding social distancing.
 - Limit to two students in each restroom at one time during passing time.
 - During class time, safety officers will monitor the number of students in the restroom and send students back to the class, if the restroom is occupied. Classrooms teachers are asked to share rituals and routines with students regarding the restroom and only send students out for emergencies.
 - During passing time, safety officers will be stationed at the restrooms to monitor the number of students going in/out of the restrooms. Ensuring that the hallways and restrooms are clear will require a **collective** effort from all staff who are physically present and actively involved in keeping the halls clear.
 - If they are a male officer and need assistance in the female restroom, they can call for help from an administrator or fellow officer on the radio.
 - Locker sharing will be strictly prohibited
 - Daily Attendance teachers will issue lockers by giving students with the last name A – K odd numbered lockers (every other) and students with the last name L – Z even numbered lockers, so that every other locker will be used during the hybrid schedule.

- To maintain a safe environment, students will continue the practice of not carrying book bags during the school day. However, to avoid the spread of germs, students will leave their book bags and belongings in their own designated lockers. They are encouraged not to share their locker combination with other students.
 - Staff members will consider the need for students to carry school supplies around without the use of bookbags during the day. Staff are suggested to take full advantage of electronic resources for students and to reduce the use of paper materials that students would need to carry.
 - Empty lockers will be zip-tied until they are assigned to a student for use.
 - Students will not be allowed to go to their lockers after 2nd period and 11th period.
- Social distancing will be practiced in classrooms
 - Desks will all face in the same direction to reduce transmission
 - Teachers will arrange their classroom in order to foster social distancing. Some suggestions are:
 - Use Blue/Gold designation for classroom desks to foster social distancing, so that students will be seated every other desk and so that desks will be easily designated for cleaning.
 - Remove extra desks to limit surfaces to touch or clean (put in minilabs)
 - If you don't have a mini-lab, line extra desks along the walls.
 - If there is no room for desks to be stored, possibly use alternate seating- Blue/ Gold
 - Keep individual student belongings separated
 - Use visual aids to illustrate traffic flow and social distancing expectations (stickers, posters, laminated signs, etc. - avoid hanging items from the ceiling tiles since it is a fire code violation)
- The Auxiliary Gym will be converted to a cafeteria space for the purpose of maintaining social distancing. Cafeteria tables and chairs from the Blue/Yellow and Red/Green cafeterias will be relocated to the Auxiliary Gym. Room 110 will continue to be the P.A.C. lunch (Peace and Calm Lunch) for students with high anxiety. Another lunch area will be created near the P.A.C. stairwell (if needed) for students identified as having "severe allergy".
 - Create code for "Auxiliary Gym" lunch to appear on student schedules (along with Cafeteria 1, Cafeteria 2 and P.A.C. Lunch)
 - Only 1-2 students will be seated at the large cafeteria tables.
 - Only 1 person will be seated at the small cafeteria tables.
 - Place "ONLY 1 Person Here" signage at small tables in the cafeteria
 - Students will be able to use the front and side doors of the cafeterias in order to reduce congestion while entering.

- Students will be dismissed from the cafeterias by section to reduce congestion while exiting.
 - Cafeteria staff will ensure that students are seated in a socially distant manner.
- Physical Education classes will be held in a socially distant manner
 - Whenever possible, physical education classes will be held outside in any location deemed possible by the physical education teacher
 - If going outside, the Physical Education teacher will call the Main Office on the radio to give notice of the area where the class will be held.
 - Students will not change clothing for physical education classes since students will not be able to maintain social distancing in the locker rooms.
 - A distance of 12 feet (in all directions) will be maintained between individuals while participating in activities that require projecting the voice (e.g. - aerobic activity)
- Instrumental and Vocal music classes will be held in a socially distant manner
 - A distance of 12 feet (in all directions) will be maintained between individuals while participating in activities that require projecting the voice (e.g. - singing, playing a wind instrument, or aerobic activity,
 - After a review of the schedule, it has been determined that vocal music can either be held inside the Blue/Yellow cafeteria or in room 182 (with smaller chorus), so that students can be positioned 12 feet apart
 - Instrumental music can be held on the P.A.C. stage, so that students can be 12 feet part from each other
- In-person assemblies, performances, etc. will be cancelled.
- School events will be changed to a virtual format, which will have to be taped for both cohorts of students to watch them.
- Face Coverings and Masks
 - Each student and staff member will be required to wear a comfortable cloth face-covering of their choice.
 - All face-coverings must always cover the nose and mouth to prevent respiratory droplets from becoming airborne.
 - Face shields are NOT considered face-covering and will not be acceptable. Also, masks with vents will not be considered acceptable face coverings.
 - Cloth face-coverings will be mandatory, with the exceptions of meals and planned face-covering breaks.

- If a staff member or student does not have a cloth face-covering, one will be provided to them. Any staff member in need of other Personal Protective Equipment for specific task-related services will also have such provided upon request.
- Transportation will also adhere to the mandatory cloth face covering and will also be at 50% for all students who need transportation.
- Signs, such as the one below, will be posted as a reminder to students



- If possible, we will reinstate the requirement the expectation of students wearing their identification cards with break-away lanyards to make the identification of students easier provided that the tasks below can be accomplished.
 - All new student registrants will need to have their picture taken by the Main Office staff or yearbook company.
 - All students will need to have an updated identification picture in Powerschool.
 - All students will need to receive an updated identification card and pouch with break-away lanyard.
 - There will be a cost for replacement of an identification card
- Protocols for COVID-19 cases:
 - The NFCSD COVID-19 taskforce, established March 9, 2020, includes the Superintendent of Schools, administrators/ supervisors from District departments, union representatives from all collaborating unions, and a representative of our construction management team. Also, parents, alumni, and transportation owners from the District's two contracted bus providers, as well as the Director of the Niagara County Department of Health.
 - Each classroom/office will have a symptom of the coronavirus sign from the CDC posted with the phone extension to the school nurse's office for each building.
 - Procedures for isolation of symptomatic persons

- A registered nurse will evaluate each student or staff member who has a temperature, signs of illness, and/or a positive response to the questionnaire in a dedicated isolation area.
 - Symptomatic persons will be escorted to the nearest clinic's isolation room by the nurse and will be supervised by the nurse.
 - The registered nurse will be required to wear the appropriate PPE listed on a poster outside of the isolation room.
 - A registered nurse will complete an assessment and activate emergency medical services (EMS) if emergency care is needed.
 - All students will have continuous supervision by the registered nurse or principal designee until the parent or parent designee arrives to pick up the student.
 - Visitors such as parent's and/or family members, or parent designee for student/staff pick up due to illness, will be asked to wait outside, and the registered nurse will escort the individual to the car. All students/staff who are sick will be required to wear a mask, if they can tolerate it, when being escorted to the vehicle.
 - For milder symptoms, the staff member will be sent home with a responsible person.
 - Staff members and students will be required to contact their medical provider for guidance on in-home care and will need to follow the New York State Department of Health (NYSDOH) recommendations for return to work/school.
 - NYS Department of Health will facilitate the contact tracing.
- Protocol for daily screenings:
 - Staff will receive weekly reminders electronically to complete the daily screening questionnaire. Parents will receive reminders in the district newsletter.
 - Protocol for staff need to be written and shared using communication means above:
 - NFHS will require all staff members to complete an online questionnaire. If any online question is affirmative, the staff member will be directed to contact the District Medical Director for guidance. Staff members are encouraged to complete the questionnaire before leaving home to avoid delays in the morning. Also, a QR code will be available to expedite screening.
 - Administration will review the survey results daily to ensure that all staff are completing the survey. The survey will be reviewed daily by the District Medical Director to check for any "yes" answers to questions.
 - Temperatures will be taken at home before staff enter the building. All staff are asked to self-monitor and stay home if they answer affirmatively to any of the daily online survey questions, or if their temperature is above 100.0°F.

- Protocol for parents/guardians need to be written and shared using communication means above:
 - Parents will be responsible for monitoring the temperatures of students before boarding the school bus or entering a school building.
 - Parents are advised to keep their child home if they have a temperature greater than 100.0° F or if they are experiencing any signs or symptoms of a COVID-19 like illness.
 - The school must ensure that students whose parent/guardian did not complete the screening are not singled out. Students who may require screening to be completed at school must be treated in a confidential manner and must have the screening completed as quickly as possible to minimize time away from class.
 - Parents/guardians will find the questionnaire in the district newsletter and on the district website.
 - Randomly selected homerooms will be asked to take a hard copy questionnaire form home and to return it to school.
 - The questionnaire will be monitored by the school nurse each morning, and anyone who identified an affirmative answer will be met at a designated door and sent home.
- Protocol for visitors need to be written and published using communication means above:
 - NFHS will ask all visitors and guests to call ahead and adhere to the District questionnaire and self-monitor for temperature prior to entering the school building.
 - Vendors will have a designated door and be asked to complete the questionnaire and self-monitoring for temperature.
 - Contractors will complete the same questionnaire and will be required to self-monitor for fever. They will be instructed to stay home from work if they answered affirmatively to any of the questions and/or their temperature is above 100.0° F. They are to wear masks as well.
- Protocol for students attending the BOCES Allied Health Program at Niagara Falls Memorial Medical Center
 - Students catch the bus to NFMMC from NFHS at 8:20. They are picked up from NFMMC at 10:40 a.m. and return to NFHS. The next group arrives at NFMMC at 11:50. They are picked up from NFMMC at 2:45 p.m. and return to NFHS.
 - The Allied Health students are being bused to NFMMC on Monday, Tuesday, Thursday, and Friday. Students are responsible for their own transportation to and from NFMMC on Wednesdays.
 - Students will not be able enter N.F.M.M.C., if they have a fever. We will follow the procedures below:

- Coach Lines will drop off the students but will not leave until NFMMC takes the students' temperatures and give you the okay to leave.
 - NFMMC will be sure to take temperatures ASAP, so that the bus will not be held up.
 - If the student has a temperature, then they must get back on the bus and the bus will return the student to Door #6 at NFHS.
 - The driver will notify dispatch and Coach Lines will in turn notify the Transportation Department that the student is being returned to NFHS.
 - The Transportation Office will contact NFHS to let them know that the student will be returning to school.
 - NFHS will direct them student directly into the 1st floor clinic using the outside door and contact the student's parent/guardian.
- Hand Hygiene
 - Traditional hand washing with soap and warm water, lathering for a minimum of 20 seconds is the preferred method for hand hygiene.
 - Use of alcohol-based hand sanitizers (60% or greater alcohol) in common locations and near high touch surfaces when soap and water are not available, and when hands are not visibly dirty.
 - Science classrooms may use the sinks in their classrooms as hand washing stations for students who are in the room.
 - Multiple stations for hand sanitizing in all cafeteria areas
 - Sanitizer dispensers will be mounted in various areas in the building.
- Respiratory Hygiene
 - A supply of tissues and no touch/floor pedal trash cans will be available in each room, if possible.
- Signage:
 - All hallways and entranceways will have signs to remind persons of the six (6) feet social distancing guidelines, whenever possible.
 - Markers will be placed six (6) feet apart in areas that will require a social distance line for entrance, food service, returning items, front desk reception areas, etc.
 - If possible, all desks will be placed at least six (6) feet from door entranceways. If this is not possible, a door tag indicating to knock before entering will be set to ensure any employee working in proximity to the entranceway will be aware of others coming.
 - Desks and chairs will be marked in the classrooms and offices for seating and non-seating areas.

- Appropriate handwashing protocol signs will be displayed in bathrooms (staff and students) and near hand sanitizers as a reminder that visibly soiled hands should be washed with soap and water
 - 6 feet markers will be placed in hallways and other areas as reminders for social distancing
 - Signs for the appropriate protocol for wearing masks will be placed throughout the building
- The NFCSD will offer medical home instruction for any student deemed unable to return to school due to illness or a family member at high risk living in the same home. A Doctor's note must be provided. All applications will be reviewed by the District Medical Director. Any parent who is uncomfortable sending their child to school will be advised to file an application for home instruction, which will need to meet the requirements of an Individual Home Instruction Plan (IHIP). Staff members will be required to provide to the District Medical Director documentation from their health care provider and will be eligible for any regulatory and contractual leave concerning COVID-19.
 - The NFCSD will maintain all personal protective equipment in the District's warehouse, and each school nurse will obtain/maintain in each health office, at least two (2) complete sets of PPE required for use when staff members or students become ill. The District will stock the following PPE in the District's warehouse to be distributed to all buildings via the District's warehouse requisition process: a combination of washable and disposable facemasks, disposable gowns, disposable gloves, hand sanitizer, and surface sanitizing solution.
 - Each school nurse has been fit tested and provided a North-100 respirator to be used for any suspected or positive cases of COVID-19. All school buildings will receive an adequate supply of age-appropriate face coverings for students and staff who forget to bring a comfortable one from home.
 - Students and staff will be expected to wear their masks upon entering the school building.
 - Staff members will be stationed at entry points.
 - Any student or staff member who does not have a mask, will be issued one at the door from a station in the entry way.
 - N.F.H.S. will follow the NYSDOH and CDC guidelines for a confirmed case of COVID-19 in schools.
 - Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

- Immediately separate staff and children with COVID-19 symptoms at school. Individuals who are sick will go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick.
- The first floor clinic will be designated as the “sick clinic” and “Isolation Clinic”. The fourth floor clinic will be designated as the “well clinic”
- If a staff member suspects that a student is exhibiting symptoms or if a student requests to go to a clinic, the staff member will call a designated number to speak to a school nurse. If the nurse decides that the student needs to be examined, she will direct the teacher to write a pass and send the student to the first floor clinic. She will also call the first floor clinic to let the nurse there know that the student is en route.
- Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated and separate from others with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.
- In accordance with state and local laws and regulations, NFHS school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
- If there is a confirmed case, administrators will close off areas used by a sick person and will not allow these areas to be used until after cleaning and disinfecting.
- After a 2-hour closure, the custodial staff will follow the CDC guidelines for cleaning and disinfecting the area. All parties who came in close contact (defined as closer than six (6) feet even with a mask for greater than ten (10) minutes) will be asked to follow the guidelines from the NYSDOH and CDC for exposure to someone with COVID-19. Those who have had close contact with a person diagnosed with COVID-19 will be informed to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.
- If a positive case is confirmed and the person has not attended school or work for greater than seven (7) days, no additional cleaning or disinfecting is necessary other than the regular daily cleaning and disinfecting.
- All students will be in school attendance two (2) consecutive days per week to assist in reducing the transmission rate from ill parties. This model automatically adheres to a 6-7-day home isolation with limited disruption of the school schedule.
- Requirements for the student to return to school after exposure or confirmed illness is established from the NYSDOH and includes the following: parents are required to provide the school nurse with documentation following an evaluation from a health care provider, a negative COVID-19 diagnostic test result, and be symptom-free for 72 hours, including fever free without fever-reducing medication. Any student who tested positive for COVID-19, can return to school with documentation from the NCDOH release of isolation restrictions note.
- Nonessential employees will follow the recommendation from the CDC and the NYSDOH guidelines for returning to work. This does include a 10-day isolation from the onset of symptoms or a 14-day self-quarantine after exposure from a confirmed case

without experiencing symptoms. Staff members and students will be given written instructions on the signs and symptoms of COVID-19 and will be required to contact their medical provider for guidance on in-home care. All persons suspected or who came in contact with someone with COVID-19, will need to follow the NYSDOH recommendations to return to work/school.

- The NFCSD custodial staff was trained in March 2020, on the CDC recommendations for cleaning and disinfecting within a school setting.
 - Continued in-service will be provided as updated information becomes available.
 - Logs must be maintained that include date, time, and scope of cleaning and disinfection in a facility or area.
 - The custodian will create a cleaning schedule for cleaning staff during the day. Human Resources will address any absences in the cleaning staff.
 - High touch surfaces should be cleaned and disinfected frequently throughout the day
 - Business classes will be provided cleaning supplies specifically designed for the computers and keyboard pads.
 - All staff are expected to exercise collective responsibility to maintain cleanliness and keep their frequently used areas clean and sanitized. Classrooms and offices will be provided a spray bottle and microfiber cleaning cloth that will be used for this purpose. These supplies will be kept in a labeled basket and can be brought to the custodial office to be refilled and restocked.

- Safety Drills
 - Education Law requires that schools conduct 8 evacuation and 4 lockdown drills each school year. Drills will be modified to minimize the risk of spreading infection.

 - In order to evacuate in a safe manner in regards to COVID-19, the following procedures should be followed:
 - Avoid touching the railings,
 - All masks must be worn properly due to possible congregation during the drill.
 - Teachers may select a specific meeting place in order to spread classes out and keep cohorts together.
 - Teachers may utilize light poles or numbered parking spaces in the bus loop as designated meeting spaces in the bus loop.

 - Students will be instructed that if it was an actual emergency, 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.

 - All staff and students will always comply with mandatory face-covering requirement. This will ensure that required school safety drills can be conducted. Once students and

staff are in an area that is safe to become socially distant again, they will always continue to be compliant of the mandatory face-covering requirement.

- Evacuation drills will be conducted on a staggered schedule, so that classrooms can evacuate separately rather than all at once and so that appropriate distance is kept between students to the evacuation site. Periods may need to be extended.
 - Lockdown drills will be conducted without “hiding” / “sheltering”. Instead, teachers will provide an overview of how to shelter or hide in the classroom.
 - Drills will be conducted equally with all students in Blue/Gold cohorts.
- The Chief Educational Administrator of N.F.H.S. will serve as the COVID-19 Safety Coordinator whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as, any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

FACILITIES

- Rearrange or re-purpose physical space within the building
 - The Auxiliary Gymnasium will become the Auxiliary Cafeteria
 - Physical Education classes may need to use alternate spaces for instruction:
 - Physical Education classes will be held outside, as weather permits, with 12' distance (if needed)
 - Amphitheater can be used as additional Physical Education space
 - The Library Media Center (2nd) floor can be requested for use by teachers, including Physical Educators, as needed
 - The Field House is available, if needed
 - P.A.C. stage will be used for band rehearsals, so students can be 12 feet apart
- Occupancy in each classroom will be specific and determined based on the overall square footage of the space.
- Student desks must be spaced six feet apart. Any unnecessary furniture may be removed from each classroom as much as possible to promote proper social distancing. Building Leadership will view and approve classroom designs prior to the start of the school year.
- Hallways and common areas will be clearly marked to determine walking routes and spacing for 6-foot social distancing, encouraging one-way traffic wherever possible. Staff, students and visitors must adhere to the marked routes while in school buildings.
- Floor signage will be installed to indicate where visitors shall stand to maintain social distance.
- Reception areas have had seating removed or adequately spaced to provide a minimum of 6 feet of separation.
- The District will return students at 50% enrollment. As a result of this reduction, it is not foreseen that the District will need to build additions, temporary facilities or perform renovations to accommodate the necessary social distancing of both students and staff. Tents will not be used for additional space.
- NYSED regulations state that doors cannot be propped open. Also, opening windows disrupts the air flow of air exchangers, which are bringing in fresh air into the building at a higher rate than NYSED requirements. Windows cannot be opened.

- The Emergency Response Handbook (Fire Safety, Evacuation, and Lockdown Plans) will be updated to reflect changes. Masks will always be worn, including any fire drills and lockdown drills
- All regularly mandated facilities reporting will be completed, ahead of existing deadlines, including the District's lead in water testing and annual visual inspections.
- Hand sanitizing and hand washing hygiene signage will be installed at all designated building entrances and in common area entrances. The installation and use of all hand sanitizing stations will be in accordance with w York Fire Code Section 5705.5. The District maintenance staff will provide signage to communicate proper hand and respiratory hygiene at all restroom facilities
- Restroom and bottle filling stations will be provided via the existing restrooms and bottle filling stations within District buildings and will not fall below mandated occupant to fixture ratios. Students and staff are encouraged to bring their own water bottles and utilize touchless bottle filling stations available throughout the school. Bottle filling stations will be cleaned regularly.
- In addition, the District will be removing from service all electric hand dryer appliances and replace them with low-touch paper towel dispensers prior to the end of August 2020.
- Cleaning supplies will be provided at all copy machines.
- Capacities for the maximum number of people (based on room square footage, student enrollment, and social distancing considerations) have been determined in: Classrooms, PAC, Cafeterias, and Library Media Center.
- The outdoor air supply to all student occupied spaces is 15cfm/occupant, which equals roughly 5 air exchanges per hour in a fully occupied classroom.
- In areas both external and internal to District buildings, where contact with members of the public is anticipated, i.e. outdoor walks, main offices and reception areas, social distancing markers and social distancing/mandatory mask reminder signage will be installed to promote proper social distancing. If the area does not afford proper social distancing, temporary polycarbonate separation dividers will be installed in a manner as to not violate BCNYS Section 2606.
- Ongoing reinforcement training of custodial cleaning staff will be mandated. Custodial cleaning staff will log the daily cleaning and disinfection of building areas and all high touch surfaces on a District provided tracking form.

CHILD NUTRITION

- N.F.H.S. will serve meals five (5) days per week. Students in attendance will be served a “grab and go” breakfast and lunch in the Blue/Yellow cafeteria, Red/Green Cafeteria. Lunch will be served in the Blue/Yellow cafeteria, Red/Green Cafeteria, Auxiliary Gym, Room 110 and a lunch area near the P.A.C. stairwell.
- The District will provide professional development on food allergies to all staff members. The NFCSD is a Peanut-Free District. The lunch area near the P.A.C. stairwell will be used for students with severe allergies. N.F.H.S. will provide students with dietary needs, all reasonable accommodations.
- Students will have two options that will be distributed from two separate lines in the Red/Green and Blue/Yellow cafeterias. The food service staff will set up a distribution line in the Auxiliary Gym. Social distancing markers will be placed on the floor at all distribution points.
- The N.F.H.S. master schedule staggers mealtimes to help minimize the number of people dining at one time and to help maintain six feet social distancing.
- Social Distancing:
 - To avoid long lines and crowding, students will enter the cafeteria through the front and rear doors. The doors will be opened immediately upon the arrival of lunch duty staff to avoid long lines at the cafeteria doors. Student schedules will be checked for correct location as students enter the cafeteria to prevent overcrowding in the room.
 - Extra chairs and stools will be removed to provide more square footage for social distancing.
 - Cafeteria bathrooms will only be able to accommodate two students at a time for social distancing.
 - Trash receptacles will be placed in various locations around the cafeterias (front, back, middle of rooms) to minimize students walking around and being too close together.
 - Dismissal from the cafeterias will be staggered beginning two minutes before the bell rings to accommodate social distancing and allow students time to sanitize their hands.
- Hand sanitizing and respiratory hygiene:
 - Wall mounted hand sanitizing stations and portable stations will be used inside the cafeterias to allow students the ability to sanitize their hands on the way in and out of

the cafeterias. Students will also be able to wash their hands in the cafeteria bathroom sinks. The District will display promotional signage for proper handwashing procedures.

- Students will wear their masks until the time that they are seated to eat.
- To avoid touching the keypads, students will tell their student number to the cafeteria associate and the associate will enter it into the register or the students will swipe their I.d. bar codes, if the technology is available.
- The cafeterias will be cleaned between groups.
- Students not required to be in attendance for the day, will be provided a “grab and go” breakfast & lunch. They will be served from Door 2 with breakfast from 7:15 – 8:15 a.m. and lunch from 10:15 a.m. – 1:15 p.m. Door 3 will be used for staff entry in the morning and door 2 will be used for grab and go breakfast distribution for remote learning. Door 3 will be used for student entry from BOCES and Door 2 will be used for grab and go lunch distribution.
- The NFCSD will communicate with local and state health departments to ensure all schools are following the latest food service guidelines.
- Signage discouraging food sharing will be displayed in all eating areas. If possible, COVID-19 videos will be repeatedly running in all cafeterias.
- The District will conduct regular screening of employees daily. The District will review and edit, as needed, existing Hazard Analysis Critical Control Points (HACCP). The District will establish procedures to ensure all food service staff involved in meal service are aware of basic food safety principles and the difference between cleaning, sanitizing, and disinfecting.
- The District will establish procedures to ensure all staff involved in meal service is aware of all basic food safety principles. The District will ensure all necessary materials and supplies for cleaning, sanitizing, and disinfecting are available.
- The NFCSD will ensure all meals being served meet meal patterns established by the New York State Child Nutrition program. The District will maintain all production records and follow all food safety procedures in accordance with State regulations.

TRANSPORTATION

- All parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to boarding their method of transportation to school.

- Face coverings:
 - NFHS will communicate to all students that a face covering must be worn on school busses at all times. A student without a mask may be provided a mask by the driver/monitor/attendant.

 - Students who do not have a mask can NOT be denied transportation.

 - Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering. In a such a situation the seating will have to be rearranged so the student without a mask is socially distanced from other students. Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation. If medical condition prevents the wearing of a mask, this information should be provided to the driver ahead of time.

 - Students should be reminded of the bus rules, like, to not eat or drink on the school bus, which would require them to remove their mask.

 - Siblings or children who reside in the same household should be encouraged to sit together.

 - Students should be reminded of the bus rules, like to not eat or drink on the school bus, which would require them to remove their mask.

 - Bus duty staff will encourage students to continue to wear their mask as they leave the bus and enter the building. Bus duty staff will identify students who are in need of a mask and issue masks to them.

 - The Bus Contractors will check bus drivers, monitors, attendants, and mechanics on a daily basis to ensure that they are wearing a face covering. Any individual that is not wearing an appropriate face covering will be provided a face covering by the Contractor.

- Social Distancing:
 - Staff will be provided training on the proper use of social distancing.

- Busses will allow students to disembark from the bus immediately upon their arrival to the building to avoid congestion as students enter the building.
- When students embark and disembark the bus, they should follow social distancing protocols. This will increase the time required to load and unload buses at stops. One row dismisses off the bus at a time, starting with Row 1. Students will board the bus and sit in the last available row, so they do not have to walk by other students.
- Students will be dismissed using a staggered schedule when leaving the building to avoid congestion in the hallways. Bus students will depart from the building first and all other students subsequently. Bus students will be dismissed 2 minutes before the bell rings. Walkers will be dismissed at the 3:00 p.m. bell.
- Hand sanitizing and respiratory hygiene:
 - Students will use hand sanitizer stations as they enter the building.
 - Bus drivers will be required to sanitize their bus at the conclusion of every run. This will result in cleaning occurring multiple times throughout the day. Drivers will be provided with COVID-19 approved disinfectant and supplies to be used to sanitize their entire bus, focusing on high contact areas, between runs.
 - School Districts will have the authority to install hand sanitizer dispensers on buses as well as allow students and district staff to have personal-size quantities, whose contents should not exceed 8 ounces in volume, while aboard the bus. These should be secured when not in use.
 - The Bus Contractors will provide training on the proper use of PPE and the signs and symptoms of COVID-19 at the beginning of the year training.
 - The Bus Contractors have purchased face coverings, gloves, and other personal protective equipment that will be supplied to staff as needed.
 - The Bus Contractors have purchased and stationed nine (9) hand sanitizer stations throughout their facility. Hand sanitizer locations will be monitored and relocated as needed.
 - Based on the fact that drivers, monitors, and attendants all have contact with students, all individuals on buses will be required to wear gloves. Gloves will be supplied by the Contractors. Gloves will not be worn by students or N.F.H.S. staff members.

- The Bus Contractors have purchased a device that will be used for signing into work and recording employee's temperature. The device has the capacity to have employees answer the District questionnaire.
- Students will be trained on the proper use of personal protective equipment, social distancing, and the signs and symptoms of COVID-19 at school and during beginning of the year bus drills. Students will be provided reminders during the Back to School meetings and periodically throughout the year at school.
- The District will ensure that pupil transportation will be equitably provided to nonpublic, parochial, charter, and students with an Individualized Education Program (IEP). All of the aforementioned personal protective equipment and safety protocols will be enforced.

SOCIAL EMOTIONAL WELL-BEING

- The NFCSD has a three-tiered comprehensive developmental school counseling program to address the social emotional learning and well-being of all students. This comprehensive plan was created under the direction of certified school district counselors. The comprehensive counseling plan aligns with New York State Standards, ASCA National Model, and reflects the mission and vision of our District. These plans were submitted to a smaller group of building teams consisting of principals, teachers, and counselors to ensure that each school is implementing the plan in a way that fits the needs of their specific student population. This plan was reviewed and updated in June 2020.
- Each school has their own sub-committee consisting of multiple stakeholders including administrators at the School as well as District level, students, teachers, parents, social workers, and certified school counselors, whom draft, create, review, and update the developmental school counseling program plan annually.
- The District also has a separate committee with representatives from all eleven schools which provides oversight of initiatives and programs pertaining to students' social, emotional, and developmental well-being. This group meets bi-weekly and provides a framework, yearly goals, and resources for all District schools
- The Niagara Falls High School Trauma Informed Champion Team will be a key part of the trauma-informed culture change process. They will meet regularly to help to ensure overall sustainability of the trauma informed care implementation process. There is no minimum or maximum number of individuals required.
 - Champions are any individuals on the school staff who will be positioned to:
 - Be a model and advocate for trauma-informed practices (note: you don't need to be an "expert")
 - Lead the trauma-informed change process through their deepened understanding of planning, implementing and sustaining trauma-informed practices at a school-wide level
 - Provide support for other teachers/staff in the school—particularly new staff—that may have less training and experience
 - Champions will participate in foundational training during the months of May and June, including reviewing online materials between sessions and attendance at full-team virtual sessions.

- Each school-based team will meet with the Institute on Trauma and Trauma Informed Care (I.T.T.I.C.) two - three times by the end of June.
- During the 2020-21 school year, I.T.T.I.C. will schedule out one-hour monthly meetings during the year for the purpose of on-going consultation, coaching and action planning.
- Suggested action steps for the NFHS Champion Team to implement to create a more trauma-informed environment in the school building:
 - Create an online form for students to refer themselves or a friend if concerned.
 - Laminate signs for high traffic areas with information about student resources for support, team student support centers, etc.
 - Promoting positive messaging on social media
 - Self-care charts that promote health and wellness and prevent burnout and vicarious trauma.
 - to post in high traffic areas.
 - Create an updated crisis sheet for staff that shows process and includes numbers to call for support
 - Remind and share procedure for counseling and social worker referrals
 - Communicate best practices of talking through trauma with children and Positive self-care strategies that promote health and wellness for parents/guardians
 - “Peace and Calm” lunch will still be implemented for students who have social anxiety and other mental health concerns.
- The NFCS D’s District Comprehensive Improvement Plan (DCIP) is focused on addressing the impact COVID-19 school closures have had on students’ academic and social emotional learning needs. The District is adopting a Social Emotional Learning Curriculum that will be taught in grades Pre-K-6. A Universal Behavioral Screener will be administered to all students in grades K-6 to identify those in need of support. Behavioral interventions will be provided where applicable. Each school, with District support and resources, will offer tiered interventions to address students’ mental health, behavioral, and emotional support via outside agencies and internal programming, such as Restorative Justice and School Wide Positive Behavior Intervention.
- The District will be providing staff with multiple training sessions during the opening Superintendent’s Conference days for professional development. This professional development will address balancing Social Emotional Learning needs and provide strategies for discussing the pandemic and its impact on students. In order to provide supports for developing coping and resilience skills for students, faculty, and staff, professional

development on Trauma Informed Practices are open to teachers throughout the month of August. These sessions provide resources and tips on how to talk with and support student needs and concerns with regard to mental health. In addition, the District reopening plan includes “Transition Back to School Camps and Orientations,” These will take place within each school building prior to the opening of the school year. These camps will welcome back students and families to school and address their needs regarding safety, as well as insight on COVID-19 rituals and routines.

SCHOOL SCHEDULES

- The NFCSD will open in a hybrid model that promotes social distancing by limiting the number of students in a school building to 50% on a given day and provides time to ensure that school buildings can be deep cleaned between cohorts.
- The model will divide the students into two groups: Blue Cohort Group (Monday/Tuesday) and Gold Cohort Group (Thursday/Friday) with approximately 50% of students in each group. The Blue Cohort Group will report to school for in-person instruction on Monday and Tuesday with remote learning on Wednesday-Friday. The Gold Cohort Group will participate in remote learning on Monday-Wednesday and will report to school for in-person instruction on Thursday and Friday.
- No students will be in the school building on Wednesday, which allows time for deep cleaning of school buildings between student groups.
- Staff will be in attendance for all 5 days of the week.
- Administration will make every effort to group siblings in the same household together at the request of the parent/guardian.
- Students will also have the option to transition to full digital learning, which means that students will receive their instruction from staff members who are working remotely and staff who volunteer to conduct in-person and virtual classes from their classrooms. These students can choose to participate in remote learning for the half or full year but must remain in that mode of learning until the end of that period.

ATTENDANCE AND CHRONIC ABSENTEEISM

In the District's hybrid model, there are two areas that need to be considered for attendance collection: in-person and asynchronous (remote learning) instructional days.

- **In person:**
 - Attendance is taken by teachers in Powerschool in traditional manner when students are in school (assigned days of the week)
- **Wednesdays (synchronous instruction):**
 - Students who participate in the live virtual sessions are marked present for the class period at the end of the instructional time.
 - During the attendance time block, homebase teachers will review students' period attendance to record homebase attendance.
 - If students attend at least two classes, they will be considered present for the day.
- **Asynchronous instructional days (Mon./Tues. [Gold] or Thurs./Fri. [Blue]) –**
 - Students learning asynchronously from home are marked present in PowerTeacher on their designated days.
 - Teachers will reconcile period attendance on Wednesdays for both hybrid instructional group for the previous week before 2pm. If no asynchronous assignments from at home learning days were returned/completed by the end of the reconciliation day, the teacher should update the student record in PowerTeacher to record the student as absent.
 - During the attendance reconciliation time block, homebase teachers will review students' period attendance for each day to record homebase attendance. If students attend at least two classes on a given day, they will be considered present for the day.

For Assistance See: Reference Guide for Teachers #5 – Reviewing Period by Period attendance (Prep & HS) in the NFCSD Distance Learning Handbook.

- Attendance must remain at 90% per State Guidelines. Students falling below 90% will be referred to START Teams for Interventions.
 - Teacher referral of students failing to meet the attendance requirement will be submitted to the START Team via a Microsoft form. Example of possible student check in form via Microsoft Forms: [Form](#)
 - Special Education and ELL students may communicate with CT, Special Education, or ELL teacher. If communication is regarding daily attendance, that information must be recorded in Power School.
- “Daily Attendance”
 - The school schedule will be modified and reverted to an earlier “roll call” model, so that students can be alphabetically assigned to a “Daily Attendance” room.
 - First period will meet from 7:20 – 8:05 a.m.
 - “Daily Attendance” will meet from 8:15 – 8:27 a.m.

- Second period will meet from 8:31 – 9:18 a.m.
 - The purpose of this change is to allow more individuals to be involved in “Daily Attendance” record keeping and to make it more manageable.
 - This schedule will be used for the 2020-21 school year only. The schedule will change back to the 2019-20 format for the 2021-22 school year for the sake of decreasing the amount of traffic in the hallways and increasing “time on task”.
-
- **START Teams:**
 - Daily Attendance concerns will be addressed by Counselor.
 - Class Attendance concerns will be addressed by Deans.
 - Special Education Attendance concerns will be addressed by Psychologist.
 - The entire team will meet regularly to discuss Students in Need.

TECHNOLOGY AND CONNECTIVITY

Equipment Assistance

NFHS is in the process of loaning laptops and wi-fi connectivity devices to any student who needs assistance in order to learn remotely. Laptops will be deployed one per student. Wi-Fi Connectivity devices will be deployed one per student. Laptops and wi-fi connectivity devices will also be available for staff members who require technology assistance. Teachers can notify the Information Services Department to request a laptop and/or Internet access or request a repair appointment.

NFHS Technology Loan Procedures for students participating in a hybrid model (subject to change):

1. A parent/guardian completes the Laptop Agreement Form and WiFi Agreement Form (depending on which devices they need to borrow). These will be distributed and collected at when students attend school in person. Paper copies of the forms will be available with Daily Attendance teachers for kids to take home and get signed if necessary.
2. Once the Agreement Form(s) are signed, the Daily Attendance teachers will store paper agreements that are signed.
3. Laptop Deployment will take place in two settings: full remote and hybrid schedule.
4. The District Instructional Services Office will be responsible for assessing the need and for issuing devices to students through the Daily Attendance classroom.
5. The process for deployment is still being developed.

NFHS Technology Loan Procedures for students participating in a full remote learning model:

1. Information regarding technology needs for NFHS students participating in a full remote learning model will be provided by the district.
2. A designated person will contact the student and parent/guardian to set up a time to complete the Laptop and WiFi Agreement Forms and issue the equipment, ensuring that log-on to cache credentials and software pushes are complete.
3. The designated person will maintain record of the equipment issued in a shared spreadsheet and file the Agreement Forms. Teachers will have access to the names of all students who were issued technology.

Calculators - Since NFHS is not 1:1 for TI-84 graphing calculators, these options will be exercised to ensure students have access to the calculator they require for instruction:

- Students have the option to purchase TI-84 Plus calculators for use at home and in-person. Alternatively, they may download the TI-84 Manual and Graphing ProConnect app for their iPhone, Android, or personal computer.
- When attending in-person instruction, students may use a graphing calculator from the class set if they don't have it on their phone or laptop. Students will need to wipe them down at the

end of each class using a Clorox wipe or paper towel with disinfecting spray for students to use will be needed. Teachers will need to manage this procedure.

- TI-84 Smart View installed on teacher's computers – is capable of being installed on the district laptops that are being deployed to students – Ray Graneri has been contacted and is looking into licensing deals
- If necessary “older” calculators (battery operated) are being looked for to make available for students

Redcat Access - The use of the Redcat microphones is encouraged for all teachers to amplify their voices while wearing face coverings. Teachers should check their systems and enter a Que Center Request if repair is needed.

Technology platforms

- All NFHS students and teachers will use Microsoft Teams as the primary platform for remote instruction, both synchronous and asynchronous.
 - Additional training is being provided to teachers. Level 6 is the expected level of mastery.
 - Students will be taught and supported to use the Teams platform starting at the Back to School Meetings and continuing during in-person instruction
 - How-to videos will be available for students, parents, and staff in the NF Distance Learning Handbook and the Niagara Falls Website.
- All teachers will also maintain their own website on the NFHS website (with contact information and links to login to Teams)
- Other approved software and technology tools may be used via Teams.
- Teachers should consider using a flipped classroom that will allow them to address the needs of in-person and distance learners simultaneously.
- Consolidation of software tools is one of the Superintendent's goals. The current approved technology software includes:
 - Teaching Strategies Cloud
 - HMH Think Central
 - Pearson Realize
 - Cengage Digital
 - Razkids
 - BrainPop
 - MobyMax
 - Achieve3000

- Amplify ELA
 - MY HRW
 - Reading Plus
 - Castle Learning
 - EMath
 - MyAP
-
- Teachers and students will have access to any digital platforms associated with approved textbooks.

TEACHING AND LEARNING

NFHS Instructional Models

NFHS will consider the typical 180 minutes of instruction/week in a course guideline (“unit of study” definition) when designing and delivering instruction. Instructional experiences will be defined as a student’s time spent in from of a teacher (in-person or on the screen) as well as time engaged in standards-based learning which might include completing online modules/tasks, viewing instructional videos, responding to posts or instructor questions, engaging with other class participants in online or phone discussions, conducting research, or doing projects. The following three models may be used during the 2020-21 school year and incorporate these key guidelines in their design.

1. In-Person Model

- All staff and students will report to school each day of the week, at regularly scheduled times and for a full day of instruction.
- To ensure student and staff safety, the hybrid model will be utilized in September 2020.
- A return to this model is the NFCSD’s ultimate goal, and will be phased in as possible starting with more vulnerable populations (I.e. Special Education, ELL, etc.)

2. Hybrid Model

- All NFHS students will return to school on a staggered schedule, whereby no more than 50% of the student body is present on a single day. (M/T = last name A-K; H/F = last name L-Z)
- Each classroom or course section will contain approximately half of enrolled students on any given day. NFHS Administrators, with assistance from school counselors, will review each section and adjust student schedules as needed to balance the course load.
- When not scheduled in the building, students will participate in asynchronous instruction from home, utilizing District provided devices and mobile connectivity if needed. Asynchronous instruction will be in a digital form.
- All students will engage in synchronous distance learning on Wednesday, to allow for deep cleaning and disinfection of school buildings. The graphic below depicts the hybrid learning student group rotation (A and B groups allow for 50% capacity).

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Blue</u> At school for in person instruction	<u>Blue</u> At school for in person instruction	Planning: (7:20-8:20) (Early Flex)	<u>Blue</u> At home logging onto computer for asynchronous instruction	<u>Blue</u> At home logging onto computer for asynchronous instruction
		Period 1: (8:20-8:40)		
		Period 2: (8:50-9:10)		
		Period 3: (9:20-9:40)		
		Period 5: (9:50-10:10)		
		Office Hours: (10:10-10:30)		
		Lunch: (10:30-11:00)		
<u>Gold</u> At home logging onto computer for asynchronous instruction	<u>Gold</u> At home logging onto computer for asynchronous instruction	Planning: (11:00-11:30)	<u>Gold</u> At school for in person instruction	<u>Gold</u> At school for in person instruction
		Office Hours: (11:30-11:50)		
		Period 7: (11:50-12:10)		
		Period 9: (12:20-12:40)		
		Period 11: (12:50-1:10)		
		Period 12: (1:20-1:50)		
		Attendance Reconciliation/ Wednesday HB Attendance: (1:40-2:10)		
Planning: (2:10-3:10) (Regular Schedule)				

- Suggested instructional approach for days when some students are in-person and some are at home (i.e. Mondays/Tuesdays and Thursdays/Fridays):
 - Instruction for those students who are at home may be asynchronous:
 - Teachers will post lessons/resources for students to access and complete on their own time
 - All lessons/resources will be posted on the teachers Microsoft Team for that course
 - Students will be given a time frame during which they need to complete the assigned work
 - Students may complete exits slips for each lesson to show that they have completed the lesson, exit slips among other methods, will be utilized for recording attendance.
 - Creating a lesson that includes a video of your voice providing instruction (using MS Stream and/or Nearpod) with embedded formative assessment (i.e. students stop to complete a problem, answer a question, write a response, etc.) is strongly suggested.

- Suggested instructional approach for Wednesdays (all students are learning remotely):
 - Students will meet via video with teachers who will provide real-time instruction.
 - Teachers could record all live lessons and provide access to them for students and parents to review and reference as need.

- Students and teachers meet at a specific time, based on the academic schedule provided above.
- Teachers will utilize the *Meet Now* function in Microsoft Teams to provide instruction to students.
- Students are always expected to be present and engaging with the teacher throughout the lesson.

3. Fully Remote Model

- Asynchronous and synchronous lesson delivery are mandated at each level, including both core/course content, Rtl/AIS, the arts, and physical education
- All students will receive live, synchronous instruction from their teacher(s) daily via the District's online learning platform, Microsoft Office 365, and have access to other District approved online resources embedded in required curricula
- All instruction will be standards-based, grade appropriate and grounded in District curriculum maps
- Time is provided each day for both new content and remediation and review, dependent upon student need and grade level
- Scheduled time engaged in online instruction is reasonable, differentiated by student age, and is repeated throughout the day so that students who share devices with siblings have multiple opportunities for live interaction with their teacher(s)
- Teachers will record live lessons for student/parent review and reference, and include frequent formative assessment via Microsoft Forms to ensure student progress is monitored and appropriate intervention is readily available
- Grading policies, by level, are included in the *Distance Learning Handbook* to ensure clarity of expectations and equity for all students
- The *Distance Learning Handbook* contains links to how-to videos and written directions for parents/students in need of technology support

Full Distance Learning Schedule Niagara Falls High School (Grades 9-12)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Type of Learning	Time	Monday	Tuesday	Wednesday (Office Hours)	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times Students are required to attend at least once session for each class DAILY Students are welcome to join both for additional support and reinforcement. Teachers are required to cover the same content in all session for each subject daily. If no students show up for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.	7:20-7:45	Planning (Early Flex)	Planning (Early Flex)	Planning (Early Flex)	Planning (Early Flex)	Planning (Early Flex)
	7:45-8:15	Office Hours (Early Flex)	Office Hours (Early Flex)	Social Studies & Special Education (Early Flex)	Office Hours (Early Flex)	Office Hours (Early Flex)
	8:15-8:30	Attendance #1	Attendance #1	Attendance #1	Attendance #1	Attendance #1
	8:30-8:45	Attendance #2	Attendance #2	Attendance #2	Attendance #2	Attendance #2
	8:45-9:15	Period 1 - #1 Office Hours Non-flex Teachers	Period 1 - #1 Office Hours Non-flex Teachers	ELA, Art, Music, & Business	Period 7 - #1	Period 7 - #1
	9:25-9:55	Period 2 - #1	Period 2 - #1	Math, PE, & Health	Period 9 - #1	Period 9 - #1
	10:05-10:35	Period 3 - #1	Period 3 - #1	Science & Special Education	Period 11 - #1	Period 11 - #1
	10:45-11:15	Period 5 - #1	Period 5 - #1	Social Studies & Spanish	Period 12 - #1 Office Hours – Flex Teachers	Period 12 - #1 Office Hours – Flex Teachers
	11:15-11:45	Lunch	Lunch	Planning	Lunch	Lunch
	11:45-12:15	Period 1 - #2 Office Hours – Non-flex Teachers	Period 1 - #2 Office Hours – Non-flex Teachers	Lunch	Period 7 - #2	Period 7 - #2
Wednesdays: Office Hours available for	12:25-12:55	Period 2 - #2	Period 2 - #2	ELA, PE, & Health	Period 9 - #2	Period 9 - #2
	1:05-1:35	Period 3 - #2	Period 3 - #2	Math, Art, Music, & Business	Period 11 - #2	Period 11 - #2

students to meet with teacher as needed. On Wednesdays, teachers will post lessons/resources for students to access and complete on their own time	1:45-2:15	Period 5 - #2	Period 5 - #2	Science & Spanish	Period 12 - #2 Office Hours – Flex Teachers	Period 12 - #2 Office Hours – Flex Teachers
	2:15-2:40	Office Hours (Regular Schedule)	Office Hours (Regular Schedule)	Social Studies & Special Education (Regular Schedule)	Office Hours (Regular Schedule)	Office Hours (Regular Schedule)
	2:40-3:10	Planning (Regular Schedule)	Planning (Regular Schedule)	Planning (Regular Schedule)	Planning (Regular Schedule)	Planning (Regular Schedule)
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	Asynchronous Learning	Periods 7, 9, 11, 12	Periods 7, 9, 11, 12	All Classes	Periods 1, 2, 3,5	Periods 1, 2, 3, 5

Curriculum

- NFHS teachers will consider and collaboratively address anticipating learning gaps from the Spring of 2020, maintaining a positive, strength-based mindset
- NFHS teachers will meet in collaborative teams by grade/subject to discuss condensing content within the scope of Regents requirements and NYS Learning Standards.
- NFHS teachers are strongly encouraged to use a common, locally developed formative assessment to determine individual needs and target extra help.
- NFHS teachers will work together to share resources and responsibilities as they transfer their content to the District’s online platform and use the common planning time already provided in the schedule for collaboration, instructional technology support and lesson planning.
- During the planning time, the District Technology Coordinator or representative will be available to assist teachers with questions and assistance for instructional technology support.

Communication Protocols for Students and Families

- NFHS teachers will post on their websites and Microsoft Teams the following information:
 - How to contact the teacher with questions regarding content, instructional delivery, or technology.
 - Expectations for student attendance
 - Clear lists of the content to be covered in a given week, with assignments and due dates so that students/parents may manage their time efficiently.

- Teacher office hours (following the district/school schedule) and guidelines for messaging teachers including expected reasonable response times (i.e. within 24 hours).
- Directions for accessing Microsoft Office Teams will be provided in the Distance Learning Handbook
- Assignments will be completed by students and specific grading policies will be determined.

Twilight Program

- An alternative program for students in grades 9-12 who, for a variety of reasons, would likely not be successful in a full school program at NFHS
- Open to any student, including Special Education and ELL
- Operates from 3:10 – 5:25 at NFHS
- Twilight will operate in the 2020-2021 school year if in-person learning occurs in some capacity
- Should the district go fully remote prior to the start of the school year, Twilight students will be scheduled into a full school day
- Twilight classes sizes are capped at 15 (with the exception of PE); as such, all Twilight students will attend school in-person on Monday, Tuesday, Wednesday, and Thursday each week. They will receive asynchronous instruction from their Twilight teachers from 3:10 – 5:25 on Fridays.

Home Teaching

- Three types: Medical Home Teaching (requires paperwork from doctor and approval by NFCSD Medical Director); Administrative Home Teaching (requested by NFHS Administrators and signed off by parent/guardian; requires Superintendent approval); and Home Teaching (short term placement for students who are suspended and may not attend Twilight)
- Teachers will be assigned by the District
- Students receive 2 hours of instruction per day, 10 hours per week (minimum required by NYS)
- Work is provided by the assigned classroom teacher
- Home teacher grades the work and provides interim and quarterly grades to the classroom teacher for entry into PowerSchool
- A remote/virtual home teaching plan is being developed in anticipation of higher number of Medical Home Teaching students in the 2020-2021 school year (i.e. one home teacher assigned to 20 similar students to provide synchronous and asynchronous instruction in their classes via Microsoft Teams)

Physical Education

- Due to social distancing limitations in locker rooms, students will not change their clothes for Physical Education classes during in-person learning sessions.

- 12 feet of social distancing must be maintained in all directions between individual students when participating in Physical Education classes.
- PE classes should take place outside except for on days in which it rains. When inside, PE classes will be able to utilize the Main Arena (two classes), track, and pool as teaching stations.
- Swim instruction is not allowed initially. Medically excused students will receive alternate instruction.
- Suggested activities focus on individual skills/activities such as yoga, meditation, walking/running, dance, fitness stations, etc.) rather than team sports and allow for student choice.
- Physical education teachers will be informed of physical educational protocols prior to the opening of school.

The Arts

- When in-person instruction occurs, classes will be at 50% capacity to allow for social distancing.
- Larger performance classes, such as band and chorus, will be moved to the PAC to allow for 12 feet of social distancing that is recommended when singing or playing a wind instrument.
- Shared art materials (drying racks, easels, paint brushes, etc.) will need to be cleaned following appropriate CDC guidelines. Art teachers should try to maintain individual kits of “high touch” supplies to limit sharing of supplies between students. These supplies could also be taken home and used by students on remote learning days.
- Since students will only be present for two days of in-class instruction, and to limit traffic in the hallways, lessons should occur via new six week rotation schedule and Microsoft Teams for remote academy students.
- When possible and necessary, Theater Arts classes will meet outside to allow for increased social distancing and the removal of masks during classroom activities in which students will need to project their voices. The Amphitheater and tech room may also be used on days of inclement weather.

Science Lab Requirements

- Students must complete the 1200-minute lab requirement with satisfactory lab reports in order to gain admission to Regents exams during the 2020-21 school year.
- Lab requirements may be met through hands-on, virtual, or a combination of hands-on and virtual experiences.
- The Science Department Chairperson, along with members of the science department, will be responsible for identifying a viable vetted list of acceptable virtual labs that students need to perform for each Regents-level science course (Earth Science, Living Environment, Chemistry, and Physics). There is a need to identify virtual labs.
- The Science Department Chairperson, along with members of the science department, will be responsible for determining which labs will be required for each of the regents-level science

courses (Earth Science, Living Environment, Chemistry, and Physics) as well as consistent method for students to record laboratory experiences and satisfactory lab reports (i.e. individual student folders on Microsoft Office 365).

- Any student who has completed all laboratory experiences in accordance with school/teacher expectations shall be deemed to have met the 1200-minute requirement.

Library

- School librarians may consider sending out a weekly newsletter to NFHS staff members with a compilation of approved online/tech resources.
- Students may still visit the library during their assigned lunch periods following the established NFHS procedures. Capacity may need to be limited to allow for social distancing.
- Teachers may bring their classes to the library for instruction following NFHS procedures, as long as, social distancing may be maintained.
- Librarians can do virtual lessons or recorded to watch and assigned on virtual days. Topics coordinated with teacher. Librarian will put in Microsoft teams.
- At least 3 hand sanitizers, 1 at entrance and 2 on each side of stacks will be added to the Media Center
- Students will be able to select books after sanitizing their hands.
- Returned books will sit for 72 hours then shelved back for circulation.
- Students can put books on hold online using Destiny (library catalog) Librarian can deliver to 2nd period Daily Attendance or students can pick them up when ready.
- Librarians will work with teachers and administration to locate needed literature/media in an online format.

Students with Disabilities: Co-teaching

NFHS has moved to a co-teaching delivery model, wherein a general education teacher and special educator collaborate to provide differentiated instruction of grade level curriculum. Special educators follow District guidelines and processes for Specially Designed Instruction (SDI) and will continue to do so whether engaged in in-person or distance learning settings.

English Language Learner and Students with Disabilities – Expectations for Remote Instruction

Teachers of English Language Learners (ELL) and consultant special education teachers will, in both hybrid and fully remote learning models, be responsible for the delivery of students' instructional services in accordance with IEP goals and mandated minutes in Commissioner's regulations. To accomplish this, ELL teachers, special educators, and teaching assistants will:

- Join the general educator's instructional team and participate in live, synchronous instruction to the fullest extent possible

- Co-present if planned (one teach/one support)
- Monitor the student chat box, answer questions, repeat directions in type, and/or provide feedback while the general education teacher leads the lesson
- Create, within the general education teacher's Microsoft Team, a private channel for his/her students only where she/he will post modified assignments and other support documents
 - Meet with students using *Meet Now* as needed for content review and support
 - Provide extra assistance/lesson support via the chat box
- Schedule consistent office hours during which students may contact the teacher for extra assistance

CAREER AND TECHNICAL EDUCATION (C.T.E.)

- **CTE and CDOS Programming – at BOCES and NFHS**
 - Instruction at the Career and Technical Education Center will occur for BOCES students for 5 days a week. NFHS students will be able to attend, even if they are in remote learning.
 - Students in remote learning will need to arrange transportation for themselves to NFHS in order to be able to ride the First Student busses.
 - BOCES CTE instruction will occur five days per week in an in-person model. BOCES will expect N.F.H.S. students to attend BOCES each day, even if they are not expected for in-person learning at NFHS.
 - NFCSD will not provide transportation to BOCES at all on Wednesdays.
 - In-person, off-site Work Based Learning experiences (such as at Little Wonders Daycare or TJ Maxx) will not be utilized in September 2020; they will be allowed to resume once the district allows for field trips.
 - Joe Bellonte will work with teachers to identify and develop school-based enterprises and remote learning opportunities in order to earn Work Based Learning hours.
 - All school-based enterprises (i.e. school store, Starbucks Barista program) must follow all NYS Department of Health guidelines.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

- Interscholastic Athletics will follow the NYDOH Guidance and not be permitted at the start of the school year. If interscholastic athletics can resume, a set of protocols surrounding practice, transportation to contests, spectator attendance, etc. will need to be developed.
- NFHS recognizes the importance of extracurricular activities to a students' school experience.
- Extracurricular activities will may not resume in September 2020 while students and staff reacclimate to school.
- NFHS will resume extracurricular activities, including extended day programming, in a phased-in manner beginning with activities that can be conducted in a safe, socially distant manner.
- If allowable, virtual clubs and activities may be explored at a later date.

SPECIAL EDUCATION

- NFHS's special education team will be responsible to review student IEPs and determine an appropriate program with related services and program modifications to meet each student's special needs with in-person and remote learning.
- In order to limit visitors to NFHS and to promote social distancing, CSE meetings will continue to be held via Microsoft Teams (staff members) and phone calls (parents) with all required attendees present.
- CSE Meetings will be scheduled for Wednesdays to the extent possible (synchronous class coverage can be provided by a co-teacher or team member in these cases). CSE Meetings will be held after school for Schedule B pay if budget permits. For CSE Meetings held during the school day when students are in session, substitutes will be provided. A process for CSE Meetings for fully remote students/teachers will need to be developed based on need, but could occur Mondays, Tuesdays, Thursdays, and Fridays.
- Special Class students will follow the hybrid model to start school in September 2020. Note that to balance classes, select students will attend school in-person on days outside of their alphabetical cohort. Special consideration will be given to transition these students back to in-person instruction four days a week as soon as possible, especially those in the 8:1:1 program and others who have extreme difficulty with remote learning.
- Special Class teachers will maintain their own Microsoft Teams and websites for remote learning; Consultant Teachers will follow the expectations set forth in the Teaching and Learning section found above, with co-teachers having a channel on the content teachers' Microsoft Team as well as a webpage.
- Related services (speech, OT, PT) will be provided in a hybrid format including teletherapy and in person sessions.
- All Special Education teachers will contact the parents of each student on their case load to discuss with the parent how services/accommodations/modifications are being provided in both in-person as well as remote instruction.
- The Chapter 408 Verification process will remain the same for students in the hybrid model. For students in a fully remote learning model, the teachers would still need to follow this process, via email if necessary.
- NFHS Special Education teachers will contact parents weekly to inform them of progress, as well as to check in with students on learning targets.
- Special Education Teams (special education teachers, psychologists, etc.) will document contact with parents/guardians and students in Frontline's contact log.
- As required through NYSED Part 200 regulations, prior written notice requirements will continue to be adhered to.
- Teaching Assistants will keep a log to document all communication with parents and students. Teaching assistants will also work in conjunction with the Consultant Teacher during remote learning to provide services to students.

BILINGUAL EDUCATION AND WORLD LANGUAGES

- NFHS staff members will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures, the summer of 2020, or within the first 20 days of the 2020-21 school year.
- Once the school year begins, the ELL identification process will be conducted in person, including a full parent orientation in the language preference of the students' families, according to State and federal requirements utilizing interpreters from...resource: <https://talkingpts.org/>
- ELL teachers will provide appropriate instruction and support to all ELL students. Services will be delivered both in person and via Distance Learning platforms, as described in the District re-opening plan as necessary during Distance Learning, Hybrid, or in-person phases of re-opening. ELL students receive support during a specific period.
- Teachers will deliver targeted, scaffolded instruction based upon each student's level of language proficiency and mandated minutes of support. These levels will be shared with content teachers within the first days of school, so teachers may find supportive material and scaffold appropriately.
- Content and ELL co-teachers will provide instruction to all ELL pupils that is collaboratively planned, differentiated, and transferable from in-person to distance learning models as necessary. See expectations in the Teaching and Learning section of this plan. Study group offered this summer for ELL Resources for online learning and support in class.
- ELL staff members will set up remind for grade level or cohorts of ELL kids- group in same cohort

TEACHER AND PRINCIPAL EVALUATION SYSTEM

- The NFCSD will maintain compliance with New York State Education Law 3012-d requiring annual professional performance evaluations of teachers and principals. Some requirements are in the process of being negotiated.
- Where possible and appropriate, in-person observations using the negotiated rubrics and procedures will be conducted by evaluators. If due to health and safety concerns it is not possible to conduct in person observations, evaluators will work with educators to conduct remote observations.
- If remote observation is required, educators and evaluators will follow sanitary precautions and protocols to complete the appropriate review of teacher and student work.

CERTIFICATION, SUBSTITUTE TEACHING, AND STUDENT TEACHING

- All NFHS teachers are properly certified in the content area in which they are assigned to teach.
- It is the District's intention to only utilize the services of teachers holding the correct content area certification for long term substituting appointments.
- Daily substitutes will be utilized in the absence of a NFHS teacher.
- "The Wheel" will be used in accordance with the NFT MOA when a class needs coverage and a daily substitute teacher is not available
- NFHS will continue to work with area colleges to provide student teaching opportunities. Student teachers will follow all safety protocol and procedures