



NEW YORK SCHOOL
FOR THE DEAF

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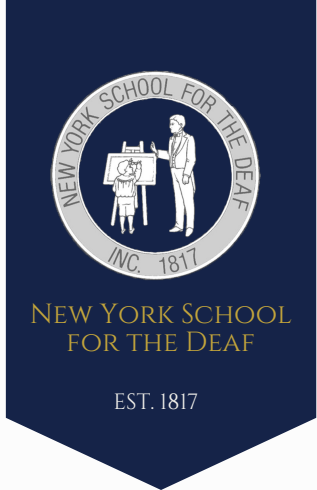
A Bilingual School
with a Focus on S.T.E.A.M.
"Planning for the Future"

New York School for the Deaf Reopening Plan 2020 - 2021



**Safety
is our
priority.**

555 Knollwood Road
White Plains, New York 10603



A Bilingual School
with a Focus on S.T.E.A.M.

"Planning for the Future"

Bradley Porche', Ed.D.
Superintendent

July 31, 2020

Dear Fanwood Family,

We understand this has been a difficult time for you and your families. This Reopening Plan sets forth our goals and hopes for this School year 2020 - 2021. Because of the rapidly changing situation of COVID-19 and frequent updates to the information and guidance from New York State and the Department of Education, this document will be revised, as necessary.

We have set forth three models for instruction: Traditional Based Learning, Distance Learning, and a Hybrid model (which is a combination of both). Hopefully by mid-August, we will be in a position to advise you with some degree of certainty which route we will be taking.

The Plan speaks to NYSD's ongoing commitment to the educational success of the students, and our concern for their emotional, physical safety and well being. During your review of the Plan, you will learn not only our expectations of staff and students but our ongoing efforts to protect our entire community. We will have protocols in place for social distancing, face covering, and other precautionary measures. We have made great strides in updating our buildings air filtration systems, and will continue to monitor needed equipment as we move forward.

The safety of NYSD students and staff members will always be our priority. As we navigate the course, which at times may become difficult, together we can work to ensure that students and staff members have the tools they need to adapt, become comfortable, and thrive in these ever-changing times.

Should you have any questions or concerns after you review this document, please do not hesitate to reach out to me.

Bradley Porche', Ed.D

New York School for the Deaf

Vision, Mission, and Beliefs

Vision

NYSD's students will become confident, contributing, well-rounded, and successful individuals in an ever-changing world.

Mission

The mission of New York School for the Deaf (NYSD) is to maximize the whole person potential of each student through comprehensive, rigorous educational programs and services within a communication and language-rich environment. NYSD is also committed to serve as an exemplary resource in the education of deaf and hard of hearing students.

As a community and to achieve its goals, NYSD collaborates with families, school districts, agencies, the deaf community, the educational research community, philanthropic sources and other key stakeholders.

Beliefs

In a safe, caring and accessible environment, NYSD is committed to:

- Ensuring every student is a genuine, interactive member of the school community in and out of the classroom.
- Viewing deaf and hard of hearing people from a cultural and linguistic perspective rather than as disabled.
- Embracing the diverse cultures and ethnicities of students and their families. Excellence in a bilingual (American Sign Language and English) environment.
- Using every individual student's strengths and needs as a foundation for optimal learning and development.
- High academic expectations that include access to NY State Regents curriculum leading to a high school diploma or other pathways appropriate to the student.
- The development of spoken language and auditory skills as appropriate to the individual student.
- Creating a strong foundation for critical thinking and lifelong learning in a rapidly changing and increasingly technological world.
- Providing high school students with meaningful and individually designed work-based learning experiences to prepare them for the world of work.
- Promoting a positive self-identity and keen awareness of community resources.
- Instilling in every student a sense of social justice, integrity and a commitment to advocacy for self and others.



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New York School for the Deaf

Administration Team

- Bradley Porche, Ed.D., Superintendent
- Arlene Rice, Executive Assistant and Liaison to the Board
- Josh Loeffel, Director of Special Programs
- Allison Gorey, Director of Communications
- Bill Horgan, Director of Facilities
- Julie Cangro, Director of Human Resources



New York School for the Deaf

Commitment for a Successful Reopening

1. Support the health and safety of our students, staff and their families.
2. Provide language access and enrichment to support students language growth through American Sign Language.
3. Ensuring full access to curriculum and technology during the COVID-19 crisis.
4. Promoting mental health and wellness for students and staff.
5. Avail ourselves of local expertise to guide a combination of Distance Learning and Traditional Based Classroom Instruction



Strategic Reopening of School

New York School for the Deaf sent out a survey to our parents and staff to better understand their concerns and preference of the instructional model for the Fall 2020. Parents made it clear through our School Reopening Survey that they want choices and flexibility as our community continues to fight against COVID-19.

This survey was electronically delivered to all families via listserv and staff through the NYSD email system. Additionally, survey responses were also collected via telephone calls, in order to ensure a maximum response rate. Parents were asked their level of comfort in sending their children back to school as well as their interest in Distance Learning.

Parent Responses (Which program would you prefer your child to attend for Fall 2020?)	
Full Distance Learning	39.4% (26)
Hybrid Learning	34.8% (23)
Full In-Person	25.8% (17)

Staff Responses (Returning to School)	
Very Comfortable	3.9% (3)
Comfortable	15.8% (12)
Somewhat Comfortable	40.8% (32)
Not at all Comfortable	39.5% (30)

This survey was an integral part of our school's planning process as we developed safety protocols for each instructional model. The survey was critical in understanding our staff and parents' attitudes and beliefs about COVID-19, which will allow us to better provide for our student's needs and expectations.

Guiding Principles for Reopening School

Ensure the safety and well being of our students and staff members

Deliver high quality instruction to our students, regardless of delivery model

Provide for flexibility of our instruction model to promote language, social, and academic success

Safety-First Philosophy

On Campus Entry and Exit Screening

Cleaning Stations Throughout Campus

Social Distancing

Monitoring and Compliance

Types of Instructional Models in Crisis Situations

TRADITIONAL LEARNING

Program Expectations

- School adopted curriculum with lessons developed and taught by classroom teachers
- Follows New York State guidelines for student to teacher ratios
- Face to face learning for all grades (PreK-12) following regular student schedule, calendar (180 days of instruction), and bell times.
- Modifications may be made such as:
 - Staggered schedule
 - Student and staff maintain social distancing

Expectations for Students

- Students will come to the school for learning
- Students will see, and interact with, their teacher(s) and classmates and follow their class/course schedule each day in a prescribed socially distancing plan
- All students will be expected to complete and submit assignments as determined by their teacher(s)
- All students will participate in all local and state assessments as scheduled
- Students and families must take steps, i.e., temperature check, to ensure students are healthy and symptom-free prior to coming to school each day
- Students will need to bring their own mask and water bottle to school every day

Expectations for Teachers

- Teachers and support staff will report each day to lead and support instruction in their assigned classrooms
- Teachers will develop and implement daily lesson plans for grade-level, standards-based instruction for students.
- Teachers and support staff differentiate and adjust instruction to meet the needs for student learning
- Teachers adhere to all IEP mandates and accommodations to support student learning

HYBRID LEARNING

Program Expectations

- Mix of Traditional Based and Distance Learning
- Students will be scheduled on alternating days. They will come to campus two days and utilize Distance Learning on two days. On site schooling will be Monday through Thursday. Friday will be full Distance Learning to allow for extensive cleaning of campus
- Social Distancing will be strictly enforced
 - Maximum number of students and staff permitted in a classroom will be determined by size and placement. Maximum number will be posted
 - Staggered schedule
- Congregating in common areas will be restricted
- Adhere to all protocols in regard to health and safety as outlined in this document

Student Expectations

- Be present on campus on assigned days for Traditional Based Learning
- Be available to participate in Distance Learning on assigned days
- Adhere to all protocols in regard to health and safety as outlined in this document on days they are present

Teacher Expectations

- Be present on campus from Monday through Thursday
- Provide Distance Learning on Fridays
- Adhere to all protocols in regard to health and safety, as outlined in this document

DISTANCE LEARNING

- Please refer to the Distance Learning Policy and Protocol [here](#).

General Student / Staff Expectations On Campus

Face Coverings

Face coverings will be required, as stipulated in the guidance of the New York State Department of Health, New York State Education Department, the Governor's Office, and Centers for Disease Control. Social distancing is not always possible in school settings, therefore, students and staff will be provided with reusable masks and will be expected to wear them while on campus at all times.

Social Distancing

Students and staff will practice social distancing from their arrival on campus to departure at the end of the day. Grab and go breakfasts will be available, and where possible, eaten in the classroom in order to deter students from congregating in the cafeteria. Staggered release schedules may be utilized in an effort to decrease crowding.

Visitors and Volunteers

In order to maximize a healthy and safe environment, and to limit potential COVID-19 exposure whenever possible, New York School for the Deaf will not be permitting visitations to campus due to concerns of potential exposure to COVID-19. However, exceptions can be made in certain situations, which will require prior approval by the Superintendent, submitted at least 24 hours in advance.

Additional Safety Protocols

Each classroom will be outfitted with additional sanitation stations with a variety of supplies to encourage proper cleaning practices. Each station will include disinfectant wipes, additional disposable masks, and hand sanitizer.

Plans are in process to equip each academic building and Winthrop with a UV-C light scrubber system to ensure clean air circulation throughout the building.

Requests for additional Personal Protective Equipment for your office or classroom, will be made through KissFlow. The Director of Facilities will respond to your request.

Classroom Modifications

Students and staff will practice social distancing 6 feet apart. Face masks and good hygiene practices shall be maintained at all times. Student desks will be spaced six feet apart. Administrators and the Director of Facilities will review and approve classroom designs prior to the start of the school year. All signs indicating the maximum allowable persons will be posted outside of the classrooms.

General Student / Staff Expectations On Campus

Controlled Movement Patterns

To limit COVID-19 exposure and promote social distancing, students and teacher assistants/aides will remain in their classroom throughout the day to the extent possible. There will be signage throughout the campus indicating direction of flow. There will be staggered dismissal schedules with designated drop-off and pick up areas for students. All students will be required to go directly to their classroom upon arrival.

Common Area Modifications

Students will be monitored in all common area locations to encourage social distancing such as elective classrooms, STEAM program area, Physical Education, and Arts. It is encouraged that all elective classes are held outside of the building, when possible, to minimize the risk of exposure.

Meal Services

Students will receive meals in grab and go style in the morning to eat in their classrooms, when possible. Lunch will be delivered by assigned staff members for students to eat in their classroom. There will be a roll call conducted in the morning for the purpose of breakfast and lunch count transactions. Lunch will include pre-packaged items that can be picked up quickly to reduce any delays.

From time to time, the Elementary Department will provide snacks throughout the day in the Traditional and Hybrid Learning model. The Teacher Assistant will maintain good hygiene practices prior to the distribution of meals and snacks. Students will need to maintain their own good hygiene practices prior and after any meal or snack time.

Mass Gatherings

For the safety of staff and students on campus, assemblies and other large gatherings will not be permitted until further notice. If an exception is needed, the Superintendent may consider such approval.

Extracurricular activities

Extracurricular activities will be done virtually, whenever possible. All athletic games are cancelled until further notice. If deemed appropriate, we may consider student participation in after school activities. In those instances, smaller, socially distanced groups will engage in safety practices such as each student using an individual water bottle. Additionally, all equipment used during activities will be sanitized before and after use.

Campus Health and Wellness Protocols

As students and staff return to face to face instruction, the classroom environment will be different due to additional safety and health protocols. This will be a major adjustment for everyone, but ultimately, these changes will be necessary for the health and safety of all concerned.

Face Covering Requirements

Students, staff, vendors and visitors will be required to wear face coverings on campus at all times.

- **Masks Provided**
 - Students and staff will be provided with an appropriate face covering during hybrid or in-person instruction. If a student or staff member does not have their assigned face covering, a temporary face covering will be provided.
- **Enforcement**
 - The administrative team and assigned staff members will remind students and staff to use face coverings if one is not being worn. Should a student or staff member not wear face a covering, with the exception of medical reasons, they will be subjected to disciplinary action.
- **Exemptions**
 - Students and staff, who wish to be exempted from using a mask because of a medical or physical issue, will be required to have a note from a Doctor.

Classroom Structure

- Every classroom will be designed to maximize space and distance between each student.
- Students will be required to take hand-washing breaks throughout the day, particularly, before and after eating and before sharing materials. Hand soap and paper towels will be provided at every sink. Hand sanitizer will be provided in each classroom.
- Teachers will minimize the use of shared items in the classroom, including learning tools, pencils and other items. Group activities will be strictly forbidden to minimize the spread of COVID-19.
- Teachers will increase the use of digital instruction where possible to limit the spread of COVID-19 in the classroom.
- Students and Teacher Assistants/Aides will remain in the classroom for the duration of the day. If necessary, Teachers will travel to classrooms throughout the day to provide instruction, minimizing the risk of exposure.

Campus Health and Wellness Protocols

As students and staff return to face to face instruction, the classroom environment will be different due to additional safety and health protocols. This will be a major adjustment for everyone, but ultimately, these changes will be necessary for the health and safety of all concerned.

Arrival and Dismissal

- All students will be dropped off in front of Ford or Peet Hall and will be directed to their respective buildings. This will minimize crowding and transmission of COVID-19.
- Parents who drop off and pick up their child will need to park in front of Peet and Ford Hall. During drop-off and pick up, parents will need to remain in their vehicle. Their child will be escorted to and from their classroom by a staff member in the AM and PM.
- Parents and guardians will need to call in advance if they plan on late arrival and early pick up. Their child will be escorted to and from their classroom by a staff member in the AM and PM.
- All students will remain in their classrooms at dismissal until their bus arrives. We will be utilizing the Visual Public Display to notify the students that they can go to their bus.

Movement Procedures

- All students and staff will walk on the right side of the hallways.
- There will be signage indicating the direction of flow and maintaining their social distancing.
- Students will not be allowed to use the water fountains to minimize possible contamination. Students will receive a school issued water bottle so they can hydrate throughout the day. The water bottles will be filled prior to the start of the day with the supervision of the instructional staff.
- Staff members will monitor the hallways to ensure there is no congregating in hallways.
- All hallways and classroom doors will remain open throughout the day.

Access Control

- All students, staff, vendors, community members and visitors will be required to sign in with a designated staff member for daily temperature checks. They will be required to wear their mask prior to entering the campus.
- Visitors must have prior approval from the Superintendent, at least 24 hours in advance, to visit on campus.
- All meetings such as IEP meetings, Intakes, Parent Conferences, etc. will be conducted through Zoom.
- There should be no more than 3 persons at any time in the lobby area of Peet and Ford Hall.
- Parents, community members, and visitors will be alerted by text when they will be permitted to enter the building. A text number will need to be shared with the administrative assistant.

Campus Health and Wellness Protocols

Health and Wellness Procedures

Screenings

- All staff will be required to complete a questionnaire upon arrival on campus. This form is posted on the New York School for the Deaf website at www.nysd.net
- If a staff member has a temperature of 100° F or demonstrates one of the listed symptoms of COVID-19, according to the CDC, they will be required to go home for a period of 24 hours for monitoring. If their temperature continues to be 100° F or higher, they will be required to contact their medical professional and a letter of clearance will need to be provided to Human Resources before returning to campus.
- Students will remain on the bus for a screening check prior to departure. If a student has a temperature of 100° F, or demonstrates one of the listed symptoms of COVID-19 according to the CDC, they will be required to go home for a period of 24 hours for monitoring. If a student continues to have a temperature of 100° Fahrenheit or higher, their parents will be required to contact a medical professional to receive clearance prior to returning to campus. That letter of clearance will need to be provided to their Department Administrative Assistant.
- Before arriving on campus, the students and staff will be required to answer the following questions:
 - Have you experienced any of these symptoms, not associated with previously diagnosed conditions, in the past 48 hours:
 - Fever greater than 100°
 - Chills/Cough/Shortness of Breath
 - New loss of taste or smell
 - Nausea/vomiting/diarrhea
 - In the last 14 days, have you:
 - Been in close contact with anyone who has been diagnosed with COVID-19
 - Been placed on quarantine for possible contact with COVID-19
 - Travelled abroad or to a State that is on the New York Travel Advisory list
 - Have a COVID-19 test pending

Clinic/Nurse's Office Protocols

The Nurse's Office will be located on the first floor of Peet Hall. Any student who is suspected to be ill will be admitted to the clinic area and will be required to wear additional personal protective equipment such as:

- Medical grade masks
- Clear face shield
- Medical grade gloves

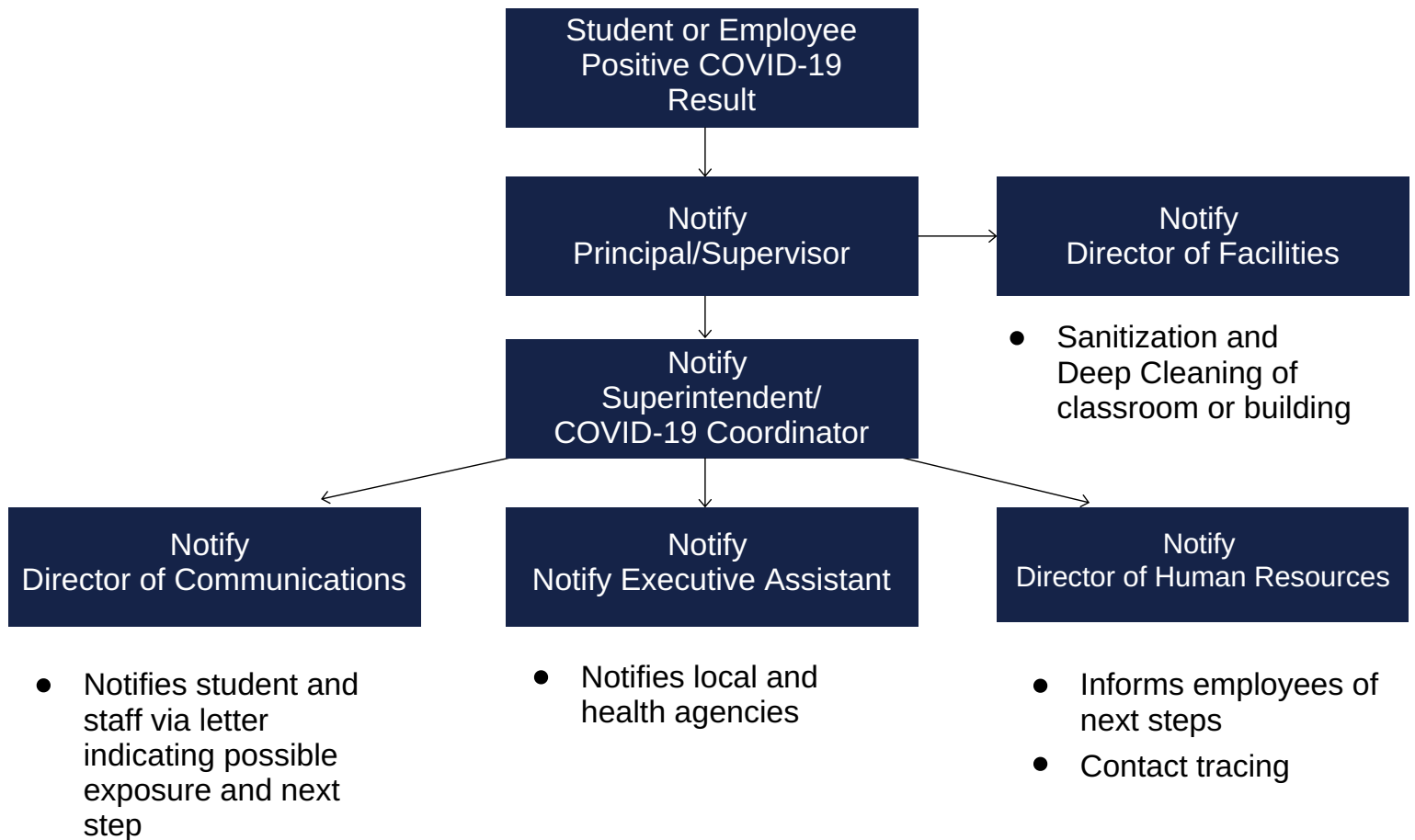
A student who is suspected of having COVID-19 will be placed in an isolation room in the clinic to be picked up by their parents/guardians.

Campus Health and Wellness Protocols

Positive COVID-19 Confirmation

- Communication
 - Upon notification of a positive result, a parent or an employee will notify their Principal or Supervisor, respectively. The Principal or Supervisor will notify the Superintendent and Human Resources. The Superintendent is the designated COVID-19 Coordinator. Upon receipt, the Superintendent/COVID-19 Coordinator will request the Executive Assistant to notify the New York Department of Health and coordinate with the Director of Communication and Human Resources for notification of staff, community and families. An official letter will be distributed to those who have been in contact with a positive case for purposes of quarantine and notification to their medical professional.
- The Director of Human Resources will be the contact tracer to ensure that all persons who have been in contact with a confirmed case will be alerted and advised to contact their medical professional.
- The Executive Assistant to the Superintendent will coordinate with the New York Department of Human and Health Services, New York State Department of Education, and local agencies.
- At least 10 days must have passed since symptoms appeared; at least 72 hours fever-free without using fever-inducing medication, and all other symptoms have subsided before returning to campus.

Protocol for Student or Employee Positive COVID-19 Result



Positive COVID-19 Cleaning Protocol

Sanitation, Cleaning and Disinfection Protocols

The campus will be cleaned daily by the maintenance team, focusing on major entry points such as lobby, elevator, stairwell railings, light switches and soap dispensers. Custodial staff will take additional steps such as disinfecting using proper cleaning products and an electrostatic sprayer.

- Scheduling and Routine:
 - Throughout the day, the maintenance staff will implement routine cleaning in the classrooms focusing on major touch points and high activity areas. Additionally, they will do cleaning of the hallways, bathrooms, and major touch points in high traffic areas and inspect ventilation systems on a daily basis.
 - An electronic log will be maintained to verify and monitor cleaning on an ongoing basis.
- Instructional Model Cleaning Schedule
 - Traditional Based Learning (In-Person)
 - Staff will do daily cleaning in classrooms
 - Maintenance will do daily cleaning in high traffic areas
 - Custodial Staff will do a full cleaning during after hours on Monday, Wednesday, and Friday
 - Hybrid Based Learning (Mix of Traditional and Distance Learning)
 - Staff will do daily cleaning in classrooms
 - Maintenance will do daily cleaning in high traffic areas during hybrid instruction
 - Custodial staff will do a full cleaning during after hours on Monday, and Wednesday
 - Custodial staff will do extensive cleaning and disinfection on Friday
 - Distance Learning
 - Maintenance team will do weekly cleaning of the building in anticipation of possible return to campus, whether it be Hybrid or Traditional Based Learning
- Identification of Positive Cases
 - If a student or a staff member has been identified as positive, their respective department will close for 14 days as part of the containment protocol.

Athletics

The athletic program will be suspended until further notice due to the risk of exposure of COVID-19.

Positive COVID-19 Cleaning Protocol

Wellness

It is imperative that we educate our students, staff, and the community about health and safety measures to slow and hopefully eliminate the spread of COVID-19 at New York School for the Deaf. We have taken the following actions:

- Our counseling team will provide one-on-one or group services to students to promote their mental well-being during the COVID-19 crisis
- Signage within the campus to promote proper hygiene and social distancing
- Posting of all guidances on the website of New York School for the Deaf www.nysd.net with new developments about COVID-19
- Additional support for language development

School Safety During COVID-19 Crisis

Health and safety is and continues to be our number one priority during the COVID-19 crisis. Throughout the school year, we will conduct our drills in accordance with State rules and regulation while always prioritizing the health and safety of our students and staff.

Reference Guide

Campus Modifications Fall 2020

Arrival

Students	<ul style="list-style-type: none">• Students will remain on the bus to be evaluated for the following:<ul style="list-style-type: none">◦ Having a mask<ul style="list-style-type: none">▪ If a student does not have a mask upon arrival, they will be issued a temporary mask◦ Symptoms for COVID-19 according to CDC guidelines<ul style="list-style-type: none">▪ If any signs of illness present, the administrative team will notify the student's parents. They will be transported back home on the bus◦ Temperature check• Elementary students will be dropped off in front of Ford Hall and Secondary students will be dropped off in front of Peet Hall.
Staff	<ul style="list-style-type: none">• Staff will have temperature checks and be screened for symptoms of COVID-19 according to CDC guidelines<ul style="list-style-type: none">◦ If a staff member exhibits any of the symptoms, they will be sent home for 24 hour monitoring. If any of the symptoms or fever persist, medical clearance will be required before returning to campus.• Staff will wear masks at all times.• Staff will complete a weekly check in survey.
Parents/Guardians	<ul style="list-style-type: none">• Parents/Guardians will need to make an appointment at least 24 hours in advance to visit.• Parents/Guardians will need to fill out a periodic check in survey.• Parents/Guardians will be advised of proper student drop-off and pick-up procedures, and will not be permitted to escort their children to or from class.
Visitors	<ul style="list-style-type: none">• Visitors will need to make an appointment at least 24 hours in advance.• Visitors will complete a survey at least 24 hours in advance of arriving on campus.• Visitors will have a temperature check and be screened upon entry for any symptoms of COVID-19 according to CDC guidelines.<ul style="list-style-type: none">◦ If a visitor exhibits any of the symptoms, they will not be permitted in the building• Visitors will wear a mask at all times.• There will be a limited number of visitors at a given time, at the discretion of the Superintendent.

Reference Guide

Campus Modifications Fall 2020

Breakfast, Lunch, and Snacks

Students	<ul style="list-style-type: none"> • Students will be provided with grab-and-go boxed breakfast and lunch and will eat in the classroom. • Elementary students will have their snacks throughout the day during Traditional and Hybrid Learning.
Staff	<ul style="list-style-type: none"> • A staff will be assigned to have lunch in their classroom with the students. • Food delivery will be permitted but all food drop off will be placed outside of Ford and Peet Hall. Staff will be responsible for the pick up of deliveries. • If a staff member leaves campus during lunch time, they will be required to perform hygiene procedures prior to entering the campus.

Classrooms

Students	<ul style="list-style-type: none"> • Student's desks will be spaced at least 6" apart where possible, to ensure social distancing. • All classrooms will be supplied with sanitizing stations, for frequent cleansing of student stations and common touch points. • All classroom doors will remain open during instructional hours. • Students will need to maintain their hygiene practice before entering and exiting the classroom. • Students will be required to wear masks throughout the school day.
Staff	<ul style="list-style-type: none"> • Teachers will modify instruction to facilitate students being spaced 6 feet apart for social distancing. • Teachers will monitor and oversee hygiene practices to minimize the possible risk of exposure to COVID-19. • Teachers will model wearing face coverings at all times and will provide updates on the current COVID-19 crisis.
Parents	<ul style="list-style-type: none"> • Parents will not be permitted in the classrooms
Visitors	<ul style="list-style-type: none"> • Visitors will not be permitted in the classrooms.

Reference Guide

Campus Modifications Fall 2020

Common Areas

Students	<ul style="list-style-type: none">• Students will be directed to walk on the right-hand side of the hallways and throughout campus at all times.• Students will remain in their classroom at all times when possible.• Whenever possible, all electives, i.e., Art, STEAM, will be done in the classroom.• Classes can be conducted outside, weather permitting.• Students will not be permitted to use lockers.• Students will not use water fountains, instead school issued water bottles will be given to be filled at the start of the day and cleaned at home to be brought back to campus.
Staff	<ul style="list-style-type: none">• Teachers will travel between classrooms.• Staff members will be assigned to monitor the hallways, high traffic areas, common areas to ensure social distancing and prompt students to walk on the right-hand side of all hallways, as well as entering and exiting correct doorways.
Parents	<ul style="list-style-type: none">• Parents will not be permitted in the common areas.
Visitors	<ul style="list-style-type: none">• Visitors will not be permitted in the common areas.

Reference Guide

Campus Modifications Fall 2020

Dismissal

Students	<ul style="list-style-type: none">• Students will remain in their classroom until called upon for dismissal.• Social distancing will be maintained while exiting campus.• Students will be required to wear masks as they leave campus and adhere to all guidelines provided by their bus system.
Staff	<ul style="list-style-type: none">• Staff members will be assigned throughout the hallways for dismissal to ensure that social distancing is enforced and to direct students to their pick up location.• Staff members will be required to wear masks upon leaving the campus.
Parents	<ul style="list-style-type: none">• Parents will not be permitted to leave their vehicle during dismissal.• Their child will be escorted by a Teacher Assistant for pick up.
Visitors	<ul style="list-style-type: none">• Visitors will be required to leave campus prior to dismissal time.

The safety of NYSD students and staff members
will always be our number one priority.



Stay Safe and Be Well!