



Center Moriches Union Free School District
Reopening Plan
2020-2021

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I. Introduction and Background

In preparation for the 2020-2021 school year, the Center Moriches School District developed plans for re-opening with health and safety as our top priority. The District has created protocols for health and safety, as well as a structure that will support continuous learning experiences for our students. This document is designed to serve as a guide to frame our protocols and procedures for re-opening. This is meant to be a living document that will evolve based upon changing conditions and guidance from the field.

A. Reopening Committees

- a. Building Procedures:
 - i. Ed Casswell, Melissa Reggio, Dennis Ricci, Rich Velotti, Nina Marino, Erin Pruden, Terri Schill, Lisa Marrin, Danielle Dench, Michelle Mitchell, Stacie Coppola
- b. Building Use/Sports/Transportation:
 - i. Jeremy Thode, Keri Loughlin, Paul Conefry, Brian Tenety, Rich Roberts, Jose Paltan, Tom Kelly
- c. Cleaning Sanitization:
 - i. Raina Ingoglia, Keri Loughlin, Brian VonBraunsberg, Bill Thompson, Stacy Lopez, Tom Kelly
- d. Health and Wellness :
 - i. Ricardo Soto, Sefika Dimaggio, Chris Schmutzler, Geraldine Plechner, Stacy Lopez, Courtney Fabian, Danielle Dench, Stacie Coppola, Sandy Mecca
- e. Instructional Program:
 - i. Rich Roberts, Jo Volo, Lisa Defrese, Kristen Miller, Paul Conefry, Marissa Mangogna, Erin Pruden, Rich Velotti, Nina Marino, Jason Roy, Lisa Valentine, Brian Tenety, Robyn Rayburn , Stacie Coppola, Michelle Mitchell

B. Required Personnel Designations:

- COVID-19 Administrator - Ricardo Soto
 - Building Designee - School Nurse for each building.

II. School Reopening Plans

A. Phased Reopening

- a. This document is a “living document,” allowing for constant modifications as we receive additional guidance from NYSED and the NYS Governor.
- b. Changes will be based on circumstances, including but not limited to infection rates, changing recommendations from DOH, NYSED and the CDC.
- c. Periodically we will re-evaluate the efficacy of the implementation considering:
 - i. Health/safety as the highest priority
 - ii. Ability to implement protocols and procedures
 - iii. Instructional effectiveness
- d. The re-evaluation will take place frequently with specific dates as follows:
 - i. 9/21/20
 - ii. 10/13/20
 - iii. Possibility for more dates - re-evaluation of procedures, hybrid learning plan, health/safety, etc.

B. School Reopening Plans/Resources

- a. School Plans, Links and Resources will be available on the District website

III. Communication/Family and Community Engagement

A. Regular and frequent communication between schools, families, and the wider community has always been an essential element of effective family and community engagement. To this end:

- a. The District has engaged with school stakeholders and community members when developing this reopening plan, including administrators, faculty, staff, students, parents/legal guardians of students, the local health departments, local health care providers, and affiliated organizations. The District will use its website, video messages, our automated messaging system via phone call, email and text messaging, as well as social media postings to convey instructions, provide training, develop signage, and communicate applicable information to stakeholders.
- b. During the first week of school, and on an ongoing basis, the District will ensure that all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- c. The District has posted signs that encourage all students, faculty, staff, and visitors to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained. When students are in school,

- regular announcements will be made throughout the day in classes and over the PA system.
- d. Communications will be provided in the language(s) spoken at home among families and throughout the school community. Written plans will be accessible to those with visual and/or hearing impairments.
 - e. We will be constantly seeking feedback/data from all stakeholders with regards to the efficacy of our plan.

IV. Health and Safety

A. Building Capacity

- a. Building capacity for all students and staff will be based upon six foot social distancing **and** requirement of masks for all. A capacity of 50% is feasible for all buildings.
- b. To address spacing for each building, Center Moriches will need to relocate classes that do not meet spacing requirements. As an example, if the room is sized at 540 square feet, only 15 people (Students and Teachers/Staff combined) will be permitted in the room.
- c. The buildings will utilize and repurpose large spaces as classrooms, including but not limited to, the gymnasiums, cafeteria, LGI, special area classrooms, Art, Music, Auditoriums and library.
- d. District is seeking to purchase barriers for student desks for additional safety.
- e. At present - no extracurricular or clubs will run for the 2020-2021 school year. We will re-evaluate as per the Governor's executive order in the first week of August and ongoing.

B. Safety Drills and Procedures

- a. School safety drills will be conducted with social distance protocols;. Drills will be staggered and modified and presented in a safe and developmentally appropriate manner.

C. Faculty and Staff

To ensure that we are compliant with NYSDOH recommendations, the following procedures will be administered for all staff:

- a. Prior to arrival at their assigned work location, all staff will be required to answer a questionnaire related to their health and exposure to Coronavirus.

- b. Any staff answering in the affirmative to questions on the form will be instructed to stay home and consult their physician. If they report to work they will be sent to an isolation room until the COVID-19 administrator can clarify the answers.
- c. Responses are auto populated and recorded on a google spreadsheet. The District designated COVID-19 coordinators in each building and District-wide will review responses each morning.

D. Social Distancing

- a. Assuring that students, staff, parents and visitors maintain **Appropriate Social Distance (ASD)** is a critical component of our health and safety protocols for reopening school. Signage and markings will be placed on floors and walls to designate social distancing guidelines. Training sessions will be conducted for all students and staff at the start of school and periodically throughout the school year.
- b. There will be no locker usage at any buildings. Classroom configurations will be redesigned to accommodate ASD of 6 feet between student desks.
- c. Arrows will be placed on the hallway floors indicating directionality of hallway traffic flow.
- d. Whenever possible, outdoor instruction will take place for physical education, music education classes and during aerobic exercise and singing/instrumental activities. Students will maintain ASD of 12 Feet for these activities.
- e. There will be limited use of small spaces - i.e. faculty rooms, main office, bathrooms - to maintain appropriate social distancing.
- f. Bathroom/hallway/cafeteria monitors will be utilized to ensure students are maintaining appropriate social distancing.
- g. To whatever extent possible, vendors and deliveries will be scheduled outside of the school day. Prior approval from Building administrators will be required for all visitors. Health and temperature screenings will be conducted for anyone entering the building.

E. PPE and Face Coverings

- a. A universal face covering policy is in effect. Face coverings are to be worn by all faculty and students at all times and mandatory when ASD cannot be maintained. Mask breaks will be scheduled periodically throughout the day for students. Mask breaks will be staggered as necessary to ensure appropriate ASD.
- b. Face coverings will be provided by the school district for staff, as per NYSED guidance unless the employee declines this in favor of an appropriate alternative face covering as per NYSED Guidance.

- c. Students will provide their own face coverings from home. In the event a student does not have one or forgets their mask, they will be provided one by the school. PPE usage and supply will be monitored to maintain an adequate supply. The District will work with available vendors to obtain PPE as needed.
- d. All health offices will be supplied with medical masks, N95 masks, face shields and gloves.
- e. Signage will be placed throughout all buildings reminding students and staff to wear masks.
- f. Training on appropriate use of PPE will be conducted for staff prior to the start of school. Students will be trained on the appropriate use of PPE on the first day of school. These training sessions will also be conducted periodically throughout the school year.
- g. Families will be encouraged to prepare students in advance for the universal face covering policy by building mask endurance through the summer. Support materials will be provided.
- h. The District will follow the Initial recommended quantities per 100 individuals per group per school as per NYSED guidance:

Group	Quantity per 100 per group	12-week Supply at 100% Attendance	12-week Supply at 50% Attendance	12-week Supply at 25% Attendance	Assumptions
Students	100 masks per week	1,200	600	300	1 disposable mask per week per student (to supplement the cloth masks provided by parent/guardian).
Teachers and other staff	500	6,000	3,000	1,500	5 disposable masks per week per teacher.
School nurses and health providers	1,000	12,000	6,000	3,000	10 disposable masks per week per school nurse.

F. Hygiene

1. Hand washing protocols will be followed as per the CDC recommendations.
2. On the first days of school and periodically thereafter staff and students will be trained via videos created by our nurses regarding hand washing and respiratory hygiene and sanitization.
3. Anti-bacterial stations will be available in several areas within the school and the classrooms will be supplied with anti-bacterial dispensers.
4. Hand hygiene and respiratory hygiene signage will be posted in the bathrooms/classrooms.
5. Hand washing will follow a schedule as per NYSED and DOH Guidance:
 - Upon entering the building and each classroom;
 - After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops);
 - Before and after snacks and lunch;
 - After using the bathroom;
 - After helping a student with toileting;
 - After sneezing, wiping or blowing nose, or coughing into hands;
 - Upon coming in from outdoors; and
 - Anytime hands are visibly soiled.

G. Vulnerable Populations

- a. Distance learning will be offered for students who are either vulnerable or do not feel comfortable returning to an in-person educational environment. This will allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances.
- b. Staff that are identified as vulnerable and at-risk for severe COVID-19 illness, may request accommodations based upon the Americans with Disabilities Act (ADA). Based on the needs of the individual students or staff, accommodations will be made that may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE.

H. Health Protocols

a. Monitoring

i. Screening

1. Parents/Guardians and Staff members will be provided resources to educate them regarding the careful observation of symptoms of COVID-19 and the health screening that must be conducted each morning before coming to school. Training of staff will take place to educate them on signs and symptoms of COVID-19 including:
 - a. Fever or chills (100°F or greater)
 - b. Cough

- c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting and/or
 - k. Diarrhea.
2. School staff will be trained to recognize the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19. The School will notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:
- a. fever
 - b. abdominal pain
 - c. vomiting
 - d. diarrhea
 - e. neck pain
 - f. rash
 - g. bloodshot eyes
 - h. feeling extra tired
3. The schools will call for emergency transport (911) following district policies, for any student showing any of the following emergency warning signs of MIS-C or other concerning signs:
- a. trouble breathing
 - b. pain or pressure in the chest that does not go away
 - c. new confusion
 - d. inability to wake or stay awake
 - e. bluish lips or face
 - f. severe abdominal pain
4. Temperature checks for students will be taken remotely by parents. This will be indicated by a pass or fail only. Students or staff with a temperature of 100.0 F will not be permitted to board school buses or enter the school. To ensure that we are compliant with NYSDOH recommendations, we will implement the following procedures:
- a. Temperature taking will take place at home by all families. Checklists will be provided to bus matrons to confirm temperature taking by parents with a pass/fail recorded after a verbal affirmation. Any student with a temperature above 100.0 will not be admitted onto the bus. If temperatures were not taken, matrons

will take temperatures before entering the bus and record pass/fail.

- b. Security guards and health monitors will be stationed at all buildings to greet parents to confirm temperature taking at the dropoff location and a pass/fail affirmation recorded. Any student with a temperature above 100.0 will not be admitted into the school.
 - c. Student license holders that drive to school and park on the premises will be greeted by staff to confirm that temperatures were taken and a pass/fail affirmation recorded by the staff members. Health monitors and security will also be provided thermometers to confirm temperatures for any students whose temperature was not taken by parents. Any student with a temperature above 100.0 will not be admitted into the school.
5. Periodic health screening of all students, via electronic form submission will take place weekly. Text messages will be sent out, every Wednesday, to parents to remind them to fill out the health screening for their child. The COVID Coordinator and nurse in each building will be assigned to review these each Wednesday.
 6. Visitors to the school will be limited. Any visitor that must enter the building will need to complete a health screening, and wear a mask for the duration of the visit. A Google Form link will be provided for this task.
 7. All staff will be trained to observe students or other staff members for signs of any type of illness such as:
 - a. Flushed cheeks;
 - b. Rapid or difficulty breathing (without recent physical activity);
 - c. Fatigue, and/or irritability; and
 - d. Frequent use of the bathroom.
- ii. Testing Protocols
 1. District will follow all CDC and DOH guidelines regarding testing of all possible cases and confirmed cases of COVID-19. Isolation locations have been established in the event that students or staff exhibit symptoms of COVID-19 while maintaining communication with DOH.
 - iii. Testing Responsibility
 1. Local pediatricians, walk-in urgent care facilities, Dr. Shah (board approved school physician) will be available for COVID-19 testing for symptomatic students.
 - iv. Early Warning Signs
 1. Monitoring of attendance rates, positive cases in consultation of DOH as we determine who will examine regional trends in infection rates.

b. Containment

- i. School Health Offices

1. Following CDC guidelines for care. Isolation locations will be designated for students or staff exhibiting COVID-19 symptoms. Staff will supervise students in these locations.
 2. The COVID-19 Safety Coordinator for the District is Mr. Ricardo Soto, Assistant Superintendent. Building principals will serve as building-level coordinators that will work with the District COVID-19 safety coordinator. The building level coordinators will work closely with the school nurses.
- ii. Isolation
1. Isolation locations will be designated for students or staff exhibiting COVID-19 symptoms. Parents/guardians will be notified immediately and students will be required to be picked up from school. Parents will not be permitted into the building and students will be escorted out of the building to meet with parents
- iii. Collection
1. Students exhibiting symptoms will remain in the isolation room until the parent/guardian arrives. The student will be escorted from the health office to meet parents outside of the building.
- iv. Infected Individuals
1. Students and staff will be admitted entrance back into school upon meeting the following clearance:
 - a. Receipt of letter from Suffolk County DOH clearing them for return.
 - b. 72 hours fever free without the use of fever reducing medication.
- v. Exposed Individuals and Disinfection
1. Students and staff will be admitted back to school upon completion of a 14-day quarantine.
 2. All areas utilized by this student/staff will be thoroughly disinfected/sanitized after 24 hours following CDC and DOH protocols.
- vi. Contact Tracing
1. Cohorting of students will be scheduled at the elementary school. Movement of students in the MS/HS will be limited. Attendance will be taken on a daily and period-by-period basis. Assigned seating ensuring 6 feet of distance between chairs will be implemented and documented with seating charts.
 2. Sign-outs sheets will be placed in all spaces to track student movement in the building.
 3. Schedules and attendance records will be provided to DOH upon a positive COVID-19 test.

4. Visitors will be limited to emergencies only. Only approved vendors will be permitted to enter the buildings, and will be primarily scheduled for after school hours. All visitors will complete health screenings and temperature checks. All visitors must sign in and out of the building, including all locations visited in order to document their travel throughout the buildings.

vii. **Communication**

1. Social Media, School Websites, text, email, Remind App, and Connect-Ed communications will be sent out to community members frequently in English and Spanish.

c. Closure

i. **Closure Triggers**

1. The District will follow guidance from DOH and CDC.

ii. **Operational Activity**

1. Instruction will take place remotely in the event of closure. Business operations will continue remotely, sanitization will continue.

iii. **Communication**

1. Social media, school websites, text, email, remind, and connect-ed communications will be sent out to community members frequently in English and Spanish.

I. Visitors

a. Visitors are strictly prohibited within District buildings.

- i. Visitations will be limited to emergencies only.

b. Approved vendors

- i. All efforts will be made to ensure vendor deliveries after school hours.
- ii. All vendors entering buildings will require prior Administrative approval
- iii. All vendors must submit to mandatory Health Screening/Temperature Checks. Any vendor that does not pass the temperature/health screening will be refused admittance to the building.
- iv. All visitors to the building must comply with universal masking policy and adhere to ASD protocols.
- v. All visitors will sign in and document locations visited for contact tracing purposes.

c. Parents/Guardians picking up Children

- i. Parents/Guardians will wait outside the building for their child.
- ii. Children will be escorted outside of the building by security or an authorized adult

V. Facilities

A. Building Capacity

- a. Building capacity for all students and staff is based upon six foot social distancing ***and*** requirement of masks for all. A capacity of 50% is feasible for all buildings.
 - i. To address spacing for each building, some classes will be relocated. As an example, if the room is sized at 540 square feet, only 15 people (Students and Teachers/Staff combined) will be allowed in the room. Non essential furniture and materials will be removed from the classrooms.
 - ii. The buildings will utilize and repurpose large spaces as classrooms, including but not limited to the gymnasiums, cafeteria, LGI, special area classrooms, Art, Music, Auditoriums and library.
 - iii. Two cohorts have been established to allow for A/B day scheduling.

B. Building Operations and Cleaning Procedures

- a. Custodial staff will follow CDC and DOH guidelines regarding cleaning and sanitization. A log will be kept documenting the day/time each area is cleaned.
- b. Custodial staff will receive professional development/refresher training on best cleaning protocols and practices.
- c. High touch surfaces/high risk areas will be cleaned frequently throughout the day (tables, door knobs, light switches, bathrooms, nurses office, etc.).
- d. Classrooms and workspaces will receive daily cleaning following the school day.
- e. Wednesdays and Saturdays are designated as **Deep Cleaning Days** in which all classrooms, hallways and large spaces will receive a detailed cleaning each week. This will allow for preventing the spreading of germs between cohorts.
- f. Disinfectant wipes and/or disinfectant spray and towels will be supplied to staff.
- g. Bathroom hand dryers and water fountains will be disabled in all buildings. Water filling stations will be maintained.
- h. For each building, HVAC systems will be serviced, cleaned and filters will be replaced regularly. A log is kept to record when all services have been started and completed.
- i. Doors and windows will be open when possible to increase ventilation.
- j. The District will utilize CDC and DOH recommendations and flyers (see website for signage). Signage for all kitchen/bathroom sinks and doors, classrooms, office spaces, hallways, entrances.
 - i. [Handwashing Posters](#)
 - ii. [Face Covering](#)

- iii. [Additional Print Resources](#)

VI. Child Nutrition

A. Breakfast and Lunch

- a. Breakfast/Lunch will be provided in school for students each day as a “Grab and Go” model, in which lunches will be delivered to classes or designated areas.
- b. All DOH meal handling guidelines will be followed.
- c. Student specific food allergies are maintained in the child nutrition system.
- d. Families will be encouraged to prepare and send in their own lunches.
- e. Free and reduced lunches will be available to all families who qualify.
- f. Parents/Students are encouraged to pre-order and prepay their meals to avoid handling cash.
- g. Students on alternating days of A/B day will have a designated location for food pick-up.
- h. Hand hygiene will be emphasized and students will wash hands prior to and after eating. Students will not be permitted to share food or beverages at any time.
- i. National School Lunch Program guidelines will be followed as well as communicated with all families using multiple modes of communication in the families preferred language.

B. Eating Locations/Periods

- a. Clayton Huey
 - i. Students will eat lunch in the classroom.
 - ii. Meals will be delivered to the class
- b. HS/MS
 - i. Students will eat in the cafeteria and gymnasium on a staggered schedule.

C. Allergy Free Areas

- a. Allergy Free areas will be established for students with allergies within the classroom.
- b. Allergy free spaces will be identified within each of the buildings in any location where meals are served.

D. Cleaning and Disinfecting

- a. Cleaning and disinfecting protocols as per the CDC will be followed in any common area that is used for food service.

VII. Transportation

Transportation will be provided to all students as required by law and district policy.

A. Parent Direct Transportation

- a. Parents will be encouraged to transport their children to and from school.
- b. Parents will not be allowed to enter the physical building.
- c. Security guards and staff will be stationed at all buildings to greet parents to confirm temperature taking. The response will be recorded by the staff member. They will also be provided thermometers to confirm temperatures for any students whose temperatures were not taken by parents.
- d. All student licensed drivers will be required to confirm temperature with the security/support staff upon immediate arrival to school. Staff will take the students temperature if the confirmation is not received.

B. Bus Transportation

To ensure that we are compliant with NYSDOH recommendations, we will implement the following procedures:

- a. Temperature taking will take place at home by all families. Checklists will be provided to bus matrons to confirm temperature taking by parents.
- b. Monitors will be on all buses to confirm temperatures have been taken and are below 100.0 F. If the student's temperature has not been taken the monitor will take the temperature of the child prior to getting on the bus.
- c. All parents grades K-7 will be required to remain at the bus stops until their student has gotten on the bus. Students with a temperature higher than 100.0 F will not be allowed on the bus.
- d. Students and staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and individuals should maintain appropriate social distancing, unless they are members of the same household. Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.
 - i. The district will provide masks for students who enter the bus without a mask. The supply will be given to the vendor for distribution.
- e. Students who live in the same household will sit together. Face coverings will be required by all students on buses, and students will be separated to ensure ASD.
- f. Buses will be disinfected between all routes.

- g. Buses will be loaded back to front and will disembark from front to back, to provide adequate social distancing procedures.
- h. Students will remain socially distant on the bus by utilizing every other seat.
- i. Drivers and all transportation staff will receive periodic training on the use of appropriate PPE and recognizing the signs and symptoms of COVID-19. They will also be trained on the proper use of social distancing.
 - i. We will work with the outside vendor to ensure that all transportation staff (masks, gloves, and face shields for drivers and monitors) are provided PPE equipment.
 - ii. All transportation staff will follow health screening protocols upon arrival to the bus yard everyday.
 - iii. The district is working with the transportation vendor to ensure all CDC, DOH and NYSED guidance is followed.
- j. PPE usage and supply will be monitored to maintain an adequate supply.
- k. Transportation will be provided to all non-public, parochial and private schools for students whose IEPs have placed them out-of-district when school is open.

VIII. Social Emotional Well-being

A. Mental Health and Guidance Counselors

- a. Guidance Counselors, and all mental health staff will be available on a three-tier system based on individual needs.
- b. Mental health screening and regular check-ins will be provided by our faculty and staff throughout the school year. Mental health resources will be accessible to staff when necessary.
- c. Offering opportunities for more movement in physical activity to the extent possible for social, emotional well-being.
- d. Implement SEL lessons (IB Learner Profile to develop SEL skills).
- e. In the absence of school activities the district has implemented online activities for students to participate in.
- f. The district will continue to collaborate with local community agencies for increased SEL opportunities.
- g. Buildings will continue their IST/CST Meetings to review student needs on a case by case basis. Meetings can be held in-person or via Zoom meeting or a combination of both.
- h. Resources and training will be provided to staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resiliency skills for students, faculty, and staff.

- i. Shared decision making teams have been established for the following purposes:
 - i. Review District Guidance Plan
 - ii. Develop supports for our students and staff
 - iii. Implement the comprehensive developmental school guidance plan

IX. School Schedules

A. Proposed Hybrid Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A <i>Cohort B (DL)</i>	Cohort A <i>Cohort B (DL)</i>	Distance Learning for all Students	Cohort B <i>Cohort A (DL)</i>	Cohort B <i>Cohort A (DL)</i>

- A. When Cohort A is in live session, Cohort B will be on Distance Learning and vice versa.
- B. Wednesdays are designated as Distance Learning for all students.
- C. Student Attendance will be taken on a daily basis for in-school students as well as for students on distance learning.
- D. When students are on distance learning, alternate care must be arranged by the family.
- E. 100% Distance Learning option will be available for students who choose not to participate in the hybrid/in person model. Students will follow their schedule via Google Classroom.

B. Before and After Care

- a. Before and Aftercare (CHAMP) will remain in place for students based on cohort assignment, will take place as usual following ASD guidelines, masks are required and mandatory when ASD cannot be maintained.
- b. The program will follow the same A/B day schedule as the school. Sanitization will take place in large spaces prior to the beginning of the program.
- c. There is no CHAMP program on Wednesdays, as all students will be in a distance learning environment.

X. Attendance and Chronic Absenteeism

A. Attendance

- a. Daily Attendance of students and staff will be collected via eSchool/Google Classroom/Google Form.
- b. Attendance patterns will be monitored closely by teachers, counselors, attendance office and administration.
- c. Parents will receive communication phone calls/letters when students are chronically absent as per the Attendance Policy.
- d. Students who are absent due to illness/COVID-19 will be supported via remote learning until cleared to return to school.
- e. As is customary, attendance will be reported to SIRS.
- f. All district attendance policies and procedures will be followed.

XI. Technology and Connectivity

A. Technology Needs

- a. Continue to monitor students' technology needs throughout the year.
- b. Survey our teachers and parents to determine the level of access to devices and high speed internet access in their home.
- c. Chromebooks will be provided to students and staff who do not have access to a device at home.
- d. Resources and guidance on increasing accessibility at home will be available.
- e. Ensure that data privacy for all students will be in compliance with EdLaw 2D requirements.
- f. Technology support team will provide ongoing technical support throughout the school year regardless of instructional setting, face to face, remote or hybrid.
- g. Students will receive both technological and traditional resources to demonstrate learning/mastery of learning standards.
- h. The district will utilize multiple modalities and approaches in its instructional model.

- i. Professional development opportunities will be provided to staff throughout the year on the creation and maintenance of effective blended learning environments that focus on student engagement, best practices, valuable instructional strategies, and flipped learning approaches that support synchronous and asynchronous environments.

XII. Teaching and Learning

A. Continuity of Learning Plan

- a. Our Continuity of Learning Plan maintains options for in-person, hybrid and remote models of instruction.
<http://www.cmschools.org/sites/default/files/page/district/K-12%20Distance%20Learning%20Plan%20Overview%20.pdf>
- b. Teachers are required to maintain their Google Classrooms/Sites in order to transition seamlessly from in-person to hybrid to remote.
- c. Units of study/lessons will be developed based on which activities are most effectively taught in-person to support remote learning
- d. In-person instruction will focus on preparing students with skills, knowledge and strategies that will be used during distance learning days
- e. Distance learning activities may include instructional videos, responding to prompts/teacher questions, completing projects, meeting with an instructor via Zoom/Google Meet
- f. Upon the requirement of 100% distance learning, the traditional student schedule will be followed.
- g. There will be regular substantive interaction with all students each day via office hours, class meetings, small group meetings and 1:1 meetings, in-person or virtual.
- h. Distance learning units/lessons will be designed in order to prepare for possible school closure
- i. Resources such as virtual labs, field trips, museums, etc. will be utilized

B. Instructional Resources

- a. Curriculum is aligned to NYSED Next Generation Learning Standards.
- b. Chromebooks will be available to any student that needs access while on distance learning.
- c. The district will continue to provide resources to support families with digital learning platforms.
- d. The District will provide traditional materials (books, art supplies, for student learning

in an in-person, hybrid or remote setting and in cases where technology/access is problematic

C. Parent/Teacher Relations

- e. Virtual meetings will be held with parents/guardians for the purpose of limiting exposure within the school setting.
- f. Virtual meetings include parent-teacher conferences, CSE Meetings, Disciplinary hearings, etc.

D. Field Trips

- g. All in-person field trips and assemblies will be cancelled/postponed.
- h. Virtual field trips and assemblies will be utilized when possible.
- i. Visitors will not be permitted in the building unless pre-approved by building administration.

E. Extracurriculars

- j. Clubs/Sports/Extracurricular activities will not run at the start of the school year.
- k. This will be reevaluated in the third week of September and guidance will follow NYSPHSAA directives and guidelines.

F. Universal Pre-kindergarten

- a. The District will ensure that the UPK provider has a continuity of learning plan and is following guidance from the NYSDOH and NYSED Office of Early Learning.

XIII. Special Education

A. Special Education students

- a. Students whose IEP recommends a Special Class programming (8:1:1 & 12:1:1) will attend in person 4 days a week with 1 day (Wednesday) for remote instruction.
- b. Students whose IEP recommends a Special Class programming (15:1) or Direct Consultant Teacher program will follow the district's K-12 hybrid schedule with scheduled, in person related service programming as per the child's IEP recommendations.
- c. All related services for students will be provided during in-person instruction and/or virtually.
- d. The District will provide our continuum of services and create a schedule of varying needs for students with special needs.

- e. During in-person instruction, to the greatest extent possible, student accommodations and modifications as identified in the child's individual education plan (IEP) or 504 Plan will all be provided.
- f. Program, services, and communication with parents will be documented by all providers. Documentation will include methods followed throughout the school year; Frontline (IEP Direct) progress notes and monitoring tools, progress report timelines, and the monitoring of goals as per IEP specifications.
- g. Meaningful parental engagement in the parent's preferred language will be followed throughout the school year that establishes clarity and continuity of the learning expectations and addresses any questions from parents/guardians.
- h. All Committee on Special Education (CSE), Committee on Preschool Education (CPSE), 504, and Instructional Support Team (IST) meetings will be scheduled and conducted via Zoom Conferencing to ensure appropriate social distancing procedures.

XIV. Bilingual Education and World Languages

A. English Language Learners

- a. Supports for an in-person/virtual hybrid model will be provided to all ELL students.
- b. All requirements of the Commissioner's Regulations Part 154 will be followed.
- c. We will provide in-person instruction for ELL students as per the building schedules.
- d. Parents engagement will occur during this time, with all documentation provided in the family's preferred language and mode of communication.
- e. Professional Development will be provided to all teachers and administrators.
- f. ELL identification process will be completed within the 30 school day start of the year for all students that enrolled during the COVID-19 school closure of 2019-2020 as well as Summer 2020.
- g. All ELL's will be provided with required instructional Units of Study based on their most recently measured English Language proficiency level during in-person or hybrid instruction.
- h. The District will maintain regular communication with the parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process.

- i. To the greatest extent possible, the district will ensure that all ELLs and other vulnerable students can access technology and wi-fi needed for periods of remote learning so they do not fall further behind as a result of COVID-19 closures and remote/hybrid learning.
- j. The District and staff will actively engage students on a regular basis to assess their need for Social Emotional Well Being supports that address the unique experiences of ELLs and are delivered in or interpreted into students; home language during remote learning.

XV. Teacher and Principal Evaluation System

A. APPR

- a. The District's APPR Plan will be followed as per Education Law 3012-d.
- b. Distance learning platforms will not be used in the evaluation process.
- c. Principals will observe teachers within the in-person classroom setting only.

XVI. Certification, Incidental Teaching and Substitute Teaching

A. Certification

- a. The District will ensure all teachers hold appropriate teaching certifications for their respective assignments.
- b. Substitute teachers that do not hold a valid teaching certificate and are not working towards certification, may be employed by the school district beyond the 40-day limit, for up to an additional 50 days (90 days total in a school year).
- c. The district will continue to welcome student teachers into the schools and classrooms whether it be in person or remote, during the 2020-2021 school year.
- d. Teacher data will be submitted using the Staff Snapshot and Certification data will be reviewed in SIRS 326.