



Churchville-Chili
Central School District



Reopening Plan 2020-21

July 31, 2020

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OVERVIEW

The Churchville-Chili Central School District has developed this School Reopening Plan in response to the COVID-19 pandemic and health and safety concerns across our community. With the survey feedback from our families, staff, and advisory committee, we have agreed upon the provision of both in-person and remote learning experiences while maximizing the health and safety of all.

Our administrative team has worked closely with a reopening advisory committee representing staff, parents, Board of Education, and administrators from across the district. The family, student, and staff survey data has been reviewed by the advisory committee and subcommittees have made recommendations for reopening, which is included in our plan. We have partnered with medical professionals from the Monroe County Department of Health and utilized the guidance from the Centers for Disease Control and Prevention. We have evaluated and reviewed our current health and safety plans and identified two instructional models for the upcoming school year:

Hybrid Model

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>In-Person, A-L Remote, M-Z</i>	<i>In-Person, A-L Remote, M-Z</i>	<i>Remote, A-Z</i>	<i>In-Person, M-Z Remote, A-L</i>	<i>In-Person, M-Z Remote, A-L</i>
<i>In-Person, ELL and select SWD</i>	<i>In-Person, ELL and select SWD</i>	<i>Remote, A-Z</i>	<i>In-Person, ELL and select SWD</i>	<i>In-Person, ELL and select SWD</i>

This model requires the use of face coverings on the school bus, in the hallways, in classrooms when there is movement, and when students are less than six feet of social distance. The teacher will provide direction regarding removal of face coverings for instructional purposes, as well as breaks.

Full Remote Model - All instruction will take place remotely adhering to the schedule as provided. Students who select this option will not attend any in-person sessions for a minimum period of ten weeks.

We are prepared to provide meaningful learning experiences and focus on academic, as well as social emotional needs of all our children. Our teachers will continue to provide a high quality academic learning environment, while addressing cultural responsiveness, as well as the health and well-being of our students. This plan includes new procedures and protocols in the areas of operations and maintenance, transportation, and nutritional services with a goal of providing optimum safety for our students and staff.

Sincerely,
Lori Orologio
Superintendent of Schools

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

Reopening Committee

Throughout June and July, district staff along with the reopening advisory committee invested countless hours to prepare for the safe return to school for our more than 3,800 students and 700 employees. As you read our Reopening Plan, we ask for your flexibility and understanding. Health and safety has been the primary factor considered during the collaborative development of this plan. In addition, focusing upon providing equity and access to quality instructional learning experiences has helped to finalize instructional models that will also minimize the spread of COVID-19.

Guidance documents from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Education Department \(NYSED\)](#), the [New York State Department of Health \(NYSDOH\)](#), and the [Monroe County Department of Health](#) were shared and reviewed with the Reopening Advisory Committee. Recommendations have been developed by our administrative team and the advisory committee representing all schools and departments across the school district including parents and community partners. Four subcommittees representing Health and Safety, Teaching and Learning, Facilities and Human Resources and Staffing worked to develop the district's recommendations.

Teaching and Learning Subcommittee Membership

Staff: Giulio Bosco, Sue Witter, Karen Coykendall, Renee Mulrooney, Sara Mroczek, Colleen Wilson, Kim Giancursio, Jeanie Long, Brian Lang, Stacey Andrews, Renee Yunker, Mimi Rague, Mary Kay Maslanka, Andrea Lynch, Sarah Amorese, Meg Hugg, Christie DeWald, Diane Sudz

Parents: Jessica Keipper, CRS; Bobbi Jo Calus, MS; Jenn Mettler, HS; Lilian Maira, CES; Monica Ritchie, FRS

Board of Education: Kristen Brumbaugh

Health and Safety Subcommittee Membership

Staff: Nicole Neal, Lori Orologio, Bill Sanborn, Carl Christensen, Mary Leach, Jeff Smith, David Johnson, Mike Murray, Jacquie Farrell, Kristina Swan, Kim Reap, Cyndy Skirment, Julie Walsh, Sue Keisidis, Sandy Iacucci, Tracie Swalbach, Libby Johnson, Heather Nettnin, Nancy Roux

Parents: Kelly Lamb, CRS; Karen Sesnie, MS; Wendy Juzwiak, HS; Marisa Campoli Read, CES; Dennis Pynn, HS; Meagan Cartwright, FRS; Todd Petek, FRS

Board of Education: Steve Hogan

school Operations Subcommittee Membership

Staff: Frank Nardone, Amanda Puleo, Roberta D'Agostino, Renee Mancuso, Joe Valenti, Kim Hale, Todd Yunker, Paula Schneider, Pam Allen, Jill West, Julie Case, Maria Straight, Jodi Philipps, Sherry Pryor, Mike Bayerl; Lorie McCreedy

Parents: Christine Skivington, CRS; Kim Randall, MS; Becky Lucyshyn, HS; Samantha Baxter, CES; Denielle Charcholla-Lendway, FRS

Board of Education: Kathy Dillon

Human Resources/staffing Subcommittee Membership

Staff: Larry Vito, Scott Wilson, Kathy Occhioni, Stacy Sinclair, Tracy Moran, Lindsay Reimer, Cheryl Kuttner, Janelle Hernandez, Erin Fischer, and Kate Daly

Reopening Guidance with Threshold

On Monday, July 13, 2020, Governor Andrew Cuomo announced that school districts in New York should develop plans to reopen schools and provide in-person instruction with appropriate social distancing and face coverings. The threshold for reopening school in September will be based upon the regional COVID-19 infection rate:

- If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction.
- If daily infection rates exceed 9% over a seven-day average; however, schools in that region would not reopen.

While districts have been instructed to prioritize efforts to return all students to in-person instruction, Churchville-Chili is also planning for a full remote learning option, as well as a hybrid model that combines in-person instruction and remote learning. Parents will have the choice to select one of the instructional models. (Refer to the Teaching and Learning section)

The Reopening plan is for the 2020-2021 school year and subject to change should the COVID-19 community spread exceed the threshold outlined by the Governor. This plan includes procedures that will be followed in the following schools:

- Churchville-Chili Senior High School
- Churchville-Chili Middle School
- Chestnut Ridge Elementary School
- Churchville Elementary School
- Fairbanks Road Elementary School

The top priority in all decisions made by Churchville-Chili schools is the health, safety and well-being of our students, employees and school communities. This document is subject to change as conditions evolve in our community. If and when the circumstances surrounding the COVID-19 pandemic change,

the guidance we receive from state and local agencies may also change and cause adjustments to our plans. Please check the [District's website](#) regularly for the latest information.

PRINCIPLES OF REOPENING

- Health and safety of all students and staff is paramount
- Equitable and accessible instruction
- Maximize in person instruction or synchronous instruction
- Flexibility to adapt to current status
- Clear structure and accountability
- Staff working on campus

PLANNING

Throughout planning, the safe operation of all aspects of a school day from transportation and food services, and student movement around campus, to interaction in classrooms, have been evaluated.

There are clear constraints that families need to be aware of as Churchville-Chili Schools initiates its Reopening Plan. Our objective is to mitigate these constraints and build upon new opportunities that have arisen during these unique circumstances. We will need your support for these changes to ensure student and staff safety.

1. Schools will reopen with face-to-face instruction. However, schedules, classroom spaces, and day-to-day operations may be significantly different than in prior school years.
2. Based on your feedback, we have refined instructional practices of our remote learning model. If circumstances related to COVID-19 worsen, the district is prepared to transition all students into a fully remote learning model to ensure the health and well-being of students, staff and families. The district is also offering a fully remote learning option to give families who are not ready to return to in-person on-campus instruction a safe and viable option for student learning.
3. State and local funding will be impacted by the pandemic. Despite sound budgeting practices, shortfalls may cause reconsideration and adjustments of programs and services.
4. The virus will be present beyond September; therefore, the district must take extended measures to prevent the spread during the school day. Absent a vaccine, we have four primary ways to protect students and staff:
 - a. Implementing frequent hand-washing and hand-sanitizing opportunities;
 - b. Requiring the use of masks for staff and students when people cannot socially distance;
 - c. Reducing close contact within the six-foot social distance guideline to the greatest extent possible; and
 - d. Increasing the sanitation protocols in buildings and buses. The protocols may evolve throughout the year as conditions improve. Later in this guide, we provide an overview of cleaning and sanitizing processes that are being implemented. To some extent, they will require the district to increase bus routes, reduce class size, and extend time for transitions and meals and postpone or cancel other activities.

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT - COMMUNICATION PLAN

The Superintendent, Ms. Loretta Orologio, will serve as the district's COVID-19 Coordinator. Ms. Orologio will work closely with our local health department and will be responsible for the reopening plan. She will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines. Her contact information is: 585-293-1800 x2300, lorologio@cccsd.org. Contact information for the superintendent and any other relevant contacts will be included in each mailing and on the website for parents, staff and community members.

To help inform our reopening plan, the district has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups.

Engagement efforts included online surveys, advisory committees and one-on-one conversations. The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website at www.cccsd.org, and will be updated throughout the school year, as necessary, to respond to local circumstances. The link to the plan appears on the website homepage, each Resource page, and the dedicated Reopening of Schools webpage. Every effort has been made to ensure that the plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA. This plan and all necessary communication will be translated into the following languages by a language interpretation vendor: Arabic, Chinese, Nepali, Spanish, Ukrainian, Urdu, Vietnamese. The community is encouraged to contact the district if translations other than the above are needed by calling 585-293-1800 extension 2310.

As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication channels – including the district website, eNews, mass communication robocalls, social media platforms and local newspapers as appropriate – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

The district is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. The district will rely on eNews for families (email and texting), emails to staff, the district website and posters in all facilities to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face

coverings and proper hand and respiratory hygiene. The information that we will share will be based on state guidance along with input from the administrative team and community advisory group.

In support of remote learning, the district will make computer devices available to all students and teachers. For students who need to pick up or trade in their device, specific dates and times will be scheduled to do so. The district will provide students and their families with multiple ways to contact schools and teachers during remote learning, including email, video conferencing and phone calls. Families can contact the technology help desk 585-293-100 extension 3200 or helpdesk@cccsd.org.

The district will use existing internal and external communications channels to notify staff, students and families/caregivers about in-person, remote and hybrid school schedules with as much advance notice as possible. Information will be mailed to all staff and families in the district the first week of August 2020, as well as posted on the district's website and shared on social media.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. The Committee on Preschool Special Education as well as the Committee on Special Education meetings will be held with parents and interpretation services will be provided to allow for appropriate communication with families during these meetings. Initial CSE meetings, requested review meetings, annual reviews and amendment meetings will be conducted in-person. The district will provide an interpreter as needed to allow for appropriate communication with families during the meeting(s). Prior written notice and letters will also be provided in the parent's preferred language.

The district is committed to ensuring that all of its students and their families are taught and re-taught new expectations related to all public health protocols. As part of this continuous training, the district will assess the best approach to communicating the information for each students' age group and will provide frequent opportunities for students to review these protocols. Staff will have initial training in these protocols on September 8, 2020 and frequent re-trainings or reminders as needed. Teachers will include this training for their students in their opening day schedules and provide frequent re-training or reminders through lessons, discussions and signage.

Parents will receive public health protocol information through direct mailings and via email. All information will also be posted on the district website for immediate access and review. This targeted education will help ensure that all students and their families know what is expected of them as they successfully return to the school setting. Informational documents and training topics will address:

- [Hand hygiene](#)
- [Proper face covering procedures \(how to wear and remove\)](#)
- [Social distancing](#)
- [Respiratory hygiene](#)
- [Identifying symptoms](#)

Families will receive an electronic prompt and complete a daily health attestation for their child utilizing a web based App. Through daily submission on the App, the district will be notified of each student's current health status.

The district is committed to creating a learning environment that protects the health, safety and privacy of students and staff. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. The first step is to communicate with the Monroe County Health Department and family of the infected student or staff member. The district will adhere to quarantining recommendations, provide notification to exposed individuals as directed, work collaboratively with the County Health Department to follow contact tracing protocols, and secure the classroom or location for deep cleaning. The district will not notify the wider community unless specifically directed to do so by local health officials.

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT - SCHOOL CLOSURES

Churchville-Chili is preparing for situations in which one or more school buildings need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

The district may choose to modify operations in one or more schools prior to closing to help mitigate a rise in cases. The district will consult with the Monroe County Department of Health when making such decisions.

The Superintendent of Schools will consider closure of in-person activities under the following circumstances:

1. Infection rate
2. Absentee rate trend for students
3. Absenteeism of essential personnel to the extent that it creates a health and safety concern or prevents district from complying with mandates.
4. Or as directed by the Monroe County Health Department.

At closure, the impacted school will engage exclusively in remote learning.

Closures will be communicated via mass communication robocalls, email, eNews and social media as well as shared with local media. School building administrators will communicate with the superintendent regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely.

HEALTH AND SAFETY

The following protocols and procedures will be in place in all district schools for the 2020-21 school year.

Health checks

Churchville-Chili has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

Staff: The district has a daily digital attestation form for all staff members to complete prior to the start of each work day.

Students: Families will receive an electronic prompt and complete a daily health attestation for their child utilizing a web based App. Through daily submission on the App, the district will be notified of each student's current health status.

Visitors: All visitors will complete a screening questionnaire in the main offices of each building prior to being allowed entrance to the facility.

Social distancing, face coverings & PPE

The following safety procedures are in place for all students, faculty, and staff when on school facilities, grounds and transportation:

- Requiring and supplying masks for all students and staff.
- Implementing social distancing where feasible.
- Implementing personal protective equipment (PPE) like face shields, gloves and barriers as needed.
- Cleaning of desks between student use or assigning students specific desks to minimize shared surfaces.
- Cleaning of high touch areas frequently throughout the day.
- Extensive cleaning and disinfecting every night.
- Supplies & equipment cleaned between uses - limit sharing of supplies.
- Limiting visitors to schools during school day and use of school facilities by outside groups.
- Complete daily screening for both staff and students.
- Practice good hygiene (hand washing, cough etiquette, etc.) at all times.

Students, staff and visitors to our schools will be expected to wear face coverings in all indoor areas and outside, including on the school bus, when six-foot social distancing is not possible. Students will be allowed to remove face coverings during meals and while seated so long as they maintain appropriate social distance. Students or staff whose physical or mental health would be impaired, as certified by a medical physician, are not required to wear a face covering, but must be appropriately socially distanced. Face coverings will be provided to students and staff, if needed, at no cost. Students and staff are allowed to wear their own acceptable face covering if they choose. Acceptable face coverings for

COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

Staff will be trained on public health procedures on September 8, Superintendent's Conference Day, the first day back for faculty and 10-month staff, which will be followed by regular reminders via email and signage. Parents will receive informational training via written communication to home on a regular basis. Students will be trained on their first day back to school by their classroom teacher.

Infection control strategies

The district will adhere to the infection control strategies outlined in the Emergency Plan. These strategies include:

Classroom and Hallway Spaces

- Teachers/staff will arrange all instructional and non-instructional spaces, including materials and supplies, to comply with social distancing standards to the maximum extent practicable.
- Each classroom will have soap or hand sanitizer and tissues readily available, along with cleaning supplies and gloves.
- Lockers will not be used in the middle and high school due to student movement in the hallways. Hallway movement patterns are being prepared to minimize group gatherings and maximize social distancing.
- Classroom and hallway water fountains may be used to fill a cup or water bottle but not for direct consumption. Students will be allowed to bring their own water bottles for hydration purposes.
- In elementary buildings, students' belongings will be separated when stored and families will be encouraged to label all personal items.
- Staff members are encouraged to open windows when possible to allow for more air circulation. Communal use of shared items will be limited with all shared items cleaned and disinfected after each use or hand washing protocol before and after use of any shared materials or equipment.
- Teachers will have access to cleaning supplies to clean or disinfect between classes or desk coverings may be used.
- Optional: physical barriers may be used between desks to reduce aerosolization when appropriate.
- Visual graphics and signage will be used in classroom and public spaces to educate and reinforce the need for personal protection, healthy hygiene practices, and social distancing expectations.
- Hallways may have floor directional marking and signage promoting socially distancing and mask wearing.
- All PPE equipment and/or cleaning products will be ordered and distributed by the school principal. Electively purchased cleaning products must be approved by the district to ensure compliance with fire code and other NYSED standards.

Public Spaces

- Cafeteria/Cafetorium - seating configurations in cafeterias will be socially distanced in compliance with the DOH guidance.

- Library/Media Centers - All seating arrangements will be socially distanced. Library books will have a sitting period before distribution.
- Student access to reference materials (books, paper) will be supervised by Library/Media Specialist.
- Shared materials should be disinfected between use or handwashing protocols should be followed.
- Playgrounds will be used for physical education and recess adhering to handwashing protocols and group size limitations. Whenever possible, PE classes will be held outside. Teachers will encourage students to wash hands before and after touching play structures and maximize social distancing from other children as much as possible. Masking will be required when social distancing is not maintained.

Management of ill persons, contact tracing and monitoring

The district requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students will wait at least 6 feet apart. The district has designated areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

Students and staff should be moved safely to the isolation room for evaluation if demonstrating COVID-19 symptoms. The individual should be provided a mask, if they are able to use one, and students should be supervised by a staff member who maintains at least six feet of distance and uses appropriate PPE. The following spaces will be used for treatment and isolation: ·

Chestnut Ridge Elementary School -

- Isolation Area - Counseling Conference Room 122
- Treatment/Medication Area - Nurse's office

Churchville Elementary School -

- Isolation Area - Room 203 A (Counseling Suite)
- Treatment/Medication Area - Nurse's office

Fairbanks Road Elementary School -

- Isolation Area - Classroom next to the nurse's office Room 109
- Treatment/Medication Area - Nurse's office

Churchville-Chili Middle School -

- Isolation Area - Middle South School Nurse's office
- Treatment/Medication Area - Middle School North Nurse's office

Churchville-Chili Senior High School -

- Isolation Area - Senior High School Main Office Room 1019 - Conference Room
- Treatment/Medication Area - Senior High School Nurse's office

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspected or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a K-N95 mask or a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions. Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, K-95 mask, N-95 mask, or a surgical mask with face shield/eye protection and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions. These treatments will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished. The health office staff will clean the room between use along with the equipment adhering to the manufacturer's instructions.

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

School staff will be aware of the symptoms of COVID-19. **If students or staff demonstrate any of the following symptoms that cannot be explained by another condition** (e.g. allergies, asthma, pre-existing gastrointestinal conditions, etc.) they should be sent to the isolation room in their school building. The symptoms of COVID-19 include the following:

- Fever
- Loss of taste or smell
- Shortness of breath
- New or worsening cough
- Difficulty breathing
- Sore throat
- Muscle aches
- Congestion/runny nose
- Chills
- Diarrhea
- Fatigue
- Nausea or vomiting
- Headache

Our health office personnel will notify parents/guardians if their child demonstrates symptoms. The child will remain in the isolation space with ongoing monitoring by the school nurse. The child will be referred for follow up with a health care provider. Families will be provided resources on COVID-19 and a request will be made to follow up with their physician as soon as possible. The school nurse will promptly notify the Director of Pupil Services. If, after further evaluation by a healthcare provider, the student or staff member reports having been tested positive for COVID-19, the school administrator will notify the Monroe County Department of Health to determine what next steps are needed for the school community.

Whenever a student/staff member in the school building shows symptoms of any communicable or infectious disease (e.g., pink eye, strep throat, pinworms, etc.) he or she will go to the health office, parents will be notified and a letter will be mailed to families according to the district protocol.

Return to School After Illness

The district will follow the Centers for Disease Control (CDC)/Monroe County Department of Health directives when a student/staff member has been sent home with symptoms and has tested positive for COVID-19. If a person is **not** diagnosed with COVID-19 by a healthcare provider, they can return to school:

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

COVID-19 Testing Information

A student or staff member who develops symptoms of COVID-19 but does not get tested could limit the Monroe County Department of Health's ability to appropriately respond to new cases and ensure the health and safety of other students and staff. PCR testing (nose or throat swab) or similar rapid test that directly detects the virus is required as there is delay in developing detectable antibodies. A negative antibody test is insufficient to rule out a new infection.

List of testing sites

In the event that a large-scale testing will need to be conducted at the school, the district administration will work with the [Monroe County Health Department](#) to identify testing sites in our area.

COVID-19 Notification and Quarantine process

The district will notify the local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

To assist the local health department with tracing the transmission of COVID-19, the district will:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date

3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Vendors, contractors and mail service providers will check in at the main office or reception area at each school, register in the Raptor safety system, and complete a health attestation

If/when COVID-19 cases are discovered in the school, in consultation with the local health department, the district will follow all health and safety measures stated above. Confidentiality will be maintained as required by federal and state laws and regulations. The County Health Department, not district staff, will determine who is to be excluded from school based on contact.

Health hygiene

The district will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school and may include the following areas: main entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas, and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Hand Hygiene

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing and/or sanitizing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue.
- Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors, including playgrounds

- Anytime hands are visibly soiled.

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the district will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

Cleaning and disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, and NYS Education Department's "Recovering, Rebuilding and Renewing" reopening guidance document.

Cleaning and disinfection logs will be maintained that include the date, time, scope of cleaning and disinfection and signature/initial by cleaner

Custodial Team

Churchville-Chili cleaning staff have been trained in providing COVID-19 cleaning, sanitizing and disinfecting processes of all workplaces and classrooms. Along with their daily cleaning requirements, the custodial team will increase the frequency of disinfecting surfaces, such as high-touch surfaces in common areas and in all classrooms, cafeterias and athletic areas.

Cleaning and Disinfecting Frequencies

Frequencies may need to be reduced for low traffic areas and increased for high traffic and high touch areas. The following frequencies are minimal guidelines.

It will be the responsibility of the cleaning staff to perform the following tasks, unless otherwise noted.

Instructional Spaces

The following will be cleaned and disinfected on a nightly basis:

- Student desks
- Student chairs
- Teacher desks (if cleaned off)
- White Boards
- TVs and screens
- Counters (where not covered)
- Light switches
- Phones
- Floors
- Bathrooms, sinks/bubblers, cubbies, lockers in classrooms (elementary only)
- Computer carts
- Trash emptied

Should students eat in classrooms, the frequency of removing trash and cleaning desks will be increased.

Hallways, Stairs and Landings

- On a daily basis, the cleaning crew will sweep hallways, stairs and landings
- On a weekly basis the cleaning crew will mop hallway floors
- Handrails will be disinfected twice daily

Elevators

- Floors will be dust mopped and damp mopped daily
- High touch areas (call buttons, floor selectors) will be wiped clean and disinfected twice daily

Entrances, Lobbies, Reception areas

The following will be cleaned and disinfected on a nightly basis:

- Entrance door frames, side glass panels and top glass panels will be cleaned nightly
- Horizontal surfaces and railings will be dusted, and damp wiped clean daily
- Trash receptacles will be emptied nightly and disinfected as needed
- Door glass will be kept free (clean) of stains, marks, etc.
- The floors will be vacuumed and cleaned nightly
- Furniture (chairs and tables) will be disinfected daily
- Doormats will be lifted and vacuumed daily
- Card access systems will be disinfected daily

Meeting Rooms, Conference Rooms, Break Rooms, Teacher Workrooms

All tables cleaned and disinfected on a nightly basis. If there are multiple uses during the day, a calendar entry can be made to have the room cleaned and disinfected between uses.

- Floors will be vacuumed nightly
- Trash will be emptied nightly

Bathrooms/Restrooms

- Toilets, sink surfaces, soap dispensers, paper towel dispensers will be cleaned and disinfected nightly.
- Throughout the day entrance/exit door knobs and light switches will be cleaned and disinfected
- Trash receptacles will be emptied 3 times daily
- All supplies will be replenished daily or as needed
- Walls and toilet partitions will be washed daily
- Floors will be swept, cleaned and disinfected nightly
- Restrooms will be cleaned and disinfected more often depending on frequency of use throughout the day.

High touch areas/items:

In high touch areas, the following areas will be cleaned throughout the day, as time permits:

- Door knobs
- Handrails
- Light switches
- Handles
- Drinking fountains
- Countertops
- Tables

Community Kitchens, Break Rooms, Lounges, Staff Room

- Trash will be emptied twice daily
- Supplies will be replenished nightly or as needed
- Tables and counters will be cleaned twice daily
- Entrance/exit door knobs will be cleaned and disinfected twice daily
- Sinks and counters will be cleaned twice daily

Additional supplies will be provided in each instructional space and office for occupants to use for cleaning and disinfecting.

Cleaning and Disinfecting Products from Hillyard:

- Re-Juv-Nal
- Citric Extra strength CSP Cleaner
- Liquid enzyme II
- Window Clean Plus
- Ziz-O
- Suprox
- Scrub and Shine Plus
- Bowl and Porcelain Cleaner
- Top Clean
- QT Plus
- Aerosol Chalk and White Board Cleaner

Hand sanitizers:

- NY State Clean Hand sanitizer
- Hillyard Hand Sanitizer

Additional cleaner:

- Vital Oxide- used for hospital grade disinfection (as needed)

Vulnerable populations/High Risk Groups

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness or may live with a person who is at an increased risk. It is our goal that these individuals are able to safely participate in educational activities.

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene or wear a face covering or mask. These students will be discussed on an individual basis and provided accommodations that will meet their individual needs. These accommodations may include, but are not limited to: individualized remote learning, teaching

assistant support, or in home related services that are recommended by the CSE. Staff members with specific health concerns related to COVID-19 will work with our Human Resources Department through an interactive process.

Visitors on campus

Only essential visitors, vendors and contractors will be allowed on school campuses. All visitors will report to the main office and not go beyond, until they complete a health attestation and register through the Raptor system. Face coverings are required and visitors will be restricted in their access to our school buildings. Visitors must follow all safety protocols as listed above.

School safety drills

The following protocols are in place for required school safety drills with modifications ensuring social distancing between persons:

- Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during the evacuation drills are ultimately the district's or other applicable school's decision and responsibility. Those changes must be included in the Fire Safety plans.
- Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. Conducting drills is an important part of keeping students and staff safe in an emergency; however, steps will be taken to minimize the risk of spreading infection. As such, it may be necessary for schools to conduct drills during the 2020-21 school year using protocols that are different than in the past.
- Regardless of the modification used when conducting a drill, students should 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.
- School administrators will work collaboratively with the Director of Security to schedule and coordinate evacuation drill schedules and protocols. This may include, but is not limited to:
 - Conducting drills on a staggered schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose.
 - While schools operate a Hybrid Instructional Model, schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.

Modifications to Lockdown Drills may include, but are not limited to:

- Conducting lockdown drills in classroom settings while maintaining social distancing/using masks.
- Conducting lockdown drills on a staggered schedule with smaller numbers of students present to maintain social distancing, however schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.
- Conducting lockdown drills in the classroom without hiding/sheltering but provide an overview of how to shelter or hide in the classroom.

FACILITIES

One of our overarching goals is to provide facilities that are well maintained. Additionally we are taking other steps to ensure the safety of all students, staff and visitors.

Bathrooms and Drinking Water Facilities

To facilitate social distancing, select fixtures will be taken out of service. For example, if there are three (3) stalls in a bathroom, the middle stall will be closed. Continuing to follow all New York State code requirements, the district may also reduce the number of drinking fountains available. We will replace existing units with bottle filler units.

Ventilation

The district will maintain adequate code required ventilation (natural or mechanical) as designed.

The district will increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students.

CHILD NUTRITION

The district will provide all enrolled students with meal access while in person or learning remotely. Nutritional services staff members will serve lunches in the cafeteria or deliver to classrooms utilizing appropriate protocols.

Transactions:

- Each school will implement a cashless serving line. Office personnel will collect money and assist the nutritional services team with family communication.
- Students must use a district supplied ID badge for their account.

The district will work to coordinate with families learning remotely to provide meals to eligible students using available waivers from NYSED/USDA for flexibility.

- The Middle School North loading dock area will be used for all meal pick-ups.

- Online forms will be used to order meals to be picked up. Parents are encouraged to use the online payment system or send in a check to prepay and minimize any cash transaction. However, payments can be made when picking up the meals.

The Nutritional Service team will collaborate with the facilities department to facilitate social distancing and student movement plans during meal service.

Child-specific nutritional plans will be developed for students who have food allergy verified by a licensed healthcare provider. The district will accommodate socially distanced dining spaces for students with food allergies. Students eating in the classroom with proper desk placement will meet requirements for students with most food allergies. Unique or severe student food allergy needs will be managed by the principal and school nurse in collaboration with the family.

Hand sanitizing stations will be available before, during, and after meal times. Custodial staff will implement procedures for cleaning and disinfection of surfaces prior to the next group of students accessing common areas for meal service.

The district Nutritional Service team will develop systems to offer meals in compliance with Child Nutrition Program requirements. Available and applicable waivers will be utilized to deliver resources to students. Communication providing food service information will be provided in languages spoken by families by utilizing USDA documents with available translations as well as coordinating with the district resources for English Language Learners.

TRANSPORTATION

The district will provide transportation that is consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent feasible.

Students whose physical or mental health would be impaired as certified by a medical physician are not required to wear a face covering, but must be appropriately socially distanced. Members of the same household may be seated within 6 feet of each other. While all students are entitled to transportation by the district to the extent required by law, parents and legal guardians are encouraged to transport their children to school to reduce density on buses during this reopening plan timeframe.

All buses used daily will be cleaned and disinfected twice a day. High contact surfaces will be wiped down after each morning (AM) and afternoon (PM) run following the Transportation Director's developed disinfection schedule.

School buses will not be equipped with hand sanitizer due to its combustible composition and potential liability. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet. Whether school is in session remotely or otherwise, transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of the district whose schools are meeting in in-person sessions.

School Bus Staff

School bus drivers, monitors, attendants and mechanics are required to perform a self-health assessment for symptoms of COVID-19. The attestation will be posted clearly stating that swiping their fob ID confirms that they do not exhibit nor have they been exposed to COVID-19.

School bus drivers, monitors, attendants and mechanics must wear a face covering. Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Transportation departments/carriers will provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

Social Distancing and Capacity

- The number of students on the bus should be a maximum of 50% of standard capacity.
- Allow only one child on a seat at a time unless sitting with someone from the same household.
- Students may be assigned seats to facilitate the spreading out of students as much as possible and the seating of household members together as necessary.
- Buses will be loaded back-to-front and unloaded front-to-back.
- Face coverings are required for everyone on a bus.

Cleaning and Disinfecting

Each bus shall be cleaned and disinfected using an electrostatic handheld sprayer and EPA-approved disinfectant twice per day after completion of morning and afternoon routes. High traffic surfaces will be frequently wiped down with disinfectant, including those in the bus entrance touched by the driver and passengers, such as handrails. Adequate supplies will be provided to support frequent cleaning and disinfection practices.

Ventilation

We will increase fresh air flow on the bus via available mechanisms, including opening the roof vents and some windows as weather conditions allow. For buses with air conditioning, increasing circulation of outside air should still be performed to the extent possible, since the air conditioning on buses only recirculates interior air. Each bus driver will assess the need for fresh air, recognizing that frequent openings of the door will also increase air exchange.

SOCIAL EMOTIONAL WELL-BEING

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important and fundamental to academic success. Additionally, the COVID-19 pandemic has created traumatic experiences and high levels of stress for many of our staff, students and families. The district has resources and referral options available to address mental health, behavioral, and emotional needs of students, faculty, and staff.

Prior to the beginning of the school year, a social emotional needs assessment survey will be disseminated to students in grades 7-12, parents of students in grades K-6, and staff. This information will be used to determine the level of support needed for both students and staff upon school reopening. The needs assessment will be given approximately every 5 weeks, which will allow the district to continue to monitor students who may need additional social-emotional support. Supports may include 1:1 counseling, small group counseling, social work support, psychologist intervention or referral to the University of Rochester collaboration in district.

The district has established an advisory council that involves shared decision-making and is composed of parents, students, members of the board of education, school building and district leaders, teachers, certified school counselors, and other pupil personnel service providers. The advisory council will inform the comprehensive school counseling plan and the plan will be reviewed and updated regularly to meet the current needs of students.

The district addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students and staff. For students, teachers and mental health providers will utilize social-emotional learning curriculum to discuss emotional regulation and social/self awareness. Secondary students will discuss emotional regulation in their health/physical education classes to help identify strategies to cope with stress during this unprecedented time. To ensure staff recognizes student emotional needs, Therapeutic Crisis Intervention for Schools and Restorative Practice training is continuously provided to staff.

SCHOOL SCHEDULES

The 2020-2021 school calendar will be adjusted to provide two Superintendent Conference Days on September 8 and 9. Students will begin instruction whether hybrid or remote on Thursday, September 10.

In-Person/Remote Schedule

Elementary, K-4	Student day: 9:15 a.m.- 3:25 p.m.
Middle School, 5-8	Student day: 8:05 a.m.- 2:40 p.m.
High School, 9-12	Student day: 7:15 a.m.- 1:50 p.m.

Instructional Schedule for Grades 7-12

While considering the online component of instruction for students, including both the hybrid and full remote model, a decision has been made to transition to a single block schedule for students in grades 7 - 12. Students will have a traditional eight period school day of 40-minute classes. The adjusted schedule will maximize daily contact between students and teachers, and provide a seamless structure if we transition from in-person learning to remote learning. Students will continue to take the traditional number of courses, be given five minutes of passing time and 30 minutes for lunch.

SCHOOL ACTIVITIES

Field Trips and school assemblies will not be scheduled or occur during the first ten weeks of school. Virtual field trips are encouraged to begin after the first ten weeks of school.

Athletics, Extracurricular and Intramurals

The Governor has not authorized public school athletics to begin prior to the start of the school year. On or before September 21, we anticipate learning whether fall sports will be able to occur. Given our focus upon reopening school and prioritizing health and safety measures, intramurals and extracurricular activities will be delayed until September 21, as well. This will give time for teachers and school administrators to get both the hybrid and remote instructional program up and running, along with managing a safe arrival and dismissal procedure each day.

Once athletics, extracurricular and intramural programs are allowed, training will be provided to advisor, coaches, and chaperones related to social distancing requirements, PPE usage, cleaning and disinfection protocols, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). The district will refer to DOH's "[Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#)" to develop, train and implement appropriate measures to maximize the health and safety of students and staff.

CHILDCARE

At the writing of this plan, the Churchville-Chili Central School District is not certified nor does it run its own before and aftercare programs. The district has a written agreement with the Westside YMCA to run before and after school wraparound programs. The YMCA is certified by the Office of Child and Family Services and has an authorized plan outlining protocols for social distancing, PPE usage, cleaning and disinfection requirements, as well as risk of COVID-19 transmission. The YMCA will maintain cohorts, if applicable, or group members of the same household according to OCFS regulations.

ATTENDANCE AND CHRONIC ABSENTEEISM

Daily student attendance will be submitted by teachers through the use of Infinite Campus to document attendance. All students will be expected to “attend” school each day, whether they are in-person or remote. When students are remote, they will log in at specified times and a record of their participation will be noted. Those students not in attendance for assigned class times will be marked absent. Each principal will work with their attendance clerks to formulate a robocall alert to families whose child has been marked absent. A written excuse or contact from a parent or guardian is required, for any legal absence, whether a student attends in-person or remotely.

Teachers will notify their building administrator for those students who exceed two absences per week. District counselors and social workers will be assigned by the principal in collaboration with the PPS Director to coordinate a family outreach and/or home visit to improve school attendance and participation.

TECHNOLOGY AND CONNECTIVITY

Students in grades K-12 will receive a 1:1 device for the 2020-2021 school year. Details about distribution of devices will be shared by building principals. The device may be transported to/from school on a daily basis in order to meet the instructional hybrid and remote models. All teachers and administrators are provided with 1:1 laptops with the expectation of carrying it to/from work on a daily basis in anticipation of an all remote transition should the COVID-19 community spread increase.

In a spring 2020 survey, approximately 94% of families and staff indicated that they have access to high-speed internet. The district will loan mobile hotspot internet units (MiFi) to those families and staff who are unable to access high-speed internet.

TEACHING AND LEARNING

Churchville-Chili’s instructional goal is to engage all students in learner-centered instructional experiences based on state standards and rigorous district curriculum that leads to mastery on local, state, national assessments, graduation, and the transfer and application of learning into their lives. This goal is elaborated upon in our district’s Principles of Learner-Centered Instruction. What is most critical to reaching our goals and meeting our principles is the core belief that everyone needs to take ownership for advancing the learning of themselves and others. Due to the impact of the Covid-19 pandemic, this philosophy has never been more important. Whether our students are learning in face to face classrooms, remotely or in hybrid environments, we believe that our students deserve equal access to a quality instruction using researched based practices that are engaging, authentic and transferable.

In early August, Churchville-Chili parents/guardians will make a selection of an instructional learning model for their child (for the first ten weeks of school):

- Hybrid (combination of in person and remote learning)
- Full Remote (all learning takes place at home)

Communication outlining the district's reopening plan will include direct mailings to families, utilization of the district website, social media, and the digital sign in front of our high school. During October, the instructional models will be assessed, and alternate provisions may occur to meet student needs.

To address the abrupt interruption of instruction during the Spring 2020 closure and to prepare for the reopening of school in September, the Office of Instruction has worked with Instructional Leaders, Instructional Coaches, administrators and teaching staff to continue our commitment to high quality instruction.

- We have identified and prioritized the New York State Learning Standards for each course/subject in order to efficiently plan for instruction for the 2020-2021 school year. Teachers have created year-long plans in anticipation of a variable school year which may include in person, remote or hybrid learning situations as well as intermittent switching between those scenarios. This will ensure continuity of learning throughout the school year.
- Summer 2020 curriculum writing was guided by the following goals:
 - It is essential to deliver grade level/course curriculum
 - Prioritize standards to focus on what is most important for success in the course and beyond
 - Communicate with teachers about missing content/skills from previous school year
 - Maximize instructional time (e.g.-- streamline procedures, utilize technology for reteaching, teach multiple standards through interdisciplinary projects, etc.)
 - Use short, embedded formative assessments to monitor progress towards filling gaps
 - Embed content, materials and activities that are:
 - Culturally responsive
 - Differentiated
 - Flexible (can be taught in both a hybrid and fully remote environment)
- We are prioritizing intervention services in the fall for those students most impacted by the Spring 2020 closure. We will begin intervention services immediately in September and will monitor progress to drive further instructional decisions. We will continue to utilize our Response to Intervention process to monitor and intervene with students who are experiencing academic and/or social emotional struggles. Our instructional staff will focus on strengthening our core instruction for all and will create, implement and monitor Tier 1, 2 and 3 intervention plans who need extra support. Additionally, some students with disabilities and English Language Learners will have the opportunity for more in person instruction.
- Given the possibility our community may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, our district has developed a flexible model and schedules that maximize interaction with certified teachers. Students will have the opportunity to have at least 2 days a week with in person instruction as well as some synchronous remote learning opportunities.

- In grades K-6, grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of grade level standards. In grades 7-12, students will be assigned numeric grades based on formative and summative assessments each quarter. Course final averages will be computed using the average of quarter grades. All NYS Regent Exam scores will be reported as stand alone assessments and used for determining a student's earned diploma type. Grading practices for the Hybrid and Remote Models will be consistent.

BOCES 2 Partnership

- For information relating to teaching and learning in BOCES special education and Career and Technical Education programs, please see the [BOCES 2 website](#).
- WEMOCO for juniors and seniors will be provided four (half) days each week. Students may use district transportation or receive temporary driving permission based upon student schedules.

Hybrid Model

The Hybrid Instructional Model combines both in-person and remote learning. Students will be divided into groups based on alpha split A-L and M-Z of family last names. Students will have in-person learning 2 days a week and remote learning for 3 days a week.

In-person Learning Days

When students are in the classroom, desks will be positioned no less than six feet apart to adhere to the CDC guidance regarding proper social distancing. For all students, social distancing protocols will be followed during lunch time and students will be able to bring lunches from home or get lunches from our cafeterias. Whenever possible, students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity, singing and wind instrument play. To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students. At the K-6 level, movement will be limited by keeping students primarily in the classroom with movement breaks. Special-area subjects (e.g., art, music, library) may be pushed into the classroom. At the 7-12 level, movement will be managed through signage, scheduling and monitoring. No lockers will be used at the 5-12 level. Building principals will provide further specific information about daily schedules.

Remote Learning Days

In the Hybrid Model, when students are at home, students will be expected to adhere to the same or similar schedule as their in-person learning days. At the beginning of each scheduled class, students will log in and participate through video conferencing with the classroom. Attendance will be taken for remote learning days just as it is on in person days. Each teacher will structure their lessons according to the subject or topic of the day, but each class period may involve live instruction, guided and independent practice, group work, interactive activities and discussions. For all students, Wednesdays will be mostly asynchronous learning, meaning teachers will be providing learning opportunities that do not necessarily happen at the same time for the

instructor and the learners. There will be opportunities on Wednesday for students to check in with their teachers at specific times during the day. Building principals will provide further specific information about daily schedules.

Full Remote Learning Model

For families that choose the Remote Learning Model, students will log into their computers each day from home and participate in synchronous learning based upon their daily course schedule on Monday, Tuesday, Thursday and Friday. On Wednesdays, students will participate in mostly asynchronous learning with opportunities to check in with their teachers at specific times during the day. Attendance will be taken for each class daily.

Art and Music will be provided to elementary students weekly on an alternating basis. Middle and High School students will participate in these courses following a daily schedule.

Orchestra will be fully implemented across the district utilizing 6 feet social distancing. Band and chorus will occur in the middle school and high school utilizing larger classroom or performing arts center spaces incorporating 12 feet social distancing.

Elementary chorus and band will not be held during the first ten weeks of school given the limitations of group size and social distancing requirements.

Physical Education will be provided to all students adhering to the New York State requirements. This may occur either in person or remote. Physical activity will utilize 12 feet social distancing and priority will be given for outdoor activities unless the weather is inclement.

Library Media Specialists will be available to assist teachers with planning and the provision of resources for students as needed. They will continue to promote resource circulation and information fluency standards.

Families will receive a direct district mailing in August outlining the instructional learning models. Further, students and families will receive direct mailings from their school principals providing school daily schedules and calendar, outlining necessary resources and materials, and detailed information about the hybrid and remote rotation, along with the Google Classroom platform.

SPECIAL EDUCATION

Students with disabilities were particularly impacted by the closing of schools in spring of 2020. Since special education programs and services provide equity and access to students with disabilities, Churchville-Chili CSD will place priority on providing continuity of learning, special education programming and services and access to specially designed instruction to meet individual students needs and abilities.

In order to address the provision of Free Appropriate Public Education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education programs and services we will provide the following:

- Students whose Individualized Education Plan (IEP) indicates special programming of special class - 12:1:1 and 15:1, as well as students with a 1:1 teaching assistant for at least three hours per day, will attend school in-person for four days per week and one day remote learning.
- Students whose IEP indicates Integrated Co-Teaching (ICOT) and/or Consultant Teacher programming will follow the district K-12 hybrid schedule with scheduled access to special education instruction as per the IEP. Students receiving this level of programming will be provided services both in-person and remotely.
- Resource Room will follow the district K-12 hybrid schedule and include both in-person and remote service.
- Related services will be provided in the classroom as much as possible. This will ensure access to quality services and safety of the students because of less travel in the building and larger space for physical distancing.
- In the case of full school closure, students will be provided with synchronous and asynchronous learning remotely. Their services will be determined based on the needs and abilities of each individual student.

Churchville-Chili CSD will address meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of IDEA.

- Initial CSEs, requested review meetings, annual reviews and amendment meetings will be conducted in-person. The district will provide an interpreter as needed to allow for appropriate communication with families during the meeting(s).
- Students with disabilities will receive access to instruction in the least restrictive environment possible (LRE) and parent voice will be considered and indicated in the present levels of performance in each student's IEP.
- Prior written notice and letters will be provided in the parent's preferred language.

In order to provide collaboration between the Committees on Preschool Special Education (CPSE)/ Committees on Special Education (CSE) and program providers representing the variety of settings where students are served, to ensure there is an understanding of the provision of services consistent with the recommendations on Individualized Education Programs (IEPs), Churchville-Chili CSD will have plans for monitoring and communicating student progress and sharing resources by:

- Communicating with outside agencies, including BOCES, and private/parochial schools regarding their reopening plans.
- Providing any Instructional Technology/Assistive Technology required for students to participate in remote learning.

Students will have access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet their unique disability related needs.

- Testing Accommodation processes will be developed in each building and shared with staff. Accommodations will be provided both in person and remotely.

- The district will utilize BOCES for Assistive Technology, Audiology, Hearing and Vision services.
- Team meetings will be held to discuss program, services, modifications and accommodations in order to ensure that all individuals working with the student understand how to implement these both in-person and remotely. In addition, staff members working directly with these students will sign a Chapter 48 form agreeing to implement these supports.
- Educators will communicate with building level teams to ensure that students have access to differentiated and appropriate materials at home, when provided remote instruction.

Documentation of the programs and services offered and provided to students with disabilities, as well as communications with parents, will be in their preferred language or mode of communication.

- All educators will establish a communication plan for all students with disabilities. This will include a set time to connect regularly with parents. Educators will provide parents with information about their child's engagement in online learning. Communication will be provided to families via phone, email, letters and through online video conferencing.
- Educators will continue to collect data, whether in-person or remotely, and use this data to monitor each student's progress toward their annual goals and make decisions about student needs regardless of in-person, hybrid or remote learning.
- Educators will utilize either Infinite Campus or Frontline to input their communication with families. If an interpreter is needed for phone calls, an interpretation service will be utilized to contact parents in their preferred language.
- The district will provide PD for progress monitoring of goals and use of Frontline as needed.

BILINGUAL EDUCATION AND WORLD LANGUAGES

ENGLISH LANGUAGE LEARNERS (ELL)

- Churchville-Chili will utilize a hybrid instructional model and will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20-day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment.
- Required instructional units of study to all ELLs will be provided based on their most recently measured English language proficiency level during in-person or hybrid instruction.
- ELL's who are at the Entering and Emerging Levels will have the opportunity to attend school in-person four days each week, along with one day of remote learning.

INSTRUCTIONAL STAFF

Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan.

Certification, Incidental Teaching and Substitute Teaching

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

Key References

- [State Education Department Issues Guidance to Reopen New York State Schools](#) (July 16, 2020)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) (July 13, 2020)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health](#) (July 13, 2020)

Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

Once finalized, reopening plans must be posted on the district's website. By July 31, 2020, districts will need to complete a survey through the Portal, providing NYSED with:

- A link to the public website where each school plan has been publicly posted
- A set of mandatory assurances that the reopening plan includes all of the mandatory elements outlined in the NYSED guidance

NOTE: Information submitted through the Portal will not include detailed narratives or descriptions of specific actions to be taken by a school or district as part of their reopening Plan; those details must be articulated in the materials that are publicly posted on the school/district website.

Also by July 31, 2020, districts must complete a short companion [Department of Health survey that includes a link to the publicly posted plan on the district/school website.](#)