

# **CANASERAGA CENTRAL SCHOOL DISTRICT**

## ***Returning to Instruction Plan***

**2020-21**

**Last Updated:  
07/30/2020**

# INTRODUCTION

Returning to in-person instruction is a very important step in reestablishing the continuity of the learning for students. While remote learning was a necessary option between March and June 2020, it was not the best method for our students to gain the knowledge and skills they need at each grade level. As we return to in-person instruction, it will be vital for students, parents, and staff to work together to adhere to the guidance that has been provided to the school district by the New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED).

In the event we return to remote learning or a hybrid model, our teachers have diligently reviewed the positives / negatives / and the things that need to be adjusted or improved to make remote instruction more effective for students.

The following district staff and parents were invited and/or involved in reviewing information, addressing issues, and making suggestions as to how we follow the state guidance for in-person instruction. ***This plan will be posted to the school district’s website and updated when necessary.***

## District Level Team

Name	Role
Chad Groff	Superintendent
Shannon Gilbert	Building Principal
Jason Oliver	BOCES Curriculum
Chrissy Porter	School Nurse
Brad Giglio	Maint Supervisor
Tammy Marble	Trans Supervisor
Tiffany Donovan	BOCES Food Service
Dan Bishop	School Counselor

Name	Role
Noel Livingston	CSE Chairperson
Lori Rung	School Psychologist
Carolynn Robinson	CTA President
Lynn Gilbert	CSSA President
Dan Lyng	BOCES Tech Director
Pam Harvey	Main Office Secretary
Dave DeSilva	School Resource Officer
Richard Kinney	School Board Pres

## High School Level Team

Name	Role
Chad Groff	Superintendent
Shannon Gilbert	Building Principal
Jason Oliver	BOCES Curriculum
Andy Gajdos	English
Brittany Owens	English
Brittany Gilbert	Social Studies
Briannyn Payne	Social Studies
Jill Whitney	Math
Elizabeth O’Heron	Math

Name	Role
Brandie Flaitz	Science
Jaime Osborne	Science
Bethanie Keem	Instrumental
Andy Ratchford	Phys Educ
Kristi Briggs	Technology
Mackenzie Robinson	Spec Educ
Lacey Deiter	Spec Educ
Danika Dusinberre	Parent

## Elementary School Level Team

Name	Role
Chad Groff	Superintendent
Shannon Gilbert	Building Principal
Jason Oliver	BOCES Curriculum
Sherri Dunning	Pre-K
Vicki Watkins	Kindergarten
Stephanie Neff	1 <sup>st</sup> grade
Amy Reed	2 <sup>nd</sup> grade
Betsy Kimmel	3 <sup>rd</sup> grade
Ashely Brown	4 <sup>th</sup> grade
Kelly MacNaughton	5 <sup>th</sup> grade
Hannah Eggleston	6 <sup>th</sup> grade

Name	Role
Wendy O'Donnell	Vocal
Missy Thompson	Phys Educ
Blaithe Donovan	Art
Briannyn Payne	Library
Craig Kaczmarek	Spec Educ
Sara Rawleigh	Spec Educ
Noel Livingston	Spec Educ
Tracy Scott	Teaching Assistant
Amber York	Teaching Assistant
Maria Gates	Parent

It should be understood that the following information will not include every detail related to how the school day will progress as we return to in-person instruction. ***As we identify more details that need to be added to this plan, we will update the document.*** It is very likely that classroom teachers will reach out directly to parents to explain some specifics related to the daily procedures within their classrooms. There may also be other professional staff who will need to connect with parents directly as well.

## HEALTH & SAFETY

The district's plan is to return all students PK – 12 to in-person instruction. As we do this students, parents, and staff need to be aware of some of the common symptoms associated with COVID-19. Students, parents, and staff will all need to monitor their physical condition to protect all of us in the Canaseraga school community. If anyone is experiencing any of these symptoms, a medical provider should be contacted and follow any treatment or testing that is recommended.

This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Per NYSED recommendation, all staff will be instructed to watch for students and other staff who may show signs of any type of illness such as:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue and/or irritability
- Frequent use of bathroom

Students and staff exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse. Anyone who has a temperature of 100°F or greater or has a positive response on the screening questionnaire will be isolated from others and sent home immediately. The district will be using the main conference room for its quarantine area. Students will be supervised in this area while awaiting transport home. The school nurse will instruct parents and/or staff they must contact their medical provider to seek guidance how to proceed.

If a student develops symptoms outside school hours, parents should notify the following district staff so any further action can be considered:

Chrissy Porter – school nurse: [cporter@ccsdny.org](mailto:cporter@ccsdny.org)

Shannon Gilbert – building principal: [sgilbert@ccsdny.org](mailto:sgilbert@ccsdny.org)

Chad Groff – superintendent: [cgroff@ccsdny.org](mailto:cgroff@ccsdny.org)

Staff should contact their immediate supervisor, building principal, or the superintendent if their medical status changes outside school hours.

## SCREENINGS

### Student Screenings

Student temperature screenings will take place prior to entering school buildings or school buses. Any student with a temperature that exceeds the approved limit (100°F or greater), will not be permitted in the school building or on a school bus. Parents will be required to keep a student home from school if their child develops COVID-19 related symptoms or has a temperature that exceeds the approved limit (100°F or greater).

### Entering School buildings

- Students will enter through the **front doors** upon arrival.
- Trained staff members will take each student's temperature. Other staff members will monitor students who are waiting for their screening.
- Any students who have a temperature that exceeds the approved limit (100°F or greater) will be immediately placed in the monitored quarantine area. Parents will be contacted to pick-up their child.

If a student arrives at school after the normal opening of school, the student will enter the school building through the front doors. A trained staff member will take the student's temperature in the small foyer before entering the main hallway. Parents or the responsible adult delivering the student must accompany the student to the front foyer to verify the student's temperature is permissible prior to leaving the school grounds.

### Entering School buses

- Each student will have his/her temperature checked prior to getting on the school bus.
- A trained staff member (not the bus driver) with appropriate PPE will take each student's temperature.
- If a student's temperature is beyond the approved limit (100°F or greater), the student will not be permitted to enter the school bus.
- **Parents must be sure each child has an emergency plan in place in the event a student's temperature exceeds the approved limit at the bus stop.**
- Students in grades 5 – 12 may return to their homes without an older sibling's supervision.
- Students in 4<sup>th</sup> grade or below must have an older sibling or an approved adult available to them should their temperature exceed the approved limit (if a parent is not available at the bus stop).

- If an alternate plan is not possible, the NYSED encourages parents to drive the student(s) to the school building and drop them off. Students being dropped off at school will have temperature checks completed at the front door.
- Any student who is not permitted to enter the bus due to a high temperature, will be asked to make immediate contact with a parent to inform them of the issue. This information will also be reported to the school nurse once the bus returns to the district or sooner if practical. The school nurse will make contact with a parent to confirm their knowledge of the situation and communicate any further information.

### **Periodic Questionnaire Regarding Student Health**

The district will communicate with parents periodically to acquire screening questionnaire information on student health.

### **Staff Screenings**

Staff (and other student service providers) will be required to answer a series of questions related to the potential symptoms of COVID-19 prior to entering the school building. Any staff who are experiencing symptoms will be directed to stay at home and report their symptoms to the school nurse. Staff will also have their temperature checked upon entry to the school building.

The screening questionnaire will address the following:

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

Any staff (and other student service providers) reporting to the school building after the normal opening of school, will be required to enter the building through the front doors. A trained staff member with appropriate PPE will take the staff member's temperature in the small foyer before entering the main hallway.

Staff will be required to stay home from school if they develop COVID-19 related symptoms or have a temperature that exceeds the approved limit (100°F or greater). Staff should contact their immediate supervisor, building principal, or the superintendent as soon as possible if symptoms are experienced.

### **Visitor Screenings**

Any visitor seeking entry into the building must have a bona fide reason for entering the building. The district will be restricting unnecessary visits in the building. All visitors to the building must enter through the front doors. A trained staff member with appropriate PPE will take the temperature of the visitor in the small foyer before entering the main hallway. Each visitor will also be asked to respond to the screening questionnaire.

### **Drop-off of Student Belongings**

We understand there are times when students forget to bring personal belongings or school work with them in the morning. The protocol for dropping-off these items will be to report to the front doors and press the interior communication button. An office staff member will ask if you need help. Please notify the office staff member

that personal items are being dropped-off for the student (please provide student name). A table will be placed in the front foyer and the personal items must be left on the table. The office staff member will notify the student the items are available in the foyer area.

## **Picking Up Students for Appointments**

When students need to be picked up for planned, scheduled appointments the following procedure will be followed:

- Prior communication should be made with the school nurse so she is aware of the scheduled appointment.
- When the parent arrives at the school building, the parent should make a phone call to the school and speak with the school nurse or the main office to ask for the student to be sent for his/her appointment.
- The parent should park just outside the side door and wait in the car.
- The nurse or the main office will notify the student's classroom they are to be excused and the student will make his/her way to the office making the call.
- The nurse or the staff member in the main office will be sure the student gets to the side door and exits to the parent's vehicle.

If there is a situation that a student needs to be picked-up, that is not expected, please notify the nurse's office or the main office to communicate this need. The same procedure will be followed as described above.

## **Dismissal Procedures**

### **Dismissal to School Buses**

Elementary students will have similar dismissal procedures as in the past with a few adjustments. Students riding a bus home will be escorted by class to the gym foyer and released directly to board the buses (rather than all grade levels waiting in the gym foyer for a time to be dismissed). Students in grades 7-12 will be dismissed at the last bell to go to their lockers and proceed to board the buses. We are still evaluating whether some students may be released from their last period class a fraction of time prior to the last bell.

### **Dismissal for Walkers & Parent Pick-up**

Based upon the district's historic practice, students who are in grades PK – 4 are not permitted to leave the building without being picked up by a parent / authorized adult / or sibling in grades 5<sup>th</sup> – 12<sup>th</sup>. That procedure will continue as we begin school in September. However, the logistics of the pick-up will be modified per the following.

- Parents coming to the building to pick-up a student will be asked to report to the following locations based upon student grade level.
- Students in PK, Kindergarten, and 1<sup>st</sup> grade should be picked-up at the side door.
- Students in 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades should be picked-up at the front door.
- Parents who have students across these two groups should report to the door of your youngest student (1<sup>st</sup> grade child and 4<sup>th</sup> grade child = pick-up both students at the side door).
- If an older sibling (5<sup>th</sup> grade and up) is signing out a younger sibling, the older sibling should report to the appropriate exit door to sign out the younger sibling.
- Multiple staff members will be stationed at each set of doors to record each student being picked-up for the day, and to call the students from the small gym location to the appropriate exit door. Parents will not be asked to physically sign out a student (as is the typical protocol). Staff members will record this information.

## **HYGIENE PRACTICES**

Healthy hygiene practices be taught and emphasized in our school building for both students and staff. We will provide instruction to the school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene. Additionally, the district will post signs throughout the school with hygiene messages.

### **Hand Hygiene**

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

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method.
- Use of alcohol-based hand sanitizers when soap and water are not available, and hands are not visibly dirty. Hand sanitizer will be available throughout the school building.
- If students or staff are not able to use alcohol-based hand sanitizers for health reasons, they will be permitted to wash their hands with soap and water.

### **Respiratory Hygiene**

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. A supply of tissues will be available in each room. If no tissue is immediately available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

### **Social Distancing**

Social Distancing also called “physical distancing” means keeping a six (6) foot space between yourself and others. Students and staff will keep social distance when possible. If social distance is not possible, face coverings will be worn. Social distancing or wearing face coverings will be in effect in all school buildings, on school grounds, and in school buses. Some social distancing practices will include:

- Turning student desks to face in the same direction rather than facing each other to reduce transmission caused by virus-containing droplets (e.g., from talking, coughing, sneezing).
- Open windows to improve ventilation. Do not open windows if there is a health or safety risk (e.g., allergies).
- Keep individual student belongings separated. Limit use of shared supplies to one group of students, clean between uses by cohorts of students. If certain supplies must be shared, students will wash their hands before and after the use of shared supplies. Hand sanitizer can also be used.
- Using visual aids (e.g., painter’s tape, stickers, posters, cones etc.) to illustrate traffic flow and appropriate spacing to support social distancing.
- Use of alternate spaces for eating lunch and breakfast. The small gym and the cafeteria will be used for eating meals so students can be separated by 6ft – while they are not wearing their mask to eat. We are currently planning to have our two youngest groups of students (PK & K) eat in the cafeteria so they are not traveling to eat their meals.
- Playgrounds may continue to be used. Staggered playground times will be determined to limit the number of students on the equipment at the same time. Hand washing before and after touching play structures will take place and keep 6 feet of space from other children as much as possible.

- Ensure that a distance of twelve (12) feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity (physical education). This distance can be reduced if there is a physical barrier in use to separate individuals and the teacher (for example in instrumental music).
- Canceling or limiting student assemblies, athletic events/practices, performances, school-wide parent meetings will be considered. Any determinations regarding athletics will be made by NYSPHSAA and/or Section 5.
- Visitors to school building will be limited to only necessary entry. Considerations will be made for using online meetings with parents and other persons when feasible.

## **Medically Vulnerable / High Risk Groups**

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may need additional PPE while in the school building or may need to attend school remotely. Medical documentation, provided to the superintendent of schools, will be required to be submitted for any medical exceptions to in-person instruction. The district's medical professional may be consulted if necessary. The district will determine the accommodations for these students.

Students in this category, with approved medical documentation, who need remote learning will be provided the following options. Students will be expected to complete work and return the work to the teacher according to the parameters / due dates set by the teacher for all grade levels. Students will be held accountable for work that is not turned into a teacher.

- Live instruction sessions will be offered – with approval by the classroom teacher. Students will be provided with their district Chromebook. Reliable internet with streaming capability will be the responsibility of the parents. Students will be provided a schedule of class times and expected to attend each instructional session.
- Instructional lessons recorded by the teacher and posted to Google Classroom with instructional materials associated with the lessons. Students will be provided with their district Chromebook. Internet with download capability will be the responsibility of the parents. The district will offer Wi-Fi access from the school building as an alternative.
- Hard copy packets of instructional materials with check-ins by the teacher. Due to each teachers full load to manage in-person instruction on a daily basis, much of the responsibility for learning will be placed upon the student (parents). Teachers may be available for support, but daily instruction will not be able to be provided to students.
- Parents may choose to home school their students – per the existing NYS regulations – and as approved by the superintendent of schools.

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
  - 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 who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

## **Cloth Face Coverings**

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected, but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. As we return to in-person instruction, students and staff will be required to wear a face covering for a great portion of the day because social distancing will not be possible in many locations in the building. Students will be permitted to take breaks from wearing their face covering at particular points during the day.

All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings at a minimum when:

- they are within 6 feet of someone
- in hallways
- in restrooms
- in other congregate settings, including buses

Students and staff are able to wear their own face coverings that meet the guidelines established by departments of health. The district will provide cloth face coverings to students and staff for those who do not have their own or prefer to wear the district provided face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. The district recommends parents begin to help students get into a routine with a face covering so they are more accustomed to wearing one. Classroom teachers will schedule mask breaks during the day.

Students will be instructed on how to:

- properly wear face coverings
- wash hands before putting on and after removing their face covering
- the importance of routine cleaning of reusable face coverings
- face coverings are for individual use only and should not be shared

## **If Students or Staff become Ill with Symptoms of COVID-19 at School**

Students and staff will be asked to monitor their physical well-being and symptoms during the school day. Any students who think they are experiencing any symptoms of illness should report this to a staff member. School staff will immediately those students to the school nurse. Staff who experience any symptoms of illness should report this to the main office (so classroom coverage may be determined) and go immediately to the school nurse. If there are several students waiting to see the school nurse, arrangements will be made to have students wait at least 6 feet apart.

Students and staff suspected of having COVID-19 symptoms will be moved to a separate room with adult supervision. Multiple individuals with COVID-19 symptoms in the isolation room will be separated by at least 6 feet.

The following will take place when a student or staff member is being sent home with symptoms of COVID-19:

- Students will be escorted from the isolation area to the parent outside the building.
- Staff will be assisted in their safe exit from the building.
- The local department of health will be contacted with the appropriate medical information and to seek guidance on how to proceed.
- Parents of the student and staff will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center.
- Symptomatic students or staff members should follow the advice as directed by a healthcare provider or the local department of health.
- If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, call 911 and notify the operator that the person may have COVID-19.

School staff will be aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. The district will notify parents if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:

- Fever
- Abdominal pain
- Vomiting
- Diarrhea
- Neck pain
- Rash
- Bloodshot eyes
- Feeling extra tired

### **Return to School after Illness**

The district will follow guidance from the local department of health and/or the NYS DOH for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. Per NYSED guidelines, if a person is not diagnosed by a healthcare provider with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

Per NYSED guidelines, if a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms.
- It has been at least three days since the individual has had a fever (without using fever reducing medicine).
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
- The district will also coordinate with the local health department regarding the return to school of a student or staff member.

### **COVID-19 Testing**

The district will not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted will be determined by a healthcare provider

or the local department of health. The district will seek guidance and follow directives from the local department of health or NYS DOH regarding COVID-19 testing.

## **Contact Tracing**

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. The district will cooperate with state and local health department contact tracing. The district will seek to assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a log of any visitors which includes date, time and where in the school they visited
- Assisting local health departments in tracing all contacts of the individual at school

Confidentiality must be maintained as required by federal and state laws and regulations. School staff will not determine who is to be excluded from school based on contact, without guidance and direction from the local department of health.

## **School Closures**

The district will collaborate with the local department of health to determine the parameters, conditions or metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. School administrators may consider closing school if absentee rates impact the ability of the school to operate safely. Schools may choose to modify operations prior to closing to help mitigate a rise in cases. The district will work with the local department of health when making such decisions.

## **Cleaning and Disinfection**

District cleaning staff will follow local, state, and federal guidelines regarding cleaning and disinfecting school buildings and buses. School wide cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, and buses. A general framework for cleaning and disinfection practices will include the following:

- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
- Our 7-12 students will be transitioning to/from classrooms during the academic day. Student desks will be cleaned by teachers in between cohorts of students.
- A schedule will be created for cleaning and disinfection frequency for the school building and area type, and will maintain logs that include the date, time, and scope of cleaning and disinfection.
- Cleaning will take into account the safety of custodial staff and other people who are carrying out the cleaning or disinfection.

High touch surfaces will be cleaned and disinfected frequently throughout the day. Examples of high touch surfaces include:

- Tables
- Handles
- Toilets and restrooms
- Doorknobs
- Desks
- Faucets and sinks
- Light switches
- Phones
- Countertops
- Keyboards and tablets

Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.

### **School Health Office Cleaning**

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment.

### **Safety Drills**

Education Law §807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. When planning drills, consideration will be given to how any modifications may be made to procedures to minimize risk of spreading infection. Steps will be taken to minimize the risk of spreading infection while conducting drills. Regardless of the modification used when conducting a drill, students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority. Lockdown drill modifications will include using masks and conducting the drills without hiding / sheltering. Classroom teachers will provide an overview of how to shelter or hide in the classroom in the event of a real emergency.

### **After School Program & ASAP**

The district acknowledges the positive impact the after school program and ASAP have on students. However, we will not be offering these two programs to begin the 2020-21 school year. The state guidance reflects the objective to make attempts to cohort students as much as possible during the day. Due to the nature of bringing various grade levels of students together, the cohorting of students for these two programs makes it difficult to manage. The other issue is not having a school nurse on duty during the time the programs are in motion. As we progress through the school year, we will continue to evaluate the changing health conditions and restrictions to determine if there is a time that we could bring back these two programs.

## **FACILITIES**

The following is a list of the applicable facilities guidelines relative to our school facilities and the normal functioning of school business. The Canaseraga Central School District will...

- ...ensure changes to the facilities will adhere to fire prevention and building code and energy conservation code.
- ...comply with the 2020 building condition survey and/or visual inspection requirements.
- ...conduct lead-in-water testing as required by NYS DOH.
- ...be sure hand sanitizer dispensers are installed per state guidelines.
- ...ensure that any altered number of toilets / sinks will meet minimum NYS standards.
- ...provide at least one drinking fountain per one hundred occupants.
- ...only use (if applicable) plastic separators that comply with NYS guidelines.

## **CHILD NUTRITION**

A successful nutrition program is a key component to a successful educational environment. Our GST BOCES food service management staff have been involved in the planning and implementation of our plan to feed students during the day. The district will make meals available to students in attendance at school and if

students are learning remotely – if applicable. Federal and state child nutrition program requirements will continue to be followed. We will also continue to make accommodations for food allergies upon notification by parents.

### **Meals Consumed Onsite**

Face coverings are obviously not possible while students are eating. Therefore, social distancing will be required while students are eating meals. The school cafeteria alone is not large enough to create adequate social distancing for student meals. The small gym will be used as another eating location. The following guidelines will be implemented:

- Students will be instructed to perform hand hygiene before and after eating.
- Staff will discourage food sharing between students.
- As was mentioned in a previous section, we will use alternate spaces for eating lunch and breakfast. The small gym and the cafeteria will be used for eating meals so students can be separated by 6ft – while they are not wearing their mask to eat. We are currently planning to have our two youngest groups of students (PK & K) eat in the cafeteria so they are not traveling to eat their meals. Other groups of students will also use the cafeteria as logistics permit.
- We are continuing to evaluate whether breakfast will be a grab-go style with meal items placed in a bag for students to take to their eating location. We have done this for a couple of years with older students waiting in the small gym in the morning.
- Cleaning of tables and chairs will be scheduled between groups of students.
- Students may continue to bring their own lunches if they prefer, but may not share food brought from home.

## **TRANSPORTATION**

School buses are considered district facilities and precautions will be taken to protect students and transportation staff while on buses. Per NYSED guidance, parents are encouraged to self-transport students to and from school if possible to minimize the number of students riding on the buses. However, the district will transport students who do not have another means of getting to/from school based upon the district's historic practices. The following guidelines for student transportation will be followed by the district:

- Per NYS DOH guidance, students and staff will be required to wear a face covering on the bus – as 6ft of social distancing will not be possible throughout the bus when students are seated. Face coverings will be available if a student forgets one. However, students should be in the habit of having their face covering with them prior to getting on the bus.
- When students embark and disembark the bus, they should follow social distancing protocols.
- As much separation as possible, between students on the bus, will be created. Every student will be assigned a seat for the morning and afternoon runs. As a general rule, students from the same family will be assigned to sit together in the same seat.
- High touch areas on the buses will be cleaned after each run, and will be disinfected after the last run for the day.
- Per NYSED guidelines, school buses shall NOT be equipped with hand sanitizer due to its combustible composition and potential liability to the district. School bus drivers, monitors and attendants will not carry personal bottles of hand sanitizer with them on school buses.

- When outside air temperatures are above 45 degrees, school buses will transport passengers with roof hatches or windows slightly opened to provide air flow. Parents should be sure students have adequate coats / sweatshirts for their ride on the bus.

### **School Bus Staff**

School bus drivers, monitors, and attendants shall perform a self-health assessment for symptoms of COVID-19 before arriving to work. Transportation staff will also have their temperature checked prior to going out on bus runs. If personnel are experiencing any of the symptoms of COVID-19 they should notify the head bus driver. Transportation staff, on school bus runs, will wear a face covering while students are riding on the bus. Bus monitors will be tasked with checking temperatures of students prior to them getting on the bus during the morning bus runs. These staff will have a face covering and gloves to protect students and themselves. The staff will only record whether a student is within the acceptable temperature range or not. The temperature reading for a student beyond the acceptable limit will be communicated to the school nurse so the information can be shared with the student's parents.

## **SOCIAL EMOTIONAL WELL-BEING**

School communities (students, parents, and staff) are facing unprecedented challenges as we respond to the compounded difficulties of the impact of COVID-19, separation from one another, academic challenges, and returning to in-person instruction in a safe manner. These challenges offer us the opportunity to renew the capacity of our school community to be a welcoming, supportive, inclusive, and equitable environment. We trust that parents will involve their students in the crucial conversations – at each student's developmental level – so they are ready to return to school. District staff will also be a partner in improving the well-being of students and among staff as well.

Along with physical health and well-being, our school community will seek to monitor the social emotional well-being of our students and adults – not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur. Some students may return to school with some level of anxiety. Staff will monitor the physical safety of students and their social and emotional needs. Parents are encouraged to contact their student's teacher if they believe there are particular emotional concerns as students enter in-person instruction. If a particular student is in need of professional counseling, parents are encouraged to contact one of the following staff members at school: building principal, school counselor or school psychologist. These individuals can assist in contacting resources in the area. Our Student Services Office (school counselor and school psychologist) will provide on-going check-ins with classroom teachers to monitor any student or adult needs around social emotional well-being.

Our school staff are not immune to the need to monitor their own social emotional well-being. It will be important for our school staff to check on one another as we transition back to in-person instruction, and for individuals to monitor themselves and seek help when necessary. One outside resource for our staff is the district sponsored Employee Assistance Program that is offered through GST BOCES. More details can be acquired in the district office.

# **SCHOOL SCHEDULES**

COVID-19 required schools to make critical adjustments to their instructional model in March 2020 with little or no time to plan. The plan for starting school in September 2020, will be to return all grade level students to in-person instruction. Our experience during our school closure made it very clear that remote learning is not the best instructional method for students to gain necessary knowledge and academic skills.

Our teachers have met during July to discuss the positive / negatives / and necessary changes that need to be made relative to remote learning or a hybrid model. Teachers will continue to have conversations and make preparations for the potential of returning to remote learning (only if necessary). If the district needs to make a change to a hybrid model of attendance / instruction, we will make every effort to notify parents of the decision to transition to this model. It is very likely that full remote learning will be a function of the NYS DOH or the Governor's office.

## **ATTENDANCE AND CHRONIC ABSENTEEISM**

As described in the NYSED guidance document, full remote learning did not work for all students during the 2020 school closures. Our school district had a number of students who did not log on or otherwise participate in online learning opportunities. If we are forced into a hybrid or fully remote learning environment, it will be absolutely critical for students to engage in their grade level instruction. Teachers and administrators will be sure students and parents understand the academic consequences of lost instructional time and address absences before students fall behind in their learning. The district will seek to work with local departments of social services prior to any formal requests for intervention. Initiating an educational neglect or Person in Need of Supervision (PINS) proceeding will only be used as a last resort.

Extensive research indicates that missing ten percent of school days tends to be the “tipping point” when student achievement declines. Chronic absenteeism is defined as missing at least ten percent of enrolled school days, which in New York State is eighteen days per school year. Instead of school policies and procedures focusing on truancy, it is essential for school attendance policies to focus on the academic consequences of lost instructional time and for the school procedures to address absences before students fall behind in school.

During these challenging times, the development of positive school relationships may be a lifeline for students. Although flexibility is recommended when monitoring attendance in a remote instructional model, students will be expected to be engaged and completing academic work. If a teacher and the district notice a student is less than engaged, the school will take numerous steps to connect with the student and parents to help them understand the importance of staying engaged and active with academic work.

## **TECHNOLOGY AND CONNECTIVITY**

For New York State students to lead productive and successful lives upon graduation, they must understand and know how to use digital technologies. Technology knowledge and skills are vital for full participation in 21st Century life, work, and citizenship. Sufficient access to computing devices and high-speed internet are essential for educational equity. The district has accomplished the acquisition of 1:1 devices (Chromebooks) for each student in every grade level. The one important component some of our families lack is internet service or service that is robust enough to make it productive for daily remote instruction. The one option – that was

available during the most recent school closure – will be the district’s Wi-Fi access connection in the parking lot. While not the most convenient for some in the district, this resource will be available. The district is also working on other options that may be available and practical.

As we begin the 2020-21 school year with in-person instruction, the district and teachers will be taking steps to prepare students for the potential of another phase of remote instruction. This will include the productive use of learning platforms and preparing for asynchronous learning or sometimes referred to as a “flipped classroom.” The district will also be surveying parents to determine family access to internet connectivity.

This remote learning model (if we have to do this) will ask teachers to post instructional lessons that students will have to access and watch, and then complete assignments based upon that instruction. Teachers will provide support sessions with students to check on their comprehension and completion of assignments. The district will also be working with vendors to minimize the lack of internet access. While the district can’t resolve the issue fully, we believe we can provide some level of access to families – with certain responsibilities placed on students and parents.

In the limited cases, teachers will provide hard copies of instructional materials. Parents will need to determine the best method to connect their students with teachers to demonstrate engagement in instruction and the successful completion of academic work.

The district will be working with teachers to connect them with useful professional development to be ready for another phase of remote learning. We will also be planning how to provide instruction or necessary information to parents on how to utilize the learning platform that will be used in a remote learning situation.

## **TEACHING AND LEARNING**

One of the most important aspects of the teaching and learning process is the relationship built between teachers and students. One of the benefits of having students return to in-person instruction is to be able build these relationships between new groups of students and their teachers. While many of our students and teachers are familiar with one another, not all of our grade level students have had the opportunity to build a classroom relationship with each other. We anticipate in-person instruction at the beginning of the school year will help foster those student / teacher relationships before potentially being forced to move to a hybrid or remote model of instruction.

Due to the district’s limited teaching staff, we are primarily making plans for an in-person return to instruction. It would be difficult for our teachers to manage a hybrid model – managing instruction for students in the classroom and at home simultaneously. The only potential hybrid model we have considered is having PK-6 (7-8) continue with in-person instruction and have (7-8) 9-12 instruction done fully remote. If this becomes a reality, our remote learning teachers will have regular and substantive interaction with students. As was previously mentioned, we are in the process of preparing the framework for remote learning in case we enter another school closure.

Student / parent communication with teachers will continue as currently exists. Students and parents have access to some of the following communication modalities (depending upon the individual teacher): school email, Remind messaging system, Class Dojo messaging system, phone calls, and video calls (when appropriate).



As we begin the school year, most spaces in the building will require students and staff to wear a mask because we will not be able to create 6ft of social distance. Per NYS guidance, students will be afforded the opportunity to take mask breaks during the day. If a particular class size is small enough to allow a teacher to space students out – with 6ft of distance – it will be the classroom teacher’s discretion to permit students to not wear their mask for that particular class period. Again, these circumstances will likely be limited. While many of our class sizes are not large, they are big enough to not allow us to move students away from one another within our classrooms.

We acknowledge the return to school right now will not be what we have previously thought of as normal. However, our efforts will attempt to return students to school routines and a sense of normalcy in a positive, welcoming environment that supports students.

## **Special Education**

The district will continue to strive to meet the special education needs of our students who qualify for services whether during in-person instruction, some type of a hybrid model, and during remote learning under a full school closure. Our students, who receive services in the Canaseraga building, will participate in in-person instruction each day. At this time, we have been informed that our students, who receive special education services in a building within our local region, will participate in in-person instruction each day. If a particular student is in a program that has a different schedule, that host program will be in communication with parents directly. If any of these circumstances changes, we will be sure the host program reaches out to parents or a district staff member communicates this information directly.

The following is a list of the applicable guidelines relative to our special education services. The Canaseraga Central School District will...

- ...provide the provision of FAPE (free appropriate public education) for our special education students while protecting the health and safety of our students and staff working with them.
- ...continue to engage parents in communication regarding their student’s program and progress as we typically have done in the past.
- ...have the CPSE and CSE collaborate to ensure students are provided appropriate special education needs.
- ...ensure students receive the special education accommodations, modifications, supplementary aids and services, and technology as reflected in each student’s IEP.

## **Bilingual Education**

The district currently does not have any students enrolled with a need for bilingual education. If an English language learner (ELL) enrolls in the district we will follow the applicable guidelines relative to ELL services. The Canaseraga Central School District will...

- ...complete the ELL identification process during the first 20 school days of the 2020-21 school year for students who enroll during the summer of 2020. After this 20 day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment as required by Commissioner’s Regulations Part 154.
- ...provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during instruction.
- ...maintain regular communication with the parents of ELLs to ensure they are engaged in their child’s education during the reopening process and providing communications in their preferred language and mode of communication.

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