

HUNTINGTON UNION FREE SCHOOL DISTRICT

Huntington, NY



2020-2021 School Reopening Plan

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Dear Huntington Families,

The Huntington Union Free School District will begin the 2020–2021 school year on *September 9, 2020* for all district students. While the district is prepared to welcome all students back into classrooms, we are offering learning situations that include both hybrid and distance learning options to ensure that our families have the ability to choose the model that works best for their children.

Learning model decisions were carefully made after reviewing the recent guidance provided by the New York State Education Department, the New York State and Suffolk County Health Departments, the Centers for Disease Control and Prevention (CDC), as it relates to minimizing the spread of COVID-19.

As our team continues to finalize details for the 2020–2021 school year, the district has developed a list of strategies that have helped to guide our planning. These include:

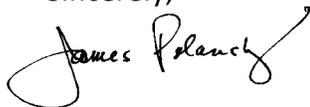
- In-person, hybrid (in-person and distance) and full-time distance learning options for students and families who are precluded from or remain uncomfortable returning to full-time in-person learning;
- a phase-in process that allows us to assess COVID-19 metrics, as well as the implementation of the initial phase(s) of the District’s plan;
- extended support for students in need, including but not limited to additional tutoring and other remedial interventions;
- priorities for social and emotional learning in response to the evolving needs of district students;
- social distancing, physical barriers and face coverings;
- COVID-specific safety protocols, including but not limited to restricted use of common areas, cleaning and disinfecting spaces and equipment at regular intervals, and quickly responding to ill students and staff;
- maintaining the ability to shift rapidly and transition fluidly to distance learning for all students if rolling closures occur.

The District remains focused on student and staff safety, on addressing the trauma that our collective community has experienced, and on providing high-quality instruction and learning experiences regardless of the model(s) implemented. We will continuously monitor the situation and provide updates and revisions following changes to guidance, regulations and policies at all levels. We will strive to remain proactive in anticipation of circumstances that may change throughout the course of the school year.

We are in this together and will continue to maintain open lines of communication among students, staff, parent/guardians and community members. I’d like to thank those who served on subcommittees throughout the planning process and to all who provided input. Please know that you can call on any one of us with questions or if you or your children need additional support.

On behalf of all of us in Huntington, I wish you a productive 2020-2021 school year and brighter days for all ahead!

Sincerely,



James W. Polansky
Superintendent of Schools

CONTRIBUTORS

Two groups of committees were established to discuss and review all components of this plan. Dr. Kathleen Acker, Assistant Superintendent for Finance & Management Services chaired the non-instructional/facilities subcommittees. Ms. Beth McCoy, Assistant Superintendent for Curriculum & Instruction chaired the instructional subcommittees. Subcommittees included the participation of members of the District's nine collective bargaining units, parents and community members. Representatives from the District's contracted transportation and food service providers participated, as did the District's appointed physician.

CURRICULUM & INSTRUCTION

To ensure that our students continue to receive a robust education, the Huntington Union Free School District is preparing for instruction within in-person, hybrid, and full distance learning models, all of which are aligned with outcomes designated by the New York State Learning Standards and comparable in rigor, scope and magnitude to a traditionally delivered program. Additionally, plan implementation will promote equity and access for all students, regardless of the instructional model in place.

IN-PERSON/HYBRID LEARNING MODELS & STUDENT COHORTS

Huntington schools will be in session during normal school hours from Monday through Friday each week, with several safety-related changes and protocols in place for student cohorts that are attending in person.

The majority of students will begin the 2020-2021 school year by engaging in learning through a hybrid model that includes both time in school and distance learning, with an incremental phase-in to greater time in school (circumstances permitting). Within this model, students in school shall be placed into fixed "cohorts" (pre-assigned-groups) with reasonable size limits in an effort to limit potential COVID-19 exposure and ensure appropriate social distancing. Measures will be taken to prevent intermingling of cohorts to the extent practicable.

The hybrid and full distance learning schedules for each of Huntington's schools is presented in **Appendix A** of this document. Individual student schedules, specific electronic platform information (for remote days), and teacher/staff contact information will be provided by building principals prior to the start of the school year. While a hybrid schedule is in place, students will have full remote access through the Google platform to daily in-school lessons and thus, may follow their daily schedules.

Anchor standards, *Creating and Presenting*, lend themselves more directly to in-person instruction, while *Responding and Connecting*, are standards that may be addressed more routinely on distance learning days. During in-person instruction, teachers may prepare students with the skills and knowledge they will need while working remotely (e.g., online platforms, tools, available resources, etc.). Teachers may also adopt a flipped classroom approach on a periodic basis wherein students at certain grade levels research a topic at home and then come prepared to learn more about it in class.

Principals and teachers will be flexible in terms of how assignments are presented, as well as in establishing

deadlines for work submission, for students facing challenging circumstances in the distance learning setting. This will be determined on a case-by case basis.

FULL-TIME DISTANCE LEARNING

Students who are unable to return to school due to health issues or who are uncomfortable returning to school on the scheduled start date can participate in the District's full-time distance learning program. These students will be placed in a cohort, thus facilitating a transition into the hybrid model should they choose to do so. Families will be asked to express their intent for students to engage in this option prior to the start of the school year. During Phases 1 and 2 of plan implementation, students may return to the hybrid model upon notifying the building principal. Once Phase 3 is reached, all students will be expected to return to school.

Again, students in the distance learning setting will have webcam access to their classrooms via designated online learning platforms. The District will issue a Chromebook to all students engaged in distance learning to any degree, and provide Wi-Fi access to those in need. As in the past, the student's parent/guardian will be expected to sign an associated acceptable use agreement. Students/parents are expected to adhere to all expectations outlined in this agreement when using the device and/or accessing the District's technological resources.

Should schools close collectively for all students at any time, the schedule will change to an all-distance learning version. This schedule is presented in **Appendix A** of this document as well. Families will be notified promptly if a shift to this schedule is imminent. Please note this may occur with limited notice in general.

TECHNOLOGY & 1:1 DEVICES

The Huntington Union Free School District continues its investment toward ensuring that every student in grades K-12 is loaned a Chromebook and that each device is connected to Wi-Fi via locally available network. If no local network is available at a specific home address, the District will provide a mobile hotspot device. This connection is for students who are at home on assigned hybrid model days and for all students in the event of complete school closure during the year for any reason.

Students may continue to use Chromebooks issued to them during the prior school year. Students new to the district (i.e., kindergarteners and new registrants) will be issued new devices with designated Internet and software access prior to or upon the start of the school year. The District will maintain data privacy and security in compliance with federal and state laws related to student technology use, including NY Education Law §2-d and Part 121 of the Commissioner's Regulations.

Students in grades K-3 students will keep their individually assigned Chromebooks at home and will be assigned a separate device for classroom use. Individual classroom devices will be sterilized on a scheduled basis in ozone disinfection carts within each school. Students in grades 4-12 will be asked to transport their Chromebooks to and from school each day.

Returning students in need of device repair or replacement should e-mail chromebooks@hufsd.edu or leave a voicemail, (631) 812-2381, with the *student's name* and a *description of the issue* on or after *Monday, August 24, 2020*.

The district will maintain and continue to expand its tutorial video library for use by students and staff (<http://www.hufsd.edu/assets/pdf/resources/2020/dlp/video-resource-links.pdf>).

Building/departmental technology mentors and district technicians will be assigned as points of contact to assist staff with technology needs, strategies and best practices.

Again, principals and teachers will be flexible in terms of how assignments are presented, as well as in establishing deadlines for work submission, for students facing challenging circumstances in the distance learning setting.

ATTENDANCE

Instructional days shall be counted for programs that are delivered both in-person and remotely. A student's physical/online presence or daily teacher-student engagement/participation will be monitored and recorded in the e-School student management system daily. Appropriate flexibility will be practiced when monitoring attendance for students in the remote instructional setting; the District will continue in its efforts to maintain communication with all district families. As is typical, daily attendance will be reported to the New York State Education Department (NYSED) through its Student Information Repository System (SIRS).

It is important that neither students nor staff should be in buildings if they are experiencing any symptoms of illness. The District has eliminated attendance awards and recognitions that could encourage a student's attending school when not feeling well.

UNIVERSAL PRE-KINDERGARTEN (UPK)

The Huntington Union Free School District will maintain its partnership with SCOPE Educational Services for the provision of a universal pre-kindergarten (UPK) program that will be administered in each of the district's primary schools, with instruction aligned with outcomes designated by the New York State Prekindergarten Learning Standards. SCOPE and the District will ensure that all items outlined in this plan apply similarly to the UPK setting.

KINDERGARTEN REGISTRATION & SCREENINGS

Kindergarten registration is open. Please contact the District Registrar for an appointment or with questions at (631) 673-2974 or nhernandez@hufsd.edu. Kindergarten student screenings will commence before the start of the school year if practicable. If not, they will commence in September.

REGENTS SCIENCE LABORATORY REQUIREMENTS

Per Commissioner's Regulations, courses that culminate in a Regents examination in science must include 1,200 minutes of laboratory experiences. In light of a hybrid or full remote model of instruction, the 1,200-minute lab requirement can be met through hands-on laboratory experiences, virtual laboratory experiences, or a combination of virtual and hands-on laboratory experiences, coupled with satisfactorily completed laboratory reports for the 2020-2021 school year. Meeting the laboratory requirement is a prerequisite for student admission to a culminating Regents examination.

COVID-19 LEARNING LOSS & RESPONSE TO INTERVENTION (RtI)

Schools may implement additional blocks of time for pre-teaching, intervention, tutoring and

remediation. These sessions may be held virtually or in-person; all students (whether in person or virtually) are invited to attend. In general, district curricula have been revised to review and/or spiral standards from last year, while still ensuring students have full access to new grade-level content.

As the New York State assessments were not administered in the 2019-2020 school year, the District will use a locally developed procedure to be applied uniformly at each grade level for determining which students are entitled to academic intervention services. The procedure will include review of multiple measures of student performance, which include, but are not limited to:

- developmental reading assessment;
- benchmark and lesson embedded assessments;
- AIMSweb (K-8)
- common formative assessments;
- unit and lesson assessments;
- results of psychoeducational evaluations;
- diagnostic screening for vision, hearing, and physical disabilities, as well as screening for possible disabilities pursuant to Commissioners Regulations Part 117.

SEARCH PROGRAM & ENRICHMENT

The SEARCH program will continue for sixth grade students at both Jack Abrams STEM and Woodhull in uninterrupted fashion. Admission of new fifth grade students will remain based on multiple criteria, but will not include NYS assessments (as they were not administered last spring).

Among the criteria utilized for new entrants is the Otis-Lennon Student Achievement Test (OLSAT). While typically administered in the spring of a student's fourth grade year, it will be administered in the fall. This will delay student selection until approximately November. During the first marking period, the SEARCH teacher will push in and teach a hands-on enrichment unit to *all* fifth grade students. The enrichment unit will be based on the new NYS Computer Science Standards and can be adapted for either in-school or distance learning.

GRADING SCHEMA

Grading expectations for all schools and grade levels will return to the more traditional process (e.g., standards-based 1-4 at the elementary level; numerical at the secondary level). Specifics will be communicated by respective building principals prior to or at the onset of the school year.

RECESS

Recess will take place outside whenever possible and appropriate social distancing will be maintained. Elementary classes and/or small student groups will have staggered recess times, as outlined within each building's master schedule. In some instances, only one class will be on a playground at a given time.

BEFORE- AND AFTER-SCHOOL CHILD CARE

The District will maintain its partnerships for before- and after-school child care with SCOPE and the Huntington YMCA. Both providers will administer their programs in specific district schools, and follow all health and safety protocol established by the District.

Please follow up with your child's individual school for more information in this regard.

SOCIAL & EMOTIONAL WELL-BEING

Regardless of the learning model in place, we recognize the importance and will make a priority of providing students and staff with extra social and emotional support as they return to school for 2020-2021. Furthermore, in that staff and students may be new to each other in September and will be returning from challenging spring and summer circumstances, there will be an initial and prolonged re-entry orientation, focused on time for building strong/supportive relationships, healing and coping strategies, establishing new routines and check-ins.

ROADMAP FOR SOCIAL/EMOTIONAL RE-ENTRY



MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

Our counselors, social workers and psychologists will be ready to assist students and staff in need of support. District/school guidance and student support plans include development and implementation of a multi-tiered system of supports (MTSS) that includes evidenced-based, trauma-responsive practices and strategies that all students can access. The District will use a screening tool for identifying the needs of returning students, followed by a strong set of universal (Tier 1) interventions to support the social/emotional well-being of all students and staff. Furthermore, each student will receive the level and type of support needed (secondary, Tier 2, and tertiary, Tier 3, interventions) based on individual circumstances. Data on individual student progress will inform instructional decisions.

The district will implement a “check-in” process for students at all levels, such that counselors, student support or other staff members will maintain ongoing and open lines of communication to ensure that student needs are being addressed.

COMMUNITY PARTNERSHIPS

Partnerships with local agencies will be maintained to secure additional assistance in this regard. Continuously updated resources are available on the District’s [student support e-Board](#).

SHARED DECISION-MAKING TEAMS/ADVISORY COUNCILS

School based shared decision-making teams or advisory councils, including representation from multiple district factions, will be established to inform the District’s efforts with respect to maintaining positive school climates, addressing the social and emotional needs of students and staff, building their resilience, and providing staff members with related professional development.

PROFESSIONAL DEVELOPMENT FOR STAFF

In consultation with staff, the District will continue to design professional development opportunities that will address such topics related to personal, student and community well-being as trauma-responsive practices, social emotional learning, remote learning best practices, restorative practices, mental health education, culturally and linguistically responsive practices, and implicit bias and structural racism.

FACILITIES/PPE

PERSONAL PROTECTIVE EQUIPMENT (PPE)

A variety of PPE will be on-site and available at all Huntington schools to help prevent the spread of COVID-19. A description of the primary items and their use follows.

FACE COVERINGS

It is required that students and staff wear face coverings when in school during the 2020–2021 school year. Acceptable coverings will include cloth-based and surgical masks. The proper manner in which to wear a mask and discard those that are disposable will be reviewed and reinforced as needed with students and staff.

Faculty may use alternate PPE in addition to the mask (e.g., face shields fitted and worn in the manner designated by the CDC and health departments) for instruction or interventions that require visualization of the movement of lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used to assist certain students (e.g., hearing impaired) who benefit from being able to periodically see more of the face of the faculty or staff member presenting to them.

Mask “breaks” will be included for students throughout each day. The duration and timing of mask breaks may vary based on time of year and individual classroom circumstances.

Mask exceptions may include:

1. any students with health or other documented conditions that make wearing a face covering a risk to their health;
2. situations in which students are performing tasks that cannot be completed while wearing a face covering (eating, drinking, etc.);

The Huntington Union Free School District will provide one reusable mask to every student and staff member and will maintain its supply throughout the year via recommended procurement protocol. Replacements will be on hand and available, as needed, in school main offices and on school buses. All cloth masks should be hand- or machine-washed at home daily. Surgical masks should be properly disposed of after use. Students may wish to supplement District-provided masks with/rotate in use of additional masks brought from home.

Guidance on how to wear and remove a mask is included in ***Appendix B – How to Wear and Remove Face Covering***.

POLYCARBONATE SHIELDS & PHYSICAL BARRIERS

Polycarbonate (or comparable) shields have been or will be placed in higher-traffic offices as warranted. Similar to Plexiglass, polycarbonate material is less flammable and approved for use in schools. Physical desk barriers may also be used in classrooms to assist in preventing the spread of COVID-19.

CLEANING & DISINFECTING / HAND & RESPIRATORY HYGIENE

• Schools:

- ✓ Hand sanitizer dispensers have been installed in cafeterias and all classrooms and offices that do not have sinks. The solution in the dispensers contains 65% alcohol, which is appropriate for schools. *Please note that handwashing (for 20 seconds or more) is preferred over use of sanitizer and will be encouraged routinely.* A parent/guardian can inform his/her child's school that he/she does not want his/her child to use alcohol-based hand sanitizers by written instruction to the building principal. The school will make the appropriate hand-washing accommodations for the child in response.
- ✓ Age-appropriate decal signs, reminding all individuals of the importance of and proper procedures for hand-washing/sanitizing and respiratory etiquette (e.g., covering mouth or nose with a tissue or shirtsleeve), have been or will be placed in each classroom throughout the district. Schools will share similar information with parents/guardians. Administrators and teachers will train and assist students in assimilating proper protocol at the elementary level.
- ✓ An electrostatic sanitizing/disinfecting unit will continue to be utilized in each building. The associated cleaning process will be completed at least once weekly in every room and office *after* the standard cleaning.
- ✓ All classrooms will be equipped with disinfectant and paper towels.
- ✓ Receptacles will be placed throughout each school building and in each classroom for disposal of soiled items (e.g., paper towels, wipes, PPE, etc.)
- ✓ Anti-viral wipes will be available in all classrooms and replenished routinely for use in cleaning computers and other devices. Following use of such a wipe, hand hygiene practices will be followed.
- ✓ Students in grades K-3 will keep their individually assigned Chromebooks at home and will be assigned a separate device for classroom use. Individual classroom devices will be sterilized on a scheduled basis in ozone disinfection carts. Students in grades 4-12 will be asked to transport their Chromebooks to and from school each day.
- ✓ Custodial staff will be provided with daily checklists for inspecting their assigned areas and will remain diligent in terms of the following:
 1. regular cleaning and disinfection of all facilities using EPA-approved disinfectants against COVID-19;
 2. more frequent cleaning and disinfection of high risk areas used by many individuals or frequently touched surfaces (e.g., desks, tables, doorknobs, light switches, countertops, phones, keyboards, restroom fixtures);
 3. cleaning of desks and cafeteria tables between successive uses by different individuals or cohorts;
 4. paying particular and more frequent sanitary attention to handles, knobs, stairwell handrails, bathrooms, backs of chairs, desktops and other surfaces where hand contact is frequent;
 5. monitoring soap/sanitizer dispensers regularly to ensure that they remain stocked.

- ✓ Each school will maintain a running record/log that includes the date, time and scope of cleaning and disinfection, as well as those responsible.
- **School Health Offices:** Cleaning of school health offices must occur routinely after use of a cot, bathroom and health office equipment. Disposable items should be used whenever practicable.
- **Buses:** The District's contracted transportation service provider, Huntington Coach Corporation, is taking similar action to ensure the ongoing cleanliness of high contact areas on school buses. Refer to the designated section on *Transportation* later in this document.
- **In Response to a Suspected or Confirmed Case of COVID-19:**
 - ✓ The area(s) used by the individual will be closed off in consultation with the local health department.
 - ✓ Outside doors and windows will be opened to the extent practicable to increase air circulation in the area.
 - ✓ Custodial staff will thoroughly clean and disinfect the area(s).

SHARED CLASSROOM MATERIALS

The Huntington Union Free School District is discouraging the use of shared classroom materials to help prevent the spread of COVID -19.

- Every effort will be made to reduce the amount of materials, supplies and personal belongings going to and from school. The same consideration will be given to reducing student exposure to high-touch, shared resources at school.
- Schools will discourage sharing items among students and staff that are difficult to clean or disinfect.
- If supplies must be shared, a use limit will be placed on supplies and equipment to one group/cohort of children at a time, with cleaning and disinfecting between successive uses.
- Sharing electronic devices, toys, books, and other games or learning aids will be avoided. (Exceptions may include situations wherein materials can be cleaned between successive uses or if a 24-hour period has passed between uses.)

SOCIAL DISTANCING

While in Huntington schools and offices, students and staff will be asked to maintain a distance of **six (6) feet** from each other. This requirement will pertain to classrooms, cafeterias, playgrounds and offices, with markers on the floor to assist designated areas.

- **Buses:** Students will be required to wear masks on buses. Students will be assigned seating for morning and afternoon bus routes. Seating will be adjusted to achieve maximum social distancing, allowing rear-to-front loading for AM runs and front-to-rear unloading for PM runs. Members of the same household should board buses and may be seated together. Signage will be used to encourage healthy hygiene practices.
- **Breakfast & Lunch:** At the elementary level, meals will generally be eaten in classrooms. Cafeterias will be used at the secondary level; meal times and locations shall be staggered to promote appropriate social distancing. In cafeterias, markers on floor will assist in ensuring appropriate social distancing in any locations where students form a line. Students will be seated such that they face in the same direction.

- **Faculty/Staff Meetings:** May be held remotely or in open, well-ventilated meeting spaces that allow for the requisite social distancing.
- **Recess:** Elementary classes and/or small student groups will have staggered times for recess.
- **Athletics/Aerobic Physical Activity:** A distance of 12 feet between students participating in aerobic physical activity must be maintained. Upon the restart of athletic activities, appropriate social distancing must occur, in addition to following all safety protocols established by the state and local health departments, the District, the NYSPHSAA and Section XI.
- **Chorus/Band:** A distance of 12 feet between students who are singing or playing wind instruments must be maintained.
- **Extracurricular activities:** All after-school clubs and non-competitive activities will be conducted in online formats/meetings to start the school year. Activities will return to in-person format as soon as it is deemed safer to do so.
- **School Safety Drills:** Fire, lockdown, lockout, shelter-in-place and hold-in-place drills as required by Education Law, as well as bus safety and any other drills, will be conducted with modifications to ensure appropriate social distancing among students and staff. Modifications may include:
 - conducting drills on a given day but on a staggered schedule (by class or otherwise);
 - conducting a lockdown drill without actual “hiding” or “sheltering,” but providing an overview on how to do so.

Despite modifications, the District will ensure that students at each school participate in eight (8) fire drills and four (4) lockdown drills during the year. Additionally, students will be instructed that in an actual emergency, the imminent concern is to achieve safety. As such, maintaining social distancing in a circumstance that requires evacuation or lockdown may not be possible and would not be the first priority.

BUILDING INGRESS/EGRESS

Individual school entry and exit processes will be coordinated separately, each in one direction to the extent practicable, so as to ensure appropriate social distancing. Multiple ingresses and egresses may be utilized at a given school when appropriate supervision and monitoring is possible. A separate ingress and egress may be designated for staff.

CLASSROOM/LEARNING SPACE CONFIGURATIONS

Desks will be spaced at least six feet apart in every classroom (or alternative learning space) and face in the same direction. Physical barriers may also be placed on desks as an additional measure to prevent the spread of COVID-19.

COMMON SPACES

As indicated above, custodial staff will routinely/frequently clean and disinfect all areas such as offices, bathrooms, common areas, commonly touched surfaces, and shared electronic equipment. Faculty/staff break rooms will be used sparingly and with social distancing requirements maintained at all times.

CAFETERIAS

Meal distribution will occur in the cafeterias due to food safety, staffing, and lack of proper equipment to prepare meals in other locations. Again, meal service will be staggered at each school to the extent

practicable to allow for appropriate social distancing. Meals will be individually wrapped/packaged. Students in grades K–6 will eat in their classrooms or alternative spaces (e.g., outdoors) routinely. Students in grades 7–12 will eat meals in school cafeterias or adjacent open spaces (e.g., courtyard). In all settings, seats will be appropriately socially distanced, with all students facing in the same direction. Desk/tables in cafeterias will be cleaned/sanitized between successive uses by different individuals or cohorts.

GYMS

Students will not engage in activities promoting physical contact until further notice. Again, social distancing guidelines must be followed. Outdoor spaces will be used when possible. Stationed or shared equipment must be cleaned prior to and after each use. Activities involving individual exercise, yoga, running/walking, jump roping and other non-contact activities may be explored and are encouraged. For students participating in aerobic physical activity, a distance of 12 feet between them must be maintained.

MUSIC ROOMS/LARGE GROUP INSTRUCTION ROOMS

Choir, band, orchestra and other large classes must be reorganized to allow for sufficient social distancing and so that sharing of materials does not occur. For students who are singing or playing wind instruments, a distance of 12 feet between them must be maintained. There will be no in-person, large-group student assemblies held until further notice.

HALLWAYS & LOCKERS

Schools may designate certain hallways as one-way and/or create “lanes” in hallways using colored tape, floor markings or directional arrows, depending on the width of corridors involved. Additional signage will be placed on walls for visual referencing.

Locker use at the middle and high schools will be suspended until further notice.

Schools will make every effort to limit nonessential movement. For example, elementary special area teachers will visit classrooms, as opposed to students participating in the activities in another designated room.

ELEMENTARY PLAYGROUNDS

Playgrounds may be used by a limited number of students/classes at one time when all safeguards are in place. Students will be instructed and reminded to wash their hands before and after using playground equipment and to maintain appropriate social distancing, as modeled by their teachers or school staff in advance.

RESTROOMS

Physical barriers exist between toilets in all student bathrooms. Touchless flush sensors have been or will be installed on all toilets. Touchless sensors have been or will be installed on all faucets. In those bathrooms where sinks are not six feet apart, either barriers will be installed or sinks will be turned off.

Monitors and/or signage will assist in minimizing restroom occupancy at any given time. Sign-in/sign-out logs will be maintained in the event that contact tracing is needed at any point.

VENTILATION

The District will ensure sufficient ventilation and fresh air circulation by means of:

- ventilating building spaces with outdoor air to the extent practicable (e.g., opening windows and doors) and within the parameters of safety and security needs – leaving doors open will also preclude the constant touching of knobs and handles;
- fan motor speed increases, where applicable, to ensure volume and flow of 15 cubic feet per minute minimum;
- installation/use of air scrubbers and/or HEPA, higher MERV-rated filters, the latter routinely replaced;
- more frequent maintenance and inspection of air handling systems will occur to mitigate extra strain on systems.

Spaces in which adequate ventilation cannot be achieved will not be utilized.

TOUCHLESS WATER FOUNTAINS & FIXTURES

Schools will be equipped with bottle-filling stations. Manual water fountains will be turned off or blocked. Bottled water will also be delivered to schools for distribution on an “as needed” basis. Again, touchless faucets have been or will be installed in each school bathroom; touchless sensors have been or will be added to all toilets.

HAND-WASHING & HAND SANITIZER

Hand-washing breaks will be included at schools throughout the day. Signs presenting proper hand-washing techniques have been placed throughout district schools. Instruction is diagrammed in **Appendix C**. Students will be reminded to wash hands:

- upon entering a school building and/or classroom;
- before and after using shared objects or surfaces;
- before and after eating meals or snacks;
- after using the bathroom;
- after sneezing, blowing a nose or coughing into hands;
- upon coming in from the outdoors;
- any time hands are visibly soiled.

Again, hand sanitizer dispensers have been installed in cafeterias and all classrooms and offices that do not have sinks, but hand-washing will be promoted as the first option. Again, a parent/guardian can inform his/her child’s school that he/she does not want his/her child to use alcohol-based hand sanitizers by sending a written note. The school will make the appropriate hand-washing accommodations for the child in response.

All staff and students will be trained on proper hand and respiratory hygiene. The District will share such protocol with parents/guardians so that they may reinforce at home.

VISITORS AND VOLUNTEERS

The District will restrict all school non-essential visits, volunteers, and activities involving external groups until further notice.

Presence in a school will be limited to assigned staff and students, with the following exceptions:

1. district employees who must be on-site as part of their responsibilities to school;
2. outside vendors or contractors whose services are required for the safe provision of school services;
3. scheduled meetings with parents or guardians, which must be by appointment only. They should take place in a conference space near the building's main entrance that allows for appropriate distancing. They should **not** take place in classrooms. To the extent possible, all meetings should be conducted in an online format.

All scheduled or unscheduled visitors must complete a temperature check/health screening questionnaire, as outlined in the "Health & Safety" section below, prior to being granted entry into any District school. Following the screening, parents or guardians who pick up students from school will be restricted to the main office, where they will be expected to maintain social distance between themselves and office staff.

USE OF DISTRICT FACILITIES BY OUTSIDE GROUPS

Use of indoor and outdoor district facilities will be limited to school and school-sponsored groups until further notice.

HEALTH & SAFETY

The health and safety of Huntington School District staff and students are paramount. Nurses and other trained staff will help to educate and screen for COVID-19 when symptoms are displayed.

COVID-19 MONITORING & REPORTING

Families are expected to monitor their children for symptoms of COVID-19. Children with symptoms of COVID-19 must be kept home and should not board a Huntington school bus, attend school, etc.

According to the CDC, people afflicted with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Most afflicted children are asymptomatic or present with mild symptoms. Symptoms may appear 2–14 days after exposure to the virus. Symptoms may include those on the list below. Again, should children or staff present with any such symptoms, they should not attend school/work and contact their primary care physician, particularly if they exist in combination and/or persist.

- Fever (over 100.0° F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Staff will be educated to observe students or colleagues for signs of any type of illness, additional symptoms including:

- flushed cheeks;
- rapid or labored breathing;
- fatigue and/or irritability;
- frequent use of the bathroom.

Symptoms for which to look will be communicated to parents and staff directly and reinforced as needed. The updated list of symptoms is available on [Centers for Disease Control \(CDC\) website](#). Those exhibiting one or more symptoms or signs, with no other explanation for them, will be sent to the school nurse for further assessment. If the school nurse is not available, a parent/guardian will be contacted to pick up the student or the staff member will be sent home.

Parents/guardians must also monitor whether a student has been exposed to a family member or any member of the household who has experienced any of the symptoms above or diagnosed with COVID-19. Ultimately, the CDC and departments of health advise that students who are sick, have demonstrated any of the symptoms listed above, or have recently had close contact with a person with COVID-19 stay home and seek medical attention.

DAILY HEALTH SCREENINGS & TEMPERATURE CHECKS FOR STUDENTS

Every student should have his/her temperature checked each day at home prior to boarding a school bus or entering a school building. The student (or parent/guardian) must answer screening questions on a designated electronic application/form, as follows:

1. Does the student currently have a temperature of 100.0°F or higher?
2. Has the student experienced any symptoms of COVID-19, including a temperature of 100.0°F or higher, in the past 14 days?
3. Has the student tested positive through a diagnostic test for COVID-19 in the past 14 days?
4. Has the student been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has/had symptoms of COVID-19?
5. Has the student traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days?

Instruction will be provided on use of the electronic application/form prior to the onset of the school year.

Yes/no responses will be maintained as part of daily records. A designated staff member will review incoming reports. If a temperature of greater than 100.0° F for any student is recorded or if any of the questions are answered in the affirmative on a given day, the student should not board a school bus nor be dropped off at school. Should a student in this situation arrive at school, he/she will be sent to a designated isolation area prior to being picked up or otherwise sent home. The student/family must contact their primary health care provider for further assessment and, as warranted, follow local health department guidelines for 14-day quarantine (or as otherwise directed).

Additionally, all students will enter buildings through a temperature scanner that will take a reading on a forehead or wrist. A monitor will record simply whether or not individual students display a temperature

of 100.0° F or higher. Those who display such a temperature will be rechecked using a hand-held temperature scanner. The individual monitoring the scanner will take all necessary health precautions in terms of physical barrier, PPE, hygiene, etc.

Those confirmed with a fever of 100.0° F or higher will be directed to the designated isolation area for parent/guardian-pick up. Parents/guardians will be provided with direction to contact a primary health care provider and should follow designated return protocol before the student re-enters the school.

DAILY HEALTH SCREENINGS & TEMPERATURE CHECKS FOR STAFF

Prior to reporting to his/her respective building each day, each staff member is required to complete a confidential electronic daily health screening form. Five questions will be presented on the form:

1. Do you currently have a temperature of 100.0°F or higher?
2. Have you experienced any symptoms of COVID-19, including a temperature of 100.0°F or higher, in the past 14 days?
3. Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?
4. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has/had symptoms of COVID-19?
5. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days?

Yes/no responses will be maintained as part of daily records. A designated staff member will review incoming reports. If a staff member has reported in the affirmative to any of the five items on the form, he/she must remain home and contact his/her principal or the Human Resources office for additional direction.

Additionally, staff members will enter buildings each day through a temperature scanner that will take a reading on a forehead or wrist. A monitor will record simply whether or not individual staff members display a temperature of 100.0° F or higher. Those who display such a temperature will be rechecked using a hand-held temperature scanner. Those confirmed will be sent home and must adhere to designated return-to-work protocol before re-entering.

HEALTH SCREENINGS & TEMPERATURE CHECKS FOR SCHOOL VISITORS

Essential visitors (e.g., contracted service providers) will be required to answer the following five questions on a health screening form prior to entering a school building.

1. Do you currently have a temperature of 100.0°F or higher?
2. Have you experienced any symptoms of COVID-19, including a temperature of 100.0°F or higher, in the past 14 days?
3. Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?
4. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has/had symptoms of COVID-19?
5. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days?

If the visitor responds in the affirmative to any of the five items, he/she will be denied entry.

Additionally, essential visitors will enter buildings each day through a temperature scanner that will take a reading on a forehead or wrist. A monitor will record simply whether or not individuals display a

temperature of 100.0° F or higher. Those who display such a temperature will be rechecked using a hand-held temperature scanner. Those confirmed will be denied entry into a school building.

SIGNAGE

Signage will be posted conspicuously in and around each school building, reminding individuals to:

- stay home if they feel sick;
- adhere to social distancing requirements;
- cover their noses/mouths with an acceptable face covering when unable to maintain social distance in accordance with District requirements;
- properly store and, when necessary, discard PPE;
- report symptoms of, or exposure to, COVID-19;
- follow hand hygiene and cleaning/disinfecting requirements;
- follow respiratory hygiene/etiquette.

HAND HYGIENE & RESPIRATORY ETIQUETTE

Hand sanitizer dispensers have been or will be installed in all locations that do not have sinks. The solution in the dispensers contains 65% alcohol, which is appropriate for schools. *Please note that handwashing (for 20 seconds or more) is preferred over use of sanitizer and will be encouraged routinely.*

Age-appropriate decal signs, reminding all individuals of the importance of and proper procedures for hand-washing/sanitizing (**Appendix C**) and respiratory etiquette (**Appendix D**), have been placed in each classroom throughout the district. Teachers will assist students in assimilating proper protocol at the elementary level.

A parent/guardian can inform his/her child's school that he/she does not want his/her child to use alcohol-based hand sanitizers by sending a written note. The school will make the appropriate hand-washing accommodations for the child in response.

TRAVEL RESTRICTIONS & MANDATORY QUARANTINE

The Governor recently signed Executive Order 205, stating that, "all travelers entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate over a seven day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine."

Please keep this in mind when planning family travel and note that this list is subject to change daily. If you have traveled or plan to travel out of state to a restricted area, please do not report to school/work following this travel, report the travel to the attendance officer at the school, and adhere to the established 14-day quarantine requirements. The link to follow includes the fluid list of restricted states:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

SYMPTOM SCREENING, ISOLATION ROOMS

School nurses and trained staff will be prepared on-site with the appropriate PPE (e.g., N95 or surgical mask, face shield, gloves, gown, etc.) and in a designated/separate room to screen students and staff who may be exhibiting COVID-19 symptoms. If there is more than one individual exhibiting symptoms at

the same time, the individuals will be separated in the room by at least 6 feet. Protocols as outlined by the local health department will be followed in the event of a positive case.

The parent/guardian of a student in such a situation will be contacted to pick up the child. The student will remain under the visual supervision of but socially distanced from the nurse or trained staff member until the parent/guardian arrives. The parent/guardian will be instructed to contact the child's primary health care provider. Should a student or staff member exhibit emergency warning signs (e.g., respiratory difficulty, pain or pressure in chest, new confusion, inability to wake or stay awake, bluish lips or face, severe abdominal pain), the nurse or designee will call 911.

The designated room, and all other rooms occupied by symptomatic individuals, will be thoroughly cleaned and disinfected following their departure or when it is safe to do so.

REPORTING/COMMUNICATING SUSPECTED OR CONFIRMED COVID-19 CASES

School staff will promptly report any illness of students or staff to the school nurse or other designated individual (e.g., administrator). All reports will be made in compliance with FERPA and Education Law §2-d.

The District will follow local and state guidelines for reporting confirmed positive cases of COVID-19. The District designee will notify the pertinent health department(s) of any positive COVID-19 diagnostic test result for an individual who was present within school facilities, including students, faculty and staff, and visitors.

With respect to confirmed positive cases or metric-based warning signs, the Superintendent of Schools or his designee will consult with the state and/or local health department to determine whether to close a specific area in response, or in the cases of broader infection, an entire school. Should a school or schools be closed in their entirety, the District will maintain continuity of learning and services.

The District will follow local health department guidelines with respect to communicating to the school district community regarding a confirmed positive case in an individual who was present directly in a school building (e.g., student, staff member, visitor). HIPAA laws will be followed in all situations. The identity of the individual(s) involved will remain confidential. School district community members will be informed of the school/area in which the individual was present and the remedial actions taken in response.

Again, the District will adhere to or define metrics in alignment with those established by the state and local departments of health or in consultation with the state and local departments of health should the level of infection locally exceed that for the region as a whole. Should data show that the level of COVID-19 transmission may be increasing in the school/district setting in such a manner, more extensive mitigation or full closure will be considered.

CONTACT TRACING

The Huntington School District will support contact tracing as outlined by the [New York State Contact Tracing Program](#), as well as associated isolation and quarantine efforts.

In an effort to assist the state and local health departments in knowing who may have had contact at school with a confirmed case, schools across the district will:

- keep accurate attendance records for students and staff;
- ensure that student schedules are up to date;
- keep an accurate log of visitors, including date, time and location visited.

Confidentiality in this regard will be maintained, as required by federal and state law and regulations.

RETURN-TO-SCHOOL/WORK PROTOCOL

Return-to-school protocol and procedures with respect to individuals who have screened positive will be established in consultation with the local health department. It shall include, at minimum, documentation from a health care provider following evaluation, a negative COVID-19 diagnostic test result, symptom resolution, or, if COVID-19 positive, release from isolation/quarantine.

Persons seen by a healthcare provider and confirmed COVID-19 negative may return:

- once there is no fever without the use of fever reducing medicines and once they have felt well for 24 hours; or
- if they have been diagnosed with another condition and have written documentation from a healthcare provider that they are clear to return.

Persons diagnosed with COVID-19 by a healthcare provider based on a test or symptoms should stay home until:

- it has been at least ten days since the first symptoms; and
- it has been at least three days since the individual has had a fever (without using fever-reducing medicine); and
- it has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

NOTE: The CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected, thus it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined.

The District will follow similar protocol to the above, as prescribed by the state and/or local health departments, for staff seeking return to work after suspected or confirmed with COVID-19 or after the staff member had close or proximate contact with an individual diagnosed with COVID-19.

HEALTH PHYSICALS

Huntington UFSD will continue to accept proof of health examination, regardless of the form on which it is completed, for exams conducted on or before January 31, 2021. Parents/guardians will be provided with additional time to submit the completed health exam documentation to their children's schools.

Hearing, vision and scoliosis screenings will be waived for the 2020-2021 school year unless such screening has otherwise been deemed necessary pursuant to an amendment to Commissioner's Regulations section 136.3(e).

Student athletes will be entitled to participate in the fall 2020 sports season when it commences, even if they do not have a current health examination if they meet established criteria.

Beginning on February 1, 2021, health examinations for schools are to be completed on the NYS Required Health Examination Form or an electronic health record equivalent form. This directive may change depending on the status of the COVID-19 pandemic in the fall.

IMMUNIZATIONS

It is the responsibility of families to ensure that student immunizations are updated before each new school year. As per state requirements, mandatory immunizations for students at each grade level for the 2020–2021 school year can be accessed [here](#).

NUTRITION

FOR STUDENTS IN SCHOOL

- **Meal Distribution/Packaging/Choices:** For students who are in school, meal distribution will take place from cafeterias due to food safety and staffing. All purchased meals and utensils will be individually wrapped/packaged for quick pick-up and easy transport. Menu choices, aligned with Child Nutrition Program requirements, will be reduced to expedite meal service time. Salad bars will be discontinued and replaced by packaged items. Students will be reminded to wash their hands thoroughly prior to and following eating and not to share food.
- **Meal Purchases & Pre-Orders:** Parents/guardians will be encouraged to use the District's *MySchoolBucks* point-of-sale system for advance payments, as applicable, to avoid the exchange of currency and preclude the need for use of a common keypad device. The District will absorb all transaction fees associated with doing so. Further, the District seeks to establish an additional mechanism for meal pre-order that will save additional time. This is anticipated by October 2020. In the interim, elementary teachers may coordinate orders, electronically or otherwise, in advance of a lunch period.
- **Locations for Eating:** Students in grades K–6 will eat meals in their classrooms or alternative spaces (e.g., outdoors) routinely. Students in grades 7–12 will eat meals in school cafeterias or adjacent open spaces (e.g., courtyard). Lunch times will be staggered in an effort to ensure that seating allows for appropriately socially distancing. Seats will be arranged such that all students face in the same direction. Physical barriers may be installed at the point of sale/pick-up.
- **Staff:** Food service workers and others involved in meal distributions will wear disposable aprons and single-use gloves. Supervisory staff and/or signage will promote appropriate hand hygiene before and after eating meals, as well as discourage students from sharing food items. Custodial staff will follow rigorous cleaning and disinfection practices, including sanitizing serving line tray slides and cafeteria furniture, in between meal periods.
- **Meals from Home & Allergy Awareness:** Students may bring their meals from home. In all settings, supervisory staff will be aware and safe accommodations will be made for students with food allergies.

FOR STUDENTS AT HOME (HYBRID OR FULLY REMOTE)

Similar payment and pre-order mechanisms will be established for those students accessing school remotely as for those in school. Parents/guardians may pick up meals in grab-and-go fashion. Sites will be established at each building for pick-up and communicated by principals prior to the start of the school year.

APPLICATIONS FOR FREE- AND REDUCED-PRICE MEALS

Prior to the start of the school year, families will be reminded that they can submit new applications for free- or reduced-price meals at any time during the school year. Applications will be available online and in school main offices. The District's neighborhood aides will be available to assist families with the application process, as needed.

TRANSPORTATION & ARRIVAL/DISMISSAL

BUSES/CONTRACTED SERVICE PROVIDER

Masks/PPE: Students are expected to arrive at their bus stops wearing masks. Masks must be worn by students on all buses contracted by the Huntington Union Free School District for the duration of the travel period, with rare exceptions noted earlier in this guide (p. 11). (With respect to such an exception, routes will be established to ensure appropriate social distancing from those to whom it is granted.) This applies to students who attend any of the eight district schools or who are transported to other schools. If a student does not have a mask when boarding the bus, the driver or attendant will provide one. Parents/guardians will be required to ensure that their children are not experiencing any signs or symptoms of COVID-19 and do not have a fever of 100.0°F or higher prior to their boarding a bus or being transported to school by other means. Employees of our contracted transportation service provider, Huntington Coach Corporation, will wear face coverings when in the presence of students and follow all recommended precautionary/hygienic practices; the company will provide employee training in all such regards. Any staff members who must have direct physical contact with a child must wear gloves.

Social Distancing: Social distancing will occur on buses to the maximum extent practicable. Students will be assigned seating for morning and afternoon bus routes. Members of the same household should board buses and may be seated together. Seating will be adjusted to achieve maximum social distancing, allowing rear-to-front loading for AM runs and front-to-rear unloading for PM runs. Additional time for loading/unloading may be needed to maintain social distancing. Signage on buses will be used to encourage healthy hygiene practices. Students will not be permitted to eat or drink on school buses.

Load Factor: With appropriate social distancing, routes have generally been built to accommodate 22 students on a large bus and 8 on a van, which equates to one student per seat. Routing will be established in a manner that allows a smooth transition between plan implementation phases (see **Appendix A**). Additional load factor considerations will include the following:

- Siblings can be seated together, which may increase capacity.
- Driver assistants or aides will occupy a student seating position if assigned to specific routes.
- Each student who does not wear a face covering could reduce the vehicle capacity, depending on where the student is seated in the vehicle.
- The first seat behind the driver will be left unoccupied when load factors allow.

- The District may make adjustments based on students who choose to remain on a full distance learning schedule, but this will not preclude the right possessed by those students to return to a hybrid schedule. As such, those adjustments will be limited.

Student Attendance: Drivers will take student attendance on *all* routes. Students not scheduled on a route on a given day will not be permitted to ride the bus.

Cleaning/Disinfection: Huntington Coach Corporation will thoroughly disinfect buses between daily morning and afternoon runs, with particular attention paid to high-contact surfaces, using EPA-approved *ValuGard G200*. All vehicle interior surfaces will be sprayed thoroughly on a periodic basis, as the treatment remains effective for up to 30 days.

Venting: Windows on all buses will remain at least slightly ajar and, where present, exhaust fans will be running. (All large buses are equipped with exhaust fans built into roof hatches.) These measures will reduce the effectiveness of air conditioning on buses where it exists, but is recommended toward preventing spread of COVID-19.

Driver Health Screening: Upon arrival to work each morning and afternoon, all of the contracted service provider's employees will be screened for symptoms of COVID-19. The screening will include verbal verification that the employee is not suffering from any CDC-identified symptoms and a scan of their body temperature using a touch-free temperature scanner. An oral thermometer with sanitary coverings is also on hand for verification of any reading 100.0°F or higher. Any employee who has experienced symptoms or a temperature of 100.0°F or greater will be sent home until medical clearance is provided in writing. Employees must notify management of a positive result, which the company will report to the New York State Health department for contact tracing.

ALTERNATE MEANS OF TRANSPORT TO/FROM SCHOOL

Families should consider driving students or, when feasible, allowing students to walk to and from school as often as possible to alleviate crowding on buses.

ARRIVAL & DISMISSAL

Areas will be designated for student drop-off and pick-up at each school in a manner designed to allow for appropriate social distancing. Separate doors may be utilized for school entry and exit, each in one direction to the extent practicable, to further ensure appropriate social distancing. A separate ingress and egress may be designated for staff. Building principals will communicate with families prior to the start of the school year regarding specific locations.

STUDENTS WITH DISABILITIES

Programs and processes related to students with disabilities will remain aligned with requirements set forth in the federal Individual with Disabilities Education Act (IDEA) and Part 200 of the Commissioner's Regulations. To the greatest extent practicable, the District school shall ensure that each student with a disability can be provided the special education and related services identified in the student's individualized education plan (IEP). However, due to the health and safety requirements that must be in place when schools resume, services may not be provided in the same mode and/or manner as is typical. For example, such related services as occupational and/or physical therapy, speech, etc. may be provided

through a combination of both in-person and remote session depending on student schedules and IEP mandates.

Parents of students with IEPs will have the option to choose the hybrid or distance learning model, with students in the special class [15:1+1 or 12:1+(3:1)] setting permitted to attend school every day. The Committee on Preschool Education (CPSE) and the Committee on Special Education (CSE) are encouraged to convene, as needed, in order to discuss the most appropriate and available services and supports, benefits and challenges, and potential effects of each model on an individual student.

Special education services will continue to be provided in the least restrictive environment (LRE) as it pertains to individual students. A student with a disability will have the option to be educated alongside students without disabilities to the maximum extent appropriate, as determined by the CPSE/CSE based on available documentation and as noted in the child's IEP.

CPSEs/ CSEs must make an individualized determination whether and to what extent compensatory services are to be provided once school reopens, as well as how those services will be provided in conjunction with the school's reopening plan and continue if the school must close again during the next school year.

Open lines of communication will remain between the District and all outside programs within which Huntington students are served in an effort to coordinate efforts in response to individual student needs.

CRITICAL POINTS OF CONSIDERATION FOR IN-PERSON LEARNING

1. As indicated, students attending school in person will be required to wear masks. The CPSE/CSE may be convened to identify appropriate safety measures for a student unable to wear a mask.
2. A greater degree of integrated co-teaching and push-in support will be prioritized in the traditional school model in order to avoid co-mingling student cohorts. Pull-out, special class [15:1+1 or 12:1+(3:1)] and resource room support will still be made available on a case-by-case basis.
3. Should parents and/or other CPSE/CSE meeting participants be unable to access the physical school space, meetings will be held virtually or via phone, in the parents' preferred language. Arrangements will be made such that parents/guardians may:
 - ✓ access student records online and in the preferred language;
 - ✓ sign documents electronically;
 - ✓ view historical documents in the student's record;
 - ✓ stay up to date with student progress.

CRITICAL POINTS OF CONSIDERATION FOR DISTANCE LEARNING

1. The CPSE/CSE must convene to address parent requests for a full distance learning model in order to document this choice, modify the IEP to reflect the available and appropriate services and supports under this learning option, and to discuss potential harmful effects.
2. Students opting into a full distance learning model will be assigned a building-based teacher of record so the student can remain connected to the school community and be provided with a seamless transition back to in-person learning by choice or when all students return.
3. Physical space will be made available at a centralized location in order to provide services, evaluations and assessments that are difficult to administer virtually. Accessing this physical space will be an option discussed by the CPSE/CSE.

4. Should parents and/or other CPSE/CSE meeting participants be unable to access the physical school space, meetings will be held virtually or via phone. Arrangements will be made such that parents/guardians may:
- ✓ access student records online and in their native language;
 - ✓ sign documents electronically;
 - ✓ view historical documents in the student's record;
 - ✓ stay up to date with student progress.

REFERRALS

All parent referrals and request for referrals by school staff should be considered as per procedures outlined in Commissioner's Regulations section 200.4(a). A referral may not be warranted if the reason for underperformance is due to school closures and a change in the learning model/schedule.

INITIAL EVALUATIONS/REEVALUATIONS & ELIGIBILITY DETERMINATIONS/ANNUAL REVIEWS

Special education evaluations (i.e., initial and reevaluations), eligibility determinations and annual reviews (in-person or remote) will be conducted within required timelines. CPSEs/CSEs will review records to determine which students are due for an initial evaluation or reevaluation. Procedural safeguards and prior written notice requirements will be maintained. Prior written notice is not required for a shift in learning model (i.e., in-person, hybrid, distance) so long as a student's educational placement is not changed.

BILINGUAL EDUCATION, ELLs & CULTURALLY RESPONSIVE PRACTICES

All aspects of this plan apply to English language learners. The District recognizes the need to provide additional support for students who qualify for associated services, particularly those students who have recently begun their education in the district or who have experienced interruptions to their formal education previously.

ENGLISH LANGUAGE LEARNER (ELL) IDENTIFICATION, PROFICIENCY LEVELS & SUPPORT

For those students who enrolled during the COVID-19 school closure in 2019-2020, as well as for those who enroll during the summer of 2020 and during the first 20 school days of the 2020-2021 school year, the ELL identification process (i.e., screening, identification and placement) will be completed within 30 school days of the start of the school year. After the first 20 days of 2020-2021, identification of ELLs will resume within 10 school days of initial enrollment as required by Part 154 of the Commissioner's Regulations (CR 154).

ELLs will be placed and instructed according to their most recently measured English proficiency levels in terms NYSESLAT or NYSITELL results or, in that the 2020 NYSESLAT was canceled, other use of locally determined diagnostic/progress monitoring/data collection tools. Former ELLs will continue to receive the services outlined by CR 154. In response to the diagnostic process, individualized supports and interventions will be designed to address the learning loss experience by ELLs in terms of both new language development and mastery of content area knowledge.

Also as per CR 154, faculty professional learning hours will be allocated to assist teachers in supporting the needs of ELL students and their families.

ELEMENTARY DUAL LANGUAGE PROGRAM

The District's elementary dual language program will continue in uninterrupted fashion in all learning models.

FAMILY SUPPORT

Communications and supports for families whose household language is other than English will receive/have access to them in the preferred language and via the preferred contact method.

CULTURALLY RESPONSIVE-SUSTAINING EDUCATION FRAMEWORK & RESTORATIVE PRACTICES

The District will continue to utilize NYSED's Culturally Responsive-Sustaining (CR-S) Education Framework and other resources toward maintaining student-centered learning environments that affirm racial, linguistic and cultural identities; prepare students for rigor and independent learning; develop students' abilities to connect across lines of difference; elevate historically marginalized voices; and empower students as agents of social change.

The District will continue its use and further development of restorative practices within the learning community at each district school.

EXTRACURRICULARS, ATHLETICS & FIELD TRIPS

INTERSCHOLASTIC ATHLETICS

As of the date of plan issuance, the fall interscholastic athletic season has been delayed until at least *September 21, 2020*. All fall season championship events have been canceled. Modifications to all seasons (e.g., a condensed season plan beginning on January 4, 2021) may occur if the fall season is unable to begin by the previously mentioned date. More information will follow in this regard.

Pertinent physical forms on file from the 2019–2020 school year will allow student-athletes to participate in the fall 2020 sports season when/if it begins. If a student-athlete does not have a form on file for 2019-2020, he/she must see a physician and submit a newly completed form.

Parents of a participant will also need to complete a Huntington athletics COVID-19 acknowledgement form. This will allow our athletic trainer to properly treat them for athletic-related issues and ensure that families are aware of the high-risk conditions associated with severe illness caused by COVID-19.

Upon restart of interscholastic athletic activities, appropriate social distancing must occur, in addition to following all safety protocols established by the state and local health departments, the District, the New York State Public High School Athletic Association and Section XI. Upon resuming, games will be played without spectators until further notice.

EXTRACURRICULAR CLUBS & ACTIVITIES

All after-school clubs and activities will be conducted in online formats/meetings or suspended until further notice.

FIELD TRIPS

Off-site field trips will be suspended until further notice; however, no-cost virtual trips will be encouraged.

FAMILY & COMMUNITY ENGAGEMENT

SCHOOL AND DISTRICT COMMUNICATION

The District asks that all families ensure that their contact information is up to date and available in multiple formats (home phone, cell phone, e-mail, etc.) prior to the start of the 2020-2021 school year. You may contact your school's main office or the District Registrar to update any or all contact information. Families should also ensure that their emergency contact information is updated by contacting their schools.

The District and its component schools use the Blackboard Connect system to reach out routinely to families by phone, e-mail and text in the home language, as designated in the District's e-School student management system. Again, the District will make every effort to collect a valid home and cell phone number and e-mail address(es) for each of its families.

Messages to families will include but not be limited to information on the reopening plan and updates that occur during the year, announcement of virtual forums, COVID-19 symptoms and health screening requirements and instructions, school schedules, social distancing and PPE (e.g., masks), hygienic practices, meal service options and costs, the existence of signage throughout each school building, and requests for feedback.

The District will post the reopening plan and other pertinent information on its website (www.hufsd.edu) and available social media platforms. There will remain a section on the website designated for all COVID-19/reopening-related information.

As federal, state and/or local requirements relative to schools may change in response to pandemic-related circumstances and/or best-known public health practices, aspects of this plan may be modified accordingly throughout the period of its implementation. All material changes will be communicated to parents/guardians, in the preferred language, in a timely manner.

PARENT-GUARDIAN FORUMS/EVENTS

Parent forums to assist in reopening plan introduction will be held for primary, intermediate, middle and high school levels on a virtual basis to assist in disseminating information, answering questions and gathering feedback. The District's neighborhood aides will assist further in explaining plan contents to district families. Event announcements will be posted on the school district website and social media platforms, as well as communicated directly through the Blackboard communication platform.

As federal, state and/or local requirements relative to schools may change in response to pandemic-related circumstances and/or best-known public health practices, aspects of this plan may be modified accordingly throughout the period of its implementation. All material changes will be communicated to parents/guardians, in the preferred language, in a timely manner.

Open houses, back-to-school nights and other parent/guardian events will be converted to virtual formats until further notice.

STUDENT REGISTRATION/DISTRICT REGISTRAR

The Huntington UFSD registration office, located in the Jack Abrams STEM Magnet School (50 Tower Street, Huntington Station) is open by appointment. Please contact the District Registrar at (631) 673-2974 or nhernandez@hufsd.edu to schedule an appointment or with any registration-related questions.

APPR & TEACHER CERTIFICATION

ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR)

All teachers and principals will be evaluated pursuant to the District's currently-approved APPR plan, which aligns with Education Law §3012-d and associated Commissioner's Regulations.

TEACHER CERTIFICATION

All District teachers will hold valid and appropriate certificates for teaching assignments, except where otherwise allowable under Education Law or Commissioner's Regulations (e.g., incidental teaching).

SAFETY COORDINATOR/POINT(S) OF CONTACT

The Superintendent of Schools will designate a *COVID-19 safety coordinator/resource person* whose responsibilities will include continuous compliance with all aspects of school district reopening plans, as well as any phased-in reopening activities necessary to allow for resolution of operational issues before activities return to normal or "new normal" levels. Huntington UFSD's safety coordinator is Dr. Kathleen Acker, Assistant Superintendent (kacker@hufsd.edu, 631-673-2111).

The Superintendent of Schools will also designate one or more *points of contact* (e.g., building principals), who will oversee health screening activities and serve as the main contacts for the identification of positive COVID-19 cases. These individuals will be responsible for communicating pertinent information to the COVID-19 Safety Coordinator and/or the Superintendent of Schools.

Points of contact:

- Lucia Laguarda (Flower Hill Principal, llaguarda@hufsd.edu; 631-673-2050)
- Valerie Capitulo-Saide (Jefferson Principal, vcapitulo-saide@hufsd.edu; 631-673-2070)
- Scott Oshrin (Southdown Principal, soshrin@hufsd.edu; 631-673-2080)
- Michelle Richards (Washington Principal, mrichards@hufsd.edu; 631-673-2090)
- Donna Moro (JA STEM Principal, dmoro@hufsd.edu; 631-673-2060)
- Lara Gonzalez (Woodhull Principal, lgonzalez@hufsd.edu; 631-673-2030)
- Traci Roethel (Finley MS Principal, troethel@hufsd.edu; 631-673-2020)
- Brenden Cusack (HHS Principal, bcusack@hufsd.edu; 631-673-2001)
- Diana Rich (Director of Pupil Personnel Services, drich@hufsd.edu; 631-673-2115)

REFERENCES

- [State Education Department Issues Guidance to Reopen New York State Schools](#)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health](#)
- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency](#)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency](#)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency](#)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

APPENDIX A – Learning Models

1. HYBRID MODEL

Elementary – Hybrid Model (phase 1)

Elementary students will attend school two (2) or three (3) days each week in person and two (2) or three (3) days each week virtually (alternating weeks), except for kindergarteners who will attend school in person every day.

Beginning Wednesday, September 9, 2020

- Students in grades 1-6 will be separated into two (2) cohorts and assigned to attend school on specific days each week, as follows:
 - Cohort 1: Alpha last name A-K (in school on Tuesdays & Wednesdays)
 - Cohort 2: Alpha last name L-Z (in school on Thursdays & Fridays)

On Mondays, Cohorts 1 and 2 will alternate, as per the chart below.

- When students in grades 1-6 are not in school, they will have access to their classes virtually. Teachers will livestream lessons from the classroom each day. As such, school day times and schedules for in-person and virtual instruction (8:45 AM-3:05 PM for intermediate students; 9:20 AM-3:40 PM for primary students) will be the same.
- Special class [15:1+1 or 12:1+(3:1)] students will attend school in person every day.
- Special area subjects (e.g., physical education, music, art, library) will be brought to the general classroom or take place outside, as applicable. To the greatest extent practicable, these subjects will be livestreamed as well.
- Teachers will use Google Classroom and Meets as their primary virtual lesson delivery platforms.
- Schedules will be created for each student and will be communicated by building principals to families, along with associated Google Classroom codes accessible through the District's *Clever* platform.

Monday (alternating cohorts)	Tuesday	Wednesday	Thursday	Friday
9/14- Cohort 1 (In-person) Cohort 2 (Virtual)	Cohort 1 (In-person)	Cohort 1 (In-person)	Cohort 2 (In-person)	Cohort 2 (In-person)
9/21- Cohort 2 (In-person) Cohort 1 (Virtual)	Cohort 2 (Virtual)	Cohort 2 (Virtual)	Cohort 1 (Virtual)	Cohort 1 (Virtual)
10/5- Cohort 1 (In-person) Cohort 2 (Virtual)				
10/19- Cohort 2 (In-person) Cohort 1 (Virtual)				

Elementary – Hybrid Model (phase 2)

(Will transition after assessing implementation of the phase 1 plan, including the ability to maintain health and safety requirements in school and on buses, and in alignment with NYS Department of Health & Education Department protocol)

Students in grades 1 and 4 will return to school in person every day, while students in grades 2, 3, 5 and 6 will continue with the phase 1 plan above.

- Students in grades K, 1 and 4 will attend school in person every day.
- Students in grades 2, 3, 5 and 6 will continue with the phase 1 plan.
- When students in grades 2, 3, 5 and 6 are not in school, they will have access to their classes virtually. Teachers will livestream lessons from the classroom each day. As such, school day times and schedules for in-person and virtual instruction (8:45 AM-3:05 PM for intermediate students; 9:20 AM-3:40 PM for primary students) will be the same.
- Special class [15:1+1 or 12:1+(3:1)] students will attend school in person every day.
- Special area subjects (e.g., physical education, music, art, library) will continue to be brought to the general classroom or take place outside, as applicable. To the greatest extent practicable, these subjects will continue to be livestreamed.
- Teachers will continue to use Google Classroom and Meets as their primary virtual lesson delivery platforms.

Elementary – Hybrid Model (phase 3)

(Will transition after assessing implementation of the phase 2 plan, including the ability to maintain health and safety requirements in school and on buses, and in alignment with NYS Department of Health & Education Department protocol)

Students in grades K-6 will return to school in-person every day.

Finley Middle School – Hybrid Model Phase 1

(Finley Middle School students return to school one (1) or two (2) days per week in four (4) separate cohorts; each cohort will be in school for two (2) days during every fourth week.)

Beginning Wednesday, September 9, 2020

- Students will attend school in person on one (1) or two (2) days each week.
- Each student will be assigned to one of four (4) cohorts and will attend school on a weekday assigned to that cohort, with an additional in-person day on every fourth Monday as reflected in the chart below.
 - Cohort 1: Alpha last name A-D (Tuesdays)
 - Cohort 2: Alpha last name E-K (Wednesdays)
 - Cohort 3: Alpha last name L-Ret (Thursdays)
 - Cohort 4: Alpha last name Rey-Z (Fridays)
- Students will attend school on the other days each week virtually; teachers will livestream their instruction daily for students at home, mirroring the same in-school, period-by-period schedule (8:05 AM-2:55 PM).
- Special class [15:1+1 or 12:1+(3:1)] students will attend school in person each day.
- Teachers will continue to use Google Classroom and Meets as their primary virtual lesson delivery platforms.
- The in-school schedule will continue to operate on an A Day/B Day basis.

Monday	Tuesday	Wednesday	Thursday	Friday
Week of 9/14 - Cohort 1 in school	Cohort 1 (In school)	Cohort 2 (In school)	Cohort 3 (In school)	Cohort 4 (In school)
Week of 9/21 - Cohort 2 in school	Cohorts 2, 3 & 4 (Distance livestream)	Cohorts 1, 3 & 4 (Distance livestream)	Cohorts 1, 2 & 4 (Distance livestream)	Cohorts 1, 2 & 3 (Distance livestream)
Week of 10/5 - Cohort 3 in school				
Week of 10/19 - Cohort 4 in school				

Finley Middle School – Hybrid Model (phase 2)

(Will transition after assessing implementation of the phase 1 plan, including the ability to maintain health and safety requirements in school and on buses, and in alignment with NYS Department of Health & Education Department protocol)

All Finley Middle School students will return to school two or three days per week in two separate cohorts.

- Students will attend school in person on two (2) or three (3) days each week.
- Each student will be assigned to a cohort and will attend school on an assigned day each week, with an additional in-person day on every fourth Monday.
 - Cohorts 1 & 2 (A-K) will combine for in-school instruction on Tuesdays/Wednesdays
 - Cohorts 3 & 4 (L-Z) will combine for in-school instruction on Thursdays/Fridays
- Students will attend school the other two (2) or three (3) days each week virtually; teachers will livestream their instruction daily for students at home, mirroring the same in-school, period-by-period schedule (8:05 AM-2:55 PM).
- Special class [15:1+1 or 12:1+(3:1)] students will attend school in person each day.
- Teachers will use Google Classroom and Meets as their primary virtual lesson delivery platforms.
- Schedules will be created for each student and will be communicated by building principals to families, along with associated Google Classroom codes accessible through the District's *Clever* platform.
- The in-school schedule will continue to operate on an A Day/B Day basis.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohorts 1 & 2 and Cohorts 3 & 4 will alternate weekly for in-person instruction	Cohorts 1 & 2 (In school) Cohorts 3 & 4 (Distance livestream)	Cohorts 1 & 2 (In school) Cohorts 3 & 4 (Distance livestream)	Cohorts 3 & 4 (In school) Cohorts 1 & 2 (Distance livestream)	Cohorts 3 & 4 (In school) Cohorts 1 & 2 (Distance livestream)

Finley Middle School – Hybrid Model (phase 3)

(Will transition after assessing implementation of the phase 3 plan, including the ability to maintain health and safety requirements in school and on buses, and in alignment with NYS Department of Health & Education Department protocol)

Students in grades 7-8 will return to school in-person every day.

Huntington High School – Hybrid Model Phase 1

(Huntington High School students return to school one (1) or two (2) days per week in four (4) separate cohorts; each cohort will be in school for two (2) days during every fourth week.)

Beginning Wednesday, September 9, 2020

- Students will attend school in person on one (1) or two (2) days each week.
- Each student will be assigned to one of four (4) cohorts and will attend school on a weekday assigned to that cohort, with an additional in-person day on every fourth Monday as reflected in the chart below.
 - Cohort 1: Alpha last name A-D (Tuesdays)
 - Cohort 2: Alpha last name E-K (Wednesdays)
 - Cohort 3: Alpha last name L-Ret (Thursdays)
 - Cohort 4: Alpha last name Rey-Z (Fridays)
- Students will attend school on the other days each week virtually; teachers will livestream their instruction daily for students at home, mirroring the same in-school, period-by-period schedule (7:30 AM-2:20 PM).
- Special class [15:1+1 or 12:1+(3:1)] students will attend school in person each day.
- Teachers will continue to use Google Classroom and Meets as their primary virtual lesson delivery platforms.
- The in-school schedule will continue to operate on an A Day/B Day basis.

Monday	Tuesday	Wednesday	Thursday	Friday
Week of 9/14 - Cohort 1 in school	Cohort 1 (In school)	Cohort 2 (In school)	Cohort 3 (In school)	Cohort 4 (In school)
Week of 9/21 - Cohort 2 in school	Cohorts 2, 3 & 4 (Distance livestream)	Cohorts 1, 3 & 4 (Distance livestream)	Cohorts 1, 2 & 4 (Distance livestream)	Cohorts 1, 2 & 3 (Distance livestream)
Week of 10/5 - Cohort 3 in school				
Week of 10/19 - Cohort 4 in school				

Huntington High School – Hybrid Model (phase 2)

(Will transition after assessing implementation of the phase 1 plan, including the ability to maintain health and safety requirements in school and on buses, and in alignment with NYS Department of Health & Education Department protocol)

All Huntington High School students will return to school two or three days per week in two separate cohorts.

- Students will attend school in person on two (2) or three (3) days each week.
- Each student will be assigned to a cohort and will attend school on an assigned day each week, with an additional in-person day on every fourth Monday.
 - Cohorts 1 & 2 (A-K) will combine for in-school instruction on Tuesdays/Wednesdays
 - Cohorts 3 & 4 (L-Z) will combine for in-school instruction on Thursdays/Fridays
- Students will attend school the other two (2) or three (3) days each week virtually; teachers will livestream their instruction daily for students at home, mirroring the same in-school, period-by-period schedule (7:30 AM-2:20 PM).
- Special class [15:1+1 or 12:1+(3:1)] students will attend school in person each day.
- Teachers will use Google Classroom and Meets as their primary virtual lesson delivery platforms.
- Schedules will be created for each student and will be communicated by building principals to families, along with associated Google Classroom codes accessible through the District's *Clever* platform.
- The in-school schedule will continue to operate on an A Day/B Day basis.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohorts 1 & 2 and Cohorts 3 & 4 will alternate weekly for in-person instruction	Cohorts 1 & 2 (In school) Cohorts 3 & 4 (Distance livestream)	Cohorts 1 & 2 (In school) Cohorts 3 & 4 (Distance livestream)	Cohorts 3 & 4 (In school) Cohorts 1 & 2 (Distance livestream)	Cohorts 3 & 4 (In school) Cohorts 1 & 2 (Distance livestream)

Huntington High School – Hybrid Model (phase 3)

(Will transition after assessing implementation of the phase 3 plan, including the ability to maintain health and safety requirements in school and on buses, and in alignment with NYS Department of Health & Education Department protocol)

Students in grades 9-12 will return to school in-person every day.

2. FULL DISTANCE MODEL

In the event of full school closure, Huntington schools will implement or transition to the following schedules:

Primary (grades K-3)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:40-9:00 AM	Extra Help/Enrichment/Student Check-In				
9:00-9:30 AM	Period 1	Period 1	Period 1	Period 1	Period 1
9:45-10:15 AM	Period 2	Period 2	Period 2	Period 2	Period 2
10:30-11:00 AM	Period 3	Period 3	Period 3	Period 3	Period 3
11:15-11:45 AM	Period 4	Period 4	Period 4	Period 4	Period 4
11:45 AM-12:15 PM	Extra Help/Enrichment//Student Check-in				
12:15-12:45 PM	Period 5	Period 5	Period 5	Period 5	Period 5
1:00- 1:30 PM	Period 6	Period 6	Period 6	Period 6	Period 6
1:45-2:15 PM	Period 7	Period 7	Period 7	Period 7	Period 7
2:30-3:00 PM	Period 8	Period 8	Period 8	Period 8	Period 8
Staff Meeting Time					

Intermediate (grades 4-6)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:40-9:10 AM	Period 1	Period 1	Period 1	Period 1	Period 1
9:20-9:50 AM	Period 2	Period 2	Period 2	Period 2	Period 2
10:00-10:30 AM	Period 3	Period 3	Period 3	Period 3	Period 3
10:40-11:10 AM	Period 4	Period 4	Period 4	Period 4	Period 4
11:20-11:50 AM	Period 5	Period 5	Period 5	Period 5	Period 5
11:50 AM-12:20 PM	Extra Help/Enrichment//Student Check-in				
12:20-12:50 PM	Period 6	Period 6	Period 6	Period 6	Period 6
1:00- 1:30 PM	Period 7	Period 7	Period 7	Period 7	Period 7
1:40-2:20 PM	Period 8	Period 8	Period 8	Period 8	Period 8
2:30-3:00 PM	Period 9	Period 9	Period 9	Period 9	Period 9
Staff Meeting Time					

Secondary Schedule (grades 7-12)

Follow A/B day schedule	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:55 AM	Extra Help/Enrichment//Student Check-in				
9:00-9:30 AM	Period 1	Period 1	Period 1	Period 1	Period 1
9:35-10:05 AM	Period 2	Period 2	Period 2	Period 2	Period 2
10:10-10:40 AM	Period 3	Period 3	Period 3	Period 3	Period 3
10:45-11:15 AM	Period 4	Period 4	Period 4	Period 4	Period 4
11:20-11:50 AM	Period 5	Period 5	Period 5	Period 5	Period 5
11:55 AM-12:30 PM	Extra Help/Enrichment//Student Check-in				
12:35-1:05 PM	Period 6	Period 6	Period 6	Period 6	Period 6
1:10- 1:40 PM	Period 7	Period 7	Period 7	Period 7	Period 7
1:45-2:15 PM	Period 8	Period 8	Period 8	Period 8	Period 8
2:20-2:50 PM	Period 9	Period 9	Period 9	Period 9	Period 9
Staff Meeting Time					

APPENDIX B – How to Wear and Remove Face Covering

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily.



Wear a Face Covering to Protect Others

- Wear a face covering that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms.
- Wear a face covering in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart.
- Wear a face covering correctly for maximum protection.
- **Don't** put the face covering around your neck or up on your forehead.
- **Don't** touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect.



Take off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#)).
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.



APPENDIX C – Hand-Washing Instruction



APPENDIX D – Respiratory Etiquette



APPENDIX E – Frequently Asked Questions

I. CURRICULUM & INSTRUCTION

Learning models

I heard that the school year will begin under a *hybrid model*. What does that mean?

It means that students will be learning in school on some days and participating in distance learning on other days. Kindergarteners and students in the special class (15:1:1 and 12:1:(3:1)) setting are scheduled to attend school daily.

I heard that students will be assigned to *cohorts*. What does that mean?

Under the hybrid model, students will be placed in groups that will report to school together on designated weekdays. At the elementary level, there will be two cohorts established for each school. One will attend on Tuesday/Wednesday and the other on Thursday/Friday, alternating on Mondays. At the secondary level, there will be four cohorts at each school, assigned in school on Tuesday, Wednesday, Thursday or Friday (with Mondays rotating among them). Siblings at the same or different schools will be assigned to corresponding cohorts. See plan *Appendix A* for specifics.

I heard that the plan is set up in *phases*. How will that work and when will phase changes occur?

The plan delineates three phases that progress from fewer students in school at the same time in Phase 1, an increased number in school together during Phase 2, and the return of all students to school in Phase 3. Timing of whole or partial phase transitions will be determined based on risk of COVID-19 infection in the community and regionally (based on testing metrics and positive cases) and the success of planned health/safety measure implementation (e.g., mask-wearing, social distancing, etc.).

Do I have the option of keeping my child home to participate in a full distance learning program?

Parents must complete an [online form](#) to alert the district that they wish to do so and for how long (month, quarter, semester or longer).

What will the learning program and schedule look like for hybrid model students and full distance learning students when they are home?

Students at home will follow the same schedule as students at school. They will log into their classes in the Google platform and will see the SMARTBoard and hear all that is happening in the classroom. Teachers will gather and provide feedback to students at

home using synchronous (while they are logged into the class) and asynchronous (after class) strategies. Note that if school buildings need to be closed entirely, schedules will shift to those delineated in *Appendix A – Full Distance Model*.

**After choosing the full distance-learning model, can my child switch back to hybrid?
What about from hybrid to full distance?**

The desire to make a change in either direction must first be shared with the building principal. While in Phase 1 or Phase 2, a student may switch from full distance to hybrid after a pre-determined period of time. During plan Phases 1 and 2, a child can switch from hybrid to full distance after notifying the principal.

Devices and Internet access

Will my child be provided with a device and WiFi access?

Yes. Returning students may use their Chromebooks from the prior year. New students, including kindergarteners, will be issued a new device. Those without adequate WiFi access will be issued a mobile hotspot device.

Does my child need to bring his/her Chromebook back and forth to school on days that they are in the building?

Yes, for students in grades 4-12. Students in grades K-3 will have individually assigned devices in their classrooms in addition to the devices they keep at home.

What if my child's Chromebook is not working?

Send an e-mail to chromebooks@hufsd.edu or leave a voicemail at (631) 812-2381 with the child's name, school and a description of the issue. A repair will occur or replacement issued promptly.

When my child is using a District-issued Chromebook, will their privacy be protected and will they have access to sites that may not be age-appropriate?

The District works only with software and digital service providers that can provide assurances related to data privacy and security in alignment with Education Law. The District subscribes to a protective service, *Go Guardian*, that will prevent students from accessing inappropriate sites and material at all times.

This past spring, there was variation among the platforms teachers were using for distance learning. Will that still be the case?

In an attempt to standardize, teachers across the grade levels will generally use the Google platform. Lessons may still include activities using other learning software

applications, all of which can be access through *Clever*. Google and application tutorials in two languages are available at

<http://www.hufsd.edu/assets/pdf/resources/2020/dlp/video-resource-links.pdf>.

Other Curriculum, Instructional & Scheduling Considerations

Will attendance be taken in every class? If so, how?

Attendance will be recorded in each class. It will be based on presence in school or distance learning engagement.

Will the district still be running a UPK program? If so, what schedule will students follow?

Yes. The district will maintain its partnership with SCOPE in running half-day sections in each primary school, with one full-day section at Jefferson Primary (dependent upon sufficient enrollment). SCOPE and the District are working to arrange for children to be in school each weekday, but the program may need to start under the Phase 1 elementary hybrid model. More information will follow.

Is the District open for kindergarten registration? When will my child be screened?

Yes, the District registration office is open. Please contact the registrar at (631) 673-2974 or nhernandez@hufsd.edu to make an appointment. Screenings will be conducted in August to the extent practicable and will continue into September.

With no state assessment data from the spring, how will the District determine who is in need of extra academic support?

The Response to Intervention (RtI) process is not based on only one criterion. The district will continue to utilize a range of other criteria, as listed in the plan, to make such determinations.

Will the District's SEARCH program continue in 2020-2021? If so, how will students be selected?

The District's SEARCH program will continue in uninterrupted fashion for currently enrolled sixth grade students. Entry into the program for fifth graders will remain based on multiple criteria, but will not include outcomes from spring NYS assessments (as they were not administered). Teacher recommendations will remain an important consideration. The Otis-Lennon Student Ability Test, typically administered in the spring, will be administered early in the new school year. This may delay selection until November; however *all* fifth grade students will participate in an enrichment unit based on the NYS Computer Science Standards, during the first marking period.

In the spring, grading processes were modified at all levels. Will that process continue?

No. Grading will return to the standard processes (i.e., 1-4 at the elementary level; numerical at the secondary level); however, teachers will be flexible and understanding of those students who face extraordinary circumstances.

Will my elementary child have recess each day?

Yes. Being outdoors is a positive! Times may staggered and locations modified so that the number of students in one area may be limited, but all students will have recess and opportunities to use playgrounds in a safe and healthy manner.

Before- and After-care

Will there be in-district childcare before and after school?

Yes. The district will maintain its partnerships with SCOPE and the Huntington YMCA and therefore maintain opportunities for childcare in district schools. The organizations will adhere to all guidelines set forth in the District's reopening plan.

II. SOCIAL & EMOTIONAL WELL-BEING

Students, staff and families have been through quite a bit during the past several months. How will the District assist in the back-to-school transition?

Priority will be placed on helping all re-acclimate at a time when anxieties are at high levels. Staff will focus on activities that remind students their schools are safe places, and places where care and compassion will take center stage. Whether it be through a multi-tiered support system (MTSS), "check-in" processes or each school's social and emotional learning curricula, the well-being of students and staff will remain a primary point of attention in terms of both the learning process and staff professional development.

III. FACILITIES/PPE

Face Coverings, Social Distancing, Barriers and Shared Materials

What requirements are in place that will help protect my child from spread of COVID-19?

All students and staff will be required to wear masks (rare exceptions outlined in plan) and maintain a distance of six feet from each other. In addition, translucent barriers will be used in many learning spaces.

What if my child is uncomfortable wearing a mask? Will there be times during the day when he/she can remove it?

It is particularly important to desensitize younger children before the year begins through trusted adult modeling and providing periodic opportunities for them to wear their masks at and outside the home. Age-appropriate mask breaks will be incorporated throughout the day at times when children are six feet or more apart.

Will barriers be used in learning spaces?

Yes. The district is in the process of securing three-sided translucent barriers for use on desks and tables that will further prevent the spread of aerosol particles from person to person. They will be sanitized after each use.

What measures will the District take to clean and sanitize buildings and classrooms, particularly high-contact areas and surfaces?

District staff will continue the regimen of intensive daily cleaning and disinfection of such high-touch surfaces as handles, knobs, stairwell rails, etc. with anti-viral solutions that are EPA-approved for use in school buildings. Buildings will also be sanitized thoroughly at least once each week with an electrostatic cleaner *after* the regular cleaning. Ozone disinfection carts will be used to clean/sanitize individually assigned devices (e.g., Chromebooks).

Will students share materials and supplies?

No. Sharing of items will be discouraged. Individual sets of supplies and material will be prepared for all students, including in such areas as art.

Social Distancing

What does it mean for students to be appropriately *socially distanced* and how will it be achieved?

Social distancing refers to the ongoing space that should be maintained between individuals so that aerosol droplets emitted from one person are unlikely to reach another. In the majority of circumstances, the Centers for Disease Control (CDC) recommends six (6) feet; however, a distance of 12 feet should be maintained between students engaged in activities that may result in more forceful droplet emission such as aerobic physical activity, singing or playing a wind instrument. Teacher direction and use of floor markings and signage (e.g., in hallways) will help all to maintain required distances. Classrooms desks will be arranged accordingly and face in the same direction. Separate and, in some schools, multiple doors will be used for building entry and exit.

Will safety drills be conducted? If so, how will social distancing be maintained when they occur?

Eight fire and four lockdown drills are still required. These and other drills will be conducted in a staggered or slightly modified manner in an effort to maintain appropriate social distancing; however, it will be impressed upon students that in an emergency situation (e.g., evacuation), safety needs will supersede social distancing efforts.

Will my middle/high school student have access to an assigned locker?

Lockers will not be assigned until further notice. Efforts will be made to ensure that items typically placed in lockers remain at home, in classrooms or other designated school locations.

What measures will be taken to maintain social distancing and sanitary practices in bathrooms?

Touchless sensors have been or will be installed on all toilets and sinks. Some sinks will be taken off line if they are within six feet of an adjacent sinks. Monitors and/or signage will assist in minimizing restroom occupancy at any given time.

How will the district ensure appropriate ventilation in classrooms and other building areas?

The district will circulate outdoor air where possible, ensure acceptable airflow (e.g., increase fan motor speeds), add air scrubbers and HEPA (high efficiency particulate air) filters where applicable to clean the air in an area, and conduct routine inspections of air handling systems. Any location deemed to have less than acceptable airflow and circulation will not be used.

Will children be able to use water fountains?

Standard water fountains will be taken offline. In some locations, they will be replaced with touchless bottle filling stations. Bottled water will be available for students in schools/areas as needed.

Will children be reminded to wash their hands routinely?

Yes, students and staff will be reminded of the importance of when and how to wash their hands – see Plan *Appendix C*.

What if my child’s classroom does not have a sink for hand-washing?

Rooms without sinks have been equipped with hand sanitizer dispensers, containing a 65% alcohol solution that is safe and approved for school use. Parents who do not want

their children using the sanitizer should let their school principals know in writing. Keep in mind that a thorough hand-washing is preferred over use of sanitizer.

Will visitors be allowed in school buildings?

Only those visitors deemed essential will be permitted entry into any Huntington school building. Essential visitors will include district employees who must be on-site as part of their responsibilities to school, outside vendors or contractors whose services are required for the safe provision of school services, and parents (by appointment) when meetings cannot be scheduled virtually. These visitors will be health-screened and temperature-checked before they enter. Outside groups will not be permitted to use district facilities until further notice.

IV. HEALTH AND SAFETY

What are the symptoms of COVID-19?

Symptoms vary by individual and age group. The list of symptoms is fluid. It is included in the plan, however a list that is updated regularly can be accessed on the [CDC website](#).

What measures will the District take to ensure that those entering a school are healthy?

Understanding that there are no guarantees related to any individual, daily health screenings in the form of a *questionnaire* (on symptoms, contacts and travel) and *temperature checks* (using a walk-through infrared scanner) for students, staff and visitors will be conducted. The questionnaire will be accessible via dedicated phone app.

What should I do if I answer YES to any item on the questionnaire?

Do **NOT** place your child on the school bus or send him/her to school. If the child is already at school, he/she will be guided to a supervised isolation room for parent pick-up. If the child displays symptoms, contact a health care provider promptly. If the child was in direct contact with anyone who has tested positive or traveled to restricted area as per the [New York State Travel Advisory](#), he/she must quarantine at home for 14 days as mandated by the Department of Health.

What if I forget to complete the questionnaire and/or take my child's temperature before he/she arrives at school?

All individuals (students and staff) will walk through the temperature scanner at a building entry point. Further, an administrator or nurse will follow up with all students (parents/guardians) who do not complete the questionnaire.

What happens if my child arrives at school and records a temperature of greater than 100.0°F on the scanner or displays other COVID-19 symptoms?

Anyone registering at or greater than 100.0°F will be rechecked with a handheld scanner. If the temperature is confirmed, the child will be guided to an isolation room for parent pick-up and cannot return to school until criteria designated in the plan are met. School staff will report any illness (students or staff) to the school nurse or principal in compliance with FERPA and Education Law. The same isolation/parent-pick up response will follow.

How will my child learn proper practices for hand-washing and respiratory etiquette?

Teachers and staff will model and reinforce. Signage will be posted in each building to assist. Guidance has been shared with parents/guardians so that they may reinforce at home as well. (See *Appendices C & D* in Plan.)

How will a school or the district respond upon receipt of information that an individual who displayed symptoms in a school building is confirmed COVID-19 positive?

Please understand that there is a chance that this will happen! The District will follow local and state guidelines for reporting confirmed positive cases of COVID-19. The nurse or an administrator will notify and consult with the Suffolk County Health Department, as well as provide information that allows Health Department officials to initiate contact tracing. Those deemed to have been in contact with the confirmed positive individual must quarantine for 14 days. This may impact a class or classes, or an entire school.

Under what circumstances would an entire school or the district close and a shift to full distance learning occur?

School districts are directed to shut their buildings for in-school learning if the regional (Long Island) percentage of test-positive cases reaches 9%. It may also occur (for a school or the entire district) when positive cases in the school or community present as concerning, regardless of the regional metric. Again, District actions will be taken in consultation with the Health Department. If the district closes all buildings, the educational program will quickly transition to the “full distance learning” schedule outlined in *Appendix A*.

If I am informed that my child must quarantine for 14 days, do I have the right to know the identity of the individual who tested positive?

While the District will communicate promptly in general regarding a confirmed positive case, HIPAA laws protect the confidentiality of the infected individual therefore no specific information can or will be shared.

Why would the District wait 24 hours to thoroughly clean and sanitize a classroom or other area in which an infected individual was present?

While the area(s) will be cordoned off promptly, CDC and Department of Health guidelines include a 24-hour waiting period in an effort to protect those who will clean the area(s). The areas will be reopened upon completion of the cleaning and sanitizing.

Under what conditions would a person suspected of displaying COVID-19 symptoms, and who subsequently tests negative, be permitted to return to school?

Such individuals may return once they have no fever (without the use of fever reducing medicines) and have felt well for 24 hours; or if they have been diagnosed with another condition and have written documentation from a healthcare provider that they are clear to return.

Under what conditions would a person who tests positive for COVID-19 be permitted to return to school?

Such individuals may return only after ten days have passed since first symptoms AND three days have passed since the individual had a fever (without using fever-reducing medicines) AND other symptoms have resolved.

Why is the quarantine period (14 days) for a seemingly healthy individual longer than the isolation period (10 days) for an individual confirmed COVID-19 positive?

The CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected, thus it is possible that an infected individual could leave isolation earlier than a person who is quarantined.

Are routine health physicals and scheduled immunizations still required?

The District will continue to accept proof of health examination, regardless of the form on which it is completed, for exams conducted on or before January 31, 2021. State-required vaccinations must be obtained according the established [grade level schedule](#).

V. NUTRITION

How will food service change for students under the current circumstances?

Meals will be prepacked and choices more limited, all in compliance with the State Child Nutrition program.

How will use of currency (paper and coins) be reduced when students purchase lunch?

Parents/guardians will be encouraged to use the District's *MySchoolBucks* point-of-sale system for advance payments, as applicable, to avoid the exchange of currency. The District will absorb all transaction fees associated with doing so. The District also seeks to establish a mechanism for meal pre-order that will save additional time, anticipated October 2020.

How will social distancing occur during mealtimes?

Elementary students will routinely eat in their classrooms, with desks already distanced appropriately. Middle and high school students will eat in cafeterias. Two lunch periods will be added. Appropriately spaced desks will replace tables; all desks will face in the same direction. Barriers will be placed on those desks, as warranted.

Will students at home (hybrid or full distance) have access to school meals?

Yes, meals will be available at the same cost as is in school and can be picked up in designated locations at each building.

I think I may be eligible for free- or reduced-price meals. How do I apply?

New applications for free- or reduced-price meals may be filed at any time during the school year. Applications will be available online and in school main offices.

VI. TRANSPORTATION

Will face coverings and social distancing be required on school buses?

While buses are among the more considerable challenges, the District regards them as extensions of the classroom. As such, face coverings and social distancing will be required. If a child at a bus stop does not have a mask, the driver will provide one. Routes and seating will be established to promote appropriate social distancing.

Will bus drivers or monitors check student temperatures prior to the students boarding buses?

No. We will need to rely on parents to complete the temperature checks and questionnaires at home prior to a child boarding the bus. A child should be kept home if there is a 'yes' response to any questionnaire item or if they present with a temperature of 100.0°F or higher.

What is the maximum number of students that will be permitted on a large bus or van?

As of now, the maximum number of individuals on a large bus will be 22, or slightly higher if members of the same household are riding together. The maximum on a van will be 8,

or, again, slightly higher if riders include members of the same household. These numbers also include staff other than the driver (if present).

How will drivers know if a student belongs on a particular bus?

Drivers will take student attendance daily. It is important for these records to be available in the event that contact tracing is needed.

Will buses be cleaned and sanitized routinely?

Huntington Coach Corporation will thoroughly disinfect buses between daily morning and afternoon runs, with particular attention paid to high-contact surfaces, using an EPA-approved anti-viral agent.

Will drivers and monitors be health screened daily?

Yes, all Huntington Coach employees will undergo daily screenings, similar to those conducted by the District. Those who do not pass the screening will be sent home and must have medical clearance prior to returning.

VII. STUDENTS WITH DISABILITIES

My child is classified and I would like him/her to participate in a full distance learning model. Is that possible and does it require the CPSE or CSE to recommend a change in placement?

Most likely, yes, but some services may more limited when participating remotely. While the CPSE or CSE may convene to discuss if and how such accommodations can be made, a shift from hybrid to remote does NOT represent a change in placement.

How will referrals, evaluations and reviews be conducted under the various learning models?

Procedures and timelines for referrals, evaluations and annual reviews will remain aligned with IDEA and Commissioner’s Regulations section 200.4(a). A referral may not be warranted if the reason for underperformance is due to school closures and a change in the learning model/schedule. Procedural safeguards and prior written notice requirements will be maintained, however prior written notice is not required for a shift in learning model as long as a student’s educational placement is not changed. Appropriate arrangements will be made to ensure full CPSE/CSE participation when it is needed (in person or virtual).

VIII. BILINGUAL EDUCATION, ELLS & CULTURALLY RESPONSIVE EDUCATION

How will English language Learner (ELL) identification and placement be determined?

For students who enrolled during the spring school closure and for those who enroll this summer of 2020 and during the first 20 school days of the 2020-2021 school year, the ELL identification process (i.e., screening, identification and placement) will be completed within 30 school days of the start of the school year. After the first 20 days of 2020-2021, identification of ELLs will resume within 10 school days of initial enrollment as required by Part 154 of the Commissioner's Regulations.

How will English language Learner (ELL) new language proficiency levels be determined?

ELLs will be instructed according to their most recently measured English proficiency levels on the NYSESLAT or NYSITELL or, in that the 2020 NYSESLAT was canceled, use of locally determined diagnostic/progress monitoring/data collection tools will be used instead.

Will there be any changes to the District's dual language program under the current circumstances?

Aside from the changes that all students will experience, the dual language program will run in its typical manner.

IX. EXTRACURRICULARS, ATHLETICS & FIELD TRIPS

Will afterschool clubs run in 2020-2021?

Clubs may run on a more limited basis to start the school year, with meetings and/or activities occurring virtually or in a socially distanced manner.

What is the status of the fall interscholastic athletic season and athletics in general?

As of right now, the start of the fall season has been delayed until September 21, 2020. If that does not occur, the next step will be adoption of a condensed season plan that would start sports in January and result in reducing the length of all sport seasons.

Will field trips be permitted?

There will be no off site field trips until further notice. Virtual field trips will be encouraged.

X. FAMILY COMMUNICATION & ENGAGEMENT

How will the District communicate updates on the impact of COVID-19 on our schools and how often?

Communications from the Superintendent of Schools and building principals will continue regularly via the Blackboard Connect system. Parents/guardians should make certain that cell phone numbers and e-mail addresses are updated. To do so, they should contact school main offices upon the start of the school year or the District registrar at any time this summer to provide updated information.

Will parent forums, conferences, open houses and other events be held in the fall?

Day and evening forums related to the reopening plan have been scheduled throughout August. Building principals will communicate information on fall events and conferences shortly, some of which may be held virtually.