ADDISON CENTRAL SCHOOL DISTRICT
RETURN TO SCHOOL PLAN
2020-2021

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Introduction and District Priorities

As a school district, Addison Central School District looks forward to welcoming students back to school in September 2020. Despite the challenges with COVID-19, our district will continue to provide the excellent education to our students, which will include both in-person and remote learning environments. As the public health crisis continues, we have been planning for the opening of the 2020-21 school year with a focus on the health, safety and well-being of our staff, students and community.

While Addison Central School District is planning for three different instructional environments, our plan follows recommendations for school reopening and operations provided by the Centers for Disease Control and Prevention (CDC), the New York State Education Department (NYSED), and state and local health officials.

The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates. The Addison Central School District (ACSD) website and Facebook page will provide you with the most up-to-date information.

Our planning process has continuously evolved around new information and guidance that we receive from the state. Our Task Force, Action Teams and Advisory Committees have planned with the following key priorities and focus areas in mind:

KEY PRIORITIES AND FOCUS AREAS

Addison Central School District Re-Opening Framework
Our Vision: Daily student learning is a top priority for our district.

Staff, Students, Families, Community Members:
We are a school community. As a member of our school community, it is my responsibility to ensure the health and safety of myself and others, and it is also my responsibility to fully engage in the learning process by adhering to the following principles and expectations.

Guiding Principles
A. Ensure health and safety of all students, staff, and visitors.
B. Support mental health and wellness of students, staff and families.
C. Maximize in-person instruction.
D. Provide equity of instructional access.
E. Communicate clearly and consistently with students, staff, families and community members.

Operational Expectations
1. Follow social distancing guidelines.
2. Use masks/shields as appropriate.
3. Align student capacity to SED guidelines.
4. Limit capacity in communal spaces such as entryways, cafeterias, playgrounds, etc. through staggered schedules and sanitize accordingly.
5. Implement health screenings in alignment with SED guidelines.
6. Educate all staff and students of new operational procedures.
7. Reduce the sharing of objects/resources/touch points and sanitize accordingly.
8. Use all resources wisely and responsibly.

Feedback & Input: Surveys and Advisory Committees

In preparation for effective planning in each key area of work, it was critical to receive feedback from our families and teaching staff regarding their experiences during school closure in the spring and feedback on concerns and needs as we plan for the fall with a lens of continuous improvement.

Families and staff were surveyed July 24 through July 29, 2020:
- Addison Family Survey - 330 participants
- Faculty and Staff Survey - 154 participants

Addison Community Survey - focused on seeking feedback on their overall learning experience, connectivity/technology, student engagement, social emotional well-being, and feedback on what improvements could be made for the fall, and what are the greatest concerns with returning to school for the 20-21 school year

Faculty and Staff Survey - focused on seeking feedback on instructional barriers and obstacles faced during the closure, student engagement, student instructional support, communication with students, staff and leadership, additional professional development needs, and overall well-being.

ADVISORY COMMITTEES AND MEMBERS			
Facilities	**Instruction**	**Food Service**	**Health & Safety**
Joe DioGuardi	Kris Benton	Tanya Loomis	William Howe
William Howe	William Howe	Nicole Walker	Joe DioGuardi
Dot Clark	Sheri Morse	Penny Ketchum	Kristina Hamilton
Samantha Keech	Deb Kerwan	Charlene Terreri	Gabrielle Crane
Lucinda Sutton	Teresa Duell	Pam Drum	Dot Clark
James Smith	Lea Yuhas	Julie Mitchell	Amy Grant
Mike Makowiec	Deidre Burchett	Sandra Calton	Stacey Rawleigh
Chuck Tomb	Georgia Weed	Mel Borden	Leo Eldridge
Angela Busco	Michelle Buchanan	Flora Space	
Kaylee Keech			

Social Emotional	**Transportation**	**Technology**
Georgia Weed	Jennifer Crane	Rich Everly
Tanya Loomis	Rich Everly	Kris Benton
Jana Reidy	Doug Lewis	Courtney Boulton
Kayla Howard	Rodney Hand	Scott Vang
Allison VanSant	Nicole Monroe	Heidi VanWoert
Emily Wright	Jana Reidy	Nicole Kuehner
Angela Ingles	Kelly Maricle	Jessica Clark
Meghan O'Brian	Vincent Desparrois	Eric Scouten
	Angela Learn-Buck	Melissa Miller

Fall 2020: Instructional Information for Families

This fall, Addison CSD will be implementing instructional practices to provide consistency across learning environments and ensure the safety of students and staff.

In- Person	Hybrid	Remote or Virtual Classrooms
* In this model – ACSD students will report to school daily. * Staff and Students will wear masks (when mobile and/or unable to appropriately social distance). * Scheduling and classroom set-up will take into account the need for social distancing and disinfecting staff/student work and personal spaces.	* In this model – ACSD students will receive instruction in either an in-person classroom setting and a virtual classroom setting daily. *All in-person regulations, cleaning schedules, social distancing apply when students are in the school buildings. *Daily instruction will follow an A day, B day format for alternating in person and virtual attendance.	* In this model – ACSD students will receive remote/virtual instruction daily. * All ACSD Students (PK-12) will will use Schoology and Zoom for educational platforms for learning.

Regardless of learning environment, the ACSD is committed to ensuring that students have an equitable experience and access to high quality instruction:

- ACSD will utilize the strategies and best practices in the classroom and using technology associated with blended learning to design learning activities for all students.
- Learning experiences are designed to meet the needs and environment of the learner where they are.
- Students, regardless of learning environment, will engage in high quality learning experiences aligned to Addison curriculum and NYS Next Generation Standards.
- Students who begin the year in face-to-face learning at school may move into remote learning for a period of time if needed for school closure due to student/staff illness or county or state regulations.
- Both the remote and face-to-face experience will utilize Schoology and Zoom at Valley and Tuscarora Elementary, and at the Addison Middle & High School and provide similar expectations around coursework and follow the same grading guidelines.

IN-PERSON LEARNING

Students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

- In this setting, teachers will provide face-to-face instruction, learning resources and support utilizing the designated educational platforms for each building. (Valley and Tuscarora –Schoology and Addison Middle/High Schoology and Zoom)
- Teachers will plan instruction that is quickly and easily transferable from in-person to remote in the event of a temporary school closure due to COVID-19 spread.
- District-directed and building-designed safety procedures will be implemented.
- Gr. 6-12 students will be assigned schedules based on their course selections made last spring.

ACSD REMOTE LEARNING at HOME

ACSD REMOTE LEARNING at HOME is a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize instructional resources and meaningfully connect with their teachers and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending in-person

- Teachers will teach remote students from their classrooms or other assigned ACSD facilities.
- In this setting, teachers will also provide instruction, learning resources and support through the use of Schoology or Zoom.
- Parents will support students as a "learning coach" and ensure they have access to a device, a place to work and are engaged in virtual learning activities.
- We will ensure open lines of communication between teachers, students, and parents as we work together to ensure each student is academically and socially-emotionally future ready.
- Grading will be consistent with the guidelines and practices used in all in-person instruction.
- Curriculum will be consistent in all models of instruction.

Students will participate in a combination of remote synchronous and asynchronous learning models as a portion of the hybrid or remote learning experiences.

Remote Synchronous Learning is defined as two-way, real-time, live, instruction between teachers and students, through the computer or other electronic devices. Students engaged in **ACSD REMOTE LEARNING at HOME** will follow a virtual class schedule and must be available for live, synchronous instruction during each school day. In this setting, teachers will provide instruction, learning resources, and support through the use of Schoology and Zoom.

ACSD student expectations for *synchronous* learning:
- Students attend class on time, per their class schedule.
- Students will follow ACSD dress code.
- Students are ready to engage and learn.
- Students should have a designated, distraction-free workspace to engage in learning.
- Students will show their face on the screen to engage with the teacher virtually.
- Students will participate in the class activities, discussions and assignments.

Remote Asynchronous Learning is a curricular experience where students engage in the learning materials on their own time, interacting regularly with the teacher and/or classmates via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of Schoology and Zoom.

ACSD student expectations for *asynchronous* learning:
- Students will complete asynchronous activities assigned each day.
- Students show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
- Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.

Schedule for ACSD REMOTE LEARNING at HOME

While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent or student should contact the teacher for additional assistance.

Attendance for ACSD REMOTE LEARNING at HOME

Student attendance will be taken daily for all instructional models.

Parents will receive absence notifications via Schooltool email.

Any absences recorded by the period 1 teacher/home base teacher but resolved by the student before 11:59 p.m. on the same day, will be reconciled based on login records for Schoology, Nearpod, or personal contact.

If a student is engaged in asynchronous learning and completes the entire weeks' worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked "present" on Monday **only** and counted "absent" for Tuesday-Friday.

Instructional Roles & Learning Tools for All Learning Environments

Although students may be learning in different environments, ACSD is committed to providing consistency in high quality instruction and learning tools for all students.

INSTRUCTIONAL ROLES FOR ALL ENVIRONMENTS

Preparation for Learning	
Student	- Be prepared for learning each day and have work and assignments completed and ready. - Complete coursework by deadline set by teachers. - For in person learning: Take all materials and devices home each day in order to be prepared for possible school closure.
Parent	- Access parent resources to learn how students will navigate Schoology. - For in-person learning: Encourage your child to have their materials and devices in their backpack and ready for school the night before. - For ACSD REMOTE LEARNING at HOME: Create a designated place in your home for your student to use as their remote classroom.
Teacher	- Meet regularly with collaborative team to plan instruction for all students. - Utilize the district curriculum documents and follow the scope and sequence. - Provide regular overviews for parents and students in Schoology. - Upload instructional materials into Schoology. - Be prepared to teach daily lessons. - Take all materials and devices home each day in order to be prepared for possible school closure.

Learning & Teaching Expectations	
Student	• Attend classes according to school schedule (either in-person or remotely) and give your best efforts in your school assignments. • Participate in in-person learning activities or virtual learning activities as instructed by teachers that support the daily learning target. • Be organized in your work and in getting projects completed. • Ask questions and communicate with your teacher. • Become familiar with the operation of Schoology and how your teacher organizes information. • Turn in assignments on time.
Parent	• Access Parent Portal or Schoology to view student grades and attendance. • Check in with student(s) to monitor completion of homework and assignments. • Encourage your students' favorite part of their day and what they learned in school. • Facilitate academic support and encouragement as a learning partner to motivate and guide your student throughout the school year in your role as a learning coach. • Provide your student with assistance on their day-to-day activities apart from designated independent work. • Consider creating a designated learning/study space for your student at home to learn comfortably. • Maintain communication with your student's teacher by phone, email and/or online meetings to create a learning partnership. • Monitor and ask for evidence that your student is on track with assignments and coursework.
Teacher	• Teach students how to access learning materials through Schoology. • Provide in-person or virtual instruction and facilitate learning throughout the day. • Manage online and offline resources to provide consistency and routines for students. • Provide clear learning targets for students. • Follow the expectations established across the district for Schoology and Zoom. • Check student assignments in a timely manner and give feedback in verbal or written form on a regular basis to provide next steps or necessary academic intervention/extension. • Post grades in a timely manner according to district grading guidelines. • Collaborate and communicate with parents and students using Schoology. • Provide equity of instruction to students with disabilities.

Support and Intervention	
Student	• Attend intervention/tutorial sessions as established by your teacher or school and give your best efforts on all assigned tasks.
Parent	• Allow your student to attend intervention/tutorial sessions as needed. • Assist in supporting your student's needs by establishing and managing the daily schedule communicated by the teacher. • Help your student build ownership of their learning. Provide support and encouragement and expect your children to do their part.
Teacher	• Provide intervention or tutorial sessions as needed. • Follow student IEPs / 504 accommodations in all learning environments. • Use data to pinpoint students' specific needs for enrichment and intervention. • Monitor student progress with fidelity according to recommendations. • Provide opportunities to communicate/support with students and parents.

LEARNING TOOLS FOR BOTH ENVIRONMENTS

	Information
Device	All students will be offered a device (PK-1 iPads, and 2-12 tablets) to use in either learning environment.
Instructional Platform	• All teachers, grades PK-12 will use Schoology as their primary learning management system and communication tool for the 2020-2021 school year. • Assignment submissions: For both environments, student assignments will be submitted (as much as possible) through online platforms to eliminate unnecessary contact and shared materials.

	Information
Online Resources	- All teachers in PK-12 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences. - Students will have access to online resources. - No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time. - All resources must be 2D compliant and district approved.
Communication	- Communicating with teachers: - All teachers will establish and communicate office hours or conference times when they are available to meet with parents and answer student questions. - Contact information will be provided at the beginning of each semester and posted in building designated educational learning platforms. - Parents may need to communicate on behalf of their students with teachers. Especially with our younger learners. - Use of student email: - Students in grades 6-12 will be provided a district managed email account and Microsoft 365 account beginning in the fall of 2020. - These accounts should be utilized for all communication directly between teachers and students. - Students and teachers may also communicate through Schoology.
Technology	ACSD recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming. ACSD is preparing for ACSD REMOTE LEARNING at HOME and possible school closures due to COVID-19 as follows: - Learning devices and/or open WiFi will be provided as needed at locations across the district. - Students and families are expected to follow guidelines for care and use in order to ensure these public resources are effectively maintained per the acceptable use policy. - Relevant notifications, instructions, procedures, policies and processes are available on the ACSD website and Facebook page.

Return to School Protocols

Following are the return to on site work protocols for ACSD buildings. Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, ACSD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have <u>few or no symptoms</u>. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, ACSD expects all employees, students and families to rigorously follow these practices.

Preparation for the Opening of School

ACSD will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning a sufficient number of staff to carry out re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations and resources to assist with plans and protocols for health and safety. Before schools re-open, ACSD will implement health and safety plans that include:

- Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
- Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
- Ensuring compliance with CDC, Health and Human Services, NYSED, and NYS and Steuben County Department of Health and other jurisdictional policies
- Providing communication of procedures and expectations upon entering facilities and throughout buildings

Protocols for Screening and Isolation

General

All students and staff are to be screened for COVID-19 symptoms daily and individuals with symptoms should stay home. Any individual who develops symptoms while at school will be separated picked up by a family mem.

Screening Protocols

- Staff will be required to complete a self-screening process prior to entering an ACSD building, and the district may require further screening of employees at any time based on current state and federal

guidelines. Staff are expected to complete a daily electronic survey, any time they are accessing a District facility/building.

- A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening will be conducted during the school day.
- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead will receive virtual instruction until the below conditions for re-entry are met (See Isolation Protocols).
- Staff and students should not enter campuses or district buildings if any of the following apply. The individual is:
  - Sick or has been sick in the past 14 days. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
  - Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
  - Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
  - Has traveled to any restricted state or nation on the NYS COVID-19 Travel Advisory List in the past 14 days. These individuals must follow current NYS self-quarantine recommendations: View current CDC recommendations.
  - Staff will monitor students and refer them to the nurse if symptoms are present.

Isolation Protocols

- For students displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the school has contacted the parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location in the school and the classroom will be disinfected.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA)
- Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected
- District communication will be provided to the students who encountered a student or staff member displaying COVID-19 symptoms
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members
- Students and staff who have tested positive for COVID-19 will be permitted to return to school when all conditions below have been met:
  - -Has tested negative for COVID-19
  - -Medical release from a health-care provider
  - -Three days (72 hours) fever-free without using fever-reducing medication;
  - -Improved symptoms (cough, difficulty breathing, etc.);
  - -10 days have passed since symptoms began

Return to School Protocols After Being Sent Home

The nurse will encourage the parents to schedule an appointment with their primary physician for a diagnosis and determination if a COVID-19 test is needed. The Addison Central School District will follow all NYSED and NYSDOH guidance regarding allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

The district cannot order and will not require students or staff to have a COVID-19 test for students or staff not displaying symptoms. It will be up to the student's or staff member's physician OR the Department of Health (DOH) to make the determination of when a test is required.

Anytime a student is sent home following a failed screening or becomes ill during the school day, the nurses will document and communicate the number and grade level of the students sent home to the building principal who will communicate with the superintendent and local DOH.

If the parents elect not to take their son/daughter to see a physician, the nurse will stay in close contact with the parents and also communicate with the superintendent and local DOH. The student will not return to school until approved by the school physician and DOH.

If the parents take their son/daughter to see a physician, one of the three scenarios will be followed below in order for the student to return to school:

1. **If an individual is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:**
   - Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
   - If they **have been diagnosed with another condition** and have a **healthcare provider written note** stating they are clear to return to school.

2. If a person **is diagnosed with COVID-19** by a healthcare provider based on a test and/or their symptoms they should not be at school and should stay at home until:
   - It has been at least ten days since the individual first had symptoms;
   - It has been at least three days **(72 hours)** since the individual has had a fever (without using fever reducing medicine); and
   - It has been at least three days **(72 hours)** since the individual's symptoms improved, including cough and shortness of breath.

   Positive case → requirements will be determined through consultation with the DOH but will likely include a minimum of health care provider evaluation, negative COVID-19 Test, and release from isolation DOH.

3. If a person is **NOT diagnosed** with COVID-19 by a healthcare provider **but does not get a COVID-19 test but has had symptoms,** they should not be at school and should stay at home until:
   - It has been at least ten days since the individual first had symptoms;
   - It has been at least three days **(72 hours)** since the individual has had a fever (without using fever reducing medicine); and
   - It has been at least three days **(72 hours)** since the individual's symptoms improved, including cough and shortness of breath.

Requirements will be determined through consultation with the DOH but will likely include at minimum a health care provider evaluation, and release from quarantine by DOH.

Protocols for Personal Protective Equipment (PPE)

Schools are required to comply with the governor's executive order regarding the wearing of masks.

- Face coverings are required when unable to maintain 6ft. social distance, when mobile, and when on district transportation.
- Students and staff will be provided with two reusable face coverings. Families will be responsible for daily cleaning and requested to supply face coverings should the ones provided by the school become unusable or are lost.
- Students will wear face coverings in hallways, common areas and during arrival and dismissal.
- Individual needs regarding face coverings will be addressed on a case by case basis. A medical note may be required and should be submitted to the program administrator/supervisor.
- Students will not be required to wear face coverings while eating and will be distanced 6ft apart at cafeteria tables.
- Face coverings include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.

Protocols for Campus Visitors

Campus staff should consider utilizing virtual meeting options to limit campus visitors. All visitors who enter the building will be required to wear a face covering and those who proceed beyond the reception area will follow specific guidelines for visitors

Visitor Screening/PPE Requirements

- Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
- Volunteers are <u>not</u> allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Visitors are discouraged from coming to the school and will only be allowed beyond the reception area with permission of the building principal.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Visitors will stand behind the shield guard installed at reception desks.
- Any individuals permitted to proceed beyond the reception area must follow all safety and district protocols.

Valley - Include weekly screening in communication logs
Tuscarora - Include in weekly School Messenger call/email
Middle School - Include in Schoology-weekly, include a communication to parents for affirmative

High School - Training document for staff: greeting, prompts for informal assessment, communication to Health Office when there is a concern

Student Screening

- A parent or guardian will be required to screen their children for Covid-19 symptoms each day prior to sending them to school.
- Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day for students in Grades Pre-K-12.
- Parents must ensure they do not send a child to school in campus if the child has Covid-19 symptoms (as listed in this document) or is lab-confirmed with Covid-19.
- All district staff will be monitoring health and safety.

Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available at the main entry to each building, in the cafeteria and in common areas throughout the buildings
- Staff and students will be expected to regularly wash or sanitize their hands
- Requirement for district provided or approved hand sanitizer
- Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced
- All students and staff should use hand sanitizer when entering and exiting common areas
- Classes/grade levels will sign up to reserve common areas
- Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use(s). When needed, students will bring personal supplies from the classroom

  Elementary & Secondary
  - Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
  - Habitual and thorough hand washing after recess, before eating and following restroom breaks.

Disinfecting Expectations

- Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas frequently, after use and during breaks in instruction
- Staff should supervise and limit the number of students entering the bathroom at one time to comply with health agency recommendations and social distancing
- Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
- Staff will limit the use of shared supplies when possible.

Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

Daily Campus Cleaning

- Each classroom and restroom will be cleaned and disinfected.
- All high-touch areas will be disinfected throughout the day.
- Custodians will be expected to wear PPE (masks and gloves) during work hours.
- Cafeterias will be disinfected between lunch periods.
- Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

Restrooms

- Staff should supervise and limit the number of students that enter the bathroom at one time to comply with health agency recommendations and social distancing.
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced.

Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Classes/grade levels will sign up to reserve common areas.
- Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use(s). When needed, students will bring personal supplies from the classroom.
- There will be procedures for students to sanitize their spaces before and after usage.
- Number of students in a common area will be based upon social distancing practices.
- Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
- The use of virtual meetings/videoconferencing is preferred when possible
- If meetings must be held in person, all social distancing protocols will be implemented:
  - Facial coverings
  - Six-feet social distancing when possible
  - Limiting the sharing of materials/supplies

Cleaning Protocols for Positive COVID-19 Cases on Campus

- If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to defog and disinfect.
- Custodial staff will defog and disinfect classrooms, restrooms, athletics, fine arts areas and all additional areas throughout the school facility.

School Closures

- The Superintendent will follow the guidance of the local department of health in determining when a closure may be required and to what extent it will impact the district. Depending on the containment measures implemented, it could be anywhere from a specific group of students to the entire district that needs to transition temporarily to remote learning. The closure may be for 1-5 days or for an extended period of time.

Campus Health & Safety Protocols

Training

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Safety Training for Protocols & Procedures	
Student	- Students will participate in training specific to newly adopted health and safety protocols. - All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas. - If a student is experiencing symptoms, they need to immediately notify a teacher.
Parent	Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.
Teacher/Staff	- Teachers attend training and develop classroom procedures consistent with NYSED, DOH, District and CDC guidance. - All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas. - All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.

School Arrival & Dismissal

Transportation – Daily Bus Route Capacity: (multiple family members seated together)
Social-distance – 11 students per bus
Masks only – 1 student/seat (22-26 student capacity) -
Masks only, multiple students per seat – 60+

AM Bus Boarding Procedures:
Students should be socially distanced (6ft) while waiting at the bus stop and to board the bus
Students must have face coverings on when boarding the bus
Students will be seated from the back seats, then toward the front
Students should move quickly to their assigned seat, and the face covering must remain in place while on the bus
Students should not share food, drinks or personal devices
All personal items must always remain in the student's backpack/bag while on the bus
Standard bus rules and ACSD Code of Conduct apply while on the bus

Unloading at School:
Unloading will start from the front to the back of the bus
Students should practice social distancing and must wear a face covering
Students will immediately enter the school building

PM Bus Boarding Procedures:
Follow building prompts to leave the building
Students should practice social distancing and must wear a face covering as they approach and board the bus
Students will be seated according to their assigned seat
Students should not share food, drinks or personal devices
All personal items must remain in the student's backpack/bag while on the bus
Standard bus rules and ACSD Code of Conduct apply while on the bus

Transportation Disinfecting Protocol:
Driver and assistant will disinfect all surfaces on the bus, including high touch areas, at the conclusion of the morning and afternoon bus run

Student Responsibilities:
Wear a face covering at all times

Parent/Family Responsibilities:

Transportation Staff Responsibilities

School Responsibilities:

Bus Arrival & Dismissal	
Student	**Arrival** • Students will load and unload the bus at staggered times at the direction of the bus driver. • As students depart from the bus, they should immediately walk into the building and designated area for morning arrival. • Students must wear face covering at all times on bus and entering/exiting the bus/school building • Students should maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas. **Dismissal** • Students will wait in designated area for building dismissal prompt • Students will load the bus at staggered times and proceed directly to assigned seat. • Students must wear face covering at all times on bus and entering/exiting the bus/school building • Students should maintain appropriate social distance guidelines as they board the bus
Parent	• When possible, parents should help with student supervision at the bus stop.
Teacher/Staff	• Assigned staff will supervise student arrival and dismissal, ensure that students are wearing face coverings and direct students to designated areas. • Staff will ensure social distancing during arrival and dismissal. • During dismissal, teachers will supervise designated areas for students loading the bus.

Walkers/Parent Pick-Up	
Student	• It is recommended that walkers keep social distance and use a face covering while walking to and from school. • Students will be asked to avoid large groups or gatherings with other students on the campus before or after school. • Students will be asked to immediately leave campus and begin walking home at the end of the school day, unless directed otherwise by school personnel
Parent	• Parents are encouraged to talk with their child about the health benefits of social distancing. • Parents should follow campus guidance on how to pick up their child. • Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.

Teacher/Staff	• Assigned staff supervises student arrival and dismissal, ensures that students are wearing face covering, directs students to designated areas and encourages that students maintain desired social distance between students. • Teachers will assist in monitoring students to discourage large groups from congregating.

General Building Arrival	
Student	• Wash hands or use hand sanitizer upon arrival. • Students will follow building specific plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults). • Students will be assigned to report to a designated area and will be expected to adhere to schedules for morning arrival. • It is required that students and staff wear face coverings when entering the building and in the designated area. • Students should observe social distancing at all times.
Parent	• Parents are encouraged to talk with their child about the health benefits of wearing a face covering at school. • Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer. • Students and staff will be provided with a reusable face covering. Families will be responsible for daily cleaning and are requested to supply face covering for their student should the one provided by the school become unusable or lost. • Parents are expected to provide any additional PPE they deem necessary
Teacher/Staff	• Campus staff is required to complete the daily self-screening questions digitally. • Staff members will be assigned to supervise students who report to multiple areas for morning arrival (gym, cafeteria, library, large spaces). • Staff are required to have face coverings when entering the building and ensure that students are wearing face coverings in the hallways and in classrooms. • Staff will dismiss student cohorts using staggered student release into halls from these areas.

Cafeteria - Breakfast and Lunch

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for lunch. These areas could include classrooms, the library or other large areas within the school building.

Teachers will monitor the cafeteria and hallways to promote social distancing practices. Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms. Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each seat. Posted signage and staff will reinforce social distancing and traffic patterns in the cafeteria. Hand sanitizing stations will be available at entrances and exits of the cafeteria.

Seating & Directions	
Student	- Students will be expected to follow campus guidelines for cafeteria procedures. - Students will be seated according to a seating plan for students consistent with social distancing guidelines - All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria. - Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing. - At schools with open lunch, students are required to wash hands or use hand sanitizer upon their return to school.
Parent	- At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias. - Parents are encouraged to speak to their children about safety protocols and social distancing. - Parents are asked to read and be familiar with all school communication regarding health and safety protocols. - Parents should talk to their students about COVID-19 symptoms and prevention strategies.
Teacher/Staff	- Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines. - A seating plan for students will be followed for social distancing.

	- Assigned staff supervises students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance. - A seating plan for students will be followed for social distancing. - Teachers will monitor students while in the cafeteria to ensure social distancing. - Staff will ensure to maintain a student consistent cohort for "in person" lunches.

Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, no or limited group work and hand washing or sanitizing, etc. Staff will ensure high-touch areas in the classroom are disinfected in between classes. Each classroom will be outfitted with the following:

- Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
- Refillable alcohol-based hand sanitizer stations.
- Access to disinfectant to sanitize working surfaces.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should be utilized when students are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing.
- In classroom spaces that allow it, student desks will be placed a minimum of six feet apart.
- In classrooms where students are regularly within six feet of one another, students will be required to wear face covering, and staff should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12-ft of social distancing from other classroom groups.

Classroom Training	
Student	- Students should wash their hands or use hand sanitizer upon entering each classroom. - Students will participate in training specific to newly adopted health and safety protocols.
Parent	- Parents are asked to read all school communication regarding health and safety protocols. - Parents should talk to their students about COVID-19 symptoms and prevention strategies. - A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. If a child is displaying symptoms, do not send the child to school. Notify the school nurse or office.

Teacher/Staff	• Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway. • Teachers/staff will receive training to deliver classroom lessons on health protocols.

Classroom Setup	
Student	• Students will be expected to adhere to class and school-wide protocols that are consistent with DOH, NYSED, and CDC guidelines. • Students will avoid sharing school supplies and will sanitize shared items after each use. • Students will sit one per table when it is possible. • Students that want to use hand sanitizer should use it at the beginning of class. If a sink is available in the classroom students should wash their hands at the beginning of class. • Students may bring a personal snack as long as they are not shared, per classroom guidelines.
Teacher/Staff	• Hand sanitizer, tissues, and trash cans will be available in locations throughout classrooms and common areas to limit student and staff movement. • Teachers will post signs with clear class protocols that are consistent with DOH, NYSED, and CDC guidelines and school-wide. • Teachers will limit student movement within the classroom such as turning in assignments, materials being passed out, etc. • Teachers will create assigned seating arrangements to ensure social distancing. Consistent with NYSED and DOH guidance, all student desks should face the same direction. • Teachers will create systems to limit the sharing of items such as school materials and supplies. • Teachers/students should clean materials and supplies after each use by student.

Recess/Playground

Schools will provide training for staff on guidelines and procedures associated with outdoor play and student activities. Schools will develop a schedule for students to access the playground equipment. Teachers and staff will monitor students to ensure safety guidelines are followed. Staggered schedules and consistent cohorts will be utilized.

Guidelines for Recess
• Students must maintain social distance during play, and wear face coverings when social distance cannot be maintained and while lining up to return to class. • All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before leaving the classroom for recess and upon returning to the classroom from recess. • While in the classroom, brain breaks and "mask breaks" will be implemented as needed, at the discretion of the teacher.

Specialized Classrooms/Areas

Music	- Appropriate social distancing measures will be followed. - Music equipment will be sanitized and wiped down after each use. - When engaging in singing or instrument playing, 12 ft. distance should be maintained. - Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity. - All fine arts performances will be streamed online when possible.
PE	- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students. - PE curriculum and activities will support maintenance of social distance, and limited sharing of equipment - PE equipment will be disinfected and wiped down after each use. Students should disinfect equipment after each use as appropriate. - Sanitizing areas and access to handwashing will be provided.
Art	- Procedures will be developed for minimal sharing of art supplies. - Students should complete cleaning protocols and sanitize their areas in between use. - Art equipment will be sanitized and wiped down after each use.
Library	- Visual reminders will be added, and furniture rearranged to help students maintain social distance. - Students and staff will wash/sanitize hands upon entering and after visiting the library. - High-touch surfaces (e.g., tabletops, chairs, door handles, etc.) will be disinfected regularly. - Occupancy will be limited.
Technology/STEM Rooms	- Visual reminders will be added, and furniture rearranged to help students maintain social distance. - Students and staff will wash/sanitize hands upon entering and after visiting the room. - High-touch surfaces (e.g., keyboards, equipment, tabletops, chairs, door handles, etc.) will be disinfected regularly. - Occupancy will be limited.

Athletics and Extra-Curricular Activities

All athletic and extra-curricular activities will be conducted following safety protocols provided by guidance from NYSED.

All students will communicate with Coaches, Directors or Instructors to notify them of any exposure or positive tests.

Secondary Specialized Classrooms and Extra-curricular Programming	

Athletics	• NYSPHAA Section V has created a plan to begin fall practices on September 21, 2020. If this is not possible, a shortened 30-week season, where seasonal athletics have been shifted, will take place. If practices commence for fall athletics on September 21st, the guidelines below will be followed:
	    o Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s).
	
	    o Specific entrances and exits of athletic facilities will be utilized by students for appropriate separation and distancing. Signage will serve as a visual cue and reminder for students.
	    o Student-athletes will be assigned to groups for the purposes of maintaining proper distancing and capacity in locker rooms to dress before and after practice sessions.
	    o Equipment used during practices will be sanitized frequently during practice sessions.
	    o Athletes will not be allowed to socially congregate before, during, or after practices/workouts.
	    o Parents and students will be expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable). Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.
	    o Water breaks will occur in small groups while using disposable cups and/or through personal water bottles.

On- and Off-Campus Student Activities

On/Off Campus Activities, Field Trips & School Wide Events	
On-Campus Activities	• After school club information is pending. • No in-person assemblies will be held in the fall. • Meet the teacher, open house, parent conferences, etc. will be held virtually. • Parents will be allowed to attend events and performances virtually.
Field Trips	• Off-campus field trips will be limited and scheduled as appropriate to meet curricular needs while maintaining proper social distancing practices. • Virtual field trips will be considered as often as possible.

Off-Campus/ After-School Activities	- Campuses will limit students from leaving campus after school, and prior to travel or start of extra-curricular or co-curricular activities when possible. - Student participation in academic contests will only be allowed if specific guidance is provided by an authorized entity.
School Wide Events	- Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by NYSED, DOH, and CDC guidelines. - School wide events will be live streamed and/or occur virtually when possible. - To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.

Hallways and Lockers

Classroom Transitions, Hallways & Lockers	
Elementary	- Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines. - Where possible, one-way traffic throughout campus corridors will be established. - In two-way halls students are expected to stay to the far right of the hall when walking. - For grade levels that implement departmentalization of subject areas and related arts when possible, teachers will move to students for transitions in instruction and students will remain in their homeroom class. - Students and staff <u>must</u> wear face coverings in the halls and avoid gathering in large groups during transitions.
Middle/ High School	- Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines. - Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods. - To prevent congregating during transition times, students will not be assigned an academic locker. Students will be permitted to bring backpacks to class. - Staggered releases from each class will be organized to limit the number of students in the hallway during transitions. - In two-way halls students are expected to stay to the far right of the hall when walking. - Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways. - Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible. - Students should immediately report to their next class and not congregate in the hallway.

Emergencies and Drills

ACSD will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Lockout, Lockdown, Evacuate, Shelter and Hold in Place.

Emergency Evacuation Protocols
• An administrator will provide instructions via public address system or digital communication system prior to drill, notifying staff and students that a drill is commencing and that one designated group will delay exiting their classroom for a specific period of time in order to allow social distancing by reducing student traffic in hallways and exit points. **Note:** This process can be implemented for other drills or campus activities where reducing student traffic is necessary.