

Smithtown Central School District

Reopening Plan
2021-2022





INTRODUCTION

The Smithtown Central School District remains committed to conducting our schools in a manner that provides for the safety, health and security of both students and staff. This District Reopening Plan for 2021-2022 is in close alignment with the guidance and recommendations shared by the [New York State Education Department \(NYSED\)](#), [Suffolk County Department of Health Services \(SCDHS\)](#), [Centers for Disease Control \(CDC\)](#), [American Academy of Pediatrics \(AAP\)](#), as well as the New York State Department of Health mandate that effective immediately, in accordance with the Commissioner's Determination issued pursuant to 10 NYCRR 2.60, any person over the age of 2 (including all students, personnel, teachers, administrators, contractors, and visitors) must wear masks at all times indoors in P-12 school buildings, regardless of vaccination status.

The areas outlined in this plan represent the myriad considerations the Smithtown Central School District addresses in an ongoing way to keep schools open safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students is a priority and therefore is addressed within our plan.

This plan includes procedures for the following schools:

- [Accompsett Elementary School](#)
- [Dogwood Elementary School](#)
- [Mills Pond Elementary School](#)
- [Mt. Pleasant Elementary School](#)
- [Smithtown Elementary School](#)
- [St. James Elementary School](#)
- [Tackan Elementary School](#)
- [Accompsett Middle School](#)
- [Great Hollow Middle School](#)
- [Nesapeake Middle School](#)
- [Smithtown High School East](#)
- [Smithtown High School West](#)
- And all other district facilities

To be clear, a return to fully in-person schools in a manner that preserves the health and safety of our students, our staff, and their families is our top priority. With that in mind, we have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school campuses.

Mr. Neil Katz, Assistant Superintendent for Personnel, serves as the district's COVID-19 Coordinator. He serves as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per county, state and federal guidelines.

Of course, as with every plan being developed throughout New York State, this document is



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fluid and will change as necessary based on guidance from the state, CDC, NYSDOH, Suffolk County Department of Health Services and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

GUIDING PRINCIPLES

The development of this plan was guided by and grounded in the following principles:

- Safeguarding the health and safety of students and staff;
- Providing the opportunity for all students to access in-person education;
- Emphasizing equity, access, and support to the students and school communities that are emerging from this historic disruption;
- Fostering strong two-way communication with partners, such as families, educators, and staff;
- Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure.

COMMUNICATION: FAMILY AND COMMUNITY ENGAGEMENT

This plan was developed to align with existing guidance as well as including the feedback of our Superintendent's Advisory Committee. The committee was formed at the beginning of the 2020-2021 school year and is tasked with evaluating and discussing both current and future reopen planning, with the goal being a safe return to fully operational schools at their normal capacity. Last year, training was provided to staff to ensure effective procedures and protocols. Signage related to social distancing and mask requirements are posted in every building, and additional bold, in-color signage further reinforces health and safety practices for staff, students and visitors.

Students will be provided information regarding proper hand hygiene, respiratory hygiene, social distancing, face covering requirements, and all related COVID-19 school safety protocols prior to their return to school in 2021-2022.

This district Reopening Plan will be posted on the district website. The district website accommodates visually impaired users, and the reopening plan has been translated into the languages spoken at home in our school populations.



All communication related to school reopening is posted on the district website, including a Frequently Asked Questions document. Documents can be located under the District tab and Reopening Information.

HEALTH AND SAFETY

FACE COVERING/SOCIAL DISTANCING

The Smithtown Central School District developed protocols and procedures consistent with New York State Department of Health mandates as well as guidance from the Centers for Disease Control (CDC), NYS Department of Education, and the Suffolk County Department of Health Services as it relates to members of the school community (students, staff, visitors, etc.). In accordance with the New York State Department of Health mandate, that effective immediately, in accordance with the Commissioner's Determination issued pursuant to 10 NYCRR 2.60, any person over the age of 2 (including all students, personnel, teachers, administrators, contractors, and visitors) must wear masks at all times indoors in P-12 school buildings, regardless of vaccination status. Additionally, masks are recommended for those not fully vaccinated while outdoors in crowded settings or when in close contact with others not fully vaccinated. Students who have a medical need to refrain from mask wearing must seek permission via established protocols, including a statement from a medical professional. Mask breaks will be provided during the school day.

Proper face covering includes, but is not limited to: a surgical mask or cloth mask that completely covers the individual's mouth and nose. A plastic face shield alone is not an acceptable face covering. If required, exceptions to the facial covering requirement will be possible with appropriate documentation. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. Classrooms and other instructional areas will be reconfigured to allow for optimal social distancing. Although it is suggested that members of the school community make use of their own face coverings, masks and other personal protective equipment (PPE) will be available if necessary. Members of the school community are expected to practice social distancing while in school facilities and on school grounds, including in the cafeteria. Exceptions to the need for social distancing may be made when safety or the core activity requires a shorter distance or individuals are of the same household. Plastic partitions may be utilized to provide additional protection for our students in spaces where they must remove their masks for the purpose of eating.

Signage has been placed on the exterior of each facility and throughout all district facilities as a visual reminder for members of the school community to wear face coverings, practice social distancing and to practice proper hand washing and respiratory hygiene. Floor markers are also being used to mark spacing requirements and assist with traffic flow within each building. In-person gatherings may be limited and we will use tele- or video-conferencing when appropriate. Essential in-person gatherings will be held in open, well-ventilated spaces with appropriate social distancing among participants.



GENERAL OFFICE AREA

- In a multiple-occupant office, individuals will maintain at least six feet of separation or protective barriers such as polycarbonate screens or strip curtains will be utilized to create a physical separation without hindrance to egress or airflow.
- Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided.
- Where possible, additional shifts will be utilized to reduce the number of employees in the worksite at one time.
- Stagger shift start and end times when possible (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from overcrowding at entrances and exits.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.

BREAK ROOMS AND LUNCH ROOMS

- Breakroom use is discontinued if a minimum of six feet separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their private offices or classrooms, in their vehicles or outside at the picnic tables throughout the campus.

COPIER ROOMS/AREAS

- Congregating in copier rooms/areas is discouraged.
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior to use.

ELEVATORS

- One person in an elevator at a time where practicable.
- Proper face coverings are recommended when in common use areas.
- Elevators will be frequently disinfected.

HALLWAYS/STAIRWELLS

- Where feasible, hallway traffic may be limited to single flow direction.
- Directional flow will be identified by signage.
- Signage will be placed throughout to promote social distancing.

AEROSOL GENERATING PROCEDURES

All district personnel that are involved with the handling of respiratory treatments will follow the CDC guidelines related to the use of PPE when:

- Suctioning
- Administering nebulizer treatments
- Using peak flow meters with students who have respiratory conditions



These procedures will be conducted in a separate location when necessary.

The appropriate PPE for the procedures mentioned above will consist of:

- Gloves
- N95 or surgical facemask
- Eye protection; and
- Gown (if necessary)

SCREENING

The Smithtown Central School District will consider the recommended CDC guidance, the New York State Education Department ([NYSED](#)), the New York State and Suffolk County Departments of Health ([DOH](#)) related to the required health screenings. As such, health screenings and temperature checks of students, faculty, staff, and, where applicable, contractors, vendors and visitors may be required prior to entry into any district facility. District employees that are responsible for conducting health screenings will be provided with the necessary barriers and personal protective equipment to safely perform these duties.

Prior to entering all Smithtown Central School District locations, visitors must complete a medical screening questionnaire. A list of building specific QR codes linked to the questionnaire is accessible through the District website at (<https://bit.ly/2Pmb9vn>) and a QR code sign is posted at all main entrances that provides a direct link to the building-specific survey using a mobile device. Parents should act as partners in an effort to maintain a safe and healthy school environment and remain mindful to keep their child home in the event of any COVID-19 symptoms. Therefore, parents are expected to complete the health screening questionnaire **one time only** through the Parent Portal prior to the first day of school. With signage posted on all entry doors, visitors will be notified of the requirement to complete the health screening prior to admittance. Students that are feeling ill and/or present symptoms should stay home and contact their health care provider for further guidance.

All district employees are required to complete the health screening information form one time only to acknowledge their understanding of their responsibilities. Staff will be required to monitor their own temperatures and wellness prior to arrival on campus and throughout the day. Staff members that are feeling ill and/or present symptoms should stay home and contact their health care provider for further guidance.

Staff members are trained on symptom and illness identification and instructed to observe all members of the school community for signs of illness. Anyone identified with possible symptoms or illness will be directed to the Health Office (school nurse) for further evaluation. Any individual who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100.0°F, will be sent for further evaluation. In the event a school nurse is not available, building administrators will ensure that the child or staff member is sent home and directed to contact their healthcare provider for additional evaluation. Those that have not yet entered the building will not enter the school, and will immediately be sent home with instructions to contact their health care provider for assessment and testing.



- Students sent home because of a positive screen will be immediately separated from other students and supervised until picked up.
- The district will immediately notify the local health department about the case if diagnostic test results are positive for COVID-19.

Each district facility will have trained staff available and will be equipped with thermometers and the other personal protective equipment to provide a health screening if necessary.

CONTACT TRACING

The Smithtown Central School District will notify the 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. Furthermore, the district will cooperate with any required contact tracing efforts, including assisting with notification of potential contacts.

In the event of an individual testing positive, the district will work with and follow the guidance of the local health department in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations. Furthermore, the district will cooperate with all required state and local health department contact tracing, isolation, and quarantine efforts. Fully vaccinated individuals that are identified as close contacts but are not exhibiting any symptoms may return to work or school without the need to quarantine. However, close contacts that are fully vaccinated must immediately quarantine if symptoms develop.

RETURN TO SCHOOL OR WORK

The district will follow the Suffolk County Department of Health for additional guidance on advising individuals exhibiting symptoms of COVID-19 about their ability to return to school or work. Unless under an isolation or quarantine order, students and staff that have not been diagnosed by a healthcare provider with COVID-19 can return:

- After feeling well for 24 hours and no fever is present without the use of fever reducing medications.
- If the student or staff member has been diagnosed with a known chronic condition with unchanged symptoms or a confirmed acute illness, the healthcare provider must provide written notification of the clearance with the diagnosis to return.
- Any student or staff that has been diagnosed with COVID-19 based on a test or their symptoms (was not tested), must remain out of school or work until:
 - It has been at least 10 days since the first symptoms;
 - It has been at least three days without a fever (without using fever reducing medication); and
 - It has been at least three days since the student or staff members' symptoms have improved.



PERSONAL HYGIENE

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools will plan time in the school day schedule to allow for hand hygiene.

Hand hygiene includes:

- Signage encouraging hand washing and correct techniques;
- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
- Adequate facilities and supplies for hand washing including soap and water;
- Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can aerosolize germs);
- Use of no-touch/foot pedal trash can where feasible;
- Extra time in the schedule to encourage frequent hand washing.

Students and staff should wash hands as follows:

- Upon entering the building and classrooms;
- After sharing objects or surfaces;
- Before and after snacks and lunch;
- After using the bathroom;
- After helping a student with toileting;
- After sneezing, wiping, or blowing nose or coughing into hands;
- Anytime hands are visibly soiled;
- When handwashing is not available use a hand sanitizer.

Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:

- Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
- Placement of sanitizer dispensers should be located near entrances and throughout common areas.

VISITOR AND VENDOR PRACTICES

Outside visitors and volunteers must comply with all health and safety protocols including but not limited to wearing a proper face covering (regardless of vaccination status) and completing the health questionnaire online prior to entry.

Access may be limited on school campuses, except for the safety and well-being of



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students. Parents/guardians will report to the front office and must follow building protocols while attending school functions.

VISITORS

- All visitors must be wearing proper face covering (regardless of vaccination status) prior to entering any building and it must be worn at all times when inside the school facility.
- All visitors will check in and will be required to complete the COVID-19 health screening questionnaire which can be found by scanning the QR Code posted on all doors. The visitors must sign in with their identification through the Raptor system for a visitor badge. This will indicate to all other Security locations that the visitor has been screened.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- All visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All visitors should be accompanied by a staff member.
- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.

VENDORS

- All vendors must be wearing proper face covering (regardless of vaccination status) prior to entering any building and it must be worn at all times while inside the building.
- All vendors will check in and will be required to complete the COVID-19 health screening questionnaire which can be found by scanning the QR Code posted on all doors. The vendors must sign in with their identification through the Raptor system for a visitor badge. This will indicate to all other Security locations that the vendor has been screened.
- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via (Google Meet) when possible.
- All vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All vendors should be accompanied by a staff member.
- Should a vendor become ill while on campus, they must alert the staff member they're visiting to report the issue and then immediately seek medical attention.

VULNERABLE POPULATIONS

The Smithtown Central School District has developed protocols for students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances.

Various options will be discussed with families and/or employees on an individual basis. However, accommodations may include: remote learning or telework, modified educational or work settings, or additional PPE for individuals with underlying health conditions.



The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. The district will work with employees on an individual basis related to accommodations in the workplace. Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
 - Chronic lung disease or moderate to severe asthma
 - Serious heart conditions
 - Immunocompromised
 - Severe obesity (body mass index [BMI] of 30 or higher)
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Liver disease
 - Sickle cell anemia
- Children who are medically complex, who have neurologic, genetic, metabolic conditions, or have congenital heart disease

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Transitioning these students back to school requires planning and coordination of:

- School health services personnel
- Special education personnel
- Pupil personnel services and
- Administration
- Being aware that such families are already under significant stress and COVID-19 has made their situations more critical.
- Alternate plans created in consultation with school health personnel on how to meet the needs of the child while keeping social distancing may include:
 - Additional PPE for staff caring for such students;
 - Assigning only one staff member to care for the student.

Our students that are considered a vulnerable population will have their program reviewed as it pertains to requiring additional modifications through a building level team, which will include pertinent school personnel. Parents will be made aware of the additional modifications or social distancing protocols that may need to be implemented. These students may require a different instructional delivery model or modifications as to how they access the school building and/or programs.



FACILITIES

HYGIENE, CLEANING, DISINFECTION AND VENTILATION

The Smithtown Central School District will continue to adhere to all existing regulations related to school facilities. If any changes or additions to facilities are necessary, those changes or additions will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and all changes will be submitted to the Office of Facilities Planning (OFP). The district will continue to comply with the 2020 Building Condition Survey and Visual Inspection, where applicable. The district will continue to conduct the Lead-In-Water Testing as required by New York State Department of Health (DOH) regulation 67-4. All existing and new Alcohol-based Hand-Rub Dispensers will be installed in accordance with Fire Code of New York State (FCNYS) 2020 Section 5705.5. Any installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will be submitted to OFP with detailed floor plans and any new building construction and/or temporary quarter project will be submitted to OFP for a full code review.

If the need should arise for leasing new facilities, the district will consult with OFP for a preliminary evaluation. Similarly, if the plan includes the temporary or permanent use of tents, such plans will adhere to the Building Code of New York State (BCNYS). The district will ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS. Each building will provide a minimum of one potable water source for drinking per one hundred occupants.

The district will maintain adequate, code required ventilation (natural or mechanical) as designed. Schools will increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols. Ongoing preventative maintenance will be conducted on all ventilation units.

Should the district require any project submissions only dedicated to “COVID-19 Reopening,” they will be labeled as such. Should the use of plastic separators be required, they will comply with the 2020 BCNYS Section 2606.

In addition to the standard normal procedures and protocols that the District adheres to ensure the health and safety of all students and staff, supplementary measures will be implemented as a result of the reopening guidelines issued by New York State and the DOH. All schools will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by DOH and the Centers for Disease Control and Prevention (CDC). All students, faculty, and staff will be trained on proper hand and respiratory hygiene. “High touch/high risk” areas will be disinfected multiple times throughout the day and classrooms and other areas will be disinfected nightly. Restrooms will be regularly cleaned and disinfected and individuals utilizing restrooms must adhere to social distancing rules.

Products identified by the Department of Environmental Conservation (DEC) and the Environmental Protection Agency (EPA) as effective against COVID-19 will be utilized.



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Hand hygiene stations, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible, will be provided and maintained. Facilities will maintain logs that include the date, time and scope of cleaning and disinfecting, as well as identify cleaning and disinfection frequency for each facility and area type and assign responsibility to appropriate staff.

In the event that an individual is confirmed to have COVID-19, exposed areas will be cleaned and disinfected, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high touch surfaces as per CDC guidelines.

SPACE UTILIZATION

School areas, including classrooms, libraries and labs will be configured for proper social distancing to the extent practicable. Dedicated isolation areas will be available in each building for screenings and to accommodate other health and safety concerns. Schools will continue to conduct required safety drills with modifications ensuring social distancing between persons.

CHILD NUTRITION

The School Lunch Program will follow School Food Authority (SFA) policies when communicating about school meal services, eligibility, options and changes in operations. All communications will be provided through a variety of communication methods including website, social media, emails, phone calls, newsletters and regular mail and translated into languages spoken by families. The USDA has extended the provision for free meals (breakfast and lunch) to ALL students on days school is in session.

Students will be provided with access to meals each day. Physical distance will be maximized as much as possible. In consideration of social distance requirements, modifications to school lunch services may be necessary, including providing meals in a combination of classrooms, cafeterias and alternate areas, and staggering meal periods.

The program will address all applicable health and safety guidelines and have measures to protect students with food allergies, including for meals provided in spaces outside the cafeteria. Specific protocols and procedures will be in place to ensure that hand hygiene will be promoted (signage, training, etc.) and that students will perform hand hygiene before and after eating. In addition, sharing of food and beverages (e.g. buffet style meals, snacks) will be prohibited, unless individuals are members of the same household. Cleaning and disinfection will occur prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria).

The School Lunch Program will continue the no cash mandate in all school buildings to mitigate safety concerns. Cash deposits will only be permitted at the Child Nutrition office for those without checking or MySchoolBucks accounts. Child Nutrition is located at 150A Southern Blvd., Nesconset, NY 11767.



TRANSPORTATION

All students are entitled to transportation by the district to the extent required by law. Students who are able must wear acceptable face coverings at all times on school buses and social distance where practicable. Students will be expected to have appropriate face coverings. Students who do not have a mask will be provided where necessary and will not be denied transportation. Exceptions to the face covering requirement may be possible with appropriate documentation which will then require social distancing. Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation, however that student will be appropriately socially distanced while on the bus where practicable. All parents/guardians will be required to ensure that their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

Transportation providers will develop protocols and procedures which will include, but not be limited to:

- Establish cleaning and disinfecting procedures ensuring that buses in use are cleaned/disinfected at least once a day, and ensure that high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.
- Ensure that school buses shall only be equipped with hand sanitizers authorized under the inspection jurisdiction of the New York State Department of Transportation. Students and personnel on the bus will also be authorized to carry personal-size bottles of sanitizer, whose contents should not exceed 8 ounces in volume.
- Ensure that all school bus drivers, monitors, attendants and mechanics are provided and wear face coverings along with optional face shields.
- Require transportation staff (drivers, monitors, attendants, mechanics, and cleaners), be trained prior to school opening and provide periodic refreshers on the proper use of personal protective equipment, social distancing, and the signs and symptoms of COVID-19.
- Ensure that all school bus drivers, monitors, attendants and mechanics are provided Personal Protective Equipment such as masks and gloves.
- Hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages
- Monitors and attendants having direct physical contact with a child must also wear gloves.
- Require their employees perform a self-health assessment for symptoms of COVID-19 before arriving to work.
- Provide students with periodic reminders on the proper use of social distancing. Such training will, at minimum, occur at safety drills performed throughout the school year.
- For a reported case of COVID-19 on a school bus, notifications will be made to District Administration and the bus will be taken out of service for at least 24 hours for



cleaning and disinfecting.

SOCIAL-EMOTIONAL WELL-BEING

The school district has implemented district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselors which have been reviewed and updated to meet current needs. The school district will continue to assist 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.

Our work is grounded in our beliefs that educational success relies upon the comprehensive support for students and families provided in our schools with our professionals and the systems of support we have built. These supports include academics as well as the social and emotional well-being of our students. We are committed to prioritizing social emotional well-being not at the expense of academics, but in order to create the mental, social, and emotional space to access rigorous academic content with confidence. In support of this belief, this district will continue to identify and actively support student and staff well-being and mental health concerns across situations. This plan will focus specifically on how to best support students and staff in a school.

As a district, our commitment is to create emotionally and physically safe, supportive and engaging learning environments promoting all students' social and emotional well being and development. School administrators, teachers and mental health practitioners (school counselors, school psychologists and/or school social workers) will continue to utilize already existing foundational assets within the school district and community-based organizations, and build upon them. In addition, it will be critical to determine students who might be at risk for needing mental health support. School counselors and administrators will continue to be equipped with tools and information needed to see each child through a social and emotional lens. We remain committed to supporting all students and maintain our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students.

Support will continue to include identifying and delivering responsive supports, including mental health check-ins, planning and goal setting, opportunities for self-reflection, and social interactions as applicable. Additionally, all Smithtown Central School District employees have access to the Employee Assistance Program (EAP) which offers many free services including face-to-face and virtual counseling. Information about all social-emotional supports will be made widely available on our website.

Schools have been provided and will continue to receive professional development and training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency. This will include information on recognizing the emotional needs of our students upon return to school with a sensitivity towards helping their students to express their feelings and developing coping and resilience skills for



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students, faculty, and staff.

- All staff members will continue to be provided training on recognizing warning signs of student emotional distress. School based mental health staff will continue to turnkey appropriate material as it becomes available to reinforce towards helping students express their feelings.
- School based mental health professionals and staff members have been identified in each building to work collaboratively with teachers to infuse SEL practices in their instruction.
- Staff have been provided with professional development on recognizing trauma in schools.

The following considerations guided our building level planning:

Emotional reactions to Covid-19

Addressing Social-Emotional Health:

- Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families
- Assist in adequate training for staff/faculty as requested to assist them in understanding: Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
- The warning signs for mental health needs
- How to access crisis support and other mental health services

What Mental Health Professionals can do in schools:

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance
- Promote social emotional learning competency and build resilience
- Help ensure a positive and safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage good physical health
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health support

Smithtown Central School District Multi-Tiered Systems of Support (MTSS)

The Smithtown Central School District Multi-Tiered Systems of Support (MTSS) will include providing students with the opportunity to share their stories, explore their emotions, and strengthen their self-care, resilience and coping strategies. For faculty, students, and staff who require additional support; a higher level intervention will be provided by our mental health staff to support individuals having difficulty.

Tier 1 :

- Smithtown Central School District has developed a [Mental Health Resources](#) document available to all stakeholders on the district website which has been updated to reflect any changes due to COVID-19. This document provides a comprehensive list of outside providers.
- Smithtown Central School District “Parent University” offers sessions, where strategies

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are provided for parents to identify and support their children struggling with mental wellness. The coping strategies covered are appropriate pre and post COVID-19.

- Mental Health Curriculum continues to be covered in health class.
- Continued implementation of the Smithtown Central School District Guidance Plan. Students are helped to interpret and integrate into the world in which they live. The plan is aligned to the American School Counseling Association. This plan is updated yearly and will address additional concerns due to COVID-19.
- Schoolwide suicide awareness and prevention protocols.
- Smithtown Central School District has subscribed to Tri-State REACH's Telephone-based Employee Assistance Program. They will provide: Unlimited, anonymous, confidential telephone counseling, problem assessment, information and referral services. Available 24 hours a day, seven days a week via a toll free number. This is staffed by licensed, master's level counselors.
- Professional development for staff on self-care will be provided.
- Crisis and Bereavement Response protocols.

Tier 2:

- Resilience Summer C.A.M.P. (virtually for summer of 2021) for identified middle school students: Weekly focus is on a specific skill with the overall focus on self-awareness, self-regulation, and developing a sense of community. The tools being reviewed encompass self-regulation, staying grounded, collaborating toward individual and shared visions. The monitoring of these students will continue through high school through weekly updates.
- Each Smithtown Central School District building will utilize Instructional Services Team (IST) meetings to discuss students who have been identified as struggling academically, emotionally and/or behaviorally. Targeted supports and interventions are put in place and monitored.
- Formal risk assessments will be conducted by a team of trained professionals (i.e. school psychologist, social worker, and/or school counselor) and referred for appropriate services.
- Smithtown Central School District has subscribed to Tri-State REACH's Telephone-based Employee Assistance Program. They will provide: Unlimited, anonymous, confidential telephone counseling, problem assessment, information and referral services. Available 24 hours a day, 7 days a week via a toll free number. This is staffed by licensed, master's level counselors.

Tier 3:

- Student Support Team (High School): Students who have been identified as high risk will be assigned to this team for intensive intervention and monitoring. The team consists of a psychologist, social worker, and school counselor.
- Individual Counseling and Group Counseling will be provided as necessary by our Psychologist and Social Workers K-12.
- Referral for CSE or 504 Accommodations as necessary.
- Smithtown Central School District has subscribed to Tri-State REACH's Telephone-based Employee Assistance Program. They will provide: Unlimited, anonymous, confidential. telephone counseling, problem assessment, information and referral services. Available 24 hours a day, 7 days a week via a toll free number. This is staffed by licensed, master's level counselors.



SCHOOL SCHEDULES

The district will reopen with full time in-person instruction for all students following regular school schedules. Students who are medically unable to attend school will be provided the opportunity to attend the Western Suffolk BOCES Regional Virtual School. In the case that in-person instruction is no longer allowed, the district will implement its fully remote model, detailed in the Teaching and Learning section of this plan.

ATTENDANCE AND CHRONIC ABSENTEEISM

All schools in the Smithtown Central School District collect and report daily student attendance. Teachers will record daily attendance in our student management system, and reports will be generated to identify students who are absent and/or chronically absent. Contact with the families will be made to determine reasons for absence and needs or barriers the student may have in attending school regularly to develop a plan to re-engage the child.

TECHNOLOGY AND CONNECTIVITY

In the 2020-2021 school year, the Smithtown Central School District implemented a one-to-one computer initiative where all students and staff were provided with access to a personal, dedicated computing device on a full-time basis. This will ensure equity of access to a device at all times.

The District will continue to provide professional development for administrators and faculty/staff on designing effective learning experiences and the best practices in delivering instruction using technology as one of many tools. Additionally, the District will also provide access to support for parents/guardians on the digital tools used for remote instruction (see district website: [Instructional Technology Support](#)).



TEACHING AND LEARNING

INSTRUCTION

The Smithtown Central School District instructional plan for the 2021-2022 school year provides continuity of learning for all students. The plan is for all students to participate in an in-person model, with a remote option afforded to students with a valid medical reason for the virtual learning model. Live-streamed instruction will be provided for students who are quarantined.

The district is planning to join the regional remote learning program that is being organized by Western Suffolk BOCES. Students who are medically excused may opt to participate in the Western Suffolk BOCES Regional Virtual School. The program will provide all required coursework, as well as specials in the lower grades, and select elective courses, where applicable, at the secondary level. The program will offer special education and ENL services, and will provide students with the opportunity to graduate with a Regents diploma on time, with their grade level peers. **Registration in the program requires a full-year commitment (September 2021 to June 2022)**, with students returning to Smithtown for the 2022-2023 school year.

The Smithtown educational plan is aligned with the outcomes in the New York State Learning Standards across all grade levels regardless of whether instruction is delivered in-person or remotely.

Instruction is aligned to the academic program and includes regular and substantive interaction with appropriately certified teachers regardless of the delivery method (in person or remote).

IN-PERSON

Upon reopening, students' desks/seats are positioned, where feasible, no less than three feet apart. Over time, CDC, state and DOH guidance have evolved, so that if students are at least three feet apart and are wearing masks, they will not be required to quarantine if a student in their class tests positive for Covid-19.

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.

The district model of in-person instruction that will be used for elementary and secondary students will have a priority focus on the student experience. This will include regular, substantive interactions between students and teachers; clear opportunities for instruction that are accessible to all students (i.e., aligned with state standards, include routine scheduled times for students to interact and seek feedback and support from teachers).



REMOTE

The district is planning to join the regional remote learning program that is being organized by Western Suffolk BOCES. Students who are medically excused may opt to participate in the Western Suffolk BOCES Regional Virtual School. The program will provide all required coursework, as well as specials in the lower grades, and select elective courses, where applicable, at the secondary level. The program will offer special education and ENL services, and will provide students with the opportunity to graduate with a Regents diploma on time, with their grade level peers. **Registration in the program requires a full-year commitment (September 2021 to June 2022), with students returning to Smithtown for the 2022-2023 school year.**

HYBRID

The district is presently not planning to offer a hybrid learning model. It is expected that all students will be full time, in-person except for those who are enrolled in the Western Suffolk BOCES Regional Virtual School.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

ATHLETICS

The NYSPHSAA and Section XI intend to run a full fall sports season. Home and visitor spectators will be permitted. Indoor spectators are expected to sit six feet away from other family units and remain masked.

SCHOOL BASED CLUBS AND ACTIVITIES

All extracurricular activities can resume with universal masking and social distancing precautions in place.

BEFORE/AFTERCARE PROGRAMS

Town of Smithtown School Age Child Care will be permitted to run child care programs in district buildings and must follow State and local health and safety protocols, including complying with applicable social distancing requirements and hygiene protocol.



SPECIAL EDUCATION

The Smithtown Central School District reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free and appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE). The Smithtown reopening plan addresses the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education services.

Special education programs and services of the Smithtown Central School District will ensure access for students with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students. While not all formats (i.e. virtual) may allow for maximum benefit to students, special education services will be provided.

The Smithtown Central School District is committed to providing 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.

Further, we will maintain regular communication with the parents/guardians and other family members to ensure that they are engaged in their children's education.

The Smithtown Central School District will plan and support collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

The Smithtown Central School District will document the programs and services offered and provided to students with disabilities as well as the communications with parents in their preferred language and mode of communication.

The documentation may include, but will not be limited to: narrative records of how the student is adjusting to instruction during the school year, a record of what instruction and services were provided, a record of formative, summative, and standardized assessments and their results as well as progress monitoring documentation, and a record of school-family collaboration.



BILINGUAL EDUCATION AND WORLD LANGUAGES

All ELLs will be provided the required instructional units of study in their ENL program based on their most recently measured English language proficiency level.

The District will continue to maintain regular communication with the parent/guardians and/or other family members of ELLs and provide written communication for parents/guardians in their preferred language and mode of communication.

STAFFING

TEACHER AND PRINCIPAL EVALUATION SYSTEM

All teachers and principals will continue to be evaluated pursuant to the district's approved Annual Professional Performance Review (APPR) plan. The Smithtown Central School District will consider whether the currently approved APPR plans may need to be revised in order to be consistent with the plans for re-opening under an in-person, remote or hybrid instructional model. School leaders will continue to attend annually required Lead Evaluator training.

CERTIFICATION, INCIDENTAL TEACHING AND SUBSTITUTE TEACHING

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

STUDENT TEACHERS

Student teachers from NYSED registered college or university programs can serve under the supervision of fully certified teachers in the Smithtown Central School District. Student teachers will follow all of the social distancing, mask wearing, health status reporting, and other COVID-19 procedures that the teachers follow. Student teachers will serve under the supervision of our full time certified teachers only. At no time will a student teacher be used

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as a teacher of record.