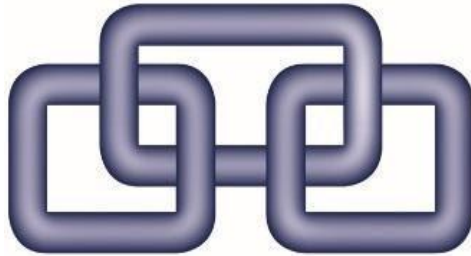


Southern Westchester BOCES Instructional Reopening Plan 2020-2021



SOUTHERN
WESTCHESTER BOCES

<https://www.swboces.org/reopening>

Schools & Locations

- ❖ **Administration Building, Rye Brook, NY**
- ❖ **Program Offices, Adult Education and the Lower Hudson Regional Information Center, 450 Mamaroneck Avenue, Harrison, NY**
- ❖ **Center for Special Services - K-12**
 - Tappan Hill School, Tarrytown, NY
 - Valhalla Center, Valhalla, NY
 - Pocantico Hills School, Tarrytown, NY
 - Rye Lake Campus, White Plains, NY
 - St. Matthew's School, White Plains, NY
 - Irvington Middle School / High School, Irvington, NY
- ❖ **Center for Career Services Campus, Valhalla, NY - 11 - 12**
- ❖ **Center for Adult & Community Services**
 - Sprain Brook Academy, Westchester County Dept of Correction
 - Center for Career Services Campus, Valhalla, NY
 - St. Gabriel's School, New Rochelle, NY - Adult Education

Reopening Plan Development

SWBOCES will continue to follow all directives of the New York State Education Department, the Commissioner of Education, the Board of Regents and Executive Orders of Gov. Cuomo as well as guidance issued by the Centers for Disease Control and Prevention and the NYS Dept. of Health

The governor's New York Forward plan has outlined a four-phase plan to guide reopening with the understanding that any region can move backward and forward between phases based on current data. Instructional programs may be able to open in Phase IV if appropriate metrics are met.

This plan focuses on the SWBOCES plan for operation during the New York Forward COVID-19 response period and will remain in effect until further notice. This plan will be considered a "living document" and updates to this plan will be made based on any changes in official guidance or through evaluation of implementation.

This presentation will address:

- Physical Distancing
- Facilities/Shared Objects
- Teaching and Learning: Instructional Models/Scheduling, Technology
- Transportation/Arrival-Dismissal
- Health Screening
- Meals
- Response to Positive COVID Diagnosis or Concern
- Communications and Engagement

Physical Distancing

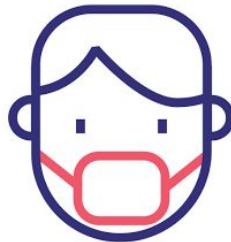
- Distance of at least 6' must be maintained among all individuals while in SWBOCES facilities or grounds, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance.
- Floor markings will indicate safe distancing to help guide student movement within and beyond classroom spaces.



Physical Distancing

Preparing for Instruction in Schools


- Student and teacher work stations will be set up facing the same direction.
- Student transitions throughout the day will be limited to the extent possible.
- Students and staff be will expected to wear masks throughout the school day.



Students: Let's work together to stop the spread of COVID-19

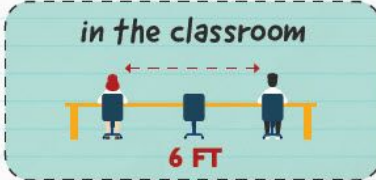
KEEP SPACE BETWEEN YOU AND OTHERS

when outside




6 FT

in the classroom




6 FT

on the bus



try to skip a row if possible



cdc.gov/coronavirus

6

Facilities / Shared Objects

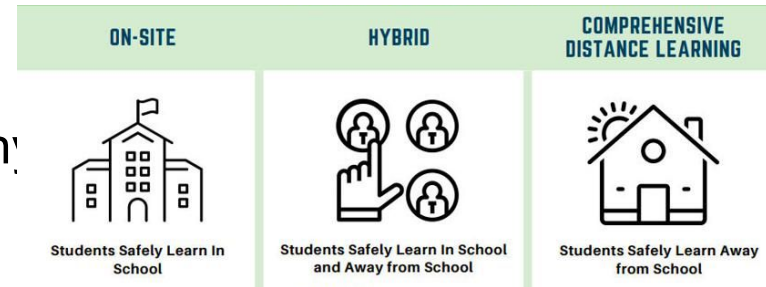
- Approved cleaning products will be supplied to programs
- Alcohol-based hand sanitizer dispensers are installed in multiple locations at all SWBOCES sites.
- Water dispensers with single-use cups will be available. Water fountains will be disabled to reduce cross contact.
- Trained faculty members will review proper protocols with students at the beginning of instruction for sharing objects safely in the classroom.



Teaching and Learning: Instructional Models

Multiple instructional models are being developed and include:

- in-person instruction combination of both (hybrid)
- combination of both (hybrid)
- remote instruction



While we are planning for all modes of instruction, in accordance with current guidance, we are planning a return to in-person instruction this school year in some of our programs. Planning for all modes will make it possible a shift more seamless, if necessary.

Teaching and Learning: Instructional Planning Continued

Teaching Assistants and Aides

- Assist in the preparation of daily lesson plans
- Provide one-to-one instructional and therapeutic support to students as



Transition Planning/Coordination

- Work with students and their families through virtual meetings as required to continue to provide transitional services
- Act as a liaison between agency service providers and families

Teaching and Learning: Instructional Planning

Instruction will be delivered through multiple digital platforms to include:

- Google Classroom
- Google Meet
- Zoom
- Digital Textbooks



Daily, teachers will provide synchronous and asynchronous activities through the use of digital platforms.

Virtual office hours and other tutorial times will be provided to students to help support the delivery of instruction. Consultant teachers will support the direct instruction of students, as well as assist in the differentiation of instruction, during these synchronous sessions and in individual and/or group sessions as needed.

Teaching and Learning: Instructional Models/Scheduling

- **Some CSS** schools are opening with **full-day, in-person instruction** while other programs will be hybrid models to accommodate enrollment in our classrooms and other school spaces.
- CSS schools opening with **hybrid instructional programs** (student cohorts alternate between in-person and remote learning):
 - Tappan Hill
 - Irvington Middle School/High School
 - Rye Lake High School
 - Pocantico Hills



If a remote program will be considered due to student need, home circumstances, or a change in the guidance, both synchronous and asynchronous instruction will be provided to meet student learning needs and goals.

Teaching and Learning: Instructional Planning

- Standards-based instruction will continue in all programs.
- Research-informed practices in differentiated and specially designed instruction will be implemented.
- Documentation of student progress and outcomes will be maintained for all students.
- Curriculum-based assessments and progress monitoring tools will be utilized.
- Programs where community based and vocational learning are emphasized will continue to address these goals in a variety of ways, depending upon job site availability and other factors.



Teaching and Learning: Instructional Planning Continued

- Students will continue to utilize both instructional and assistive technology.
- Related service provision will be delivered as per IEP.
- Communication with families will be ongoing regarding student progress via various methods including Zoom, email and phone.
- Gradpoint will continue to be utilized as appropriate for credit recovery and credit acquisition for identified students.



Teaching and Learning: Remote Learning

- Students at specific centers will follow a daily schedule, and classes will meet at designated times online.
- Remote tele-health and tele-therapy options will be available.
- Participation in synchronous learning is a goal for remote instructional days.
- A remote learning program will be provided for students in a medically-vulnerable or high-risk group.



Teaching and Learning

Instructional Models/Scheduling

For the start of the 2020-2021 school year, all programs at the **Center for Career Services (CCS)** will be in person and held on site as space allows according to NYSED guidance.

CCS Instructional Planning Continued

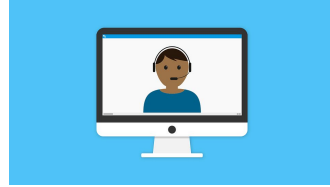
The **Work Based Learning Department** will provide activities for the students to help them accrue the required WBL hours, as well as to support them in exploring various careers utilizing the following platforms:

- Career One Stop
- Google Classroom
- Virtual Internships
- Industry Virtual Guest Speakers

Center for Adult & Community Services-Instructional Models

Teaching and Learning: Instructional Models/Scheduling, Technology

Adult Workforce Development Training, including Practical Nursing:



- Will make use of technology platforms whenever possible.
- In-person instruction will be for lab/shop experiences and class sizes will be limited to meet social distancing requirements.

Adult Literacy Programs:

- A combination of in-person and remote courses will be offered to adult literacy students.
- As of September 2020, Adult Literacy Courses will be offered in person at 450 Mamaroneck Avenue in Harrison and at St. Gabriel's in New Rochelle only.
- It is expected that we gradually transition to full in person instruction in compliance with NYSED guidance. All testing must be in person and students enrolled who have not tested will be given priority for in-person instruction and testing.

Teaching and Learning: Social Emotional Well Being of Students

- Therapeutic Crisis Intervention for Schools (TCIS)
 - Response Teams at all student programs will receive additional training
- District Counseling Plan
 - Support for students and staff will follow SEL Guidelines and the SWBOCES District-Wide Counseling Plan
- Counselors, Social Workers, and Psychologists will meet with students virtually, either individually or in small groups, to support students as they access the curriculum.

Teaching and Learning: Technology & Connectivity

Devices for Students

- SWBOCES works with students' home districts to procure & assign devices to them.
- It is the district's responsibility to provide a device for students
- Temporary loan of a Chromebook or tablet can be a short-term solution until the home district provides the student with a device.



Internet Access for Students

- SWBOCES works with students' home districts to procure or loan a wireless hotspot device.
- In extreme cases, a temporary loan of a hotspot can be a short-term solution.

*It is an expectation that adult students will use their own devices and have access to the internet for educational purposes.

Health Screening

- Daily student temperature checks
 - Adult students will be required to complete an attestation on paper in regards to their self health check
- Weekly parent/guardian health screening attestation
- Daily faculty health screening
- No health information will be collected or stored.



Health Screening

If a student shows symptoms:

- Students with a temperature exceeding 100.0°F upon arrival or during the school day, will discretely be escorted to a separate supervised area prior to being picked up or otherwise safely transported home.
- SWBOCES will direct symptomatic individuals to contact either their health care provider or urgent care as soon as possible.

Health Screening

- Students' parents/guardians must notify SWBOCES if they begin to experience symptoms or are exposed to COVID-19, including during or outside of school hours. They will be directed to report this information by using the following designated email, healthupdates@swboces.org.

Meals

- Student programs will communicate specific procedures for student and staff meals.
- To ensure safety during mealtimes, staff will be providing lunches to students in their classrooms to maximize distancing.
- On campuses where there is an outdoor option (Center for Special Services), lunch may take place in outdoor areas with distanced seating.
- Hand-washing/hand-sanitizing before and after eating will be encouraged and supported when necessary.



Transportation

All **SWBOCES buses** will be cleaned and disinfected at least once per day, and more frequently as needed, upon request or report from the driver.

SWBOCES bus drivers and students will:

- Wear a mask
- Observe and enforce social distancing guidelines
- Abide by loading/unloading safety practices, including spacing



Transportation

Arrival/Dismissal

- Students & staff at all locations will enter and exit through designated areas (with appropriate signage).
- Parents/guardians will be in communication with mail office personnel if any pick-up or drop-off of students or belongings is required.
- When possible, parents/guardians will be met at the door to limit entrance to the school building.
- Protocols will be communicated to parents/guardians at all sites.



Response to Positive COVID Diagnosis or Concern

- SWBOCES will:
 - cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department.
 - follow all requirements for assisting local health departments 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.
- Confidentiality will be maintained as required by federal and state laws and regulations.

Response to Positive COVID Diagnosis or Concern Considerations for Closing

- Any changes to the operational activities will be determined by district level staff and the Westchester County Health Department in accordance with guidance.
- Decisions will be informed by metrics provided by the NYS and Westchester County Department of Health.
- In the event of any multiple day program closure, the **SWBOCES Plan for Remote Instruction** will be immediately implemented and all health and safety protocols will be in place.

Communication with families will take place throughout the school year regarding:

- Instructional program/scheduling
- Health and safety
- Arrival, dismissal, and transportation protocols and changes
- Attendance
- Entry to campus for parents/guardians: signage and procedures
- Communication routines
- Opportunities for feedback
- Contingency planning
- Academic progress



Communications with parents/guardians and students will be through program-specific means (Parent Portal, eSchool, Blackboard Connect, websites, email and phone).

Questions?