



2020-2021
Solvay UFSD
REOPENING
PLANS

“Recovering, Rebuilding, Renewing”

**“We develop confident, continual learners
who are caring community members.”**



Solvay UFSD 2020-2021 School Reopening Plan

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Dear Solvay UFSD Community,

The COVID-19 pandemic has substantially changed the landscape of education for the 2020-2021 school year. Schools in New York State are currently working to develop and implement plans to reopen school in some manner in September. The New York State Education Department (NYSED) issued guidance on July 16, 2020, [*Recovering, Rebuilding, and Renewing: The Spirit of New York Schools Reopening Guidance*](#) and the New York State Department of Health (NYSDOH) issued guidance on July 13, 2020, [*Interim Guidance for In-Person Instruction at PreK To Grade 12 Schools During the COVID-19 Public Health Emergency*](#). These two guidance documents set out the requirements school districts across the state must achieve to educate students this coming school year in considering the COVID-19 pandemic.

This document presents the Solvay UFSD's plan for educating our students in the coming school year in accordance with the NYSED and NYSDOH guidance. To develop this document and the associated procedures, the district developed committees and requested feedback through surveys to gain input from a variety of district stakeholders. In total, the district organized 13 committees that included approximately 70 stakeholders. Additionally, the over 500 responses from the community survey were taken into consideration in what follows.

NYSED asked districts to develop plans for three situations: full in-person learning for all students, full distance learning for all students, and a hybrid approach - the combination of in-person and distance learning to decrease the number of students attending in-person school on any given day.

This document is being produced to fulfill the requirements of the NYSED submittal and to share the initial plan with the district community. However, we recognize that this public plan is not a final plan as we continue to fine tune it, gain more stakeholder feedback, and further develop and execute the district's plan to open our schools during this COVID-19 pandemic.

Please be assured that the health and safety of our students and community are of the utmost importance to us.

Thank you,
Jay Tinklepaugh
Superintendent of Schools



Contact Information

Solvay Union Free School District, PO Box 980, 299 Bury Drive, Syracuse, NY 13209

Jay Tinklepaugh, Superintendent
Jtinklepaugh@solvayschools.org
315-468-1111

Jessica Whisher-Hehl, Assistant Superintendent for Educational Services
Jhehl@solvayschools.org
315-468-1111

Karen Henry, Assistant Superintendent for Business
Khenry@solvayschools.org
315-468-4942

Ellen Sheehan, Director of Special Education
Esheehan@solvayschools.org
315-484-1412

Matthew Dean, Director of Technology
Mdean@solvayschools.org
315-468-1111

John Dippold, Athletic Director
Jdippold@solvayschools.org
315-484-1400

Solvay Middle School
Corey Graves, Principal
Cgraves@solvayschools.org

Solvay Elementary School
Christine Miczan, Principal
CMiczan@solvayschools.org
315-488-5422

Neil Gottlieb, Assistant Principal
Ngottlieb@solvayschools.org
315-487-7061

Solvay High School
Diane Hagemann, Principal
Dhagemann@solvayschools.org
315-468-2551

Buildings and Grounds
Kevin VanBeveren, Director of Facilities
Kvanbeveren@solvayschools.org
315-468-7035

Transportation
Roberta Eastman, Supervisor
Beastman@solvayschools.org
315-487-5842

Food Service
Pamela Kinne, School Lunch Manager
PKinne@solvayschools.org
315-484-1403



This plan is the result of extensive work completed by various members of the Solvay community. The following committees were formed to support the development of this plan:

- | | |
|---------------------------------------|----------------------|
| Mental Health/SEL | Health and Safety |
| Special Areas | Special Education |
| Parent and Student Committee | ELL/Foreign Language |
| Teachers - Curriculum and Instruction | Special Programming |
| Technology/Digital Equity & Access | Facilities/Safety |
| Transportation | Food Service |
| Budget & Fiscal | |

Committees consisted of a total of 7 district administrators, 4 building level administrators, 33 teachers, teacher union leadership, 12 mental health support staff, 2 nurses, 1 school doctor, 3 technology staff, 6 facilities/safety/transportation/food service staff, 1 clerical staff, 3 parents, 1 student, 2 community partners, 1 BOCES administrator, substitute union representative, and several alumni.

In addition, to collect initial feedback and ideas from the community a survey was released July 18 through July 21. There were over 500 respondents whose feedback was considered in the development of this plan.

The Solvay Board of Education was consulted during the development process and reviewed a draft of the plan.

► **Communication & Community Engagement Plan**

Solvay UFSD has constructed the following protocols and procedures for communicating with our school community and engaging the greater community in our ongoing efforts to reopen schools during the COVID-19 pandemic.

This plan is intended for all students, parents or legal guardians, staff, and visitors and includes information on applicable instructions, training, and signage, and is intended to serve as a consistent means to provide individuals with information.

Public Communications

To ensure regular and informational communication with the public, Solvay UFSD will implement the following methods of communication:

<i>Communication Method</i>	<i>Responsible Party</i>
Local TV, radio, and newspapers	Superintendent
District website - dedicated page for reopening	Director of Technology
Social media platforms	Director of Technology
Prominent signage in buildings to promote health & safety guidelines that follow NYSDOH and CDC guidance: <ul style="list-style-type: none"> • Printed • Digital • Vinyl decals on floors, as needed 	Director of Facilities



Meetings, Webinars, district and community-wide communications	Superintendent
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Communication with Parents/Guardians and Students

In addition to the public communication methods listed above, Solvay will communicate with parents/guardians and students via several methods as outlined below. Considering the importance of communication, especially during the COVID-19 pandemic the district is going to leverage a new communication platform called [ParentSquare](#) to improve communication between the district and families. Training for administrators, teachers, families, and students will take place virtually during the month of August.

<i>Communication Method</i>	<i>Responsible Party</i>
ParentSquare	District Administration, Building Principals, and Teachers
Emails to parents/guardians	Administration and Teachers
Letters sent home from Administration	District Administration and Building Principals
District newsletter - <i>Sentinel</i> (quarterly)	Administrative staff

District Staff Communications

Solvay will communicate with district staff via the methods listed above, as well as:

<i>Communication Method</i>	<i>Responsible Party</i>	<i>Frequency</i>
All Staff	District Administration and Building Principals	Weekly or as needed
Staff Meetings	District Administration and Building Principals	As needed
Individual Staff Communications	District Administration and Building Principals	As needed

Any district level communication will be translated into the languages spoken by Solvay families. The use of ParentSquare allows translations to occur from the district to parents/guardians as well as from the parents/guardians to the district.

Solvay UFSD will provide copies of this document in the preferred language(s) of residents. Written plans are also accessible to those with visual and/or hearing impairments. For copies of this document in other languages, or for those with visual or hearing impairments, please contact Jessica Whisher-Hehl (jhehl@solvayschools.org) or call 315-468-1111 option 1.

Solvay UFSD is committed to providing regular updates about safety, scheduling, and other information. Families can access this information via www.solvayschools.org, and can provide feedback at any time by emailing the dedicated district COVID-19 email (covid19@solvayschools.org), filling out a form online ([COVID-19 Contact Form](#)) or calling the district COVID-19 dedicated phone line at 315-468-7058.



Furthermore, for more information the following district COVID-19 response team members may be contacted:

- District COVID-19 Safety Coordinator - Jessica Whisher-Hehl, Jhehl@solvayschools.org
- Elementary School COVID-19 Coordinator - Christine Miczan, Cmiczan@solvayschools.org
- Middle School COVID-19 Coordinator - Corey Graves, Cgraves@solvayschools.org
- High School COVID-19 Coordinator, Diane Hagemann, Dhagemann@solvayschools.org

► Health & Safety Procedures and Protocols

The following section is intended to lay out procedures and protocols for students, staff, and visitors of the Solvay UFSD. These protocols were established considering the following factors:

- CDC and NYSDOH guidelines related to COVID-19;
- Capacity of current spaces based on the NYSDOH social distancing and other guidelines to minimize the transmission of COVID-19;
- Ability to maintain appropriate social distancing or face coverings;
- Ability for students and staff to move around the building as required while maintaining social distancing;
- PPE and face covering availability;
- Transportation capacity; and
- Local hospital capacity.

Social Distancing, PPE, and Face Masks

Solvay UFSD defines social distancing as keeping a 6-foot space between yourself and others and a distance of 12 feet for specified activities such as singing and physical exercise. All students and staff members must wear face coverings whenever possible. However, face coverings will specifically be required for students, staff, and visitors as follows:

- Whenever the specified social distancing of 6 or 12 feet cannot be maintained;
- In hallways;
- In restrooms;
- In other congregate settings, including buses; and
- During any transitions that require movement and the potential for not maintaining 6 feet distancing.

Solvay UFSD will provide face coverings for use by anyone in the buildings upon entry. However, students, staff, and visitors of Solvay UFSD will be allowed to wear their own acceptable face covering if they choose. Individuals with health care provider documentation stating they are not medically able to tolerate a face covering will not be required to wear one. The district has already secured PPE and continues to work to maintain adequate supplies through cooperative purchases with BOCES and the Onondaga County Health Department.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Teachers will work collaboratively with their building principals to develop scheduled mask breaks at appropriate times throughout the day. Mask breaks can only occur when appropriate social distancing can be maintained. Specifically mask breaks will occur:



- Within the first 15 minutes of entering the classroom after a transition
- At least once per hour for students staying in one space for more than one hour

Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Training

Solvay UFSD will provide training and applicable instructions for students, families, staff, and visitors. Additionally, appropriate signage related to mask wearing, hand washing, symptoms of COVID-19, and other precautions to decrease the spread of disease will be placed at all entrances to buildings and in several prominent locations throughout each of the district's buildings.

Solvay UFSD will require all staff members to be trained prior to students returning to school based on the recommendations and requirements outlined by NYSED and NYSDOH. All staff members will be required to watch or read the following as well as attest to understanding the protocols by submitting an assurance through a Google form. Furthermore, the district will require all staff to watch these videos on a quarterly basis throughout the COVID-19 pandemic. All videos can be accessed on the district's COVID-19 dedicated web page.

- CDC Video: [What You Need to Know about Hand washing](#)
- CDC Video: [How to Wear a Cloth Face Covering](#)
- CDC Video: [Social Distancing](#)
- CDC Video: [Symptoms of Coronavirus Disease](#)

The first day students return to school they will be required to watch videos and review the following fact sheets with district staff:

- CDC Video: [What You Need to Know about Hand washing](#)
- CDC Video: [How to Wear a Cloth Face Covering](#)
- CDC Video: [Social Distancing](#)
- CDC Video: [Symptoms of Coronavirus Disease](#)
- CDC Fact Sheet: [How to Protect Yourself and Others](#)
- CDC Fact Sheet: [Stop the Spread of Germs](#)

The district will make these videos and the following fact sheets available on the district's COVID-19 dedicated web page and encourage all students, parents, and guardians to review prior to the start of school:

- CDC Fact Sheet: [Stay Healthy Wash Your Hands](#)
- CDC Fact Sheet: [How to Protect Yourself and Others](#)
- CDC Fact Sheet: [Stop the Spread of Germs](#)
- CDC Fact Sheet: [How to Safely Wear and Take Off a Cloth Face Covering](#)



Please note: Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth or see through barriers) for instruction or interventions that require visualization of the movement of the lips and/or mouth (i.e., speech therapy). These alternate coverings may also be used for certain students (i.e., hearing impaired) who benefit from being able to see more of the face of the staff member. The district will provide such PPE for staff and faculty.

Hand Hygiene Plan

Solvay UFSD will schedule staggered hand washing times for students and staff. Additionally, staff and students will be required to wash/use alcohol-based sanitizers on their hands as follows:

- After using shared objects or surfaces (i.e. electronic devices, musical instruments, writing utensils, tools, toys, desks, or table tops);
- Before and after eating;
- After using the bathroom;
- After helping a student with toileting;
- After sneezing, wiping or blowing nose, or coughing into hands; and
- Anytime hands are visibly soiled.

At all sinks proper hand washing signage will be provided to remind students and staff to use warm water and lather for a minimum of 20 seconds. Alcohol-based sanitizers (60% alcohol or greater) will be provided throughout our buildings including but not limited to:

- All building entrances;
- Entrances to common areas (i.e., cafeteria, gym);
- Near high touch surfaces;
- Main offices;
- Nurse's offices; and
- Classrooms.

Furthermore, upon request additional alcohol-based hand sanitizer will be available from each building's COVID-19 coordinator.

The district will review all facilities to ensure proper supplies for hand washing exist at all sink areas. Additionally, the district will provide touch-free paper towel dispensers where feasible, remove or disable all air hand drying mechanisms, and ensure all trash cans are no touch.

Respiratory Hygiene Plan

Students and staff will be reminded that the following precautions related to respiratory hygiene should occur:

- All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. Solvay UFSD provides tissues and no touch trash receptacles in classrooms and common areas;
- If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands; and
- Students and staff should always perform hand hygiene after sneezing, coughing, and handling dirty tissues or other soiled material.



Signage

Each school within Solvay UFSD will be equipped with signage noting social distancing requirements, mask guidelines, hand and respiratory hygiene, and other relevant instructions. The following CDC posters will be used:

- [Stop the Spread of Germs;](#)
- [Cover Coughs and Sneezes;](#)
- [Face Covering;](#)
- [Hand washing; Germs Are All Around You;](#)
- [Symptoms of Coronavirus;](#)
- [Help Protect Yourself and Others from COVID-19;](#) and
- [Slow the Spread of COVID-19.](#)

► **Screenings, Confirmed Cases, & Return to School**

High-Risk Students and Families

Solvay UFSD is committed to providing accommodations to students in the school community who are or live with someone that is medically vulnerable or at a high-risk. If a student is not able to come to school, the district will provide continuity of learning for him/her through distance means. For more, details please review the teaching and learning plan section beginning on page 21.

It is important for parents/guardians to work with their child's health care providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Please contact the building principal so specific accommodations can be made for your child.

Prior to Entrance to a District Building

On days students come to school it is required that a parent/guardian screen the student for COVID-19 symptoms as follows, and may not send the child to school if he/she has any one of the symptoms:

- Temperature above 100°F;
- 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; and/or
- Diarrhea.

Upon screening of a child, the parent/guardian must attest to the screening using the district identified method prior to the student being transported to school or dropped off by a parent/guardian.



If an attestation to screening and being symptom free is not received by the time the student enters a school building, the screening will be done at school. If a student exhibits any symptoms, he/she will be placed in one of the designated COVID-19 isolation locations in the building and be picked up by a parent/guardian immediately.

All district staff must take their temperature and complete the COVID-19 symptoms questionnaire prior to entering any district buildings. Staff are required to complete the daily questionnaire each day prior to coming to work to attest to being symptom free.

Families, students, and staff of Solvay UFSD are encouraged to continually monitor for signs of illness and to stay home if he/she has any symptoms.

Visitors to Solvay UFSD

The district will work to minimize visitors to decrease the potential spread of COVID-19. It is understood that the school is seen as a hub of the community and strives to be a welcoming place for all. However, to provide a safe learning and teaching environment for students and staff, visitors to any district building must be significantly limited.

All visitors, guests, contractors, and vendors that enter a Solvay UFSD building will be required to:

- Attest to not having a fever;
- Complete the COVID-19 symptom questionnaire; and
- Wear a mask when in buildings.

A record of all visitors and their completed questionnaire will be kept on file for the duration of the school year.

Individuals Exhibiting Signs of Illness

Solvay UFSD requires students and staff with symptoms of illness to be sent to the building's school nurse. The school nurse will assess individuals. If the school nurse is not available, the building principal, through consultation with a nurse from another school building, will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.

Students suspected of having COVID-19 who are awaiting transport home by a parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

Solvay UFSD will take the following steps:

- Closing off areas used by a sick person and not using these areas until cleaning and disinfection has occurred;
- Wait as long as possible after the room is disinfected before using the room again;
- Opening outside doors and windows to increase air circulation in the area when possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas;



- Solvay UFSD refers to the NYSDOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" for information on "close and proximate" contacts; and
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used a district building, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.

To prevent the possible transmission of the virus to others while waiting for transportation home, the following steps will be taken:

- Students should be escorted from the isolation area to the parent/guardian;
- The parent/guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center;
- Symptomatic students or staff members will follow the [CDC Stay Home When You Are Sick Guidance](#) unless otherwise directed by a health care provider or the local department of health; and

Solvay UFSD staff is aware of the symptoms of [Multisystem Inflammatory Syndrome in Children \(MIS-C\)](#) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. The district will notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a health care provider:

- Fever;
- Abdominal pain;
- Vomiting;
- Diarrhea;
- Neck pain;
- Rash;
- Bloodshot eyes; and/or
- Feeling extra tired.

Emergency transport (911) must be called for any student or staff member showing any of these emergency warning signs following district policies:

- Trouble breathing;
- Pain or pressure in the chest that does not go away;
- New confusion;
- Inability to wake or stay awake;
- Bluish lips or face; and/or
- Severe abdominal pain.

Confirmed COVID-19 Case Response

If a confirmed case of COVID-19 occurs in a Solvay UFSD building, the district will work in collaboration with the Onondaga County Health Department and the district medical director to determine response.

If a student or staff member reports having tested positive for COVID-19, the district COVID Safety Coordinator will notify the local health department to determine what steps are needed for the school community.



COVID-19 Testing

Solvay UFSD complies with CDC guidance and does not conduct COVID-19 testing or require testing or antibody testing of students or staff members. A health care provider or the local department of health should determine the decision of whether a test needs to be conducted. The district will consult with the school medical director on a case-by-case basis to determine testing needs.

If you need a COVID-19 test, please contact your health care provider or refer to the [Onondaga County Health Department's web page](#) to make an appointment at one of the County locations.

Contact Tracing

Solvay UFSD cooperates with state and local health department's contact tracing. We assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors which includes date, time, and where in the school they visited;
- Assisting the local health department in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program; and
- Maintaining confidentiality as required by federal and state laws and regulations.

School staff should not try to determine who is to be excluded from school based on contact, without guidance and direction from the local department of health.

Return to School after Illness

Solvay UFSD follows CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

If a person is not diagnosed by a health care provider (physician, nurse practitioner, or physician assistant) with COVID-19, they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours; or
- If they have been diagnosed with another condition that can explain the symptoms and have a health care provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a health care provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- 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.



Widespread Exposure

Solvay UFSD will collaborate with the Onondaga County Health Department to determine the parameters, conditions, or metrics (i.e., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

Solvay UFSD will consider closing a school if absentee rates affect the ability of the school to operate safely. Solvay UFSD may choose to modify operations prior to closing to help mitigate a rise in cases, and will consult our medical director and/or the local department of health when making such decisions.

▶ **Transportation Procedures**

Mode of Transportation

Solvay UFSD encourages families to drop-off or facilitate student walking when possible in order to reduce the strain on school bus capacity because of social distancing requirements. Solvay UFSD will continue to transport all students who require bus transportation.

Solvay UFSD will continue to provide transportation for students living in the district that attend nonpublic, parochial, private, charter schools, or students who attend a regional BOCES or other specialized program. Transportation is provided each day the school or program students are attending in person.

Procedures for Transportation Staff

All school bus drivers, attendants, and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work. All transportation staff (drivers, attendants, mechanics, and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing and the proper use of personal protective equipment and the signs and symptoms of COVID-19. All school bus drivers and attendants, who must have direct physical contact with a child, must wear gloves. All school bus drivers, attendants, and mechanics must wear a face covering. Solvay UFSD will provide PPE such as masks and gloves for drivers, monitors, and attendants in buses. All busses will be cleaned after each bus run and disinfected once a day.

Due to its combustible composition and potential liability to the carrier or district, school busses will not be outfitted with hand sanitizer, and school bus drivers and attendants may not carry personal bottles of hand sanitizer with them on school buses. Hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms, and/or bus garages.

Procedures for Students

Students must wear a mask on a school bus if they are physically able. Students who do not have a mask will be provided a mask to wear on the bus. Students with a disability, which would prevent them from wearing a mask, will not be forced to do so or denied transportation. Instead, they will be appropriately socially distanced while on the bus.

Students will be trained and provided periodic reminders on the proper use of PPE and the signs and symptoms of COVID-19. Students will be trained and provided periodic reminders on the proper use of social distancing.



In general, students will load the bus from back to front, and will unload the bus from front to back. Students should maintain 6 feet of distance between themselves and others while loading and unloading. With the exception of students living in the same home, students will sit one student to each seat on the bus.

► Facilities

Building Safeguards

Each school within Solvay UFSD will restrict the use of classrooms and other places where students, faculty, and staff gather (i.e., lockers, cubbies, entranceways, hallways), so that individuals can be socially distanced. Gathering in small spaces (i.e., elevators, faculty offices) by more than one individual at a time will be limited, unless all individuals in such space are wearing acceptable face coverings. In each building, a distance of 12 feet in all directions must be maintained between individuals while participating in activities that require projecting the voice (i.e., singing), playing a wind instrument, or aerobic activity.

At this time, the district does not plan to add any temporary or permanent space to the current facilities.

The district will maintain the appropriate ratio of drinking fountains per student per NYSED requirements. Where possible, the bubbler-type drinking fountain will be replaced with bottle filling stations.

Throughout the buildings, appropriate signage will be placed reminding people to maintain social distancing. In high traffic areas such as hallways, entranceways, bus decks, student drop off locations, main offices, etc., markers will be placed in 6-foot intervals to provide a visual reminder to maintain appropriate social distancing. When possible, hallways will be determined to be one way or hallways will be clearly marked into two halves with a specific direction indicated for each half.

Playgrounds

Solvay UFSD will utilize playgrounds when proper safeguards are in place. Playground use will be staggered rather than allowing multiple classes to play together. Students will wash or sanitize their hands before and after touching, play structures and keep 6 feet of space from other children as much as possible.

Cleaning Protocols

Each building in Solvay UFSD will be cleaned and disinfected following CDC guidance. Cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, hallways, and busses.

To help with cleaning and disinfection, Solvay UFSD will perform the following:

- Keep accurate attendance records of students and staff members;
- Ensure student schedules are up to date;
- Perform normal routine cleaning with soap and water to decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
- Provide disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19;
- Provide frequent disinfection of frequently touched surfaces and objects;
- Keep all disinfectants out of the reach of children;



- Each building will have an identified cleaning schedule to ensure frequently touched surfaces and communal areas are cleaned on regular intervals during the school day; and
- Solvay UFSD will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

Students will not be in the room when disinfectants are being used and students will not be required to do any cleaning while in school. District procedures will follow CDC guidance.

Bathrooms, door handles, and handrails will be cleaned regularly. Classroom trash cans will be emptied several times a day. Specific care will be taken to remove waste from eating in classrooms promptly.

Communal use bathrooms will be cleaned several times a day. Cleanings will be noted on a log. During regular inspection and cleaning of bathrooms, wastebaskets will be emptied and paper towels will be maintained to have an adequate supply.

Appropriate cleaning supplies will be distributed and maintained in each classroom to facilitate teachers being able to clean high touch surfaces in classrooms between student uses. Each room will have signage that identifies proper cleaning procedures and frequently touched surfaces. Each room will have an adequate supply of gloves.

For extra spaces, such as stadiums, cleaning will be done regularly after uses. Outside spaces will have signs notifying the public about risks of use.

Solvay UFSD will clean high-touch surfaces frequently throughout the day. Examples of high-touch surfaces include:

- Tables;
- Doorknobs;
- Light switches;
- Countertops;
- Handles;
- Desks;
- Phones;
- Keyboards and tablets;
- Toilets and restrooms; and
- Faucets and sinks.

Nightly cleaning procedures will include the cleaning of the entire building, each classroom, and surfaces touched throughout the day. The district owns Clorox 360 machines that are deployed in each building as well as in the transportation department. These machines will be used each evening to further disinfect all buildings and busses.

The district will maintain minimum ventilation requirements on HVAC equipment. This is monitored through the temperature control system. When weather allows, we will adjust to maximize air ventilation.



School Health Office(s) Cleaning

School health office cleaning must occur after each use of:

- Cots;
- Bathroom; and
- Health office equipment (i.e. blood pressure cuffs, otoscopes, stethoscopes, etc.) will be cleaned following manufacturer's directions.

Disposable items should be used as much as possible including:

- Disposable pillow protectors; and
- Disposable thermometers, disposable thermometer sheaths or probes, and disposable otoscope specula.

School Kitchen and Cafeteria Cleaning

In all building cafeterias, traditional cafeteria tables and individual desks will be used to provide 6 feet of physical distancing. In each cafeteria, several desks will be designated to be used by students with food allergies. Procedures will be in place such that students enter the cafeteria and leave the cafeteria in a specified order to minimize students coming within 6 feet of each other while one student is eating. Students will be required to wear a mask until they are settled at their individual desk ready to eat. After use, each desk and chair will be disinfected before another use.

Safety and Compliance Requirements

Solvay UFSD will continue to conduct required school safety drills with modifications ensuring social distancing between persons. Staff and students will wear masks/face coverings. Under a hybrid model, drills will be scheduled to include students from both cohorts to ensure practical knowledge of evacuation/lockdown procedures by all. Fire drills will be conducted per NYS requirements. They will take place in staggered increments. Students will be given a set location to go to when exiting and the teacher will help maintain 6 feet separation between all students throughout the entire drill.

Twelve emergency evacuation/lockdown drills occur each school year, eight of which shall take place between September 1 and December 31. Eight will be evacuation drills; four will be lock-down drills. Emergency Evacuation Drill/Lockdown procedures will be reviewed before participating in the first drill.

Solvay Elementary School:

In-Person/Hybrid - Fire drills will be conducted in staggered increments. Classes will be given a time during the day - example one set of classes from grades K, 1, 2, 3 and 4 at 9:00 a.m. and then another set at 9:30 a.m. Students will be given a location to go to when exiting and teachers will help to maintain a 6 feet separation. Students will be taught what is expected in a lockdown drill. Teachers will use videos and examples so students can see the process.

Virtual - Teachers will be expected to provide one lesson quarterly on fire safety and what a drill would look like if students were in school.



Solvay Middle School and Solvay High School:

In-Person/Hybrid - The drills will be executed in a staggered fashion. One classroom from each department will be asked to exit the building at a time. Students will exit and remain 6 feet apart. Drills shall be conducted at different times of the school day.

Virtual - Teachers will be expected to provide one lesson quarterly on fire safety and what a drill would look like if students were in school.

► Child Nutrition

Solvay UFSD is committed to providing all enrolled students access to school meals each school day. This includes students in attendance at school and students learning remotely.

All schools in the Solvay UFSD meet the requirements for Community Eligibility Provision. Information is on the Solvay UFSD website and letters will be mailed home explaining “What a CEP School is”. This will be new for Solvay High School.

Meal Distribution Plan

During In-School Instruction:

- Students in school will receive breakfast and lunch;
- Meals will either be served in classrooms or cafeteria locations;
- Students will not be allowed to share food or beverages; and
- Food distribution in school will be set up as a grab and go, no buffet style service will occur.

During Hybrid Instruction:

- Students in school will receive breakfast and lunch; and
- Three breakfasts and three lunches will be delivered on Wednesdays for those who request participation in the feeding program.

During Distance Learning

- Five breakfasts and five lunches will be delivered each Wednesday for those who request participation in the feeding program.

Health and Safety Guidelines

Food Service has in place HACCP guidelines for both in school consumption and home delivery. Food Service will use safety guidelines put forth by the State, such as but not limited to, staff wearing masks and gloves while preparing and distributing food and the students maintaining social distance when eating. Staff will be trained on the district’s policies on health and safety.

Food Allergies

When providing meals in spaces outside the cafeteria, food for students with allergies are made separately. The meals are labeled with student information and are loaded onto the bus first keeping them separate from other meals.



Hand Hygiene

Students and staff will be instructed to wash or sanitize their hands before and after eating.

Cleaning & Disinfecting

Standard operating procedures have been updated for additional cleaning of high-touch surfaces. Tables and desks will be cleaned and disinfected by staff after each use. Single use gloves will be used when preparing and handling food. Only food service staff will be permitted in the kitchen areas.

Compliance with Child Nutrition Program Requirements

Solvay UFSD will follow the meal patterns set by the Child Nutrition Program and apply for waivers that are needed: meal patterns, parent/guardian meal pickup, and meal service time, after school activity in the snack program, on-site monitoring requirements and area eligibility.

Communication

The district's website and social media platforms, as well as emails, ParentSquare, robo calls, and newsletters will be used by the food service program to communicate any changes in operations within the food service program with parents and students. The contact person is Pamela Kinne, Food Service Manager.

► **Teaching & Learning**

Teaching and learning is the core of the work we do at Solvay UFSD. The district is steadfastly committed to providing students with equitable and high-quality opportunities to learn always, and especially during the COVID-19 pandemic. NYSED asked each district to prepare a teaching and learning plan for three situations: all in person learning, all distance learning, and a hybrid learning mix (mix of in-person and distance learning).

Regardless of which of the following learning situations are deployed, all instruction will be aligned to [New York State Learning Standards](#).

In-Person

At this time, due to constraints related to space and staffing, Solvay UFSD does not have the ability to have all students in school every day and achieve all safety requirements set forth by NYSDOH, CDC, and NYSED related to COVID-19. Full in-person learning would be all students in school five days a week. The district will move to full in-person learning once it can be done safely and in accordance with all requirements specific to COVID-19. We know full in-person learning is optimal, however, we need to prioritize the health and safety of students and staff.

Hybrid

The hybrid model allows for a mix of in-person and distance learning with a total of five days of continuous learning for all students. To meet the NYSED, NYSDOH, and CDC guidelines PreK-12 grade students will be divided into two cohorts (cohort A and cohort B) with each cohort containing about half of the student population. The district would maintain building schedules as they currently exist,



including start times and end times for in-person days. Additionally, a fully distance learning option will be provided for students in high-risk categories or do not feel comfortable coming to school during the COVID-19 pandemic.

The following illustrates a weekly plan for the hybrid model:

Cohort	Mon.	Tues.	Wed.	Thurs.	Fri.
A	In School	In School	Distance	Distance	Distance
B	Distance	Distance	Distance	In School	In School
C*	Distance	Distance	Distance	Distance	Distance

*Available by choice.

The hybrid situation significantly decreases the number of students in a classroom and building each day to promote great social distancing and decrease the interactions between students while maintaining five days of learning opportunities for students (two in-person and three distance). In addition, this model allows the district to do a deep clean of all of the buildings and buses on Wednesday, as no students would be in the district that day. This will allow for the significant reduction in any cross cohort spread of disease.

The following considerations would be taken into account when dividing the students into two cohorts:

- Keeping members of the same household in the same cohort;
- Achieving cohort populations that are as equal as possible in number; and
- Maximizing the ability of special education and other related services staff to provide IEP and other services to students.

Students would maintain their regular schedule daily when they are in school. However, a few alterations might need to occur to accommodate regulations related to increased social distancing for classes such as physical education, band, and chorus. When alterations to a schedule are required to achieve NYSDOH guidelines, distance-learning opportunities will be coupled with the in-person learning to maximize students' opportunity to learn, achievement of associated learning standards, and participation in a well-rounded learning experience.

During distance learning days, students will be provided with opportunities to learn. Teachers will place learning opportunities on Google Classroom for days students are engaging in distance learning. It is expected that students participate in these learning activities each day during distance learning days. While much of the learning activities are likely to be asynchronous during distance learning days, students will be required to complete activities daily. Completion of activities during distance learning days will count as attendance for those days. The specifics of the tracking and calculation of attendance during distance learning will be articulated in the future and based on the student's grade level.

Wednesday of each week will be a distance-learning day for all students. To facilitate substantial student and teacher interaction during distance learning, teachers will be required to either engage in a live-time learning activity on Wednesdays or provide office hours to support students as they complete various distance-learning activities. It will be expected that students reach out to teachers during distance learning



days if they have questions related to any distance learning activity. Teachers will maintain regular communication and contact with students during distance learning activities.

Students will be provided and required to participate in social emotional learning activities provided throughout the week, specifically on Wednesdays. Furthermore, Wednesdays will include additional learning activities for courses, such as physical education, band, and chorus that may not be able to fully meet during in-person days because of social distancing restrictions for these activities. Core area teachers will also be able to use Wednesdays as time to offer office hours or other opportunities to connect with students and support them during their distance-learning portion of the week.

Distance

It is anticipated that there may be periods of time that require the district to move to a scenario consisting of full distance learning in the case of COVID-19 outbreaks locally. In this situation, Google Classroom will be used as the learning management system district wide. Full distance learning will provide learning opportunities five days a week and be aligned to New York State Learning Standards. This will also include specific learning activities related to the social emotional learning standards and mental health continuum. Furthermore, required accommodations, special education support, and related services will be provided to the extent possible considering constraints of distance learning.

It will be expected that students will engage in the learning opportunities daily including the completion of assignments. Participation in distance learning will be tracked daily. Teachers will provide students with a mix of interactive learning activities as well as more independent distance learning activities. Attendance in interactive learning activities will be recorded. It is expected that students participate in distance learning each school day. If a student is not participating in the learning activities, the teacher(s) will notify the building principal using a shared Google Sheet to track student engagement. The building principals and support staff (i.e. guidance counselors) will monitor the student engagement sheet and make individualized contacts with students and/or their families to facilitate full student participation in learning activities.

High-Risk Students

Students who are at high risk or have family members that are at high risk will be offered the opportunity to select fully distance-learning options even during periods of time that the district is open at some capacity. Learning opportunities will be aligned to New York State Learning Standards and similar in rigor with the in-person instruction that is occurring at the same grade level or content area. Furthermore, distance learning for high-risk students or other students for which parents' request full digital learning will include substantial interaction with teacher(s). Learning opportunities will be provided for all days school is in session and students will be expected to participate in the learning opportunities provided each day.

► School Schedules

The Solvay UFSD plans to operate under regular daily schedules for all three buildings related to start and end times. The only adjustment will be under the hybrid model described above which breaks the students into two cohorts and schedules. Wednesdays will be a deep cleaning day with all students engaging in distance learning.



► Technology & Connectivity

Solvay UFSD is well positioned to provide appropriate technology and connectivity to all PreK-12 students for the 2020-2021 school year. The district has already collected information related to technology and connectivity availability for students. Based on the results of distance learning in the spring and a recent survey sent out to families it appears that over 95% of students do not have an issue with connectivity. However, the district owns 20 hotspot connectivity devices that will be distributed to students on an as needed basis. The district will continue to work to assess the needs of our students and assure all students have the needed access to participate in distance learning.

Additionally, Solvay UFSD has enough Chromebooks to provide each student with one. Students will be required to use the same Chromebook at school and home to minimize spreading the virus on frequently touched surfaces such as keyboards. This will allow each student to have a device during periods of distance learning and a dedicated device during in-person school. Each building will also have extra Chromebooks available for instance, where students forget to bring their device to school.

Each Solvay UFSD teacher that needs a Chromebook will be issued one by the district. Currently, there are no teachers reporting a lack of connectivity from their home. If such a case arises, mobile hotspot devices can be loaned to staff.

While the district is prepared to issue any student that needs a Chromebook or a mobile hotspot, we recognize that there still may be situations where a student may not have or a parent does not want their child to have access. Any cases where a student is not able to participate in distance learning through technology, or if the student's needs would be better met through learning opportunities that are not digital, the district will work with each individual student to provide learning opportunities that are of the same rigor as students receiving in person, hybrid, or fully digital learning opportunities.

Solvay UFSD has been a Google based school district for many years. Thus, Google Classroom and related applications such as Google Meet will be used as the learning management platform for distance learning. Additionally, the district's primary communication tool, ParentSquare integrates with Google Classroom, which will streamline things for parents/guardians with regard to being informed about their child's learning expectations.

The majority of teachers in the district have experience with Google based platforms. A multitude of learning opportunities related to the Google based platforms and teaching in the digital classroom have been offered to teachers. The district maintains records of all training staff it has engaged in and will specifically reach out in August to staff who have not yet taken advantage of the digital professional learning opportunities provided regionally through BOCES. Additionally, the district contracts with OCM BOCES/CNYRIC to have a technology integration specialist in the district two days per week during the school year and summer. The specialist has designed customized training for teachers in the district to fit their needs as well as offer more general training for teachers. Solvay will continue to use the BOCES technology integration specialist to further support our staff in developing and expanding their skills and knowledge related to digital learning.



Furthermore, during the spring of 2020 distance learning resources related to digital learning were placed on our web page to support teachers, students, and families. The district will continue to add to these resources and make specific training videos when needed to allow for staff, students, and families to have easy access to resources to support distance learning.

► Attendance & Chronic Absenteeism

Solvay UFSD will continue to track and record attendance in accordance with state regulations. Daily attendance will be taken using existing procedures for days in which students are physically present in school. As the district is using Google Classroom as the primary distance-learning platform, student login and engagement with learning activities posted can be monitored. On days in which students are learning through digital means teachers will track participation/engagement.

Additionally, the district is in the process of developing specific plans to provide an interactive check-in with students on digital learning days. The district is looking into ways to leverage mental health support staff and special area teachers to provide interactive check-ins with students on days they are learning virtual.

The district will also employ a student engagement tracking system. Each building will have a shared Google Sheet with each student identified. Teachers will be asked to note students that are not participating in or engaged in distance learning. Building administrators and guidance counselors will monitor this sheet closely to make individual calls and connections with students and their families if they are not engaged in distance learning.

► Special Education

Solvay UFSD is committed to ensuring students with disabilities receive appropriate accommodations and modifications in furtherance of the provision of a Free and Appropriate Public Education.

During In-Person Instruction:

- Each school will implement all Part 200 Regulations and student's IEPs in conjunction with DOH guidelines.

During Hybrid Instruction:

- Each school will utilize the off day for evaluations, progress monitoring, and additional provision of services;
- Collaboration between general education staff and teaching assistants (TAs) will occur to ensure receipt of students' modifications/accommodations;
- Case managers will ensure that students have access to necessary materials;
- Distribution of materials, if needed, based on required student bus accommodations, will be coordinated with food drop off;
- High needs students will attend in-person instruction all four instructional days; and
- Full PPE (gown, gloves, and face shield) will be provided to staff working with the high needs populations.

During Distance Learning:

- Each school will provide instruction and related services;
- Parents will be surveyed to accommodate special education services in conjunction with family needs (video lesson, paper packets, tele-therapy, and lesson plans with modeling videos);



- All special education providers will reach out directly to families to provide students with appropriate skill building work that is differentiated for each student, clear guidance on how to contact the providers, along with regular check-ins to communicate student progress and needs;
- Documentation will be recorded in the contact logs in IEP Direct;
- Collaboration between general education staff and TAs will occur to ensure receipt of students' modifications/accommodations;
- Case managers will ensure that students have access to necessary materials; and
- Distribution of materials, if needed, based on required student bus accommodations, will be coordinated with food drop off.

Evaluations will occur as planned unless indicated contrary by parent choice. School psychologists will track documentations of outstanding initial and reevaluation needs.

All CSE meetings will continue to be held virtually as scheduled or requested. Parents will participate via phone/video conference to limit the number of individuals in buildings. Prior Written Notice (PWN) and procedural safeguards will continue as per NYS Regulations.

Solvay UFSD is committed to communicating with the families of students with disabilities and will provide meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the Individuals with Disabilities Education Act (IDEA).

Solvay UFSD is committed to collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on Individualized Education Programs (IEPs).

During In-Person Instruction:

- Each school will implement all Part 200 Regulations and student's IEPs in conjunction with NYSDOH guidelines.

During Hybrid Instruction:

- The district will communicate with agencies and parents regarding the agreed upon mode of services per individual student;
- Evaluations will be conducted as scheduled to the extent possible pending parent agreement;
- Determinations as to what information is readily available, what evaluation data is needed, which assessments may be conducted remotely, and which assessments require face-to-face contact will be made by the CPSE on an individual student basis; and
- All CPSE meetings will continue to be held virtually as scheduled or requested. Parents will participate via phone/video conference to limit the number of individuals in buildings. PWN and procedural safeguards will continue as normal.

During Distance Learning:

- The district will communicate with agencies and parents regarding the agreed upon mode of services per individual student and
- Evaluations will be conducted as scheduled to the extent possible pending parent agreement.

Determinations as to what information is readily available, what evaluation data is needed, which assessments may be conducted remotely, and which assessments require face-to-face contact will be made by the Committee on Preschool Special Education (CPSE) on an individual student basis.



All CPSE meetings will continue to be held virtually as scheduled or requested. Parents will participate via phone/video conference to limit the number of individuals in buildings. PWN and procedural safeguards will continue as normal.

District representative will attend Preschool Coalition meetings and countywide CPSE Chairpersons meetings to ensure collaboration with Onondaga County services.

► **Bilingual Education & World Languages - Required Notices**

Solvay UFSD includes students from diverse backgrounds for whom English is not their first language. The district has a certified ELL teacher in each of our buildings to support ELL students and families. As Solvay UFSD has been committed to serving all students to the best of our ability, the district has provided [Sheltered Instruction Observation Protocol](#) (SIOP) training for over five years on an annual or semiannual basis. To date approximately two thirds of all teachers in the district have received this training. Thus, as a district we have widely distributed knowledge specifically related to teaching ELL students.

The ELL teachers have reviewed their anticipated student load for next year and will ensure the achievement of requirements related to the identification of ELL students within 30 days of the start of school. The district will continue to leverage the current system for identification, communication, screening, continuation of service, and notification of services for each ELL student.

To support ELL students and maximize the ability of current dedicated ELL teachers, student cohorts will be purposefully designated to allow ELL teachers to provide maximum support for students. Specifically, ELL teachers will work closely with classroom teachers and be an active part of the Google Classroom or other digital learning environments to support ELL needs. During periods of in-person learning, ELL teachers will prioritize ELL units of study and during distance learning ELL teachers will prioritize co-taught integrated units of study. Thus, ELLs will be provided the required opportunity to learn related to units of study based on their proficiency level.

ELL teachers will collaboratively develop, employ, and analyze language growth for all ELL students. Specifically, a hybrid NYSESLAT/NYSITELL assessment will be used to screen all students three to four times a year.

The ELL teachers work closely with content area teachers on a regular basis. This will continue regardless of instructional modality. Specifically, the ELL teachers work to support content and special area teachers in identifying and posting language objectives for each lesson as well as the use of visuals to support the comprehension of content. Additionally, ELL teachers support classroom instruction with the use of sentence starters, simplified texts, clear directions, bilingual glossaries, and developing multiple ways for ELL students to demonstrate content knowledge.

The district employs a variety of methods to support communication with families of ELL students for whom English is not their primary language. The district works with a contracted professional interpretive organization for translations. The district leverages this organization to translate all written communication into the languages spoken in our community. Additionally, the district employs the translation organization to facilitate in person or over the phone translation with families. The district also has on staff a trilingual (Russian, Ukrainian, and English) family service worker that acts as liaison between school and family. Lastly, as previously mentioned, the district wide communication platform ParentSquare offers translation between numerous languages spoken in the district's school community.



► Social Emotional Well-Being

Solvay UFSD is committed to developing the whole child through social and emotional learning (SEL). SEL is critical to a child's development, as it directly correlates to developing confident, continual learners who are caring community members.

During In-Person Instruction:

- The team will meet quarterly or as needed to review district surveys (climate surveys, staff surveys, student surveys, family surveys) utilizing specific data analysis process methods to determine strengths, trends, and needs; and
- A member representative will report to administration delineating results and needs.

During Hybrid Instruction:

- The team will meet virtually, quarterly or as needed to review district surveys (climate surveys, staff surveys, student surveys, family surveys) utilizing specific data analysis process methods to determine strengths, trends, and needs; and
- A member representative will report to administration delineating results and needs.

During Distance Learning:

- The team will meet virtually, quarterly or as needed to review district surveys (climate surveys, staff surveys, student surveys, family surveys) utilizing specific data analysis process methods to determine strengths, trends, and needs; and
- A member representative will report to administration delineating results and needs.

The district will provide referrals as indicated below:

During In-Person Instruction:

- Continue to provide mental health, behavioral, and emotional support services and programs in-person and through variety of modes, such as:
- Mental health education and information on the school website;
- Utilization of Mental Health Screeners:
 - BIMAS, <https://www.edumetrisis.com/products/282-bimas-2>
 - SCARED [SCARED anxiety scale](#)
 - CAS [Covid Anxiety Scale](#)
- Community partners (Family Support for Student Success, ARISE, ACCESS, Promise Zone);
- Go Guardian;
- Social media sites for mental health;
- ParentSquare;
- Responsive Classroom;
- NY.Gov/CopingCircles;
- Employee Assistance Program (EAP); and
- Toolkit derived from the from Reunite, Renew, Thrive document (July 2020).



During Hybrid Instruction:

- In addition to the above-mentioned services, the district will provide:
 - Social emotional learning Google Classrooms;
 - Referral form posted on our website to access mental health supports;
 - Mental health check-in/exit ticket;
 - Prioritize face to face interactions for high risk students;
 - Disseminate district protocol for student high-risk behaviors and situations (self-harm, suicide, abuse, etc.);
 - Incorporate transitioning plans (for students moving to new buildings); and
 - Initiate morning meetings on a delay schedule devoted to social emotional learning.

During Distance Learning:

- In addition to the above-mentioned services, the district will provide:
 - Social emotional learning Google Classrooms;
 - Referral form posted on website for mental health supports;
 - Mental health check- in/exit ticket;
 - Prioritize virtual face-to-face interactions for high risk students;
 - Disseminate district protocol for student high-risk behaviors and situations (self-harm, suicide, abuse, etc.);
 - Incorporate transitioning plans (for students moving to new buildings); and
 - Initiate morning meetings on a delay schedule devoted to social emotional learning.

The district will provide professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 pandemic, as well as provide support for developing coping and resilience skills for students, faculty, and staff.

► **Teacher & Principal Evaluation System - Required Notices**

Solvay UFSD will implement the approved APPR plan and post the plan for teachers and principals in compliance with Ed Law 3012-d.

The district shall review the assessment(s) that were chosen as the evidence of student growth in the approved APPR plan to ensure that these assessment(s) are aligned with their instructional plans for the coming school year and do not result in any testing of students that is not necessary to support teaching and learning.

Elements of the teacher and principal practice rubrics selected by the district shall be reviewed to determine the priority areas depending on the given instructional model.

The district shall review the practice rubrics in collaboration with their educators to determine the types of evidence that could be collected and used for evaluation in each instructional model with priority on collecting authentic evidence of practice that can be used to provide feedback and support educators.



► **Certification, Incidental Teaching, & Substitute Teaching - Required Notices**

In response to the COVID-19 pandemic, the superintendent of schools may assign certified teachers to teach a subject not covered by their certificate (incidental teaching) for a period not to exceed ten classroom hours a week during the 2020-2021 school year, when no certified or qualified teacher is available after extensive and documented recruitment.

The district shall continue to welcome student teachers into schools and classrooms, whether in person or remote, during the 2020-2021 school year.