***Laurens Central School***

***"A Community Center"***

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***William F. Dorritie John Mushtare***

***Superintendent Building Principal***

July, 2020

Dear Parents/Guardians:

In the following pages you will find the District’s Pandemic Reopening Plan. As you will see, multiple stakeholders were involved in the plan’s development. Please be aware that this is a working document and is subject to change based on information from the Governor, the New York State Department of Health, or the Otsego County Department of Health.

This has been a difficult time for all of us as a nation and my heart goes out to those who have personally been affected by this pandemic. It has been difficult for parents who have lost their jobs or been forced to stay at home to help educate their children. It has been difficult for teachers who have not been able to work with your children in person, have had to learn to use new technology and methods of instruction with very little notice and often had to be assisting with the remote education of their own children at the same time. It has been especially difficult for our children and students, who have not had the face-to-face time with their teachers or the social interaction with their peers that are both so important to their academic and social emotional development.

Please understand that the health and safety of students and staff are our top priority. While this plan meets the requirements put forth by the New York State Education Department, in some cases we felt that, given the current rise in cases in other areas of the country, it was in the best interest of students and staff to take more stringent measures as outlined by the New York State Department of Health and the Centers For Disease Control (CDC). These guidelines put in place will NOT be flexible and parents who want their children to attend in person will be agreeing to these conditions. Please consider them carefully as you make a decision about what type of educational model is the best for your child/children at this point.

Please take some time to review the following plan. It contains information about the three potential models of schooling that we have planned for. Based on the decisions of the Governor, current conditions in our region and the recommendations of the Otsego County Department of Health we may be using a hybrid model of education, where students are learning in person for part of the week and remotely for the other part of the week. The same health and safety guidelines would apply for any student and staff member in the building for a hybrid model.

Thank you for your cooperation and for taking the time to review our plan. I want to extend many thanks to every member of the committee that assisted with its development. We will all work through these troublesome times together and hopefully we are soon back to a place where our students and staff can all be back in our building with fewer restrictions and a greater sense of normalcy.

Sincerely,

William F. Dorritie

Superintendent

**LAURENS CENTRAL SCHOOL**



**2020-2021**

**REOPENING PLAN**

**(Updated April, 2021)**

**Laurens Central School**

**Pandemic Reopening Plan**

Schools across the United States are facing an unprecedented challenge as we look to reopen in the fall of 2020. The majority of school staff, students and their families want learning to occur in person as long as it can be done safely and puts students and staff members at minimal risk. In order for those conditions to be met it will take cooperation from everyone involved. The steps outlined below will hopefully create an environment where the chances of widespread infection are minimal.

The “Areas of Focus” described in this plan were areas of focus that were developed by the NYSED School Reopening Task Force and documented in the New York State Education Department guidance document distributed to school districts on July 16, 2020. Guidance delivered by the New York State Department of Health on July 13, 2020 has also been used to develop this plan.

**Team Members**

* **LCS Board of Education (Cindy Struckle, Tom Francisco, Peggy Bush, Margaret Wikoff, Jerry Murello)**
* **Bill Dorritie, Superintendent**
* **John Mushtare, Building Principal**
* **Lindsey Gifford, Director of Instructional Support Services**
* **Steve West, Director of Facilities**
* **Matthew Pernat, Head Bus Driver**
* **Chip Walker, Technology Coordinator**
* **Kristyn DeGroat, District Treasurer**
* **Beth VanDeusen, Cafeteria Co-Manager, CSEA Representative**
* **Crystal Wust, School Nurse**
* **Beverly Murch, Noelle Forbes and Lori Peck, LTA Representatives**
* **Matt Horne, Danielle Dennett and Heidi Sider, School Counselors**
* **Lisa Flachs, Licensed Clinical Social Worker**
* **Jimmy Cox, Parent Representative (Otsego County Sheriff’s Department)**
* **Sara Albright, Parent Representative (Bassett Healthcare Network)**

**Areas of Focus**

 ** Health and safety;**

* **Facilities;**
* **Child Nutrition;**
* **Transportation;**
* **Social Emotional Well Being;**
* **School Schedules;**
* **Budget and Fiscal;**
* **Attendance and Chronic Absenteeism;**
* **Technology and Connectivity;**
* **Teaching and Learning;**
* **Special Education;**
* **Bilingual Education and World Languages; and**
* **Staffing and Human Resources**

**NOTES:**

1. **In addition to the two parent members of the Reopening Committee there was a survey posted on the school web site beginning on 7/16/2020 that was designed to get parent/guardian feedback about potential school reopening scenarios.**
2. **The Superintendent will serve as the District’s COVID-19 Safety Coordinator, whose responsibilities include continuous compliance with all aspects of this Reopening Plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.**
3. **Health and Safety**
4. We will continue to limit non-student and non-staff traffic throughout the building.
5. We will limit the access of visitors and outside vendors to the building.
6. Visitors to the building will have their temperature taken and are required to sign off that they do not have COVID-19 symptoms and have not been in contact with someone who is experiencing said symptoms.
7. Parents and other visitors to the building will be required to wear a face covering when they are in the building.
8. Parents who drop off students in the a.m. and pick them up in the p.m. will do so outside on the sidewalk or will wait in their cars. Parents will not be permitted to enter the building and congregate by the receptionist’s desk at the end of the school day.
9. Students and staff will be trained in proper hand washing and hygiene practices.
10. Parents must keep students home when they are sick. If a student has a fever they should not return to school until they are fever-free WITHOUT fever-reducing medication for at least 24 hours.
11. Ill students will be sent home if a school nurse or medical director is unavailable.
12. Staff members who are sick must stay home. If a staff member has a fever and has not been diagnosed with COVID-19 they should not return to school until they are fever-free WITHOUT fever-reducing medication for at least 24 hours.
13. Posters explaining COVID-19 symptoms will be posted in all high traffic areas.
14. One way traffic in hallways whenever possible. Potential purchase of floor stickers through ONC BOCES.
15. The School Nurse will have a room to separate students and staff members who are symptomatic and will have face coverings available for those patients. This may include the use of both a mask and a face shield as well as eye protection.
16. Students and staff who exhibit symptoms of COVID-19 during the school day will be immediately separated from the rest of the school population and isolated in the School Nurse’s office/School-Based Health Zone until they can be picked up by an emergency contact (in the case of a student). In the case of a staff member the staff member will, upon recommendation of the School Nurse or School-Based Health Zone provider, immediately leave the premises and contact their personal health care provider.
17. Before a student or staff member who is exhibiting COVID-19 symptoms is escorted to the isolation room the Main Office or Superintendent’s Office will use the PA system to signal a “Hold In Place” as documented in the emergency procedures distributed to staff. The purpose of this will be to attempt to keep potential exposure to a minimum.
18. All students and staff will be required to wear an acceptable face covering when in the school building. Face coverings may be removed during scheduled “mask breaks” and when eating in the cafeteria as long as physical distancing is being maintained.
19. We ask that families provide face coverings (without a one-way valve) for students whenever possible. Bandanas, neck gaiters and face shields without a mask work underneath are not considered to be acceptable face coverings. Students who do not have an acceptable face covering will be provided with a disposable, non-surgical mask.
20. Staff will be provided with a washable face covering. Disposable, non-surgical face masks are available if the staff member does not have their washable face covering. Staff are also permitted to bring their own face covering if they wish as long as they meet the guidelines for an acceptable face covering as listed in number 1 above.
21. Students and/or staff whose physical/mental health would be negatively affected by the wearing of a face covering will not be required to wear one IF PARENTS/GUARDIANS/STAFF MEMBERS ARE ABLE TO PRODUCE WRITTEN DOCUMENTATION FROM A HEALTH CARE PROVIDER.
22. Parents/guardians will be required to complete an “attestation form” every morning to confirm that their children are symptom free. This form will be either in paper or electronic form. Students who do not have this form completed before coming to school will have temperature checks performed with an infrared forehead thermometer upon their arrival. Any student who has a fever of 100.0 degrees or above will be isolated in the school nurse’s office or the School-Based Health Zone and required to go home until they are fever free WITHOUT MEDICATION for 24 hours and show no other symptoms of COVID-19.
23. Staff members will be trained on the use of infrared forehead thermometers by the school nurse.
24. Staff members will be required to do a daily “attestation form” to attest that they are fever-free and symptom free. If they answer “Yes” to any of the questions on the questionnaire they will not be granted access to the building and are directed to immediately leave school premises and contact their health care provider for further guidance. These attestation forms are done online via Day Automation until we transition to the ParentSquare application. Any staff member who has not submitted an attestation form will have their temperature taken with an infrared forehead thermometer before gaining access to the building. If a staff member has a fever above 100.0 degrees they will not be granted access to the building.
25. After school faculty meetings will have a limited number of participants and will be held in the multipurpose room or virtually to ensure social distancing.
26. Superintendent’s conference days will be designed so that teachers are working more in breakout sessions than in a large group setting.
27. Staff members are asked to wipe down copier keypads with disinfectant wipes after use.
28. Any student or staff member displaying symptoms of COVID-19 or who is suspected of having COVID-19 will be required to immediately go home and may not return to school/work until;
29. They have written proof of a negative COVID-19 test *and* have been asymptomatic for 24 hours; or
30. They have been diagnosed with another condition and have a written note from a healthcare provider
31. If a student or staff member tests positive for the COVID-19 virus the following steps will be taken:
32. The areas where the student or staff member have been (classroom, bus, etc.) will immediately be closed for disinfection.
33. The Otsego County Department of Health will immediately be notified to begin the process of testing and contact tracing.
34. The Superintendent will make a determination on closing the school building based on the recommendations of the Department of Health. Current CDC guidelines DO NOT automatically mandate a school closure if there is a positive test result for a student or staff member.
35. Parents/guardians and school staff will be notified via the District’s mass notification system and the District web site as soon as possible. In the case of school staff the school email system will also be used. Frequent updates will be made available as available and allowable under HIPPA.
36. If a student or staff member 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:
37. It has been at least ten days since the individual first had symptoms;
38. It has been at least three days since the individual has had a fever WITHOUT USING FEVER-REDUCING MEDICINE; *AND*
39. It has been at least three days since the individual’s symptoms improved, including cough and shortness of breath.
40. In the case of a positive test OR the displaying of symptoms with no COVID-19 test, documentation from a healthcare provider must be provided to the District that lists the “return to school/work” date.
41. The District will provide accommodations for students and staff who are medically at high risk or live with someone who is at high risk. Accommodations will be determined on a case-by-case basis.
42. **Facilities**
43. The District assures that it will meet all requirements associated with building space related changes that it would make should the need arise.
44. Initial Lead-In-Water testing as required by New York State Department of Health regulations was completed in March of 2020 while students were still in attendance before the mandated school closure.
45. All “community” water fountains will be closed. Water will be available via the water bottle filling stations in the trophy hallway, cafeteria hallway, Lower 2008 hallway, and upper 1990 wing of the building. The water fountains in the Lower 2008 hallway and the cafeteria hallway will be retrofitted to serve as third and fourth water bottle filling stations.
46. Classrooms will be furnished as to ensure appropriate physical distancing between students and teachers.
47. Emergency Drills
48. Fire drills will be conducted in shifts so that small groups of students and staff will exit the building at one time and remain physically distant until the conclusion of the drill, at which time they will be dismissed to return to classrooms class by class.
49. Lockdown drills will not be conducted as they have been in prior years, but the District assures that all students will receive adequate education on lockdown procedures.
50. Times and schedules will be modified as necessary to reduce student use of corridors (see “School Schedules”).
51. The District has purchased and installed floor stickers that will designate certain sides of the hallway as “one way.”
52. The District will encourage that classroom windows be left open during school hours whenever possible to improve ventilation.
53. The District has purchased higher-efficiency MERV-11 filters to improve air filtration throughout the building.
54. The District is in the process of installing air scrubbing units on the main building air handling units, which have proven to be over 99% effective in removing particulates, including the COVID-19 virus.
55. Hand sanitizer will be available in every classroom space where a sink and hand soap are unavailable.
56. High touch surfaces (including hand rails) will be cleaned and disinfected as much as possible during the school day and nightly after school hours.
57. “Deep cleaning” using Clorox 360 systems and Stabilized Aqueous Ozone (SAO) systems will occur in every classroom space and high-traffic area during every evening cleaning shift.
58. The District has ordered an additional Clorox 360 “atomizing” sprayer system for disinfection in the school building as well as hand-held sprayers for the transportation department to use in the buses and Stabilized Aqueous Ozone (SAO systems) to deploy in the school building.
59. Due to the size of the space and the difficulty in maintaining social distancing in the space, the Senior Lounge will be closed until further notice.
60. Students will be required to wash their hands before and after using the play structure.
61. Lockers in the boys’ and girls’ locker rooms will not be used by students until further notice.
62. Elementary student lockers (Grades 4, 5 and 6): teachers will ensure that student release to go to lockers is limited and will happen in a manner that allows students to have an empty locker between them when they go to their lockers.
63. Secondary student lockers
	1. Students in grades 7 and 8 will be allowed to go to their lockers from their “home bases” in small groups as to avoid close contact in the hallways and at lockers.
64. The interior of the school building will be closed to outside groups until permitted by Executive Order of the Governor.
65. The use of school grounds by outside groups will be considered on a case by case basis and approved by the Superintendent. All rules as stated in the Governor’s Executive Order regarding group size, social distancing and use of PPE will be followed.
66. **Child Nutrition**
67. All Child Nutrition Program requirements will be met.
68. All self-serve lines will be closed. Students and staff members will be served by cafeteria staff who are wearing the appropriate PPE.
69. Cafeteria staff will wear disposable gloves, face coverings, and disposable aprons when handling, serving or delivering all foods.
70. Students and staff will not use the PIN pad system in the cafeteria. The cashier will electronically record all meals served in the cafeteria.
71. Tables will be set up in the multipurpose room to help spread students out during meal times and assist with social distancing in the cafeteria.
72. The lunch schedule will be modified as necessary in order to keep numbers of students in the cafeteria as low as possible.
73. Seniors will be permitted to eat their meals in the atrium to promote social distancing and keep the number of students in the cafeteria during high school lunch lower.
74. Students will wash their hands before and after eating. Proper hand hygiene will be promoted.
75. Sharing of food and beverages will be discouraged.
76. Accommodations have been made to protect any student with a food allergy being served meals inside or outside of the cafeteria.
77. Tables that are used for meals will be wiped down after every group of students leaves the table and will be sprayed with the Clorox 360 system or the Stabilized Aqueous Ozone (SAO) system after each meal time (once after breakfast, once after lunch, once after school).
78. Standard operating procedures for cleaning and disinfecting spaces where meals are being served and eaten will be frequently reviewed and updated as necessary.
79. Silverware and straws will be individually packaged to limit the number of people handling it.
80. The District has purchased mobile carriers for keeping food warm in the event that food is being delivered to areas outside the cafeteria.
81. Multiple opportunities will be given for families to apply for meal benefits. The District will communicate with families via the school web site and mass notification system regarding the availability of meal benefit applications.
82. The District will continue to host the Regional Food Bank distributions whenever they are offered to us.
83. The District offers assistance to any family who is having a difficult time accessing local food banks or other resources that will lead to them obtaining food.
84. Food deliveries and pickups will be made by request to families who have children learning remotely.
85. **Transportation**
86. The District assures that it will fulfill existing mandates regarding the safe and effective transportation of all students.
87. The District has purchased hand-held disinfection units for sanitation of buses after each run.
88. When temperatures are above 45 degrees school buses will transport passengers with roof hatches or windows slightly open to promote air flow.
89. Students will be required to wear a face covering when entering, riding on and exiting school transportation. If a student forgets a face covering a disposable non-surgical mask will be provided. Students whose physical or mental health would be negatively affected by wearing a face covering on the bus will not be forced to PROVIDED THAT PARENTS/GUARDIANS CAN PROVIDE WRITTEN DOCUMENTATION FROM A HEALTH CARE PROVIDER. Students who are not wearing a mask for medical reasons will be socially distanced from other passengers on the bus.
90. Bus drivers are required to complete a daily attestation form before beginning work (See Section I, Subsection P).
91. Bus drivers are required to wear face coverings at all times when students are on the bus. Drivers will be provided with a washable face covering by the District and are encouraged to supply their own face covering if the washable face cover is unavailable. If a driver does not have a face covering a non-surgical disposable face mask will be provided by the District.
92. Bus drivers and monitors who must have physical contact with a child MUST wear gloves.
93. Parents are 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.
94. The number of students in a bus seat will not exceed two. Students will be assigned seats and members of the same household will be seated together whenever possible.
95. Food and drink will be strictly prohibited on school buses.
96. Parents will be asked to provide transportation if possible to keep the number of students on buses at a lower level.
97. School buses shall NOT be equipped with hand sanitizer due to its combustible nature and bus drivers and monitors will not carry personal bottles of hand sanitizer with them on school buses.
98. When students board and exit the bus they will be instructed on and practice proper social distancing protocols. This will require more time to board and unload buses.
99. If the school district is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, schools or for students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not.
100. **Social Emotional Well-Being**
101. The District’s comprehensive developmental school counseling plan will be reviewed and updated to meet the current needs of students. A screening tool will be developed and used in order to assess these needs.
102. An advisory council will be established that is comprised of school counselors, administrators, members of the Board of Education, teachers, support staff and other pupil personnel service providers, and families. This council will be used to inform and modify the comprehensive school counseling plan and assist with the creation and maintenance of a Multi-Tiered System of Supports (MTSS) for all students.
103. Use of System of Care grant-funded staff to assist with social-emotional needs of students as part of the Multi-Tiered System of Supports
104. Continue mindfulness and meditation program developed by Mrs. Flachs, Mr. Horne and Ms. Dennett.
105. The District is also committed to the social emotional well-being of its faculty and staff. The focus of staff professional development for the 2020-2021 school year will be social emotional learning (for both students and adults).
106. BOCES Professional Development staff will be consulted for additional assistance with social emotional learning principles and practices.
107. **School Schedules**
108. Scheduling decisions will be informed by health and safety standards and the most up to date data and guidance from the New York State Department of Health and the Otsego County Department of Health.
109. The master schedule will be modified as necessary to create smaller class sizes.
110. The District is investigating several different scheduling models to permit for “cohorts” that will spend the majority of their school day in one classroom location. These include block scheduling, semestering, etc.
111. The bell system will be turned off to accommodate staggered class release times as necessary. The bell system was turned back on when high school students returned on October 13, 2020.
112. Lunch schedules will be modified to allow for fewer numbers of students in the cafeteria and fewer numbers of students going through the serving line.
113. **Budget and Fiscal**
114. The District is in the process of allocating funds to purchase appropriate levels of PPE, disinfection/sanitation supplies, etc. The District has also completed and submitted the application for CARES Act funding in order to offset these costs.
115. The District Treasurer and the Superintendent have developed several scenarios for fiscal management depending on the size of the anticipated cuts in state aid to school districts.
116. It is the District’s goal to provide the statutorily-required 180 days of instruction either in-person or remotely. In the event that this is not possible due to an Executive Order of the Governor and the State Legislature allows for a waiver of that requirement the District will apply for said waiver in order to secure state aid for those days not in session.
117. All existing state aid reporting requirements will be met and the content of data submissions will largely remain consistent with past practice, except where modified by law, regulation or Executive Order.
118. **Attendance and Chronic Absenteeism**
119. Teachers will take daily attendance in the PowerSchool student management system. Attendance will be taken for both students who are present in school and who are learning remotely.
120. Flexibility will be given when monitoring attendance in a remote model. For example, students may not be able to log in at a certain time due to parent schedules, availability of technology, etc.
121. All attendance reporting requirements for SIRS will be met.
122. For students who have not engaged in remote learning and school staff outreach to parents/guardians has been unsuccessful a call to the Otsego County Department of Social Services may be warranted. This decision will be made by the administration in consultation with the School Nurse and School Counselors.
123. The School Nurse will continue to send attendance letters to families of students who are in danger of not meeting the state-mandated 90% attendance requirement.
124. **Technology and Connectivity**
125. A survey was conducted in the spring of 2020 to assess the level of access to computing devices and high-speed Internet to which students have access in their places of residence. Approximately 75% of respondents had access to both devices and high-speed Internet, but the District suspects that the number who do not have access to one or both is higher due to the low response rate to the survey (approximately 30%).
126. In addition to the Computer Technician the District has relied on Mr. Roecklein and Mrs. Rokhvadze to assist teachers with remote learning and the use of platforms like Office 365. Video tutorials have been created and provided to students and staff.
127. The District has purchased Zoom Pro licenses for all teaching staff for the 2020-2021 school year so that teachers can connect remotely with students as needed provided the student has access to a device and adequate Internet service. Zoom Pro accounts will be provided for staff members in the 2021-2022 school year as well.
128. The District will continue to offer laptops to students in grades 6-12 who do not have a device at home. If Internet access is needed students will be provided with the school’s student wireless access password and they can access the Internet from their family’s vehicle in the school parking lot.
129. The District has renewed its licensing agreement with Microsoft and will be providing all students in grades 6-12 with access to Microsoft Office 365. All teachers K-12 will have access to Microsoft Office 365.
130. The District will encourage regular use of Microsoft Office 365 by all teachers of grades 6-12 in order to make for a smoother transition to remote learning in the event of an extended closure.
131. In the spring of 2020 the District purchased 500 USB drives for use by students who did not have access to adequate Internet service at their place of residence or had satellite Internet service with data limits. The District will continue to distribute USB drives with all necessary coursework files to those students who need or request them due to limited Internet access. Students will be expected to return completed work either on the flash drives or in printed form. When one USB drive is returned a second will be rotated to the student for the acquisition of the newest course work for that time period.
132. The District has purchased 40 additional Dell laptops to distribute to students in grades 6-12 who do not have access to a device at home. Should funding be available the District will look to purchase additional devices for use by students in grades 4 and 5. The District has re-imaged and will re-deploy older laptop devices and tablets in order to meet as many student needs as possible.
133. Student data privacy and security will be maintained and the District is in compliance with NY Education Law 2-d and Part 121 of the Commissioner’s Regulations. All software used will be vetted for compliance and purchased through BOCES if possible (as BOCES contracts with vendors are 2-d compliant).
134. The District sent home applications for the New York State ConnectEd program in order to provide mobile hotspots for students who struggle with Internet access. These applications were submitted to New York State in advance of the 4/14/21 deadline.
135. **Teaching and Learning**
136. CONTINUITY OF LEARNING
137. ***Full In-Person Learning Model***
138. All health and safety guidelines in Section I will be followed.
139. Larger elementary classes have been moved to larger spaces to accommodate for as much physical distancing as possible.
140. Classroom desks will be spaced to provide for as much physical distancing as possible.
141. The use of group tables for instruction has been discontinued until further notice. Students will sit at individual desks as much as possible. This will not apply to special education or AIS classes where the number of students is small enough to provide for physical distancing with the use of tables.
142. Secondary classes have been split into smaller “cohort groups” to allow for more physical distancing in the classrooms. Each cohort will be assigned to a classroom as their “home base” in which they will receive the majority of their core instruction. In the case of secondary science labs the students will move to Room 101, 102 or 104.
143. In the case of classes that leave one room and move to another teachers will wipe down desks with disinfectant wipes before the next group is seated.
144. For the 2020-2021 school year students in grades 9-12 will be considered full-time if they are carrying five (5) courses. This number has traditionally been six (6).
145. Physical Education students will be spread out in a manner that allows for individualized activity that keeps students socially distanced (12 feet apart for PE) as much as possible.
146. For the 2020-2021 school year, students will NOT be required to change for physical education unless they choose to do so. Changing for class will not be factored into a student’s grade.
147. Shared art supplies will be limited in classrooms and the art room. Students should have their own supplies as much as possible.
148. Teachers of grades K-6 will have all materials for the following week prepared in advance. In the event of a closure the District will distribute these materials via educational packets to students via school bus or parents will be able to pick up their child’s educational packets at the school during designated times.
149. All teachers of grades 6-12 will be required to have materials ready to post for the following week in Microsoft Office 365 or Google Classroom in the event of a closure. Educational packets will NOT be delivered to 7-12 students unless approved by the administration in advance.
150. ***Hybrid Learning Model (Partial in-person, partial remote learning)***
151. All health and safety guidelines in Section I will be followed.
152. All Full In-Person Learning guidelines listed above will be adhered to for students that are in the building.
153. Grades K-8 will attend school for in-person learning five days per week beginning on 4/12/2021.
154. High school students (Grades 9-12) will also be in school five days per week, but will be separated into different groups that will attend either two or three days each.
155. Students in grades 9 and 12 will attend school for in-person learning on Mondays and Tuesdays.
156. Students in grades 10 and 11 will attend school for in-person learning on Thursdays and Fridays.
157. Beginning 4/12/21, these cohort groups of students will alternate Wednesdays. On the first Wednesday grades 9 and 12 will report for in-person instruction. On the following Wednesday grades 10 and 11 will report for in-person instruction.
158. The other three days will be considered remote learning days where students will be expected to make contact with teachers remotely when scheduled and as their home Internet connection allows.
159. There is a small group of high school students who, due to graduation requirements or course schedules, will be attending school for in-person learning all four days. The Building Principal will notify those students.
160. Teachers of grades K-5 will have all materials for the following week prepared in advance. In the event of a closure the District will distribute these materials via educational packets to students via school bus or parents will be able to pick up their child’s educational packets at the school during designated times.
161. All teachers of grades 6-12 will be required to have materials ready to post for the following week in Microsoft Office 365 or another platform such as Google Classroom in the event of a closure.
162. Teachers may choose to supplement with other video streaming platforms such as Zoom based on the needs and capabilities of their students.
163. ***Remote Learning***
164. All students will be learning from home.
165. If allowed by Executive Order of the Governor, teachers and staff will be required to report to work. Accommodations will be made for staff members to work from home if they have child care issues due to a school closure.
166. Teachers will establish a schedule that is as consistent as possible for students to connect with them remotely for instruction and assistance. This will not always be possible due to the needs of families and parents, but every effort will be made to connect with every student as often as possible.
167. In the case of an extended period of remote learning the District will work to purchase additional computing devices to distribute to families who need a device in order for their children to connect remotely with their teacher/s.
168. For students in grades K-6 it is expected that teachers will provide two-week educational packets for all students bi-weekly. These packets will be distributed via school bus or parents/guardians may choose to pick up a child’s packet at the Main Office.
169. Students in grades 6-12 who are able to connect remotely will be expected to obtain coursework and conference with teachers directly using Microsoft Office 365 or Google Classroom as the primary platforms. Teachers may choose to supplement with other video streaming platforms such as Zoom based on the needs and capabilities of their students.
170. For students in grades 6-12 who do not have access to a device or reliable Internet service in their homes the District will continue to provide a device as needed and USB drives that contain all relevant coursework on a bi-weekly basis. It is not the District’s intent at this time to continue distributing bi-weekly educational packets to students in grades 6-12, but rather to focus on the use of Microsoft Office 365, Google Classroom and USB drives. This could change based on the needs of families.
171. Physical Education
172. Students will NOT be required to change for physical education unless they choose to do so. Physical education lockers will be closed to student use for the 2020-2021 school year.
173. Changing for class will not be part of a student’s PE grade for the 2020-2021 school year. Consideration will be given to grading students on a pass/fail basis for high school PE.
174. For in-person physical education classes students will be placed apart at the recommended physical distance (12 feet) for individualized physical activity led by a physical education teacher. Activities can also be conducted in pairs or small groups as long as they can be spaced 12 feet apart.
175. For hybrid and remote learning environments the physical education teachers will provide a list of activities that students can be completing at home, communicate with students as practicable while they are learning at home, and track student activity to the extent possible.
176. CTE
177. The District will make every effort to deliver students to the Otsego Area Occupational Center for the hands-on learning portion of their CTE programs on a daily basis. This may include special transportation runs as needed.
178. All day special education students will be transported to their out-of-district programs whenever they are in session.
179. Academic Intervention Services (AIS)
180. The District will continue to provide Academic Intervention Services for qualifying students. This will be in-person as much as possible based on the Executive Orders of the Governor.
181. Title I teachers will regularly monitor student progress and share progress monitoring data with the Director of Instructional Support Services and the Building Principal.
182. Athletics and Extracurricular Activities
183. The Tri-Valley Athletic Association will be offering spring sports beginning on 4/19/21. All social distancing and mask protocols must be followed by athletes and spectators.
184. All field trips are canceled until further notice.
185. Assemblies will be held in smaller groups to allow for proper social distancing.
186. Faculty meetings will be held in the MPR or virtually to allow for adequate physical distancing.
187. Professional development for teachers will occur virtually as practicable. Small group sessions may be permitted if social distancing, disinfection protocols, etc. can be followed.
188. Until further notice whole group band and chorus rehearsals are canceled. Individual and small group music lessons may continue as long as distancing of 6 feet can be maintained as per NYSED and NYSDOH guidance.
189. Until further notice concerts and drama rehearsals and performances are canceled until deemed safe by NYSED and the NYSDOH.
190. CROP After School Program
191. The CROP Site Coordinator has developed a modified schedule. All eligible K-8 students will NOT be able to attend CROP all five days per week in order to ensure proper physical distancing in classrooms and on the CROP bus.
192. **Special Education**
193. The in-person education of special education students will be prioritized by the District.
194. The District assures that students will be given access to the necessary accommodations, modifications, supplemental services and technology to meet the unique needs of their disabilities.
195. All health and safety protocols outlined in Section I (Health and Safety) will be followed for special education classrooms.
196. The CSE will convene to determine if compensatory services are needed. These decisions will be made on a case-by-case basis.
197. Physical distancing will be maintained in special education classrooms.
198. Desks, chairs, manipulatives, and any other materials that students have touched will be disinfected prior to a new group of students entering the classroom.
199. A school closure plan will be in place for special education teachers in the event that school is closed abruptly.
200. For self-contained special education classrooms, students will have their own supplies, stored in a plastic tote, to limit the use of shared supplies.
201. A staff member will be responsible for accompanying students to and from the special education room or related services room in order to ensure limited student access to other parts of the school building.
202. Professional development will occur to assist special education teachers and related service providers with social/emotional learning, remote learning, and progress monitoring.
203. If a student requires toileting assistance, gloves will be required and proper hand washing will be enforced.
204. Service providers entering the building will sign-in at the main office, be required to answer health questionnaire, and sign-out when leaving the building. This will be used for contact tracing.
205. Teachers and service providers will keep a daily log of students who were in their classroom for contact tracing.
206. If it is decided or mandated that the District move to a hybrid or fully remote model of teaching and learning documentation will continue to be maintained of services provided to special education students as well as communication with parents. Teacher aides are required to submit bi-weekly logs that document their daily contact with special education students that they are assigned to work with.
207. In a hybrid or remote model of instruction special education aides will be expected to log in remotely to assist with the provision of special education services as documented in a student’s IEP.
208. **Bilingual Education and World Languages**
209. The District assures that the identification process will be completed as quickly as possible, that all required services will be provided, and regular communication will occur with parents in their preferred language and mode of communication, regardless of the mode of instruction being provided at the time.
210. **Staffing**
211. The District has applied for and received a variance to its approved APPR plan with regards to the number of observations required for tenured and non-tenured teachers.
212. It will be taken into consideration that learning and understanding has taken on new complexities during the COVID-19 crisis and what has been locally determined to be a year’s worth of growth may look different than in prior years.
213. The District will work together with the Laurens Teachers’ Association to determine what types of evidence could be collected and how the “Observations” subcomponent of the APPR regulations can be met in any of the three modalities of teaching and learning listed in the “Continuity of Instruction” plan located in this document.
214. Every effort will be made to ensure that teachers hold the appropriate certificates for their teaching assignments. In response to the COVID-19 crisis, the Superintendent may assign certified teachers to teach a subject not covered by their certificate (incidental teaching) for up to 10 classroom hours per week.
215. The District will continue to work with SUNY Oneonta and Hartwick College to welcome student teachers into our classrooms, whether in person, remotely, or in a hybrid model of instruction.

**Sources**

1. “The Importance of Reopening America’s Schools This Fall.” Centers for Disease Control and Prevention, 07/23/2020.
2. “Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During The COVID-19 Public Health Emergency.” New York State Department of Health, 07/13/2020.
3. “Recovering, Rebuilding, and Renewing the Spirit of New York’s Schools: Reopening Guidance.” New York State Education Department, 07/16/2020.