

Lackawanna High School

Pandemic Reopening Plan

2020-21 School Year



**Our Mission - ALL Lackawanna High School Students
will Graduate with a Meaningful Diploma**

COMMUNICATION / FAMILY ENGAGEMENT

The following individuals, groups, and organizations were consulted in the development of this reopening plan, which is based on the New York State Reopening Schools Guidance Document;

<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

The school leader collaborated with and engaged school stakeholders and community members when developing this reopening plan. Stakeholder groups included; school and district administration, faculty, staff, students, parents/guardians of students, local health departments, and union leaders. A list of specific names is on file in the High School Main Office.

Meeting Dates/Types:

- Monday, July 20, 2020 – District Stakeholder Meeting – In Person
- Tuesday, July 21, 2020 – District Stakeholder Meeting – In Person
- Wednesday, July 22, 2020 – District Stakeholder Meeting – In Person
- Friday July 24, 2020 – High School Staff Meeting – Virtual Faculty Meeting with 41 attendees.
- Monday, July 27, 2020 – Families/Community Members Meeting – Virtual

Additional information and up-to date information from the New York State Education Department for the re-opening of schools can be found at;

<http://www.nysed.gov/news/2020/state-education-department-issues-guidance-reopen-new-york-state-schools>

<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/school-reopening-faq.pdf>

<http://www.nysed.gov/reopening-schools>

Future dates will also be scheduled, including, but not limited to Freshman Orientation. (face masks, social distancing, and group size requirements will apply)

The link to the Lackawanna High School Communication Plan can be found at:

<https://hs.lackawannaschools.org/>

Communication plan is also posted in the main office of Lackawanna High School

Lackawanna High School will provide communications in the language(s) spoken at home among families and throughout the school community. Plans will also be assessable to those with visual and/or hearing impairments.

- District Minority Group Specialist or the Language Line will provide verbal interpretation when necessary. <https://www.languageline.com/>
- The International Institute of Buffalo will be utilized for written translation when necessary. <https://iibuffalo.org/interpreting-and-translation/>

Revised 9/4/2020

Lackawanna High School has a Family Outreach Coordinator who is available to assist families.

https://www.lackawannaschools.org/departments_and_services/parent_and_family_resource_center

Lackawanna High School will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

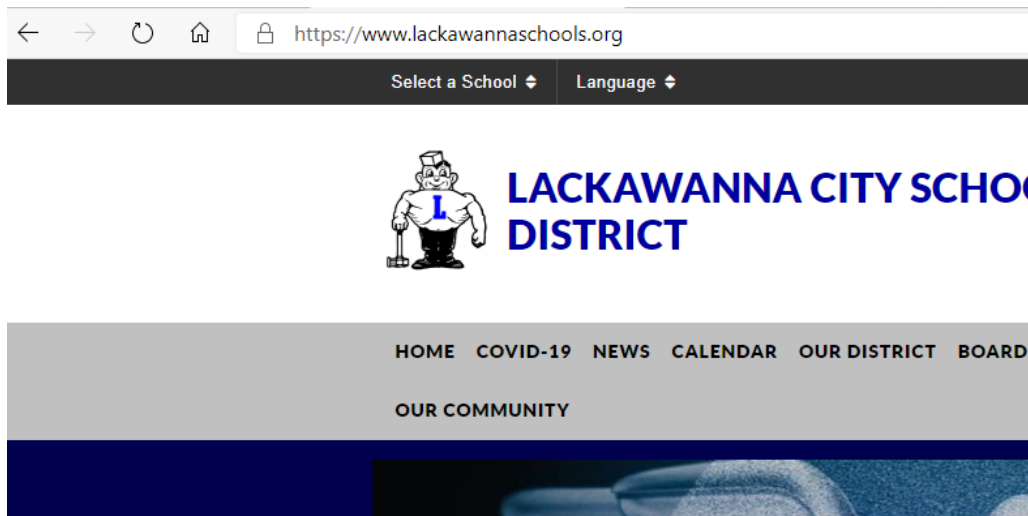
- All students will watch age appropriate training videos and receive direct instruction from staff members. <https://www.cdc.gov/handwashing/videos.html>
- Classroom teachers will review safety protocols daily the first week of school. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Lackawanna High School will encourage all students, faculty, staff, and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.

- Signs will be posted at the front entrance of the school and throughout the building.
- Building principal will review CDC and DOH guidance with all staff on opening day.

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

The district website can be translated into eleven different languages. To select a language, utilize the drop down “Language” tab in the top left corner of the website. (Please see below)



IMPORTANT CONTACT INFORMATION

For questions about.....	Contact
A course, assignment or resource	The assigned teacher. All Lackawanna staff email addresses are first initial, last name @ Lackawannaschools.org
Building Principal	Mrs. Biastre – dbiastre@lackawannaschools.org or call 821-5610
Building Assistant Principal	Paul Lyons – plyons@Lackawannaschools.org or call 821-5610
A technology related problem or question	Bruce Axelson – baxelson@Lackawannaschools.org If You Do Not Have Internet Access In Your Home As of Monday, March 16th, 2020 any student lacking internet access at home may call 1 (844) 488-8398 during the school closure for free internet provided by Spectrum. When you call, select the option for new services. Inform the service representative you are calling regarding the Remote Student Educational offer. While the District does not endorse or promote this vendor, we share this information as a resource for families.
Social-emotional, personal or academic concern	School counselor, school social worker, or school psychologist azaid@lackawannaschools.org malimonti@lackawannaschools.org rluhr@lackawannaschools.org twehr@lackawannaschools.org kszczeny@lackawannaschools.org
Free breakfast and lunch	Paul Cutrona – pcutrona@lackawannaschools.org
Health related concern	Lisa Depasquale – LDepasquale@lackawannaschools.org
Interpretation and Translation ESL	Angela McCaffrey Amccaffrey@lackawannaschools.org
Special Education	Julie Andreozzi Jandreozzi@Lackawannaschools.org

MEETINGS AND CONFERENCES

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform.
- In person meetings should follow appropriate social distancing protocols and it is required masks be worn at all times.
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100 ° F or showing other symptoms.

Students

- Participate in meetings as requested by parents/caregivers or school staff.
- Follow social distancing protocols.
- Wearing a mask is required for students in grades nine through twelve.

Staff Expectations

Certificated & Classified Staff Members

- When possible, attend meetings from the classroom using video technology.
- Masks are required when attending conferences or meetings.

Custodians/Janitors

- Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place.

Administration

- Provide parents/caregivers with options for in-person, phone, or video conferencing.
- Ensure social distancing guidelines are followed as much as possible when in-person meetings are held.
- Ensure physical space used for meetings allows for distancing guidelines.
- Notify custodian of meeting room schedule so the room can be sanitized between meetings.

DROPOFF, PICK UP, AND VISITORS

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a student wellness check/screening including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home.
- Provide a mask for your ninth through twelfth grade student to wear at all times.
- Limit visits to school as much as possible. Parents/guardians/visitors will be screened prior to being allowed entry to the building.
- Follow posted guidelines and read all signage whenever entering the building.
- Wearing a mask is required when entering the building.
- All visitors to our building during the school day will have their temperatures taken by a member of our staff. Visitors with temperatures 100 ° F or higher will not be permitted to enter the building.

Students

- Wearing a mask is required for students in ninth through twelfth grade.
- Report directly to your assigned classroom/area upon arrival to school.
- Maintain maximum social distance from peers whenever possible in hallways, common areas, offices, etc.

Staff Expectations

Certificated & Classified Staff Members

- Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.

Custodians/Janitors

- Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.

Administration

- Establish health monitoring protocols.
- Ensure adequate supervision is available in bus lots, in parking lots, and in common areas of the building.
- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians/janitors.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.
- Implement staggered dismissal times if necessary to maximize social distancing and student safety.

HEALTH and SAFETY

Lackawanna High School will require all students, faculty, staff, and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

- Signs will be posted at the front entrance of the school and throughout the building.
- Building principal will review CDC and DOH guidance with all staff on opening day.
- Translated materials will be disseminated to families in the languages spoken at home.
- Bilingual staff will assist with translation support at school when necessary.

Lackawanna High School’s reopening plan is recommending a phased in approach to considering the number of students and staff allowed to return in person.

- 100% of staff hopefully will return for the 2020-2021 school year and adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.
- Our goal is that 100% of students will return for the 2020-2021 school year (determined by Governor Cuomo) and all students will adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained anytime they are in the building.

Lackawanna High School

Pre-Assessment Testing & Opening Schedule

Date	Audience Attending	Building Capacity
September 8	12 th Grade Only – Contingent on the Governor’s Executive Orders	25%
September 9	11 th Grade Only - Contingent on the Governor’s Executive Orders	25%
September 10	10 th Grade Only- Contingent on the Governor’s Executive Orders	25%
September 11	9 th Grade Only- Contingent on the Governor’s Executive Orders	25%
Week of September 14-18	All Students Contingent on the Governor’s Executive Orders or directive. It could be 100% In-Person, 100% Virtual, or a Hybrid.	TBD

Lackawanna High School developed a communications plan for students, parents, or legal guardians of students, staff, and visitors with applicable instructions, training, signage, and a consistent means to provide individuals with information.

- Communication plan is posted in the main office of Lackawanna High School
- Communication plan is posted at <https://hs.lackawannaschools.org/>

Lackawanna High School has written protocol instructing staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

- Protocol is posted in the main office of Lackawanna High School
- Protocol is posted at <https://hs.lackawannaschools.org/>
- Protocol will be provided to all staff prior to opening day.

Lackawanna High School has written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

- Protocol is posted in the main office of Lackawanna High School
- Protocol is posted at <https://hs.lackawannaschools.org/>
- Protocol will be provided to all staff and families prior to opening day.

Lackawanna High School staff and students who are ill will be assessed by the school nurse. If the school nurse is unavailable ill students and staff will be sent home to follow up with a healthcare provider.

Lackawanna High School has written protocol requiring students and staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to the designated isolation area where students are supervised, prior to being picked up or otherwise sent home.

- Dedicated isolation: ASP Room

Lackawanna High School has written protocol addressing visitors, guests, contractors, and vendors to the school which includes the health screening.

- Signage posted requiring all visitors to use the main office entrance and to wear a mask.
- Health screening questionnaire will be required of all visitors and will be kept in a binder at the security station.

Revised 9/4/2020

Lackawanna High School has written protocol instructing parents/guardians to observe for signs of illness in their child that require staying home from school.

- Written protocol will be provided to all families prior to the first day of school.
- All students will be screened by the parent/guardian at home prior to boarding the bus/coming to school using a checklist provided by the district.

Lackawanna High School has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

- Signage displayed throughout the school building and all in classrooms.

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

Lackawanna High School will ensure all persons in the school building maintain a social distance of at least 6 feet whenever possible. Signage will be displayed throughout the school building.

Employees with health concerns, those considered to have vulnerabilities, and/or staff who are at increased risk for severe COVID-19 illness are encouraged to contact the Assistant Superintendent of Schools for additional information and guidance in response to their unique situation so appropriate accommodations may be considered.

Lackawanna High School will require all employees, adult visitors, and students to wear a face covering whenever social distancing cannot be maintained. The school will maintain an adequate supply of face coverings and provide to those who do not supply their own.

Metrics for Closure:

The Lackawanna City School District will follow guidance from state and local resources, particularly [New York State](#) (Department of Health) and [Erie County Department of Health](#), regarding regional data that may dictate a school closure/dismissal through determined parameters, conditions or metrics. If school data at Lackawanna City School District surrounding identified COVID-19 cases raises to a similar level for a regional closure, but the region continues to maintain lower rates, the district will again work with Erie County Department of Health regarding proper metrics that would lead to a school closure/dismissal. These decisions/infection rates will dictate the proper instructional model of either a hybrid approach or fully virtual instruction. Our COVID-19 Coordinator Dr. Kiel Illg and Superintendent of Schools Keith Lewis will be working with members of the Erie County Department of Health to receive guidance regarding school closures in the event any student, staff or faculty of the school community test positive in regard to COVID 19.

<https://www2.erie.gov/health/index.php?q=frequently-asked-questions-and-answers-about-covid-19-coronavirus>

Lackawanna High School will ensure that the building is cleaned and disinfected following CDC guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>

Revised 9/4/2020

Lackawanna High School will conduct required school safety drills with modifications to ensure social distancing between all persons. Classes will be required to social distance when going outside for required safety drills. Students and staff will be required to wear face coverings during all safety drills.

http://www.p12.nysed.gov/sss/documents/NewSafetyLegis_FieldMemoFINAL.pdf

Lackawanna High School will work with the district's designated COVID-19 safety coordinator, Dr. Kiel Illg, Assistant Superintendent, to ensure compliance of all aspects of the schools' reopening plan.

Health and Safety Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home.
- Provide a mask for your ninth through twelfth grade student while at school.
- Ensure contact information is up to date in the event the nurse needs to contact home.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

Students

- Follow procedures for entering and exiting the health office.
- Follow social distancing protocols as much as possible when in the office.
- Wearing a mask is required for students in ninth through twelfth grade.
- Wearing a mask is required if a student is determined to have a fever or other symptoms.

Staff Expectations

Nurse/Clinic Staff

- Wear a mask at all times.
- Ensure the workspace is kept clean and sanitized.
- Ensure social distancing protocols are followed whenever possible.
- Isolate students who are showing symptoms to a separate area away from other students already in the clinic.
- Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.

Revised 9/4/2020

- Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area.

Custodians/Janitors

- Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.
- Disinfect the isolation area after students who utilize the area have left the building.

Administration

- Ensure proper signage is installed.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly socially distanced.
- Ensure the student isolation area is properly supervised when in use.
- Establish a Quarantine Room for students who are ill and are awaiting their parents.

FACILITIES

Lackawanna High School will ensure that any changes or additions to facilities will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Code and submit any changes to the OFP.

<https://www.dos.ny.gov/dcea/pdf/2020%20FCNYS%20June%202019.pdf>

Lackawanna High School will ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

<http://www.p12.nysed.gov/facplan/BldgCondSurv.htm>

Lackawanna High School will ensure that the building is providing provisions to conduct the Lead in Water testing as required by NYS DOH regulation 67-4.

https://www.health.ny.gov/environmental/water/drinking/lead/lead_testing_of_school_drinking_water.htm

Lackawanna High School will ensure all existing and new Alcohol based hand rub dispensers that are installed are in accordance with FCNYS 2020 Section 5705.5.

https://nyssfa.com/images/2020_Fire_Code_of_NYS_Hand_Sanitizer_Code_Rules.pdf

Lackawanna High School will ensure that any dividers installed in the building will require a submission of a detailed floor plan for review.

Lackawanna High School will ensure that any new building construction and temporary quarter projects will be submitted to OFP for a full code review.

Lackawanna High School will ensure any new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation.

Lackawanna High School will ensure that any temporary or permanent use of tents will require a plan adhering to the BCNYS.

Lackawanna High School will ensure that the building provides a drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.

Revised 9/4/2020

http://www.p12.nysed.gov/facplan/Laws_Regs/8NYCRR155.htm

<http://www.p12.nysed.gov/facplan/documents/finaldraftQALeadinSchool9-15-16.pdf>

Lackawanna High School will maintain adequate, code required ventilation as designed.

Lackawanna High School will ensure all project submissions dedicated to COVID-19 reopening will be labeled as such.

Lackawanna High School will ensure that any plastic separators used will comply with the 2020 BCNYS Section 2606.

<https://www.dos.ny.gov/dcea/pdf/pdf/2020%20BCNYS%20November%202019.pdf>

HALLWAYS, LOCKERS AND COMMON AREAS

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Provide a mask for your ninth through twelfth grade student to wear in school.
- Provide your student with a water bottle daily to limit use of the water fountain. Also provide students with a backpack as lockers will not be issued.

Students

- Wearing a mask is required for all students in grades ninth through twelfth.
- Upon arrival to school report immediately to your first period class. Lockers will not be issued. Please ensure that you have a backpack to carry and store your personal items.
- Carry a water bottle with a lid to limit water fountain use.
- Follow all signage in the hallways and common areas.
- When possible, stay to the right when traveling down hallways and using stairs.

Staff Expectations

Certificated & Classified Staff Members

- Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office. Failure to comply puts everyone at risk and will be treated as insubordination.

Custodians/Janitors

- Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, desks, handrails, toilets, stalls, and sinks.

Administration

- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.
- Ensure that hand sanitizer is readily available for student use.
- Implement rolling drop off and staggered dismissal times to maximize social distancing and student safety.

CLASSROOMS

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home.
- Provide a mask for your ninth through twelfth grade student to wear.

Students

- Wearing a mask is required for students in grades nine through twelve.
- Wearing a mask is required when working directly with staff (i.e. one-on-one, small group instruction, etc.)
- Wearing a mask is required when working closely with other students in small groups or lab settings.
- Maintain maximum social distance from peers whenever possible.
- Students in grades 9-12 will follow a regular schedule as much as possible. When not in school due to Covid-19 related school closures or illness, students will engage in Blended Learning activities at home.
- All students must sanitize their hands upon entering classrooms.

Staff Expectations

Certificated & Classified Staff Members

- Ensure classroom setup of desks provides social distancing for students.
- Wear a mask or face shield at all times.
- Ensure students maintain social distance whenever possible.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.
- Eliminate shared classroom materials.

Revised 9/4/2020

- Keep the classroom door open to maximize airflow and reduce the number of touches to door handles. Open windows as permissible to increase fresh air flow.
- Teachers in grades 9-12 will plan for Blended Learning activities when students learn from home.

Custodians/Janitors

- Make sure teachers are provided with all supplies needed daily including hand sanitizer in every classroom.
- Assist with disinfecting classrooms between class changes and after school.
- Sanitize restrooms every two (2) hours.

Administration

- Establish health monitoring protocols.
- Ensure classrooms are socially distanced.
- Ensure classrooms are disinfected between classes and after school.
- Ensure supplies are readily available for custodians and teaching staff.

RESTROOMS

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Provide a mask for your ninth through twelfth grade student to wear while in school.
- Discuss all safety protocols with child, including proper hand washing techniques.

Students

- Wearing a mask is required for students in ninth through twelfth grade.
- Follow all signage in the hallways, common areas and restrooms.
- When possible, stay to the right when traveling down hallways to get to restrooms.

Staff Expectations

Certificated & Classified Staff Members

- Assist in supervision of restrooms, hallways, and common areas between classes.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.

Custodians/Janitors

- Disinfect restrooms every two (2) hours or more based on schedule provided by school administration. This includes but is not limited to door handles, toilets, stalls, and sinks. Restrooms will be closed on a rotating basis for cleaning.

Administration

- Ensure proper signage is installed in hallways, common areas and restrooms.
- Ensure supplies are readily available for custodians/janitors.

Revised 9/4/2020

- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators.
- Provide supervision of restrooms to ensure limited numbers of students are in restrooms at the same time.
- Implement measures such as closing sinks or urinals when necessary to allow for appropriate social distancing.

OFFICE

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100 ° F or showing other symptoms.
- Wearing a mask is required for students in ninth through twelfth grade.
- In-person office visits should follow appropriate social distancing protocols.

Students

- Use designated entrances and exits to the office.
- Follow social distancing protocols as much as possible when in office.
- Wearing a mask is required for students in grade ninth through twelve.

Staff Expectations

Certificated & Classified Staff Members

- Wearing a mask is required at all times.
- Follow social distancing protocols.

Office Staff

- Monitor and control the number of people in the office at any one time.
- Ensure social distancing guidelines are followed as much as possible when in-person meetings are held.

Revised 9/4/2020

- Wearing a mask is required at all times.

Custodians/Janitors

- Disinfect office based on schedule provided by school administration.

This includes but is not limited to door handles, countertops, seating areas, desks, restrooms, etc.

Administration

- Install barriers to protect employees working in the main office.
- Limit community and parent volunteers to ensure safety of all students.
- Ensure proper signage is installed in the office and leading into the office.
- Ensure regular cleaning and disinfecting takes place in the office area.

The CDC recommends cleaning and disinfecting these surfaces daily at a minimum. **High-touch surfaces will need more frequent cleaning.**

Entrance areas:	Initial	Date	Time
1. Doorbells, buzzers, and intercom buttons			
2. Door handles			
3. Railings			
Throughout the school:			
1. Light switches and switch plates			
2. HVAC vents			
In the halls:			
1. Door handles			
2. Handrails			
3. Water fountains			
4. Carpets and Floors			
5. Elevator buttons			
In the classroom and offices:			
1. Desktops and in-desk storage			
2. Seats			
3. Classroom books			
4. Class equipment (microscopes, globes, pencil sharpeners, etc.)			
5. Administrative equipment (copier buttons, fax machines, etc.)			
6. Storage spaces (cubes, coat racks, etc.)			
7. Floors			
8. Door, closet, and cupboard handles			
9. Telephones			
10. Touchscreens			
11. Keyboards (These are difficult to clean. Ideally, use a keyboard cover that is easy to remove and disinfect.)			
12. Waste and recycling bins			
13. Public Address systems			
14. Shared binders (late sign in, sign out, etc.)			

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Cafeteria: 9:55-1:33	Initial	Date	Time
1. Tables			
2. Chairs			
3. Handrails			
4. Countertops			
5. Touchscreens			
6. Napkin dispensers			
7. Vending machine buttons			
8. Microwave handles and buttons			
9. Refrigerator and freezer door handles			
10. Waste and recycling bins			
Restrooms:			
1. Doorknobs and handles			
2. Faucet handles			
3. Paper towel dispenser handles			
4. Hand dryer buttons			
5. Soap dispenser buttons			
6. Toilet paper dispensers			
7. Sanitary napkin dispensers			
8. Toilet flush handles			
9. Toilet doors, door handles, and locks			
Athletic facilities:			
1. Locker rooms			
Locker handles			
Benches			
Door handles			
2. Wrestling mats			
3. Shared sports equipment (balls, shotputs, etc.)			
4. Pool equipment (flotation devices)			
Auditoriums and Gyms:			
1. Seats			
2. Benches			
3. Scoreboard buttons			
4. PA equipment			

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Revised 9/4/2020

RESTROOM CLEANING and SANITIZING INSPECTION CHECKLIST

SCHOOL: Lackawanna High School

BATHROOM OUTSIDE OF CAFETERIA

Direction: Please initial and date any of the tasks you have completed in this room.

Task : Clean and sanitize	Initial	Date	9:10-9:40	12:15-12:45	2:34
1. Clean and Sanitize Doorknobs and handles					
2. Clean and sanitize Faucet handles					
3. Clean and sanitize Paper towel dispenser handles					
4. Clean and sanitize Hand dryer buttons					
5. Clean and sanitize Soap dispenser buttons					
6. Clean and sanitize Toilet paper dispensers					
7. Clean and sanitize Sanitary napkin dispensers					
8. Clean and sanitize Toilet flush handles					
9. Clean and sanitize Toilet doors, door handles, and locks					
10. Clean and sanitize trash cans / re-line with new trash liner					
11. Wash and clean sinks and counter tops					
12. Remove gum and stains from floor					
13. Clean and sanitize floor					

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Revised 9/4/2020

RESTROOM CLEANING and SANITIZING INSPECTION CHECKLIST

SCHOOL: Lackawanna High School

BATHROOM SECOND FLOOR

Direction: Please initial and date any of the tasks you have completed in this room.

Task : Clean and sanitize	Initial	Date	9:45-10:15	1:00-1:30	2:34
1. Clean and Sanitize Doorknobs and handles					
2. Clean and sanitize Faucet handles					
3. Clean and sanitize Paper towel dispenser handles					
4. Clean and sanitize Hand dryer buttons					
5. Clean and sanitize Soap dispenser buttons					
6. Clean and sanitize Toilet paper dispensers					
7. Clean and sanitize Sanitary napkin dispensers					
8. Clean and sanitize Toilet flush handles					
9. Clean and sanitize Toilet doors, door handles, and locks					
10. Clean and sanitize trash cans / re-line with new trash liner					
11. Wash and clean sinks and counter tops					
12. Remove gum and stains from floor					
13. Clean and sanitize floor					

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

CHILD NUTRITION

Lackawanna High School, in collaboration with Personal Touch Food Service Inc. and the District Office, will provide all students enrolled with access to school meals each day. This includes students attending both in person and students learning remotely.

<http://www.cn.nysed.gov/>

Lackawanna High School, in collaboration with Personal Touch Food Service Inc. and the District Office, will ensure all applicable health and safety guidelines are followed.

Lackawanna High School, in collaboration with Personal Touch Food Service Inc. and the District Office, will ensure all students with food allergies are protected in any event where meals are provided outside of the cafeteria.

Lackawanna High School, in collaboration with Personal Touch Food Service Inc. and the District Office, will ensure all students perform hand hygiene before and after eating, how appropriate hand hygiene is promoted, and how sharing of food is discouraged.

Lackawanna High School, in collaboration with Personal Touch Food Service Inc. and the District Office, will ensure all eating spaces are cleaned and disinfected prior to the next group of students arriving for meals.

Lackawanna High School, in collaboration with Personal Touch Food Service Inc. and the District Office, will ensure compliance with Child Nutrition Program requirements.

Lackawanna High School, in collaboration with Personal Touch Food Service Inc. and the District Office, will ensure all protocols are communicated to families through multiple means in the languages spoken at home.

Lackawanna High School, in collaboration with Personal Touch Food Service Inc. and the District Office, will require all students to maintain a social distance of 6 feet while consuming meals unless a physical barrier is provided.

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Provide a mask for your ninth through twelfth grade student to wear while at school.
- Limit visits to school as much as possible including visits to drop off forgotten lunches.

Students

- Students in ninth through the twelfth grade should wear masks before and after they eat their meal.
- Wash hands with soap and water or use hand sanitizer before eating any food.
- Breakfast will be provided to High School Students the day before for the following morning. Students should consume breakfast before loading the school bus as masks will be required on the bus and at school.
- Sit in designated seats. The cafeteria tables have been replaced by individual chairs and desks that are sitting six feet apart. Students will be assigned a desk.
- Follow guidelines for restroom use during lunch periods. Students are to remain seated and raise hand to request to use the bathroom.
- If bringing a packed lunch, bring your lunch with you during the designated lunch period. No outside food delivery is allowed at any time. No outside food or drinks may be brought into the building in the morning, or any other time, other than a personal water bottle.
- Follow social distancing guidelines as much as possible during lunch. Students will receive breakfast for the following day during their lunch period.

Certificated & Classified Staff Members

- Supervise designated eating areas to ensure students are properly socially distanced.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.
- Wear a mask or face shield at all times.
- Monitor bathroom use during lunch time.
- Use staggered dismissal to ensure social distancing at the end of lunch.

Custodians/Janitors

- Disinfect restrooms and common spaces between lunches. This includes, but is not limited to, desk tops, chairs, door handles, handrails, toilets, stalls, and sinks.

Cafeteria Staff

- Wear masks at all times.
- Clean and disinfect serving areas and tables between lunches.

Revised 9/4/2020

- Serve all food to students.

Administration

- Ensure enough supervision is provided to ensure proper social distancing and be practiced.
- Ensure supplies are readily available for custodians/janitors.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators.
- Provide reminder to parents about food allergies and the need to be aware of the potential allergic reactions of other children.

TRANSPORTATION

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure all buses used every day will be cleaned and disinfected once a day.

<http://www.p12.nysed.gov/schoolbus/>

https://www.aft.org/sites/default/files/covid19_info_buscleaning.pdf

<http://wnybusco.com/service/school-buses/>

Lackawanna High School will collaborate with WNY Bus Company and the District Office ensure high contact spots will be wiped down after each a.m. and p.m. bus run.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure school buses are not equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure school bus drivers, monitors, and attendants do not carry personal bottles of hand sanitizer with them on the buses.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure bus drivers, monitors, and attendants wear a face covering or face shield.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure transportation staff are trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure transportation staff are trained and provided periodic refreshers on the proper use of social distancing.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure transportation staff are provided with PPE such as masks and gloves.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure transportation staff are provided with hand sanitizer in dispatch offices, employee lunch/break rooms and/or bus garages.

Revised 9/4/2020

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure transportation staff who come in direct contact with a child wear gloves.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure transportation staff perform a self-health assessment for symptoms of COVID-19 before arriving to work.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure students wear a mask on the school bus if they are physically able.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure students who do not have a mask will not be denied transportation.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure students who do not have a mask will be provided one.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure students will be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure students will be trained and provided periodic reminders on the proper use of social distancing.

Lackawanna High School will collaborate with WNY Bus Company and the District Office to ensure, in the event that the school district is in session remotely or otherwise, pupil transportation is provided to nonpublic, parochial, private, charter schools, or students who IEP have placed them out of district whose schools are meeting or conducting in-person session education when the district is not.

Transportation Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home.
- Provide a mask for your 9th-12th grade student. If you cannot provide a mask, the school will provide one. It is recommended that you provide your child with multiple/extra masks.

Students

- Maintain appropriate social distances while at the bus stop, in bus lots, and while entering the building.
- Wear a mask while riding the bus.
- Remain seated, facing forward while riding the bus.
- Bus windows are to remain open as much as possible for ventilation.
- Wait for your seat to be called before exiting the school bus.
- All students must sanitize their hands before entering the bus.

Staff Expectations

Drivers

- Wear a mask or face shield at all times.
- Provide reminders to students of bus expectations - wearing masks, seated facing forward
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.
- Ensure the bus is disinfected following outlined safety protocols.

School/District Administration

- Monitor drop off and dismissal to ensure students do not congregate in groups.
- Provide consequences, including loss of privilege to ride the bus to those who violate rules.
- Establish parking protocols for high school students who wish to drive to school.

SOCIAL EMOTIONAL WELL BEING

Lackawanna High School will implement a comprehensive developmental school counseling program under the direction of the school counselor and ensure that the program is reviewed and updated to meet current needs.

https://hs.lackawannaschools.org/our_school/guidance

Lackawanna High School will develop a shared decision-making school climate team to inform the comprehensive developmental school counseling program.

Team Members to include:

- Mrs. Deborah Biastre, Building Principal
- Mr. Paul Lyons, Assistant Principal
- Mrs. Julie Andreozzi, Principal of Special Education
- Mrs. Megan Alimonti, School Counselor
- Mr. Abdul Zaid, School Counselor
- Mr. Richard Lehr, School Social Worker
- Other members as needed.

Lackawanna High School will provide resources and referrals to address mental health, behavioral, and emotional support services, and programs.

Lackawanna High School will provide 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 supports for developing coping and resilience skills for students, faculty, and staff.

<https://www.nasponline.org/resources-and-publications/resources-and-podcasts/covid-19-resource-center/crisis-and-mental-health-resources>

SCHOOL SCHEDULE MODELS

100% In- Person Instruction

Students and staff will return to school in September and follow guidelines for social distancing. In the event that social distancing of 6 feet cannot be followed, students and staff will be wearing face coverings (PPE).

- **Student Arrival**
 - The High School will utilize a rolling bus drop off beginning at 7:10 am, unloading one bus at a time.
 - Cafeteria door will open at 7:10 for students being dropped off by any other means than by bus. Upon entry into the building, students will report directly to period 1.

- **Breakfast**
 - Breakfast will be sent home the day before with High School Students. Breakfast should be consumed prior to arrival at school.

- **Hallway Travel**
 - Two-way travel will be necessary in the hallways. Students are to stay to the right and are to not touch the walls. Students will be required to wear masks while traveling in the hallways.

- **Lunch**
 - Students will sit in individual desks while in the cafeteria. Desks will be situated so there is six feet between every student in all directions.

- **Dismissal**
 - Parent pick up will take place at 2:04 out the cafeteria door.

 - Bus dismissal will begin at 2:05. Students will be called in a staggered manner. Students with specialized transportation will be provided additional dismissal time to board their buses.

50% Hybrid Instruction

Scenario #1:

Monday and Tuesday – 50% of all students will attend for in person instruction

Wednesday – Remote Learning for all students

Thursday and Friday – Remaining 50% of students will attend for in person instruction

Scenario #2:

A set calendar of Odd/Even days. Essentially, every other day of 50% student attendance.

100% Remote Learning

Students will receive continuity of instruction from home using district provided devices. Teachers will report to the school building and provide remote instruction from their classrooms. Teachers will follow their regularly assigned schedule.

REMOTE LEARNING

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Monitor student progress on coursework.
- Developing a “school schedule” is recommended to keep routines in place for students while working from home.
- Communicate questions and concerns immediately to staff.

Students

- Following a regular “school schedule” is recommended to help keep routines in place for students while working from home.
- Communicate questions and concerns immediately to teachers.
- Participate in virtual sessions with teachers as scheduled.
- Watch lessons provided by teachers and complete assignments according to timelines.

Lackawanna High School District

~ Expectations for Video Conferencing ~

We are:	SAFE	RESPONSIBLE	RESPECTFUL
Entering a Microsoft Teams or Zoom Meeting	<ul style="list-style-type: none"> Choose a calm, distraction free space to sit Use equipment as intended Use kind words and faces Only join meetings you have been invited to 	<ul style="list-style-type: none"> Be on time and ready to learn Start class charged or plugged in Have materials ready Use the chat for questions and comments related to the topic 	<ul style="list-style-type: none"> Video on at all times Audio off (i.e. mute) Use chat with classmates for first 5 minutes Show self-control of your body Wear appropriate clothing Respect your classmates' and teacher's privacy: do not photograph, record, and share
Teacher-Led whole group instruction	<ul style="list-style-type: none"> Use the chat to ask for help Use kind words and faces 	<ul style="list-style-type: none"> Ask questions (voice or chat) when you have them Be present and participate; avoid multitasking 	<ul style="list-style-type: none"> Video on at all times Audio off Use chat with classmates for first 5 minutes Show self-control of your body Wear appropriate clothing Respect your classmates' and teacher's privacy: do not photograph, record, and share
One-on-One Instruction	<ul style="list-style-type: none"> Use kind words and faces 	<ul style="list-style-type: none"> Ask questions out loud when you have them Try your best Be present and participate; avoid multitasking 	<ul style="list-style-type: none"> Video on at all times Audio on Listen attentively Answer questions out loud on cue Show self-control of your body Wear appropriate clothing Respect your classmates' and teacher's privacy: do not photograph, record, and share
Small Group Activities	<ul style="list-style-type: none"> Encourage others to participate Use kind words and faces 	<ul style="list-style-type: none"> Encourage each other to stay on topic Complete the work together Use "Raise Hand" button if you have questions Be present and participate; avoid multitasking 	<ul style="list-style-type: none"> Video on at all times Audio on One speaker at a time: wait to use chat to respond when others are talking Respect others' cultures, opinions and viewpoints Show self-control of your body Wear appropriate clothing Respect your classmates' and teacher's privacy: do not photograph, record, and share

Staff Expectations

Teachers/Assistants

- Create interactive lessons that are engaging for students using a variety of strategies.
- Be available for office hours, one session will be available in the morning and one in the afternoon.
- Use Microsoft Teams as the platform for all assignments, links to resources, etc.
- Grade work in a timely manner and provide feedback to students on assignments.

Technology Department

- Provide help desk assistance when technology issues occur.

Administration

- Ensure each student has a device at home.
- Monitor and assist teachers in the delivery of content for students.
- Implement appropriate grading procedures and work from home guidelines for teachers.

ATTENDANCE

The Building Administration at Lackawanna High School will collaborate with the District Attendance Office and Attendance Teacher to monitor daily teacher-student engagement during any period of remote or hybrid learning. Each teacher will be responsible for tracking students who engaged in hybrid learning using e-School.

TECHNOLOGY AND CONNECTIVITY

Lackawanna High School will collaborate with the District Office to track the level of access to devices and high speed internet for all students and teachers in their places of residence.

<http://www.nysed.gov/edtech/district-technology-planning>

Lackawanna High School will collaborate with the District Office to provide devices to students and teachers, and work with students, their families, and teachers to assist in obtaining internet access for those who not have sufficient access. The district has ordered devices for all students in grades 9-12. Laptops with cameras have been ordered for all teachers as well.

Lackawanna High School will provide multiple ways for students to participate in learning and demonstrate mastery of learning standards in remote or blended models. Students who do not have internet access will be provided with print materials and will be able to submit print materials that have been completed to the school for review.

TEACHING AND LEARNING

Lackawanna High School will ensure continuity of learning for the 2020-2021 school year whether students engage in learning via in-person instruction, hybrid, or remotely. All staff will be required to submit lesson plans for each content area. In addition, staff will be required to document students engaged for any remote learning in e-School.

<http://www.nysed.gov/edtech/guidance-continuity-learning#:~:text=The%20Board%20of%20Regents%20and%20the%20New%20York,administration%20in%20response%20to%20the%20Novel%20Coronavirus%20%28COVID-19%29.>

Lackawanna High School will ensure that the educational program is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remote, or through a hybrid model.

<http://www.nysed.gov/curriculum-instruction>

Revised 9/4/2020

Lackawanna High School will ensure that there is regular substantive interaction between teachers and students whether delivered in-person, remote, or through a hybrid model of instruction.

Lackawanna High School will ensure that all instruction, whether delivered in-person, remote, or through a hybrid model, is accessible to students and that they receive feedback and support from their teachers.

Lackawanna High School will ensure students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology.

SPECIAL EDUCATION

Lackawanna High School, under the guidance of the Department of Special Education, will ensure that all services, whether delivered in-person, remote, or a hybrid model, addressed 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.

<http://www.p12.nysed.gov/specialed/lawsregs/part200.htm>

Lackawanna High School, under the guidance of the Department of Special Education, will document the programs and services offered and provided to students with disabilities as well as communications with parents.

Lackawanna High School, under the guidance of the Department of Special Education, will engage in 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.

Lackawanna High School, under the guidance of the Department of Special Education, will ensure collaboration between the committees on preschool special education and committees on special education and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on IEPs for monitoring and communicating student progress and commitment to sharing resources.

Lackawanna High School, under the guidance of the Department of Special Education, will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology to meet the unique disability related needs of students.

BILINGUAL AND WORLD LANGUAGES

Lackawanna High School, in the event of an in-person or hybrid reopening, will complete the ELL identification progress within 30 school days of the start of the 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 school year. After the 20-day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment.

<http://www.nysed.gov/bilingual-ed/ell-identification-placementhome-language-questionnaire>

Lackawanna High School will provide required instructional units of study to all ELLs based on their most recently measured English language proficiency level during in person or hybrid instruction.

<http://www.nysed.gov/common/nysed/files/programs/bilingual-ed/enl-9-12-units-of-study-table-5-6-15.pdf>

Lackawanna High School will communicate regularly with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication. The High School will utilize bilingual staff in addition to the Language Line for oral interpretation, and will utilize Google Translate and the Buffalo International Institute for written translation.

<https://hs.lackawannaschools.org/>

TEACHER AND PRINCIPAL EVALUATION

Lackawanna High School will ensure that all teachers and principals are evaluated pursuant to the district's currently approved APPR plan.

<http://www.nysed.gov/common/nysed/files/lackawanna-appr-plan-051517.pdf>

CERTIFICATION, INCIDENTAL AND SUBSTITUTE TEACHING

Lackawanna High School will ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations.

<http://eservices.nysed.gov/teach/cerhelp/CpPersonSearchExternal.jsp?trgAction=INQUIRY>

<http://www.highered.nysed.gov/tcert/certificate/substituteteaching.html#:~:text=In%20New%20York%20State%2C%20no%20certificate%20is%20offered,of%20time%2C%20in%20any%20number%20of%20schools%20districts.>