# TABLE OF CONTENTS

A message from BC Superintendent Jody Monroe ................................................................. 3
Introduction .......................................................................................................................... 4

Health and Safety ................................................................................................................ 6-16
  - Daily Health Checks
  - Social Distancing
  - Face Coverings
  - Personal Protective Equipment (PPE)
  - Infection Control Strategies
  - Management of students/staff who are ill
  - Contact Tracing
  - Health Hygiene
  - Cleaning and Disinfecting

Instruction and Supports ..................................................................................................... 17-26
  - Teaching and Learning
    - In-Person Instruction
    - Hybrid/Modified Instruction
  - Supports for Special Education Students
  - Supports for ENL Students

Facilities ............................................................................................................................. 27
Child Nutrition ................................................................................................................... 29
Transportation .................................................................................................................... 31
Social Emotional Well-Being ............................................................................................. 33
School Schedules ................................................................................................................. 34
Technology & Connectivity ............................................................................................... 36
Communications & Family/Community Engagement ....................................................... 37
Contact the Reopening Task Force ...................................................................................... 40
Dear BC family:

Together, we are preparing to begin a new school year that will be unlike any other. These unprecedented circumstances require us to reinforce a commitment to health and safety, redesign teaching and learning, and think strategically about how we support a safe and successful school year for students, staff and families.

This plan is simply a place to start. It reflects several months of working with school leaders, faculty and staff, public health experts, and listening to the ideas and feedback of our families to ensure there is a comprehensive re-entry path that supports the district's mission. It is designed with the kind of flexibility we need right now. It is that flexibility that will allow us to adjust quickly as public health decisions and recommendations regarding COVID-19 continue to evolve.

In the 2020-21 school year, all students will be expected to participate in rigorous learning every day. Public health data and guidance from New York State will determine how many of these days will include in-school instruction, a mix of in-school instruction and remote learning, or mandatory remote learning for everyone from home.

While there are still many unknowns, we do know that a healthy environment for learning and working will be our top priority. We must work together to mitigate risks to our students, teachers and staff. This means that with a return to our buildings everyone will be required to wear face coverings, adhere to frequent handwashing routines, practice social distancing, and follow all health and safety protocols. Required daily temperature checks and health screenings will be done at home before the start of the day and there will be monitoring and isolation of any students or staff presenting with symptoms during the day.

As a District, we will prioritize in-person learning with social distancing for students in grades K-6 and for other students who benefit most from face-to-face instruction including our English as a New Language (ENL) students and some of our special education students who are in our Skills and Intensive Skills classes. We expect these students will be in our buildings five days a week should infection rates remain low in the Capital Region. Due to reduced capacity in order to maintain safe social distancing, students in grades 7-12 will participate in a hybrid model where there will be a rotating schedule of in-person and online learning.

We recognize that there may be families who, for many reasons, may not feel comfortable with face-to-face learning so remote learning for all or part of the school year also will be available as an option. We learned a lot this past spring about what works – and what doesn’t – in a digital setting, and these lessons have helped us to strengthen our online learning model.

We know that the upcoming school year will be a challenging one for all of us. By working together, we can continue to deliver on our mission to prepare all students to reach their potential.

Sincerely,

Jody Monroe
Superintendent
INTRODUCTION

On Monday, July 13, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region.

Determinations will be made by region about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

While districts have been instructed to prioritize efforts to return all students to in-person instruction, the district is also planning for remote/distance learning as well as a hybrid model that combines in-person instruction and remote learning. Parents will always have the choice to enroll their child in the remote learning model.

For the start of the 2020-21 school year, parents and guardians will be asked to indicate, by August 15, 2020, if they would like their child to be enrolled in remote learning. The district requires this advance notice to help with critical program and staffing decisions and planning. Families who choose remote learning for the start of the school year will be enrolled for a minimum of one quarter, through November 13, 2020. A student would not be able to return to in-person instruction until that date.

The plan outlined here is for the reopening of schools in the Bethlehem Central School District for the 2020-21 school year, following the building closure related to the COVID-19 pandemic. This plan includes procedures that will be followed in the following schools:

- Eagle Elementary School
- Elsmere Elementary School
- Glenmont Elementary School
- Hamagrael Elementary School
- Slingerlands Elementary School
- Bethlehem Central Middle School
- Bethlehem Central High School

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH), and the New York State Education Department (NYSED).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of our decision making as we move to open our schools.

Superintendent Jody Monroe will serve as the district’s COVID-19 Coordinator. JoAnn Menrath, School Nurse Coordinator will serve as a central contact for schools and stakeholders, families, staff and other community members and will ensure the district is in compliance and following the best practices per state and federal guidelines, working closely with the Albany County Department of Health. The School Nurse Coordinator oversees the health offices in each of the district’s seven schools.

The full Bethlehem Central School District Reopening Plan can be found on the district website at https://www.bethlehemschools.org/reopening-plan/.
HEALTH AND SAFETY
As required by New York State

- Daily health checks and screenings for students and staff.
- Social distancing with six feet of distance in all directions between individuals or use of appropriate physical barriers between individuals.
- Use of face coverings for students and staff.
- Personal protective equipment (PPE) for those who need it.
- Ability to recognize signs and symptoms of illness in students & staff.
- Managing and isolating students or staff who are ill.
- Requiring proper hand washing and respiratory hygiene.
- Cleaning and disinfecting procedures that meet CDC guidelines.

A new morning routine
1. Set a daily reminder
2. Take temperature
3. Complete health questionnaire
HEALTH AND SAFETY

Daily health checks

The district has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a temperature of 100.0°F/37.8°C or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) list of Coronavirus symptoms was used to develop these resources.

The Bethlehem Central School District will implement the following practices to conduct mandated health screening.

Staff, vendors, contractors and visitors:
- Daily at-home temperature checks and completion of a daily online screening questionnaire will be required for staff, contractors, vendors, and visitors prior to arrival at school.
- Anyone who has a temperature of 100.0°F/37.8°C or greater and/or symptoms of possible COVID-19 virus infection will not be allowed to enter the school building. No outside visitors will be allowed on school campuses, unless it is for the safety and well-being of students.

Students:
- Parents will be required to take their child(ren)’s temperature each morning prior to going to school.
- Any student who has a temperature of 100.0°F/37.8°C or greater and/or symptoms of possible COVID-19 virus infection will need to stay home from school.
- A screening questionnaire will also need to be completed.

There will be a process in place to complete this screening for students whose families are unable to complete this process at home. In addition to screening for symptoms, the questionnaire will also be used to determine whether an individual has:

- 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 or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
- has traveled in the past 14 days internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory

Any individual who presents with a fever of 100.0°F or higher or has a positive response to a screening question will be isolated and dismissed from school.
HEALTH AND SAFETY

Social distancing districtwide

All persons in the Bethlehem Central School District must maintain social distancing of at least six feet when on school grounds and in school facilities to protect against the transmission of the COVID-19.

Specifically, appropriate social distancing means:

- six feet of space in all directions between individuals; or
- use of appropriate physical barriers between individuals that do not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk.

If used, physical barriers must be put in place in accordance with United States Department of Labor’s Occupational Safety and Health Administration (OSHA) guidelines, and may include strip curtains, cubicle walls, plexiglass or similar materials, or other impermeable divider or partition.

All schools will put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, libraries, classrooms, cafeterias, health screening stations).

The social distancing requirement impacts the capacity of each building and classroom in the district. More information about social distancing and classroom capacity can be found in the Teaching and Learning section of this report.

Face coverings

Face coverings that cover both the nose and mouth will be required to be worn by all persons in school buildings and on school grounds.

Face coverings will not be required during meals. Students will be provided short breaks during the school day when face coverings can be removed safely.

On school buses, face coverings for staff and students will be required at all times. Students who are medically unable to tolerate a face covering will not be required to wear one.

Face coverings will be provided to students and staff, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks.

An employee is allowed to wear their own acceptable face covering. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so there may be periods of time when masks are not worn. Students will be permitted to remove their face coverings at lunch, for snacks and at planned break times during the school day. Social distancing must be maintained during these times.
HEALTH AND SAFETY

Face coverings (continued)

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.
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

The district will instruct students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings.
- Washing hands before putting on and after removing their face covering.
- Proper way to discard disposable face coverings.

Personal protective equipment (PPE)

When used properly, personal protective equipment (PPE) can help prevent some COVID-19 exposures. Different types of PPE are used by people in different roles in schools. These include the most common: face masks or coverings. For others, PPE can include gloves, goggles, face shields, or gowns. To maximize effective use, all types of PPE must be

- Selected based upon the risk of exposure.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The district will maintain an adequate supply of PPE for students and staff.

Infection control strategies

The Bethlehem Central School District will implement infection control strategies including ensuring immediate closures of spaces where infected or potentially-infected individuals have spent time, isolating individuals in designated separate areas immediately, use of alcohol-based hand sanitizer throughout the building, and using traffic control strategies while students move within the building.

At the elementary level, students in grades K through 5 will be in classrooms with a reduced number of students to allow for at least 6 feet of social distance in all instructional areas. Students are grouped in grade level cohorts to limit exposure to students in other grade levels. Lunch will be delivered to classrooms and protocols will be in place for students to pre-order their meals. Special area classes will be provided in the classroom with the exception of physical education which can be provided outside or in the gym with 12 ft of social distancing. There will be limits on the amount of movement throughout the building for the youngest students.
Infection control strategies (continued)

Students in Grade 6 will be located at the middle school. These students will be broken into appropriately sized sections to allow for at least 6 feet of social distancing in instructional spaces. Teachers will rotate classrooms to teach their various subject areas while students remain in the same space throughout the day with the exception of physical education and lunch.

Students in grades 7-12 will be using a hybrid model at BCMS and BCHS. This model allows for half of the students in those grade levels to attend in person with social distancing while the other half of students utilize remote learning. The in-person/remote learning would alternate daily, on an “A” Day or “B” Day-type rotation. Students in grades 7-12 will change classes. When students change classes throughout the day, they will follow social distancing and procedures with hallway arrows and signage, teachers will disinfect student desks and any other materials that would have been shared.

Additional infection control strategies

- **Capacity/congestion relief:** To reduce student congestion at building entrances, in hallways and in common areas, the district will use staggered schedules for student arrival and dismissal, where possible. Multiple entries will be used to redirect traffic flow. To allow for social distancing, reduced capacity and rotating schedules will reduce areas that are traditionally crowded.

- **Increased ventilation:** Increase flow of outdoor air to the greatest extent possible (such as opening windows and doors) while maintaining health and safety protocols.

- **Open doors:** To reduce the spread of the virus from touching door levers and knobs, faculty and staff will be instructed to have interior doors fixed in the open position. This is only permitted in areas that meet all fire and safety requirements.

- **Plastic separators:** The use of clear plastics will be considered for locations where social distance or mask requirements cannot be complied with or easily regulated.

- **Portable hand sanitizer dispensers:** Where there is limited hand-washing opportunities, alcohol-based hand sanitizer dispensers will be installed in rooms and corridors in limited quantities in accordance health and safety regulations.

Facilities Alterations and Acquisition

Instruction will take place in classrooms using social distancing, limiting capacity. There are no plans to acquire new classroom space. All classrooms will be used as originally intended, for student instruction.

Alterations to the configuration of existing classrooms is limited to the removal, where necessary, of partitions, bookcases, portable furniture, etc. to increase usable square footage. Tables will be replaced with desks that can be spaced 6 feet apart in all directions to comply with social distancing regulations. Where the use of cafeterias, libraries, auditoriums and gymnasiums is necessary to expand instructional capacity, minor alterations and the use of space dividers may be used.

The District is examining the feasibility of using temporary or permanent tents to expand opportunities for outdoor instruction or movement breaks. These structures must comply with regulatory building codes and fire codes as required by New York State.
HEALTH AND SAFETY

Plumbing Facilities and Fixtures

All bathrooms are currently designed with physical barriers between toilets and where necessary, there will be an installation of physical barriers where none exist in sink areas. Bathrooms will be monitored for capacity and will be cleaned and disinfected three times each day by BC custodial staff. Touch-free paper towel dispensers will be available in lieu of air dryers.

Ventilation

Outside air circulation will be increased as much as possible but fans will not be used. Teachers and staff will be encouraged to open windows and exterior doors when safe to do so and as conditions allow. The District will maintain adequate, code required ventilation as designed. The District’s energy management system will be adjusted to increase the percentage of outside air circulation from 10% to 22%.

Managing students or staff who are ill

The District requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse’s office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The District has designated areas to separate and isolate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or treat chronic student illnesses, and the other area will be used for assessing and caring for students or staff presenting with suspected symptoms of COVID. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

The following are the locations of isolation areas within each school building:

- Eagle Elementary School – Room 12 (Conference Room B)
- Elsmere Elementary School – Room 9
- Glenmont Elementary School – Room 29 (formerly Counseling Office)
- Hamagrael Elementary School – Room 16
- Slingerlands Elementary School – Room 18
- Middle School – Nurse’s Office (pre-existing)
- High School – Nurse’s Office (Left wing)

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer’s directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).
HEALTH AND SAFETY

Aerosol generating procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The District requires the following PPE to be worn during AGPs: gloves, N-95 or a surgical mask with face shield, eye protection and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room will occur between use and cleaning of the equipment should be done following manufacturer’s instructions after each use.

If students or staff become ill with symptoms of COVID-19 at school

The District requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff 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. Information regarding COVID-19 will be provided to parent/guardian and staff as appropriate.

Return to school after illness

The District will work in consultation with Albany County Department of Health and St. Peter’s Health Partners Slingerlands Pediatrics (District school physicians) on the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school.

This protocol shall include, at minimum:
1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The District will refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The District will work in coordination with Albany County Department of Health regarding individuals who were exposed to the COVID-19 virus and who may be required to quarantine before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with Albany County Department of Health.
HEALTH AND SAFETY

Return to school after illness (continued)

The District will follow CDC guidance, along with guidance provided by school physicians, and ACDOH on allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

If a person is not diagnosed by a healthcare provider 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;
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had the 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.

COVID-19 testing

The District will comply with CDC guidance and not conduct COVID-19 testing or require testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health. In the event that a large-scale testing will need to be conducted at the school, the District administration will work with the Albany County Department of Health to secure appropriate testing protocol.

Contact tracing

The District will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the District.

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. Districts may assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members.
2. Ensuring student schedules are up to date.
3. Keeping a log of any visitor which includes date and time, and where in the school they visited.
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program.

Based on data and recommendations provided by the Albany County Department of Health (ACDOH) regarding contact tracing, a decision to close an individual school building or the entire District will be made.

Confidentiality must be maintained 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 ACDOH.
HEALTH AND SAFETY

School Closures

A closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education and/or closing the school. The District will collaborate with Albany County Health Department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

- Schools will close if the regional infection rate rises over 9% after Aug. 1. Schools will close if the 7-day rolling average of the infection rate is above 9%.

- Schools in regions in Phase 4 can reopen if the daily infection rate remains below 5 percent using a 14-day average, unless otherwise directed from the Albany County Department of Health.

- If the infection rate rises about 9%, schools must wait until the 14-day average is below 5%

- Once schools open at Phase IV below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise about 5% until it reaches 9% for the 7-day average.

- The District will be notified by the Albany County Department of Health if the 7-day average reaches 9%.

- The District may consider closing school if absentee rates impact the ability of the school to operate safely.

- The District or a school may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%; the District will consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities.

- The District will consult the school physicians St. Peter’s Health Partners Slingerlands Pediatrics and the Albany County Department of Health when making such decisions.

For more information about how school closure information will be communicated to students, families and staff members, visit the Communication/Family and Community Engagement section of our reopening plan.
HEALTH AND SAFETY

Healthy hygiene practices

The District will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when in school buildings or when social distancing of 6 feet or more is not possible.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Hand hygiene

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol.
- Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.
- Time will be provided in the schedule to allow for frequent hand washing.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue. Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

Respiratory hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the District will emphasize the importance of respiratory hygiene. Students and staff must carry out the following respiratory hygiene practices:

- Cover a cough or sneeze using a tissue.
- If a tissue is used, it should be thrown away immediately.
- If you don’t have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing. Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.
- Anytime hands are visibly soiled.
HEALTH AND SAFETY

Cleaning and disinfecting

The District will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Break rooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The District will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual’s use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The District will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.
HEALTH AND SAFETY

Vulnerable populations/accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal that these individuals are able to safely participate in educational activities. A remote learning option will be available for all students in grades K-12.

Visitors on campus

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face coverings and will be restricted in their access to our school buildings. All visitors, contractors and vendors will be required to submit a health questionnaire before being allowed inside a building. Kiosks outfitted with iPads will be set up at several locations throughout the District so visitors can access the online health questionnaire. Visitors must follow all safety protocols as in this Health and Safety section.

School safety drills

The District will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

- Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Protocols will be in place to ensure adequate social distancing will be maintained while exiting, waiting to return, and re-entering the building. Staff members will regularly remind students of social distancing requirements and students will wear masks during this time.

- Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year.

- With the reduced number of students in each building each day, drills can be conducted similarly as they have been in the past with reminders about social distancing while moving through the building.

- With the alternating schedule at BCMS and BCHS drills will be conducted to ensure students following both schedules will have adequate opportunities to learn procedures.

- Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

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

- Conduct lockdown drills in classroom settings while maintaining social distancing/using masks.

- Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.
INSTRUCTION & SUPPORTS

As required by New York State

- Provide opportunities for equitable instruction for all students.
- Ensure continuity of learning regardless of the instructional model used.
- Provide standards-based instruction.
- Ensure substantive daily interaction between teachers and students.
- Clearly communicate information about instructional plans with parents and guardians.
- Create a comprehensive plan for a schedule that includes in-person instruction, remote instruction or a hybrid of both in-person and remote learning.

If schools reopen for in-person instruction in fall 2020, students would have two choices:

**HYBRID MODEL IN-PERSON INSTRUCTION & REMOTE - PRIORITIZING STUDENTS FOR ONSITE INSTRUCTION**

In-person instruction 5 days a week for students K-6, special education students and ENL students. A combination of in-person and remote learning for students in grades 7-12. All students and staff would be required to wear face coverings at all times and social distancing of at least six feet would be maintained.

**REMOTE LEARNING ONLY - FAMILY CHOICE**

K-5 will participate in a morning class online with teacher/class and will complete remaining instruction through pre-recorded videos and assigned tasks. Grade 6 will follow an assigned schedule and receive live instruction in each of the core subject areas and will receive all non-core instruction through pre-recorded videos and assigned tasks. Grades 7-12 will follow an assigned schedule and receive live instruction in all subjects except physical education, which will be delivered through pre-recorded videos and assigned tasks.
TEACHING & LEARNING

All reopening plans in the Bethlehem Central School District will rely on the following guiding principles:

- BCSD will adhere to New York state guidelines and ensure the health and safety of students, faculty and staff.

- The District will maximize instructional opportunities for all students, but prioritize in-person instruction for the youngest learners and those who need additional assistance.

- Remote learning will be an option for all students.

- Plans will be implemented with flexibility in mind; the District will likely need to adjust due to changing conditions associated with COVID-19.

When a remote or hybrid learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, students in grades K-6, special education students, English language learners, students who did not engage in remote learning during the spring of 2020, and students who participate in Career and Technical Education.

**ONLINE ONLY**

Schools are closed. All students K-12 in remote learning.

**HYBRID MODEL**

Schools are open. In-person instruction is prioritized, with some students attending M-F. Social distancing, enhanced risk mitigation. Some students in remote learning.

**FULL OPEN**

Schools are open. In-person instruction for all K-12 students every day. Social distancing and enhanced risk mitigation measures are in place.

Families with health or safety concerns can CHOOSE to be part of BCSD remote learning from home.

If schools in the Capital Region are allowed to open in September 2020, BCSD will use a HYBRID MODEL in order to maximize in-person learning and meet all health regulations and guidance.

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## WHEN WOULD BC STUDENTS BE AT SCHOOL IN A HYBRID MODEL?

**5 Days/Week, Full Day In-Person Instruction**

<table>
<thead>
<tr>
<th>5 Days/Week, Full Day In-Person Instruction</th>
<th>Rotating Schedule, In-Person and Online Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phased Re-Entry over several days to allow small groups to meet teachers, readjust</td>
<td>Phased Re-Entry over several days to allow small groups to meet teachers, readjust</td>
</tr>
</tbody>
</table>

- **K-5**
  - Elmere
  - Eagle
  - Glenmont
  - Hamgraue
  - Slingerlands

- **Grade 6**
  - BCMS

- **Special Education**
  - Intensive Skills & Skills students

- **ENL students**
  - K-12

- **CTE students**
  - 9-12th

- **Grades 7-12**
  - Last name A-K
    - Full day at BCMS & BCHS every OTHER day M-F; full day at home learning every other day M-F

- **Grades 7-12**
  - Last name L-Z
    - Full day at BCMS & BCHS every OTHER day M-F; full day at home learning every other day M-F
TEACHING & LEARNING (CONTINUED)

The school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the District will focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration. Additionally, professional development is being offered to staff throughout the summer with synchronous and asynchronous learning opportunities.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

For students, several days at the beginning of the year, depending on the grade level, will be used for student orientation. This time will allow small groups of students to meet with their new teachers and begin to establish the relationship necessary for a successful school year.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice. Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students’ success in future study.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students’ mastery of course content.

In-person instruction

Planning for the 2020-21 school year against the backdrop of COVID-19 requires flexibility in determining the scope of in-person instruction. Public health data and decisions made by New York State may determine whether:

- All students return for in-person instruction, with social distancing
- In-person instruction is prioritized for certain groups of students, with social distancing
- School buildings are closed and instruction is remote only

Upon school buildings reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students’ desks/seats are positioned no less than six feet apart in all directions.

All employees and students will be required to wear a face-covering (that covers the nose and mouth) at all times, unless medically unable to. Face coverings will be removed during lunch, snacks and during regularly scheduled movement breaks throughout the day.

Accommodating a six-foot radius around students will necessitate that desks are positioned facing the same direction. Some classrooms will be reconfigured, with fixed bookcases or partitions removed to increase square footage. Some class sections will need to be split to meet social distancing requirements. Additional rooms or common-area spaces that may be identified and used as instructional space.
In-person instruction (continued)

Current staffing levels may be insufficient to accommodate the expanded number of class sections needed to ensure social distancing. Teachers and staff may be reassigned to accommodate in-person instruction needs at different grade levels.

All instruction will continue to be aligned to the New York State Learning Standards.

Our schools will minimize the movement of students. This means most students will eat lunch in their classroom instead of the cafeteria. There will be no assemblies, field trips and other large-group activities.

Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom. Whenever possible students will utilize outside space for physical education instruction. The District will adhere to a 12-foot distance between students when engaging in physical activity. Health guidelines require there is 12-foot social distancing for physical education as well as chorus and band instruction.

To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students. For information on school schedules, visit the School Schedules section of our reopening plan.

Hybrid Instruction – In-Person and Remote Learning

All social distancing precautions listed under "In-Person Instruction" will be in full force in Hybrid Instruction. In the Hybrid model:

- A remote learning option will be available for K-12.
- In the event of a school closure, instruction will switch to virtual-only learning.

Grades K-5

- Daily in-person instruction with social distancing.
- K-5 students will attend school at their home elementary school.
- RTI teachers may be reassigned to reduce class sizes and provide more direct support and instruction for all students.
- Special areas (art, library, music and PE) will primarily be push-in models, where teachers come to the classroom.
- Choir will not be offered at the beginning of the year.
- Sharing of materials and supplies will not be permitted – when necessary, items will be disinfected between use.

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Grades K-5 (continued)

- Movement and mask breaks will be built into the school day.
- Recess will be scheduled with supervised activity and social distancing.
- Lunches will be served in the classrooms.
- Staff will be encouraged to use outdoor space to the extent possible.

If a K-5 family chooses Remote Learning:

- Students will log in to participate in an initial class meeting to start each day.
- Students will receive all remaining instruction through pre-recorded videos and assigned tasks.
- To limit possible COVID transmission, Remote Learning students would not be able to participate in any in-school activities.
- Families who want to resume in-person instruction would be able to do so after November 13, 2020.

Please note that if schools are ordered to be all virtual, the Remote Learning model as described above could be different.

Grade 6

- Daily in-person instruction with social distancing.
- Grade 6 will be housed at Bethlehem Central Middle School.
- Schedule will be modeled similar to the elementary where students are in a single cohort to the extent possible.
- The school day will be an 8-period day. Middle school teachers will still teach content by subject (ELA, Math, Sci, SS).
- World language in Grade 6 will not be offered so these teachers can co-teach with content area teachers to reduce class sizes and provide more direct support for students.
- Special areas (art, library, music and PE) will primarily be push-in models, where teachers come to the classroom.
- Sharing of materials and supplies will not be allowed.
- Movement and mask breaks will be built into the school day.
- PE, Choir and Band all require 12-foot distancing so this will significantly limit activities and the scheduling of students in these classes.
- Lunches will be served in three large areas with six-foot distancing.
- Staff will be encouraged to use outdoor space to the extent possible.

If a Grade 6 family chooses Remote Learning:

- Students will follow an assigned schedule and receive live instruction in each of the core subject areas.
- Students will receive all non-core instruction through pre-recorded videos and assigned tasks.
- To limit possible COVID transmission, Remote Learning students would not be able to participate in any in-school activities.
- Families who want to resume in-person instruction would be able to do after November 13, 2020.

Please note that if schools are ordered to be all virtual, the Remote Learning model as described above could be different.
Grades 7-8

- Students will remain at Bethlehem Central Middle School.
- Alternate day model (in an “A” Day or “B” Day-type rotation) with students at BCMS every other day for live in-person instruction, with social distancing, while the other half receives live remote instruction.
- School day will still follow a 9-period day.
- PE, Choir and Band all require 12-foot distancing so this will significantly limit activities that we are able to offer.
- Sharing of materials and supplies will not be allowed.
- Students will be assigned to a classroom every period.
- Attendance will be taken during both on-site and virtual learning days.
- Student work will be graded and are expected to be present for all classes delivered remotely.
- ENL students will receive in-person instruction daily.
- Students in special education Intensive Skills and Skills classes will receive daily instruction.

If a Grade 7-8 family chooses Remote Learning:

- Students will follow an assigned schedule and receive live instruction in all subjects except physical education.
- Students will receive physical education instruction through pre-recorded videos and assigned tasks.
- To limit possible COVID transmission, Remote Learning students would not be able to participate in any in-school activities.
- Families who want to resume in-person instruction would be able to do so after November 13, 2020.

Please note that if schools are ordered to be all virtual, the Remote Learning model as described above could be different.

Grades 9-12

- Students will remain at Bethlehem Central High School.
- Alternate day model (in an “A” Day or “B” Day-type rotation) with students at BCHS every other day for live in-person instruction, with social distancing, while the other half receives live remote instruction.
- School day will still follow an 8-period day.
- PE, Choir and Band all require 12-foot distancing so this will significantly limit activities that we are able to offer.
- Sharing of materials and supplies will not be allowed.
- Students will be assigned to a classroom every period.
- High School students will not be permitted to leave campus and return during the day.
- Attendance will be taken during both on-site and virtual learning days. Student work will be graded and are expected to be present for all classes delivered remotely. ENL students will receive in-person instruction daily. Students in special education Intensive Skills and Skills classes will receive daily instruction.

If a Grade 9-12 family chooses Remote Learning:

- Students will follow an assigned schedule and receive live instruction in all subjects except physical education.
- Students will receive physical education instruction through pre-recorded videos and assigned tasks.
- To limit possible COVID transmission, Remote Learning students would not be able to participate in any in-school activities.
- Families who want to resume in-person instruction would be able to do after November 13, 2020.
Hybrid Instruction – In-Person and Remote Learning (continued)

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, our District has developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

Instruction will not only focus on “core” subject areas to the exclusion of elective courses. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

As noted previously, student schedules will remain the same whether instruction is in person or remote so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.

Remote learning opportunities for secondary students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While recording of live lessons is still essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis.

To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students’ mastery of course content.

For information on school schedules, visit the School Schedules section of our reopening plan. For information about how remote/hybrid instruction information will be communicated to students and families, visit the Communication/Family and Community Engagement section of our reopening plan.
SUPPORTING SPECIAL EDUCATION STUDENTS

As required by New York State

- Provide a free appropriate public education consistent with the need to protect the health and safety of students with disabilities and those providing special education and services
- Offer meaningful parental engagement regarding the provision of services to their child.
- Ensure collaboration between the Committee on Preschool Special Education/Committee on Special Education (CPSE/CSE) and program providers representing the variety of settings where students are served.
- Provide access to the necessary instructional and technological supports to meet the unique needs of students.
- Document all services, programs and communications with parents.

In the Bethlehem Central School District

The District’s reopening plan, whether services are provided in-person, remote and/or through a hybrid model, must address the provision of free appropriate public education consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

All special education students will be provided their Individualized Educational Plan (IEP) recommended programs and related services through either live or virtual instruction to the greatest extent possible (depending on the specific needs of the student).

- The Bethlehem Central School District reopening plan allows for all K-12 Skills and Intensive Skills classes to receive in-person instruction daily.
- Elementary K-5 students with IEPs will receive in-person instruction daily. Students will be appropriately distanced and will be following their IEPs to the greatest extent possible. Services will be pushed into classrooms, to maintain smaller cohorts of students and to reduce movement in the building. Grade 6 will also be in daily, with some modifications to their general education schedules. Grade 7-12 will do an alternating (an “A” Day or “B” Day-type rotation) schedule.
- Families requesting remote or hybrid classes will be accommodated.

The school reopening plan must address 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 IDEA.

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Special Education (continued)

Regardless of whether Special Education services are provided on site, hybrid or remotely, effective communication between the family and the CSE/District must occur. This will be done by:

- Continuation of all CSE/CPSE meetings occurring remotely through video conferencing.
- Communication with parents in their preferred language with ongoing documentation of outreach efforts.
- Working closely with families (using all modes of communication) to communicate the District’s efforts to provide services and evaluations within established timelines, in order to follow the student’s IEP and necessary referrals to CSE for evaluations.
- The District is planning a series of parent forums to explain the District’s reopening plan and allow parents the opportunity to ask questions that we can respond to.

The school reopening plan must address the collaboration between the committees on preschool special education (CPSE) and committee on special education (CSE) and program providers representing a variety of settings where students are served to ensure there is an understanding of the provisions of services consistent with the recommendations on individualized education plans (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

- All members of the committee on special education and committee on preschool special education, including Albany County, will work collaboratively to ensure that programming is provided (on-site, hybrid remotely) to all special education students to the greatest extent possible.
- The members of the CSE will work with their colleagues to ensure that materials and content are accessible, that accommodations and assistive technology is provided when/where needed, that materials are adapted and modified so all students with disabilities can access their program as well as general education curriculum where participation is recommended.

<table>
<thead>
<tr>
<th>Related Services</th>
<th>Resource Room</th>
<th>Co-Teach/ DCT</th>
<th>Skills</th>
<th>Intensive Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-5</td>
<td>Cluster students in the same cohort</td>
<td>Cluster students in the same cohort</td>
<td>Co-teach in the classroom</td>
<td>All students in 5 days/week</td>
</tr>
<tr>
<td>BCMS 6</td>
<td>Cluster students in the same cohort</td>
<td>Suggested in one of the 5 periods</td>
<td>Co-teach in the classroom</td>
<td>All students in 5 days/week</td>
</tr>
<tr>
<td>7-12 (A-K)</td>
<td>Scheduled during a free class or 1:1 virtually on a home day</td>
<td>Alternating in person and remote</td>
<td>Alternating in person and remote</td>
<td>All students in 5 days/week</td>
</tr>
<tr>
<td>7-12 (L-Z)</td>
<td>Scheduled during a free class or 1:1 virtually on a home day</td>
<td>Alternating in person and remote</td>
<td>Alternating in person and remote</td>
<td>All students in 5 days/week</td>
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SUPPORTING ENGLISH AS A NEW LANGUAGE (ENL) STUDENTS

As we resume school in the Bethlehem Central School District, we must address the learning loss experienced by many English language learners in both their English language development and their mastery of content-area knowledge.

The World Languages/ENL Department has identified the following goals and supports that will be in place to prepare ENL students for potential challenges in the coming year.

- Prioritize the presence of ENL students in school for in-person instruction.
- Complete the ENL identification process within 30 school days of the start of the academic school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 academic school year.
- Initial interview based on HLQ, conversation and interaction with student and family may be in person or virtual.
- All students must receive instructional contact time according to their level of proficiency as determined by the NYSESLAT or NYSITELL.
- Identify and implement new methods to measure the English language proficiency levels of their ENL students using a Progress Monitoring Tool (PMT).
- The PMT tool will be used to inform modifications to a student’s instructional plan and to meet their language proficiency needs.
- Provide staff training/professional development on screenings, co-teaching, Twice Exceptional ELLs, Response to Intervention (RtI) and on the new Progress Monitoring Tool.
- Maintain regular communication with the parents/guardians and other family members of ENL students to ensure that they are engaged in their children’s education during the reopening process.
- Provide all communications for parents/guardians of ENL students in their preferred language and mode of communication.
- Use newsletter, videos, virtual meets.
- Use Lexikeet service for translated calls and communication with families.

For information about regular communication and engagement with parents/guardians of English-language learners, visit the Communication/Family Engagement section of our reopening plan.
FACILITIES

As required by New York State

- Provide protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.
- Determine capacity for number of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability.

In the Bethlehem Central School District

In order to prevent the spread of COVID-19 infection in the District, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

The District plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is "normally occupied."

Upon reopening, the District plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

Below you will find a series of other changes to the physical space within classrooms, common areas including hallways, cafeterias and libraries, as well as in offices throughout the District:

In classroom areas

- Classroom tables will be replaced with individual desks
- Desks in classrooms will all face the same direction
- Existing classroom rugs and soft furniture will be placed in storage.
- Teacher desks will be placed in storage.

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In classroom areas (continued)

- To accommodate capacity with social distancing, some grade-level classrooms may need to move within a building to a larger space.
- At the elementary level, students will remain in one classroom. Teachers of special subjects such as art and music will “push in” to individual classrooms.
- Special mailboxes will be located outside classrooms for items that students previously would deliver to the office. School staff would pick up and deliver materials to these classroom mailboxes.
- As teachers of “specials” push into classrooms, music rooms, art rooms, libraries, gymnasiums and cafeteria may need to be used as regular instructional space.
- Markings on the floors in hallways and common areas will note safe distancing of at least 6 feet.

In school main offices

- Visitors will be restricted.
- Only adults will use office phones.
- Students arriving late or leaving early will be escorted to and from the front door by school staff only.
- Chairs in main office waiting areas will be spaced at least 6 feet apart.

In faculty rooms & staff rooms

- Employees may use the refrigerator, microwave, laminator, copy machine and other appliances or machines. Each will need to be sprayed and wiped down after each use.
- Seating in faculty rooms will be set up at least 6 feet apart. Protocol for cleaning and disinfecting after each person eats will be posted.

Playgrounds and outdoor access

- Exposure to the outdoors for students will be a priority.
- Students will be able to play in designated spots outdoors.
- Outdoor instruction in temperate weather will be encouraged.
- Students can sit on grass and bring in towels if needed.
- Bleachers or outdoor tents may be used to encourage outdoor instruction and/or movement breaks.
CHILD NUTRITION

As required by New York State

- Provide access to school meals each school day.
- Ensure compliance with Child Nutrition Program requirements.
- Meet all applicable health and safety guidelines.
- Continue outreach to families with clear communication on how to receive meals.

In the Bethlehem Central School District

School meals will continue to be available to all students, including those attending school in-person and those learning remotely. All meal information will be communicated to families through the District website, School Messenger emails, phone calls, text messages, and the Aspen Parent Portal.

Meals onsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

All surfaces will be wiped down between lunch periods, including recess equipment will be wiped down to ensure students can safely enjoy lunch and recess with appropriate social distancing measures in place even when in an outdoor space. Meals will be prepared with all health and sanitary guidelines as per the New York State Office of Childhood and School Nutrition. Buffet and communal style food will not be served; only pre-portioned pre-made meals will be available.

Breakfast onsite will be served to students in the cafeteria where there will be enough room to social distance for the number of students who participate. Social distancing markers and health and safety signage will be used.

Lunch procedures for onsite students will be provided as follows:

Elementary procedures - K-5 onsite every day

- Lunch will be delivered to and served in the classroom.
- Lunch will be 25 minutes and recess will be 25 minutes, with 5 minutes in between each for cleaning and disinfecting.

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Elementary procedures - K-5 onsite every day (continued)

- Staff from the middle school and high school kitchens will be shifted to assist meal preparation to elementary students.
- Lunch meals will be pre-ordered by classroom teachers.
- Allergy management plans will be implemented, as needed, to minimize risk of exposure to allergens. School nurses will oversee this process with teachers, food service staff, and/or lunch aides.
- Trash pick-up will occur at the end of the lunch period.
- Online prepayment of meals will be encouraged.

Secondary procedures - BCMS and BCHS

- The District will ensure social distancing between individuals while eating in large areas that may include the cafeteria, gym spaces and other locations. Cleaning and disinfecting of all surface areas will take place in between lunch periods.
- If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.
- Allergy management plans will be implemented, as needed, to minimize risk of exposure to allergens. School nurses will oversee this process with teachers, food service staff, and/or lunch aides.
- Online prepayment of meals will be encouraged.

Meals offsite/remote

Students choosing to learn remotely will have the opportunity to receive breakfast, lunch and weekend backpacks via pickup and delivery. Food service staff will be required to wear PPE and perform additional cleaning/sanitizing in the kitchen work area. Social distancing at meal pick up and during contactless delivery will continue to be a priority.

This same model will be used if the entire District is required to work remotely due to Health Department/state mandates.
TRANSPORTATION

As required by New York State

- Face coverings on school buses and social distancing to the extent practicable.
- Training of school bus staff on the use of face coverings.
- Regular school bus disinfection measures.
- Training of school bus staff regarding social distancing on the bus, at stops, and at unloading times; and train staff regarding the wearing of masks.
- Students will wear masks and social distance on the bus.
- Districts will continue to provide transportation to homeless students, students in foster care, those who attend religious, independent or charter schools – and those with disabilities.

In the Bethlehem Central School District

School bus drivers, monitors, attendants and mechanics are required to perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19, they will notify their supervisor as per the reporting policies and seek medical attention.

School bus drivers, monitors, attendants and mechanics must wear a face covering that covers their nose and mouth.

Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Staff will be encouraged to provide their own face covering. The District will provide Personal Protective Equipment (PPE) such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

More transportation safety provisions

Other bus safety provisions for onsite instruction and transportation:

- Parents/guardians are encouraged to drive or walk students to school to reduce density on the buses.

- Students will be assigned seats and will use those assigned seats daily.

- All staff and students will wear face coverings, except students who are medically unable to. Extra face coverings will be available on the bus.
More transportation safety provisions (continued)

- Students from the same family must sit together. All other students will be seated one per seat, to the extent practicable, up to 50% of bus capacity.

- To reduce mixing student cohorts on the buses, students will not be permitted to alter from their scheduled morning and afternoon routes. If a student is transported somewhere other than their home address (daycare, second home address), that alternate transportation would take place every day of the week with no exceptions. Students will not be transported to another student’s home.

- There will be no late buses.

- To reduce congestion K-5, elementary arrival will be between 9:05 a.m. and 9:10 a.m. Parent drop-off will be from 9:15 a.m. to 9:25 a.m. Dismissal will be 3:20 p.m. for buses. Walkers, bikers and family pick-up will be at 3:10 p.m. Drivers will take attendance on each run for each school for contact tracing purposes.

- Students will be seated on the bus from the back row to the front (where the first passengers on the bus sit in the back row) and then unload the bus from front to back, by row and seat. This will reduce the number of people students walk by as they get on the bus and will prevent crowding in the center aisle when the bus is unloading.

- A temporary monitor may be assigned to certain buses at the beginning of the school year to facilitate successful compliance with school health policies, especially for younger students.
SOCIAL-EMOTIONAL WELL-BEING

As required by New York State

- Create the appropriate mental, social, and emotional space for academic learning to occur.

In the Bethlehem Central School District

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important. The District has made available resources and referrals to address the academic, social, and emotional needs of students, faculty, and staff when school reopens for in-person instruction. The District has done or plans to do this by:

- Coordinating counseling efforts with our school counselors, school social workers and school psychologists to provide counseling services to all students.
- Delivering social emotional lessons to address a variety of topics to include: self-regulation, emotional regulation, anxiety, social skills and coping strategies at the elementary level.
- Reviewing and implementing crisis response strategies depending on student needs.
- Developing social-emotional lessons to include self-care, self-management, self-awareness, healthy relationships and decision making at the middle and high school levels.
- Providing professional development for faculty and staff on social emotional health and wellbeing for both children and adults.

The District has established an advisory council that involves shared decision-making and is comprised of parents, students, members of the board of education, school building and District leaders, teachers, and school counselors. The advisory council will continue to review the comprehensive school counseling plan to discuss how we can best meet the needs of our students.

The District addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff. This need will be addressed through the expertise of our school counseling staff to include school counselors, social workers and school psychologists.
SCHOOL SCHEDULES

As required by New York State

- Must be informed by health and safety standards and the most up to date guidance from the New York State Department of Health.
- Consideration must also be given to the needs of students, families, and staff as well as the realities of available space and student enrollment in each unique school and district.

In the Bethlehem Central School District

If schools are allowed to reopen for in-person instruction, for the beginning of the 2020-21 school year, a hybrid schedule will be followed, with:

- Grades K-5 receiving in-person instruction daily, Monday through Friday, at their home school.
- Grade 6 receiving in-person instruction daily, Monday through Friday, at Bethlehem Central Middle School.
- Grades 7-12 will receive in-person instruction on alternating days (The two student cohorts will be grouped by last name A-K, and last name L-Z), combined with at-home remote instruction on alternate days. Grades 7 and 8 will be located at the middle school and grades 9-12 will be located at the high school.
- English as a New Language (ENL) students in grades K-12 will receive in-person instruction daily, Monday through Friday.
- Special education students in Skills or Intensive Skills classes will receive in-person instruction daily, Monday through Friday.
- All remote learning will be available to any family who requests it due to health or safety concerns.
- A return to remote learning for all students may be necessary based on public health data and/or decisions made at the state level.

continued on next page
Grades K-5 – Remote Learning Option

- Students will log in to participate in an initial class meeting to start each day.
- Students will receive all remaining instruction through pre-recorded videos and assigned tasks.

Grade 6 – Remote Learning Option

- Students will follow an assigned schedule and receive live instruction in each of the core subject areas.
- Students will receive all non-core instruction through recorded videos and assigned tasks.

Grades 7-12 – Remote Learning Option

- Students will follow an assigned schedule and will receive live instruction in all subjects except physical education.
- Students will receive physical education instruction through recorded videos and assigned tasks.

The remote learning schedule and format are subject to change.

School Activities

Extracurriculars

The fall 2020 interscholastic sports season has already been delayed until at least September 24.

If sports are permitted, the District will follow all New York State Department of Health and New York State Education Department guidance. The New York State Public High School Athletic Association has provided resources for school Districts to use when a return to athletics is permitted. That document can be found here.

All other co-curricular activities will only be allowed if they can be done virtually. If a decision is made to resume in-person co-curriculars, the District will follow all New York State Department of Health and New York State Education Department guidance.

There will be no late buses for the foreseeable future.

All updates to this information will be posted on the district website at www.bethlehemschools.org.

Childcare

The School’s Out program, which in past years has provided before-school care and afterschool care in BCSD schools, has not decided whether it will offer childcare at an alternate location during the 2020-21 school year. Any updates will be posted here.

The District will continue to partner with other organizations to provide resources for child care for essential workers.
TECHNOLOGY & CONNECTIVITY

As required by New York State

- Know what level of technology and internet access all students and teachers have in their places of residence.
- Address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.
- Provide multiple ways for students to participate in learning and demonstrate mastery of learning standards in remote/blended models.

In the Bethlehem Central School District

The Bethlehem Central School District is a 1:1 District, providing a Chromebook to every student in grades 1 through 12, and an iPad to all Kindergartners. The District will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, providing sufficient access to devices and/or high-speed internet.

When schools closed in spring 2020, the District was able to successfully ascertain the device and access needs of students and families. The District will use an August 2020 survey to determine which students/families will choose online learning to begin the 2020-21 school year. Included in that survey will be questions regarding device needs and access to high-speed internet. This data will be used by the BCSD Technology Department to ensure equity and access to technology during remote learning.

A device distribution plan will be put in place to meet the technology needs of both students and staff for the 2020-21 school year.
COMMUNICATION & FAMILY/COMMUNITY ENGAGEMENT

To help inform our reopening plan, the District has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included email updates on the internal Reopening Committee’s work, website updates, online surveys, creation of a Reopening Task Force, a special Board of Education meeting to discuss this plan, a series of virtual forums for staff and upcoming question-and-answer sessions for families K-12 and for students in grades 6-12.

The District remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the District website at (link), and will be updated throughout the school year, as necessary, to respond to local circumstances. The link to the plan appears on the District website homepage and in the features area at the top of each school's homepage. Every effort has been made to ensure that the plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA. The plan can also be translated into other languages, via the G-Translate feature available on the District website. Languages currently supported by this feature include:

- Albanian
- Arabic
- Bengali
- Chinese
- French
- Gujarati
- Hebrew
- Japanese
- Korean
- Persian
- Portuguese
- Punjabi
- Russian
- Spanish
- Turkish
- Ukrainian
- Urdu
- Vietnamese

As part of its planning for the reopening of schools and the new academic year, the District has developed a plan for communicating all necessary information to District staff, students, parents/guardians, visitors and education partners and vendors. The District will use its existing communication channels – including the District website, school District emails, School Messenger email, texts and phone calls, social media,
Communication/Family and Community Engagement (continued)

regular mail – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic. In addition to the G-Translate service available on the website, the translation service Lexikeet will be used to communicate with ENL families. If translation services are needed, please contact Luis Avilés, K-12 World Language and ENL Supervisor at 518-439-4921 x22048.

The District is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. The District will rely on the District website, school District emails, School Messenger email, texts and phone calls, social media, regular mail to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene. The information that we will share will be based on state guidance and customized for the Bethlehem Central School District by members of the District’s Reopening Committee’s Health and Safety Team.

In support of remote learning, the District will make computer devices available to students and teachers who need them. As a 1:1 learning community with one Chromebook for each BC student, we will ensure students have the devices for use throughout the school year. Prior to the start of the year, families will be surveyed to determine if there are additional access needs for families. The District will provide students and their families with multiple ways to contact schools and teachers during remote learning, including via the Student Information System and Parent Portal Aspen, a staff directory, an administrative directory and other contact information.

The District will use existing internal and external communications channels to notify staff, students and families/caregivers about in-person, remote and hybrid school schedules with as much advance notice as possible. This information will be shared via email through School Messenger and on the District website and by mail for any family without email access. The District will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. The District’s Director of Special Education and CSE Chair will work with special education families to ensure they have received all necessary information.

In addition, the District will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication. The District is committed to ensuring that all of its students and their families are taught and re-taught new expectations related to all public health policies and protocols. As part of this continuous training, the District will assess the best approach to communicating the information for each students’ age group and will provide frequent opportunities for students to review these policies and protocols throughout the year. This targeted education will help ensure that all students and their families know what is expected of them as they successfully return to the school setting. These trainings will cover:

- Proper hand washing hygiene
- Proper face-covering procedures (how to wear and remove)
- Social distancing in classrooms, common areas, outdoors and on school buses (on buses to the extent practicable)
- Respiratory hygiene
- Identifying symptoms and informing appropriate school personnel when symptoms of COVID-19 are suspected (Families will be asked to attest that their child does not exhibit these symptoms daily using either an online application. If a child does exhibit any of the symptoms associated with COVID-19, they will be asked to immediately contact the school nurse in their building.)
Communication/Family and Community Engagement (continued)

The District will create and deploy signage throughout the District to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

In addition to signage, the District will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and DOH guidance regarding the use of PPE through additional means such as faculty/staff meetings, email reminders, and video tutorials.

The District is committed to creating a learning environment that protects student and staff health, safety and privacy. Our District will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the Health & Safety section of our reopening plan.

In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state’s contact tracing protocols as implemented by the Albany County Health Department. The District will not notify the wider community unless specifically directed to do so by local health officials.

School Closures

The District is preparing for situations in which one or more school buildings need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

The District will be in constant communication with St. Peter’s Health Partners Slingerlands Pediatrics (our District school physicians) and with the Albany County Department of Health so that trend data for the region can be monitored. The District will also observe daily attendance rates in order to determine if any particular building or buildings are exhibiting higher than normal rates of absence. Based upon consultation with the Health Department, a school or District closure may be recommended.

The District may choose to modify operations in one or more schools prior to closing to help mitigate a rise in cases. School building administrators will communicate with each other regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely. Internal and external communications will be employed immediately once a decision has been made regarding whether a school will be closed.

Attendance and Chronic Absenteeism

Attendance will be recorded daily for all, including students learning in person and while in a remote or hybrid model. Remote learning engagement will be measured by participation in online learning meetings/classes as scheduled as well as completion and regular checks for understanding of the content material being provided.
Plan to be updated regularly

All reopening plans will be updated regularly on the District website at bethlehemschools.org/reopening-plan/

Reopening Task Force

The BCSD Reopening Task Force, representing all district stakeholders, will be meeting regularly to review and update these plans as needed. The Task Force will also monitor all public health data and decisions impacting a return to school.

Jody Monroe
Chandra Mahna Andrews
Amy Baluch
Holly Dellenbaugh
Jim Farnan
JoEllen Gardner
Jennifer Gonyea
Liz Halvorsen
David Hurst
Kathleen Johnston
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Dr. Paul Gaffuri
Laura Heffernan

Leonard Kies
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Megan Sanders
Joann Menrath
Raymond Nardelli
Gregg Nolte
Dianna Reagan
David Rounds
Linda Seymour
James Smith
Karen Verhagen
Kelly Ward
Willow Baer

Questions?

All questions regarding these plans should be addressed to the BCSD Reopening Task Force and emailed to districtoffice@bethlehemschools.org.