South Lewis Central School

COVID-19 Re-Opening Plan 2020-2021

As of July 30, 2020

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INTRODUCTION

The COVID-19 pandemic has affected all New Yorkers in myriad ways. Individuals, families, and communities have suffered physically, emotionally, financially, and educationally. But, when New York's schools were required to close their buildings in March, instruction and support services continued. School communities have worked tirelessly with their local health agencies and community-based organizations to ensure that students and their families continue to receive critical resources.

The 2020-21 school year will be our time to recover, rebuild and renew the spirit of New York's schools. Working together, educators, students, parents and communities will continue to address this challenge with resiliency, tenacity and grit.

While we wish to return to the everyday norm we knew before the pandemic onset, we recognize the fact that we are still living in uncertain times with regard to the COVID-19 virus. The health and safety of South Lewis Central School students, staff and faculty is paramount and has been the main consideration in every decision made and action taken by the District in order to prepare for the return of students for the 2020-2021 school year.

This Re-Opening Plan is intended to provide the South Lewis community with a framework for the instructional and health and safety considerations and mandated requirements that will be implemented for the 2020-2021 School Year. It is important to recognize that this Re-Opening Plan is flexible in nature and may be updated, adapted and/or modified periodically based upon current conditions related to the COVID-19 pandemic.

The South Lewis Central School Re-Opening Plan is divided into the following sections:

- Communication
- Health and Safety
- Facilities
- Child Nutrition
- Transportation
- Social-Emotional Well-Being
- School Schedules
- Budget and Fiscal Matters
- Attendance and Chronic Absenteeism
- Technology and Connectivity
- Teaching and Learning
- Career and Technical Education (CTE)
- Athletics and Extracurricular Activities
- Special Education
- Bilingual Education and World Languages
- Staffing and Human Resources
- Teacher and Principal Evaluation System, and
- Student Teaching

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

The South Lewis Central School Re-Opening Plan has been developed with the close collaboration, involvement and engagement of school stakeholders and community members.

Members of the South Lewis Re-Opening Task Force include:

District and Building Level Administrators
District Directors and Coordinators
Faculty Members from each building
Staff Members from each department
Parents
SLTA Union Leadership
SRP Union Leadership

With collaboration and guidance from:

- *Lewis County Public Health*
- *Lewis County General Hospital*
- *Local Healthcare Providers*
- *Lewis County Emergency Management*
- *Lewis County Public Officials*
- *South Lewis Parents and Guardians*

Communication

Regular and frequent communication between schools, families, and the wider community will be an essential element of effective family and community engagement. When families, schools, and communities work together and keep each other informed, students are more successful, and everyone benefits.

The District will keep in close communication with students, parents/guardians, faculty, staff and visitors with regard to practices, procedures and mandated requirements whether instruction is provided in-person, remotely or through some combination of the two.

The communication methods may include, but are not limited to:

- information detailed on the South Lewis Central School website,
- the South Lewis app,
- electronic flyers distributed through Peachjar,
- information detailed in the South Lewis Newsletter,
- telephone messages through SchoolMessenger,
- South Lewis social media,
- Email,
- traditional mail,
- News media/press releases, etc.

The District also intends to hold parent/guardian information sessions to inform, instruct and discuss the contents of this Re-Opening Plan with the parents/guardians of South Lewis Central School students. The scheduled sessions will be promoted to families via the communication methods outlined above.

HEALTH AND SAFETY

Student Return to In-Person Instruction

South Lewis will operate on a 6-day schedule. Approximately 50% of our students will attend in-person instruction each day. For example, some students will attend school on a 1-3-5 day schedule while other students will attend school on a 2-4-6 day schedule. On the days students are not on campus they will have at home assignments/homework. We will provide each child's schedule in advance to families so they can make proper preparations for childcare for this hybrid model of teaching and learning.

Under the above school model, 100% of our faculty and staff will return to District buildings in order to facilitate the resumption of in-person instruction for our students and to ensure the health and safety considerations and requirements are being followed to every extent practicable. Faculty and staff members are essential workers for our schools.

While in-person instruction is our preferred method of instruction, South Lewis Central School is prepared to offer hybrid (a combination of in-person and remote) learning or remote learning for students in the event of a mandated reduction in in-person attendance or school closure.

Everyday Prevention

Everyday preventive actions can be taken to prevent the spread of COVID-19. Prevention is accomplished through:

- Health Checks;
- Healthy Hygiene Practices;
- Social Distancing;
- Use of Personal Protective Equipment (PPE) and Cloth Face Coverings;
- Management of Ill Persons; and
- Cleaning and Disinfection.

Health Checks

Parents/guardians are our partners in mandated daily health checks. ***Students who have a temperature of 100°F or greater and/or symptoms of possible COVID-19 virus infection should not be present in school and are required to stay home.***

Parents/guardians should observe for signs of illness in their child that may require staying home from school. The most common symptoms of COVID-19 (as of 7/30/20) include:

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

Signs of illness include, but are not limited to:

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

Students and staff exhibiting these signs with no other explanation for them will be sent to the school health office for an assessment by the school nurse and consideration of being sent home and/or a recommendation to follow up with a healthcare provider. If the school nurse is not available, the ill student or staff member will be sent home for follow up with a healthcare provider.

Staff, contractors, and visitors are required to have daily health screenings including temperature checks and completion of a screening questionnaire.

Students are required to have a daily temperature check and periodic completion of a screening questionnaire.

Anyone who has a temperature of 100°F or greater or has a positive response on the screening questionnaire must be isolated from others. Specific locations within each building have been identified as isolation areas should the need arise.

Potential designated areas for isolation are as follows:

- Middle/High School campus – the lower level athletic team/locker room
- Glenfield Elementary - the athletic team/locker room
- Port Leyden Elementary - the athletic team/locker room

Students who are identified as needing to be isolated will be supervised during isolation and will be required to be sent home and parents/guardians will be advised to seek medical attention.

A screening questionnaire determines whether an individual has:

- knowingly been in close or proximate contact in the past 14 days with anyone who

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

Per NYSDOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).

Daily screening questionnaires, including affirmation of a temperature less than 100°F, will be completed by all faculty, staff, contractors and visitors prior to entering the building and through the use of a Google Form, paper copy, or other electronic means, as appropriate. All students, faculty, staff, and visitors will be encouraged through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.

Students, faculty and staff will be trained and signage will be posted in prominent areas of each school, including main entrances, to provide information regarding observation for signs of illness in students and staff. Parents/guardians will be provided with information regarding observation for signs of illness in their student(s) through a variety of communication methods, which are noted above in the communication section.

Screenings

For students who are transported on South Lewis school buses, daily temperature checks will be performed by the bus driver or bus attendant when the student is picked up in the morning. The driver will record the date and whether the child failed or passed the temperature screening. No confidential health information will be retained regarding student temperature checks. Upon confirmation of a temperature less than 100°F, students will then be allowed to board the school bus for transportation to school. If the student has a temperature of 100°F or more, the student will not be allowed to board the bus and will be sent back their residence and parents/guardians will be advised to seek medical attention.

For students who are not transported via South Lewis Central School transportation (either dropped off or drive themselves), a staff member will take the child's temperature before they exit their vehicle and prior to entering the building. Upon confirmation of a temperature less than 100°F, students will then be allowed to enter the building If the student has a temperature of 100°F or more, the student will not be allowed to enter the building and parents/guardians will be advised to seek medical attention.

The number of visitors allowed to each campus will be very limited. Visitors will only be allowed into the building when appropriate and necessary.

In the event that a visitor, contractor or vendor enters a school building, the individual will be subject to the same health screenings as staff members including a temperature check and completion of a screening questionnaire. Signage will be posted at each building entrance detailing the health questions that will be required to be answered. Any visitor, contractor or vendor who has a temperature of 100°F or greater or has a positive response on the screening questionnaire will be denied access to the building and will be advised to seek medical attention.

Healthy Hygiene Practices

Healthy hand and respiratory hygiene are important in the prevention of the spread of COVID-19. South Lewis Central School will post signage and provide training to students, faculty and staff regarding proper hand hygiene, proper face covering wearing, social distancing and respiratory hygiene.

Medically Vulnerable/High-Risk Groups

South Lewis Central School will work in close collaboration with school health personnel, special education personnel, pupil personnel services, the family, Lewis County Public Health, and other local healthcare providers, as necessary, for those students who require alternative provisions due to medical vulnerability or membership in a high-risk group.

For students with special needs or who are medically fragile, it is important for parents/ guardians to work with their child's healthcare providers and school district personnel so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety.

The needs of each student who falls in the category of medically vulnerable or is a member of a high-risk group for contracting the virus will be individually assessed. Recommendations will be collaboratively formulated for appropriate accommodations, as appropriate, that meet the particular child's unique needs.

Personal Protective Equipment (PPE)

Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Face coverings are required for all students, faculty, staff and visitors when they are within 6 feet of someone, in hallways, in restrooms, or in other group areas, including buses. Whenever possible, students will be kept properly socially distanced at least 6 feet apart from each other. Students will be able to remove masks for select activities when they are able to practice social distancing (for example during instruction and eating lunch).

The District will have a supply of face coverings for students, staff and any approved visitors who do not have a mask or who forget their mask. Routine cleaning of reusable face coverings is important and face coverings are for individual use and should not be shared.

Additional PPE (i.e. face shields, gloves, gowns, etc.) may be provided as appropriate and necessary as an accommodation in select situations to limit the risk of exposure to the virus.

Confirmed Case of COVID-19

If a student or staff member reports having tested positive for COVID-19, school administrators will notify Lewis County Public Health to determine what steps are needed for the school community. The District will work collaboratively with Lewis County Public Health and school health personnel for proper contact tracing.

The area of the building used by the COVID-19 positive individual shall be closed off from use by others until proper cleaning and disinfection has occurred. Cleaning and disinfection shall be completed in accordance with the NYSDOH Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19. The area will be reopened following cleaning and disinfection.

Return to School After Illness

Schools must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Upon producing documentation from a healthcare provider following evaluation with a negative COVID-19 test result and symptom resolution;
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school;
- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.

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

- Documentation is provided from a healthcare provider following evaluation with a negative COVID-19 test result and symptom resolution;
- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

The return of students, faculty and staff to school will be coordinated with Lewis County Public Health.

Cleaning and Disinfection

Cleaning and disinfection shall be completed in accordance with the NYSDOH Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19. Each school will maintain a log that includes the date, time, and scope of cleaning and disinfection in a facility or area. High touch surfaces shall be cleaned and disinfected frequently throughout the day. School Health Office cleaning will occur after each use of cots, bathroom and health office equipment.

Safety Drills

Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. Conducting drills is an important part of keeping students and staff safe in an emergency, and additional steps will be implemented to minimize the risk of spreading infection while conducting drills including maintaining social distancing and use of masks by all individuals involved. Evacuation drills may require modifications in order to minimize the risk of spreading infection while they are conducted. Regardless of how modified, the drills should emphasize the overarching priority concern of getting to safety and that in an actual emergency requiring evacuation or lockdown, social distance may not be possible or the first priority.

With students returning to in-person instruction on an alternating day schedule, the District will ensure that all students are receiving instruction in emergency procedures, and participating in drills while they are attending in-person.

Before and Aftercare Programs

The District has traditionally provided supervision for students who arrive early prior to the beginning of the school day. The District will discourage any student's drop-off prior to the start of the school day. However, any students who arrive prior to the start of the school day will be required to be supervised and will follow proper social distancing practices and will be required to wear masks when social distancing is not able to be practiced.

Aftercare programs have traditionally been provided by Hand in Hand Early Childhood Center. Should these programs be able to be continued, they will be conducted in accordance with school district, DOH, CDC and SED guidelines.

Designated COVID-19 Safety Coordinator

The South Lewis Central School has designated Douglas Premo, Superintendent of Schools, as the COVID-19 Safety Coordinator. The COVID-19 Safety Coordinator will be responsible for the continuous compliance with all aspects of the school's re-opening plan, as well as any phased-in re-opening activities before activities return to normal or "new normal" levels.

FACILITIES

South Lewis Central School will follow all guidance related to health and safety with regard to the use of the physical spaces within buildings. Physical spaces within our District buildings will be configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus. This may include rearranging or re-purposing physical spaces within our buildings in order to allow for proper social distancing of students. Areas throughout our buildings have been identified as alternate spaces in which instruction or other daily functions of in-person instruction can take place, such as eating meals in alternate areas in order to properly social distance students.

South Lewis Central School facilities will maintain Fire Code Compliance and will conduct Fire (evacuation) Drills and Lockdown Drills as required by Education Law and regulation and the Fire Code. The District will also be in compliance with any Building Condition Survey or Visual Inspections and the statutory requirement for completion of lead testing for District buildings.

CHILD NUTRITION

School child nutrition is an important part of the daily instructional program for students. School meals boost learning and studies show that students perform best academically when they are well nourished.

As the District transitions to an in-person model for child nutrition, it is important to understand that all students enrolled will have *access* to school meals each school day, including those in attendance at school and those who are home on the "off" day from in-person instruction. It is also important to note that *not all meals will be available at no cost to students* as has been the case for the extended school closure and summer feeding program.

For the two elementary buildings, our district participates in a free breakfast and lunch program called Community Eligibility Provision (CEP). All students at Glenfield Elementary and Port Leyden Elementary will continue to be eligible for free breakfast and lunch each school day regardless of family income. However, the CEP Household Income Form continues to be required by the program and should be completed by ALL families with children in the elementary buildings so our District may continue to participate in this valuable program.

Students in the Middle and High School Buildings will also have access to breakfast and lunch each school day. Students who are eligible for Free or Reduced Price breakfast and lunch will have access to Free or Reduced Price meals each day. Students who are not eligible for Free or Reduced Price meals may purchase meals each school day.

Families are encouraged to complete an Application for Free or Reduced Price meals. This is

a very valuable program that can provide assistance with providing nutritious meals for those families who qualify. Applications are available from the South Lewis District Office as well as each building office. Applications may be submitted now or at any time during the school year.

Any questions regarding the South Lewis Central School Meal Program may be directed to Steven Fuller, Food Service Manager, at (315) 348-2543.

Health and Safety

School kitchens, cafeterias, storage and preparation areas will follow updated standard operating procedures for sanitation and will follow practices that will be necessary to keep food, students and staff safe. High-touch surfaces will be routinely cleaned and disinfected. When required, single-use gloves and aprons will be worn when handling and delivering foods. Access to the food services areas will be strictly limited to those who are essential for program function.

All meals will be served to students within the main cafeteria area, but students may be seated in alternate locations such as the gymnasiums, classrooms or other locations throughout the school, as necessary, in order to eat their meals while properly socially distanced. Standard operating procedures regarding protection of students with food allergies will be followed when meals are served in or outside of the cafeteria.

While students are waiting and/or go through lines to obtain and eat their meals, they will be properly socially distanced and wear face masks. While eating meals using proper social distancing, students will be able to remove their masks. Cleaning of tables, surfaces, and high contact areas will be conducted after each use and/or between cohort groups in all areas utilized for student consumption of food. Shared self-service refrigerators, salad bars or buffets for food and condiments will not be utilized. Student sharing of food and beverages will be discouraged and prohibited.

Signage will be installed in all areas where meals will be consumed regarding proper hand hygiene prior to and upon completion of eating. Students will be directly instructed on proper hand hygiene procedures. Proper hand hygiene will be performed before and after meal consumption. Dependent upon age, grade level, and classroom/building configuration, students will either wash their hands with soap and water and/or use hand sanitizer.

The breakfast and lunch provided to students, whether in-person or remote, shall be in compliance with Child Nutrition Program requirements.

School breakfast and lunch programs are an integral part of the instructional day for all students. Information regarding the programs may be communicated on the school website, via the school app, through electronic flyers distributed via Peachjar, in the South Lewis school newsletter, and/or via telephone messages through SchoolMessenger, etc.

Communications for families whose primary language is other than English will be provided in the native language of the family.

TRANSPORTATION

Another critical function of the School District is the transportation of our students to and from school each day. South Lewis Central School is committed to the health, safety and well-being of students as they are being transported to and from school on our buses.

School Buses

All students, unless medically documented as unable to tolerate a face covering, will be required to wear masks. Additionally, students will be required to practice social distancing when being transported on buses, to the extent practicable. Wheelchair school buses must configure wheelchair placement to ensure social distancing of 6 feet. It is important to recognize the fact that in order to properly maintain social distancing, school buses will have a decreased capacity. Therefore, parents are asked to bring their child to and/or from school each day, when possible.

All buses used each day must be cleaned/disinfected after each use/run. This will include high contact areas. School buses may not be equipped with hand sanitizer due to its combustibility. School bus drivers, monitors and attendants may not carry personal bottles of hand sanitizer when they are on school buses.

School Bus Staff

Similar to all district employees, school transportation staff including bus drivers, monitors, attendants and mechanics must perform a self-health assessment for symptoms of COVID-19 each day prior to boarding the school bus and/or transporting students. If personnel are experiencing any of the symptoms of COVID-19 they should notify the Transportation Director and seek medical attention.

All transportation staff, including bus drivers, monitors, attendants and mechanics must wear a face covering when on school buses. All transportation staff will be provided with training regarding the proper use of personal protective equipment, use of a touchless thermometer, and the signs and symptoms of COVID-19. Hand sanitizer will be provided in locations outside of the school bus including the Transportation Office. All transportation staff including drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

Students on Transportation

It is recommended that parents/guardians accompany all children to the bus for the morning pickup. However, children ages 12 and under *must be* accompanied to the bus each day. Upon arriving at the bus, the bus driver will take the temperature of each student using a touchless

thermometer to ensure the student has a temperature less than 100°F. Upon confirmation of a temperature less than 100°F, students will then be allowed to board the school bus for transportation to school. If the student has a temperature of 100°F or more, the student will not be allowed to board the bus and will be sent back their residence and parents/guardians will be advised to seek medical attention for their child. If it is deemed unsafe to return the child to the home (e.g. no one home), then the child will be transported to school and will immediately enter into the sick protocol upon arrival.

Students, unless medically documented as unable to tolerate a face covering, will be required to wear masks and practice social distancing when being transported on District buses, to the extent practicable. Students who reside in the same household are permitted to sit together on the bus. Students with a documented disability which would prevent them from wearing a mask will not be forced to do so or denied transportation. Students who do not have a mask cannot be denied transportation. Any student without a mask will be provided one by the bus driver.

When students embark and disembark from the bus, they must follow social distancing protocols. In order to do so, bus drivers, attendants and/or school staff will provide directions to students regarding when to get on the bus, where to sit and when to get off the bus.

If the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions when/ if the district is not.

All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

SOCIAL EMOTIONAL WELL-BEING

The social emotional well-being of our students is a high priority for the District as we return to in-person instruction after the extended closure. It is distinctly recognized that students may not return to school as they left it months ago in regard to their social emotional well-being. They may be in need of additional supports as we transition back to in-person instruction. We also recognize that academic learning cannot be effective until the basic human needs for physical and emotional safety are met. The priority of mental health, well-being and SEL will be clearly communicated to all students, faculty and staff as we transition back to in-person learning.

The South Lewis School Counselors have reviewed and updated their School Counseling Plan to meet the varying social-emotional needs of our students. The plan addresses student needs at all developmental stages and identifies and differentiates age appropriate practices for all student populations, i.e. elementary, middle and high school. The Counseling Plan will be reviewed throughout the school year, as necessary, in order to be responsive to the current

social-emotional needs of students as the impact of the COVID-19 Pandemic is assessed across time. The Counseling Plan will need to be flexible should additional periods of remote learning or hybrid learning be required.

South Lewis Central School has developed a School Counseling Advisory Council comprised of stakeholders from representative groups across the District, including but not limited to school counselors, administrators, teachers, support staff, special education, parents and Board of Education members. The Advisory Council will meet throughout the school year to discuss the School Counseling Plan and updates with regard to social-emotional needs identified as we return to in-person instruction.

South Lewis Central School has School Counselors at every level throughout the District. We have a shared Counselor for the elementary buildings, a Middle School Counselor and two High School Counselors. These Counselors are joined by an extended staff of in-district service providers including a Home School/Community Coordinator, Substance Abuse/Student Assistance Counselor, School Psychologist, Social Workers and Therapists. The District is also fortunate to have many established, positive working relationships with Community Based Organizations and Community Service Providers that provide additional supports for our students, families and community as a whole. The District also has a contract with a private provider for student Mental Health services and supports. Our Pupil Personnel Services (PPS) team is a strong asset for our provision of services and interventions for all students within the District. The District will provide resources and referrals to access these mental health, behavioral and emotional support services and programs.

Each school within the District has an at-risk student team that focuses on the instructional and emotional needs of our students. The teams meet at regular intervals to discuss students of concern and their varying needs. The District remains committed to providing time for the at-risk teams to meet and develop interventions for students based upon a Multi-Tiered Systems of Support (MTSS) model. Any interventions recommended will be implemented with fidelity to ensure that each student, based on their unique needs, receives the level and type of support necessary to be successful.

South Lewis Central School is committed to providing faculty and staff with professional development opportunities to develop strategies and skills for supporting students during and after the public health emergency. The District has offered professional development opportunities regarding Neurosequential Model of Therapeutics (NMT), adverse child experiences, mindfulness, poverty and trauma, Bridges Out of Poverty, mindful self-care and building resiliency, and other similar type programs. Additional professional development opportunities regarding social-emotional learning strategies and skills will be offered to faculty and staff.

The District has contracted with the local Community Based Organization Mountainview Prevention Services to provide an Employee Assistance Program free of charge to all district faculty and staff members. Services provided will include counseling for the faculty and staff and their family members.

SCHOOL SCHEDULES

The health and safety of South Lewis Central School students, staff and faculty is paramount in the adoption of any school schedule model by the District. In making decisions regarding the school schedule, the needs of students, families and staff as well as the realities of available space, and staff certifications, trainings and expertise were significant factors. Final scheduling decisions will be informed by health and safety standards with the best interest and well-being of all stakeholders having strong consideration. The District will use the most up to date guidance from the New York State Department of Health and the NYS Education Department in making school scheduling decisions.

South Lewis will operate on a 6-day schedule. Approximately 50% of our students will attend in-person instruction each day. For example, some students will attend school on a 1-3-5 day schedule while other students will attend school on a 2-4-6 day schedule. On the days students are not on campus they will have at home assignments/homework. We will provide each child's schedule in advance to families so they can make proper preparations for childcare for this hybrid model of teaching and learning.

Under the above school model, 100% of our faculty and staff will return to District buildings in order to facilitate the resumption of in-person instruction for our students and to ensure the health and safety considerations and requirements are being followed to every extent practicable. Student supervision remains an important element of our in-person instructional programming and all faculty and staff will be essential in providing this necessary element within our school buildings.

In-person instruction may be increased, to the extent practicable and possible, from the 50% model by prioritization of educational or other needs (e.g. students with disabilities, early grades, CTE, ELL, low-income students, those with limited access to technology or home supports, etc.) until the District is able to fully support the in-person instruction of all students across the District.

While in-person instruction as delineated above is our preferred method of instruction, South Lewis Central School is prepared to offer hybrid (a combination of in-person and remote) learning or remote learning for students in the event of a mandated reduction in in-person attendance or school closure.

A hybrid model of instruction would include a combination of in-person and remote learning to provide instruction and services to students. If it is deemed appropriate and necessary, the District may reduce the number of students in attendance or number of in-person instructional days as compared to the in-person instruction model and provide the addition of remote learning experiences. This would include a combination of synchronous and asynchronous remote instruction and will be flexible based upon the developmental capability of the student.

Should there be another required school closure, the District will reinstate its Continuity of Learning/Remote Learning Plan that was previously developed and implemented during the Spring 2020 extended school closure. Instructors will utilize a combination of synchronous and asynchronous learning as developmentally appropriate and as articulated in the Continuity of Learning/Remote Learning Plan. The Plan will be continuously evaluated and updated as necessary to address the current needs of the students, faculty and staff as we progress through the transition periods of education in the 2020-2021 school year.

There will be continuous and on-going close collaboration and communication between district stakeholders regarding the school schedule. Information will be provided to students, faculty, staff and parents/guardians as soon as practicable if a decision is made to modify the school schedule in regard to the method of instruction delivery to students.

BUDGET AND FISCAL MATTERS

Both the national economy and New York State's economy have been dramatically impacted by the COVID-19 crisis. The District recognizes the importance of responsible utilization of all federal, state and local funds it receives as an educational institution.

South Lewis Central School is a rural, high needs district that relies heavily upon the State Aid and grants it receives each year to operate its instructional programming. During these times of projected shortfall in State revenues due to the COVID-19 global pandemic, reductions in State Aid may be realized by school districts across the state. Should State Aid or other financial reductions come to fruition, the district may be forced to reduce educational and extracurricular opportunities for students. This reduction in State Aid may be occurring at the same time the District will be experiencing increased costs related to needed health and safety measures in order to protect our students and staff (i.e. PPE equipment). However, our District is committed to providing the highest quality education possible to our students.

ATTENDANCE AND CHRONIC ABSENTEEISM

There is a research-based strong correlation between student attendance/engagement and academic success. Students who regularly miss instruction and are absent from school have lower academic achievement and are at risk for dropping out of school.

Regardless of whether schools implement in-person, hybrid or remote instruction for the beginning of the 2020-2021 school year, Districts will be required to collect and report daily teacher/student engagement or attendance regardless of the instructional setting.

When re-opening school for in-person instruction, students will be counted for attendance purposes each day. This will include days on campus and days on which they will be completing assignments at home. When in school for instruction, teachers will take attendance as usual by marking students present or absent based upon their physical presence in school for the day. For

days of instruction at home, parents are asked to notify their child's school if the child will not be able to participate in instruction that day at home due to illness or another reason. If school is not notified of an illness, the student will be marked as present and expected to complete the remote learning activities for that day.

Attendance for school-age children during the start of the 2020-2021 must be reported to the State Information Repository System in the same manner as in past school years and prior to the extended school closure due to COVID-19. Attendance will be recorded in the Student Management System (SMS), SchoolTool, each day. The District is required to take attendance on any resident student unless they are homeschooled, exceed compulsory school age, or are documented to no longer reside in the school district.

Chronic absenteeism is defined for NYS school accountability purposes as missing ten percent or more of school days for which the student was enrolled in the school. For the typical student who attends the entire school year of 180 days, this equates to missing 18 days or more of instruction for the school year. This lack of attendance ultimately affects student achievement and engagement with the education process.

Educational neglect can be alleged when a custodial parent or guardian fails to ensure a child's prompt and regular attendance in school or keeps the child out of school for impermissible reasons resulting in an adverse effect on the child's educational progress, or imminent danger of such an adverse effect.

The District is committed to working with individual families who face adversities with regard to regular school attendance of their child(ren). The District will utilize the supports of the Home School/Community Coordinator and other District staff in order to help determine root causes of excessive absenteeism and will help devise plans for supporting regular attendance. This may include connecting the family with Community Based Organizations and their resources.

TECHNOLOGY AND CONNECTIVITY

During the extended school closure due to the COVID-19 pandemic, it became strikingly clear that there remains inequitable access to reliable, all time internet services in the students' places of residence across New York State. This is not an exception for South Lewis. The lack of reliable, all time broadband internet for families was identified as a barrier with regard to the remote learning implemented during the extended school closure.

The District conducted a survey of all students' households in order to determine the level of reliable access to high-speed internet that is at a sufficient level to fully participate in remote learning. Survey results indicated that approximately 75% of students have access to reliable, high speed internet in their households. The District will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, as practicable, especially if all students do not yet have sufficient access to high-speed internet. This can be accomplished through a combination of synchronous and asynchronous learning.

The District's Wi-Fi umbrella will be available to any students and staff who have access to the building or parking lots. Additionally, public Wi-Fi locations, such as community libraries, will be made known to both students and teachers. Additionally, the District will make efforts to notify students and teachers of possible sources for internet services.

South Lewis Central School has a 1:1 device initiative for all grade levels within the District. Students from PreK through grade 12 and teachers have access to a district-provided device for instructional and academic use. In the event of a required school closure, students and teachers will be able to use their district-provided device for their exclusive use for instructional and educational purposes while at home.

Technology will play an important role in the re-opening of our school district. Parents/guardians should ensure that any district owned devices in their households are properly cared for and are being used for instructional and educational purposes only.

The 1:1 Technology Device – Guidelines and Expectations that are signed at the beginning of each school year for each student are in full force and effect should devices be sent home with all students for remote or hybrid instruction under this Re-Opening Plan. Relevant portions of this document include:

Guidelines/Expectations:

- Students who are allowed to bring their Chromebook home will be issued a charger with their Chromebook and must ensure devices are brought to school each day charged and ready for use.
- If a device, which includes the charger, is lost, stolen, or broken/damaged, then a student will be issued a 2nd device for use while the repair is being made. However, they will be charged the repair or replacement cost of the device for each incident. These costs could range from $15-20 for minor repairs to $300 for full replacement. If a unique situation resulted in the lost, stolen or broken/damaged device, the District has the right to modify this policy after a review of the incident.
- If the second device is lost, stolen, or broken/damaged then the student will be issued a 3rd device, to be used only in school under staff supervision, until all repair or replacement costs have been paid.
- Intentional or blatant damage and misuse of a device will be addressed differently with not only payment required, but also possible disciplinary and/or legal action.

District-provided devices have internet tracking capabilities on all devices, whether at school or home. The District has the ability to track and monitor all searches. Additionally, there is internet filtering enabled on all devices whether used at school or at home.

TEACHING AND LEARNING

The South Lewis Central School District acknowledges that it has a Continuity of Learning/Remote Learning Plan that will guide instruction throughout any form of instructional methodology deployed. The South Lewis Continuity of Learning/Remote Learning Plan details the logistics for carrying out in-person, remote and hybrid models of instruction. All instructional models deployed by the District will be aligned to New York State Learning Standards with measurable learning outcomes.

It is acknowledged that not all families and teachers in the District have reliable internet access. South Lewis Central School is committed to providing equity in instruction to all students with opportunities for instruction that are accessible to all students. Teachers will work collaboratively with families who do not have reliable, all time internet access to provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models. For example, teachers may choose to provide asynchronous learning materials and activities to those students who do not have internet access that accurately measure student learning with regard to the same Learning Standards as digital lessons provided to those who have internet access. Equity can be addressed through a combination of synchronous and asynchronous activities designed around the same learning outcomes.

The in-person instructional model detailed in this plan allows for substantive interaction between students and teachers on a bi-daily basis. On days when students are not in physical attendance in the building, students will have access to student/teacher interactions through email, telephone and/or other electronic methods. The District acknowledges the need for substantive interaction regardless of the instructional delivery model. In the event that the instructional model is shifted to a remote learning model, teachers will keep a record of their interactions with students and will use multiple means of communication (i.e. Google Classroom, Class DoJo, email, video conferencing and telephone conversations, etc.). Teachers will be sensitive to the communication needs of individual students as a result of lack of reliable internet access.

The District acknowledges that there is a small population of ELLs who have family members with limited English speaking capabilities and will provide all communications to these families in their native language.

Families will be provided individual teacher contact information directly from teachers once the child's schedule has been formulated in the Student Management System (SMS) SchoolTool. As in the typical school year, any questions regarding your child's instructional program should first be directed to the child's teacher and when necessary to the school building office.

School building contact information is as follows:

- Glenfield Elementary Office – 315-348-2620
- Port Leyden Elementary Office – 315-348-2660
- Middle School Office – 315-348-2570
- High School Office – 315-348-2520

Any **questions relating to technology** may be directed to the South Lewis IT Department Office at 315-348-2560 or via email at help@southlewis.org.

Prekindergarten

The District currently intends to operate two South Lewis run sections of UPK commencing in the Fall of 2020. One section will be operated at Glenfield Elementary and one section will be operated at Port Leyden Elementary.

The District will work in close collaboration with the NYS Office of Early Learning in order to provide any required plans and/or re-opening information specific to the UPK programs. The instructional programming for our UPK programs will be consistent with the K-12 programming provided under this Re-Opening Plan and will be subject to the enacted Continuity of Learning/Remote Learning Plan in the event that the instructional delivery model is required to change at any point in time.

The Health and Safety of all students is paramount for all students of the District, however, we recognize the challenges faced with regard to ensuring the health and safety of our youngest learners. Students will be properly trained in hand and respiratory hygiene and social distancing. High usage and high touch items will be cleaned daily after students leave mid-day from the UPK classrooms. At present, we do not have any afternoon sessions for UPK scheduled, so there will be no mid-day necessity for cleaning of the UPK classrooms.

An adult will monitor the restroom use within the classroom and ensure proper handwashing after bathroom use.

Instructional activities will be designed to promote social distancing and small group settings. The UPK setting naturally lends itself to the cohort model consideration. The UPK students do not participate in instruction outside the classroom for subjects such as music, art and physical education. Prekindergarten screening will be completed as soon as practicable.

Due to current restrictions on the number of visitors who will be allowed in our buildings, there will also be restrictions upon volunteers and unnecessary visitors to the Prekindergarten classrooms. We appreciate everyone's patience and understanding as we prioritize the protection of the health and safety of our students.

Grades K-6

The District is committed to providing all our Grade K-6 students with high quality, rigorous, standards based instruction that will meet their academic needs and allow them to progress toward attainment of the learning standards in all curricular areas. Educational programs delivered in these grades will employ the best available instructional practices and resources and be mindful of maximizing instructional time and supports with these young learners.

Educators in these grade spans are mindful of the challenges of independent remote learning for our younger students and will design lessons that are developmentally appropriate and standards-based for their individual student populations.

Grades 7-12

The District is committed to providing all our Grade 7-12 secondary students with high quality, rigorous, standards based instruction that will meet their academic needs and allow them to progress toward attainment of the learning standards in all curricular areas. The District will ensure that all students have equitable access to high quality rigorous instructional opportunities, and experiences, provided by highly qualified teacher, competent in the content or discipline of the course they are instructing.

It is important to note that there has been some flexibility granted by the Department of Education with regard to course unit of study minute requirements and science laboratory minute requirements due to the fact that not all instruction is being conducted in-person.

Arts

The challenges of instruction in the Arts are acknowledged due to the fact that Arts instruction tends to be more hands-on in nature. Our Arts educators have worked diligently to develop instructional methods to teach lessons utilizing technology in the remote and hybrid learning models.

Instructional spaces and materials will be evaluated in terms of prioritization of minimizing the risk of the spread of the virus. Teachers and students will be trained in the additional social distancing (measures of up to twelve feet), if needed, in all directions while participating in activities requiring projecting of the voice (i.e. singing) and playing a wind instrument.

Physical Education

Participating in Physical Education (P.E.) is important for our students' health and well-being. Not only do P.E. activities benefit students' physical health, but research indicates regular physical activity improves students' mental health as well as contributes to academic success.

Teachers and students will be trained in the additional social distancing (measures of up to twelve feet), if needed, in all directions while participating in activities requiring aerobic activity that results in heavy breathing, such as in participating in P.E. class.

Physical education teachers have worked diligently to develop instructional methods to teach lessons utilizing technology in the remote and hybrid learning models. These opportunities may include synchronous, asynchronous or combination of synchronous/asynchronous lessons.

CAREER AND TECHNICAL EDUCATION (CTE)

The district acknowledges that a large number of our secondary students attend Career and Technical Education programs through the Jefferson-Lewis BOCES Howard G. Sackett Technical Center. The District will communicate the instructional programming methodology to all Career and Technical Education students once a final program has been identified and designed by BOCES.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Interscholastic sports and extracurricular activities are an important aspect of student life and the school community. As of this point in time, interscholastic sports are not permitted. Fall sports have been delayed to start on September 21, 2020. Additional information will be provided in the future as it becomes available.

Extracurricular activities will be restricted. The District will review, on a case-by-case basis, the feasibility for an extracurricular activity to be held. Any extracurricular activities allowed must follow the same safety and health mandates and guidelines as school attendance including, but not limited to, requirement of the use of a face covering and maintenance of proper social distancing. The District will maximize the use of technology and online resources to create or continue some extracurricular activities that may not need or have limited person-to-person contact, to the extent practicable.

The District, at this time, will not be allowing use of school and district facilities by outside groups.

SPECIAL EDUCATION

Special education programs and services provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum. As with all South Lewis students, students with disabilities will continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.

As with all South Lewis students, the need to protect the health and safety of students with disabilities as well as those providing special education services is paramount. South Lewis Central School will work in close collaboration with school health personnel, special education personnel, pupil personnel/support staff, the family, Lewis County Public Health, and other local healthcare providers, as necessary, for those students who require alternative provisions due to medical vulnerability or membership in a high-risk group.

There will be parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of IDEA (Individuals with Disabilities Education Act).

There will be collaboration between the committee on preschool education (CPSE), the committee on special education (CSE) and program providers to ensure there is an understanding of the provision of services consistent with the recommendations of individualized education programs (IEPs), plans for monitoring and communicating progress and sharing resources.

The District ensures students with disabilities will have access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet their unique needs and in accordance with their IEP.

The District will document the programs and services offered and provided to students with disabilities. This will be accomplished through the Student Management System (SMS) SchoolTool and through service provider logs of sessions completed with students. Appropriate progress notes will be entered with regard to the student's IEP goals in Frontline IEP.

Students with disabilities must have equal access to high-quality programs that are designed, based on their individual needs and abilities, to enable them to achieve the desired learning results. Students with disabilities must be placed in the least restrictive environment (LRE) providing them opportunities for instruction with students without disabilities, as appropriate. The process of determining the LRE must be documented and when at all possible should include parent voice.

Flexibility with regard to IEP implementation for delivery of services continues to apply until schools return to normal operating conditions. Students with disabilities will be provided with special education and related services as outlined in their IEP to the greatest extent possible. Regardless of the instructional methodology, data must be collected to monitor each student's progress toward annual goals and evaluate the effectiveness of the special education services.

Before referring a student for special education, school districts should take into consideration all factors that may have influenced the student's progress during school closures due to COVID-19. If the school district suspects a student of having a disability, it must refer the student for an initial special education evaluation and obtain parent consent for the evaluation. However, a referral may not be warranted if the reason for underperformance is due to school closures and a change in the provision of education. All parent referrals and request for referrals by school staff should be considered as usual per the procedures in Commissioner's Regulations section 200.4(a).

Special Education evaluations will be conducted either in-person or remotely and in a timely manner. The CSE and CPSE have continued to hold eligibility determination and annual review meetings in light of the extended school closure through the utilization of technology if agreeable to the parent. Communication with parents and families is of utmost importance to ensure

students with disabilities are provided FAPE and to protect their health and safety. The CPSE and CSE have worked diligently to engage parents of students with disabilities (SWD) to ensure their understanding of IEP recommendations and student progress.

All instructional models of this Re-Opening Plan offer access to accommodations and modifications consistent with a student's IEP. SWD will have access to supplementary aids and services as delineated in their IEP. Assistive technology is issued to SWD in accordance with their specific needs and their IEP.

BILINGUAL EDUCATION AND WORLD LANGUAGES

South Lewis Central School has a small population of English Language Learners (ELLs) attending school in the district. The District recognizes that ELLs must be afforded the opportunity for full and equal participation whether it be through an in-person, remote, or hybrid model of instruction. No members of our ELL population are students with interrupted/inconsistent formal education (SIFE).

The District acknowledges that it will be required to complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year.

Through the implementation of the Continuity of Learning/Remote Learning Plan, ELLs were provided with instruction during the extended school closure. For the 2020-2021 school year, the District will provide the required Units of Study to all ELLs through an English as a New Language (ENL) program based upon their most recently measured English language proficiency level. This instruction will be provided regardless of the instructional model utilized. Technology will be utilized in meeting the instructional needs of ELLs. Appropriate progress monitoring to track language skills progress toward English Language Proficiency will be conducted throughout the school year.

The District acknowledges that its small population of ELLs have family members with limited English speaking capabilities and will provide all communications to these families in their native language. This may include translations of written communications and/or verbal communications with the District ESOL certified teacher.

The District ESOL certified teacher will work in close collaboration with the ELLs' classroom teachers for the provision of units of study and to provide strategies and best practices for meeting the unique needs of ELLs within the classroom. This educator will offer structured professional learning for other educators in order to ensure that all District educators are aware of and able to address ELL needs.

To the extent practicable, 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 are not at risk of falling further behind as a result of COVID-19 closures and remote/hybrid learning.

The District is cognizant of the Blueprint for English Language Learner/Multilingual Learner Success and its framework of expectations to prepare ELLs for academic success. The principles of the Blueprint will be applied to any instructional model utilized in the 2020-2021 school year. The District is also cognizant of the need to support prekindergarten students from families who speak a language other than English at home in order to ensure that they have equitable access to the advantages of the program. These students will be assessed in accordance with the Emergent Multilingual Learners (EMLLs) profile process.

STAFFING

Among school-based factors, teaching and school leadership are the two greatest influences on student learning.

The District will ensure, to the extent practicable, that:

- all teachers, school and district leaders, and pupil personnel service professionals hold a valid and appropriate certificate for their assignment;
- incidental teaching will be utilized when necessary, but within the state guidelines, when determining how to staff our classrooms;
- that substitute teachers will be utilized within their qualifications per state guidelines;
- we will work with educator preparation programs to identify appropriate ways in which student teachers can support classroom instruction; and
- if our currently approved APPR plans need to be revised to be consistent with their plans for reopening, whether in-person, remote, or a combination of the two.

TEACHER AND PRINCIPAL EVALUATION SYSTEM (EDUCATION LAW §3012-D/APPR)

In this unprecedented time of school closures, LEAs are facing new challenges in evaluating their professional staff. Pursuant to Education Law §3012-d, each school district and BOCES must fully implement its currently approved APPR plans in each school year.

APPR considerations:

- Each educator's evaluation must include at least one required student performance measure (SLO),
- The Observations/School Visits subcomponent for educators can be adapted to meet local needs depending on whether instruction happens in-person, remotely, or in a hybrid model.

CERTIFICATION, INCIDENTAL TEACHING AND SUBSTITUTE TEACHING

Pursuant to Education Law 3001, individuals employed to teach in New York State public schools must hold a valid certificate. In response to the COVID-19 crisis, a superintendent of schools may assign certified teachers to teach a subject not covered by their certificate (incidental teaching)

for a period not to exceed ten classroom hours a week during the 2020-2021 school year, when no certified or qualified teacher is available.

Substitute teachers may be an important resource for schools during the COVID-19 crisis and currently fall into one of the three following categories.

- Substitute teachers with a valid teaching certificate can work in any capacity, for any number of days. If they are employed for more than 40 days by a school district or BOCES in a school year, they must be employed in an area for which they are certified;
- Substitute teachers without a valid certificate, but who are working towards certification (taking college coursework) at a rate of not less than six semester hours per year, can work in any capacity, for any number of days, in any number of school districts. If they are employed for more than 40 days by a school district or BOCES in a school year, they must be employed in the area for which they are seeking certification.
- Substitute teachers who do not hold a valid teaching certificate and are not working towards certification may work for no more than 40 days in a school district or BOCES in a school year, with flexibility for the 2020-2021 school year for an additional 50 days if there are no available certified teachers that can perform the duties of such position.

STUDENT TEACHING

The District will continue to work with colleges and university preparatory programs to welcome student teachers into schools and classrooms. During these challenging times, student teachers can play an important role in helping to bridge gaps related to instruction and supporting teachers.

APPENDIX A

Need to Know Information

South Lewis Central School

Dated: 7/30/2020

COVID-19 Re-Opening Plan
Need to Know Information

Will school open for the 2020-2021 school year for in-person instruction?	Yes, with many health and safety protocols in place. Specifically, due to social distancing requirements, approximately 50% of students will attend for in-person instruction each day.
What will my child's schedule be? Can I request what days to attend in-person instruction?	Students will be assigned to either Group A or Group B. Group A students will attend on Days 1-3-5 and Group B students will attend on Days 2-4-6. A schedule will be provided to parents as soon as possible with your child's assignment so that they will know what days their child will be attending school in-person. This 1-3-5 and 2-4-6 Day schedule will remain constant and unchanged once it is provided to families. For example, an emergency closure or snow day will not change the 1-3-5 and 2-4-6 Day schedule. There are many complexities and factors in determining what group a student will be assigned to. Therefore, parents <u>will not</u> be able to request to be in either Group A or Group B. Every effort will be made by the school to prioritize students from the same family attending on the same days.
Are masks required to be worn all day? What social distancing requirements will be in place?	Masks will be required to be worn whenever appropriate social distancing cannot be maintained. This would include at all times while on the bus, upon entering/exiting the building, and walking through the hallways or about the classroom. When social distancing can be maintained the mask can be removed. For example, perhaps when students are in-class for instruction or eating breakfast and lunch. Masks can only be removed if social distancing is maintained. This requirement for masks includes students, faculty/staff and any visitors in the building. Masks can be provided by the school. Appropriate social distancing of six-feet will be required for nearly all activities. However, some activities, such as singing, may require up to twelve-feet.
Is school transportation being provided? What other school transportation information is important to know?	School transportation will be provided to those students that need it. However, due to social distancing requirements, our bus capacity will be greatly reduced. Therefore, we will be asking parents to provide transportation to/from school whenever possible. Additionally, due to our limited capacity and strict routing, parents will only be allowed to provide one pick-up and drop-off location. Upon being picked up by school transportation, each student will have his/her temperature taken. Any student with a temperature of 100.0° F or higher will be denied transportation and not allowed to attend school. They will be sent back in the home and their parents will be advised to seek medical attention. <u>For this reason the District is requiring that any student that is age 12 or younger be accompanied by an adult to the bus.</u> Lastly, it is important to know that <u>a mask must be worn at all times while on the school bus.</u> If a student does not have one, it will be provided to them.

	What are the procedures if I provide transportation to and/from school each day?	Each school will have a specific drop-off and pick-up location. Upon drop-off a staff member will meet the car and take the child's temperature prior to entering the school building. Any student with a temperature of 100.0° F or higher will not be allowed to attend school and parents will be advised to seek medical attention. At pick-up students will be released and/or brought out (age dependent) to the vehicle picking them-up in the designated area. If a child needs to be picked up early from school, the parent is to call the school office. The child will be released and/or brought out to the parent (age dependent). Parents will not be allowed into the building during drop-off or pick-up without prior approval or for specific and appropriate reasons.
	Will both breakfast and lunch be provided? What about the days my student is not attending in-person instruction?	Both breakfast and lunch will be available to students each day. Students at Glenfield and Port Leyden take part in the Community Eligibility Provision (CEP) and receive these meals for free, regardless of family income. Students at the middle and high school will either be free, reduced or full-pay, depending on their eligibility. Students can elect to have a meal provided to them for the days they will not be on campus for in-person instruction. Students will need to sign-up in advance to have these meals provided. Depending upon their eligibility as outlined above, these meals will be provided through either CEP, free, reduced or full pay. For those students that sign-up for meals on Remote Learning Days, they will be provided their breakfast and lunch for the next day at the end of their in-person instruction day. For example, at the end of Day 1 students who attended in person will be provided a breakfast and/or lunch for Day 2 when they are not on campus.
	What happens on the days my child is not attending school for in-person instruction? Will they participate in Remote Learning? Will my child be provided with an electronic device to take home?	For the days students are not attending in-person instruction they will participate in Remote Learning. However, this will not include live or synchronous instruction with their teacher. Rather, they will be provided with assignments, or homework, to complete remotely on these days. Upon return to in-person instruction the next day, they will be responsible for the work that was required to be done on their Remote Learning Day. Staff may be available to help support students through various methods on Remote Learning Days. For days of instruction at home, parents are asked to notify their child's school if the child will not be able to participate in instruction that day at home due to illness or another reason. Each student, from Kindergarten to Grade 12, will be provided with an electronic device of their own to be taken home as needed (iPad or Chromebook).

South Lewis Central School

COVID-19 Re-Opening Plan
Need to Know Information

  What safety and health protocols will be in place to ensure the health and safety of our students, faculty/staff, and school visitors?	The health and safety of our students, faculty/staff, visitors and overall school community is paramount. Therefore, many preventative actions will be taken to help prevent the spread of COVID-19. These include: daily temperature checks for all students, faculty/staff and visitors, health screening questionnaires, use of personal protective equipment (mask, face shields, gloves, gowns, etc.), frequent and routine cleaning and disinfection (especially of high touch or multi-use surfaces), ill-person management, and healthy hygiene practices (e.g. frequent hand hygiene). Additionally, many routines and logistical procedures for a safe return are being established. Also, education and professional development will be provided to students and faculty/staff and close collaboration is taking place with local and State agencies.
 What is the procedure for a sick student or staff member? What if there is a confirmed case of COVID-19?	If an individual becomes ill while at school, they will be required to be isolated and monitored until they depart the campus. The area occupied by the ill person will be cleaned and disinfected. Before returning to school the individual will be required to be cleared by a medical professional. If a student or staff member is found to have tested positive for COVID-19, the school will work closely with Lewis County Public Health for contact tracing and to determine necessary next steps.
 What accommodations are being made for the medically vulnerable?	For students who have a medically documented health condition accommodations can be made. Student needs and their unique situation will be discussed collaboratively with the parents, school health personnel, instructional staff and administration to determine the appropriate accommodations needed on a case-by-case basis.
 What social-emotional supports are available for my child?	The social-emotional well-being of our students has been and will continue to be a high priority as we return to in-person instruction. We have school counselors at all schools, in addition to a Home/School Community Coordinator, a Substance Abuse/Student Assistance Counselor, a school psychologist, social workers, and therapists. Additionally, we have strong relationships and partnerships with community based organizations and service providers and a contract with a private provider for mental health supports. Upon return to in-person instruction the District will be working to make sure each child and family have a smooth transition back to school. Additionally, the District is ready to provide any social-emotional support needs identified by students and families.
 Will there be Athletics or Extracurricular Activities this year?	At this time NYS has postponed the start of the Fall athletic season until September 21st. It is unknown at this time if athletic seasons will be altered, changed or canceled. As more information is known it will be shared. These decisions will not be locally-determined. Extracurricular activities will be reviewed on a case-by-case basis to determine if they can be conducted and to what degree.

South Lewis Central School

COVID-19 Re-Opening Plan
Need to Know Information

 Will there be the normal school-related events and activities for students and families this year? For example, Open House, Grandparent's Day, Field Trips, Activity Nights, etc.	All school-related activities will be reviewed on a case-by-case basis to determine if they can be conducted and to what degree. Many of these events will be postponed or canceled. Any event that brings in visitors, requires large group gatherings, or mixes different student groups or cohorts together will likely not take place.
 Can I choose to not send my child to school for in-person instruction? If I make that choice will the school provide a Remote Learning only option for my child?	Parents can choose not to send their child to school for in-person instruction. However, there is not a Remote Learning only option being offered from the school. Therefore, if a parent chooses not to send their child to school they are taking full responsibility for their child's education. They would be required to complete Home Schooling paperwork or enroll their child in another school of their choice.
 What happens if a class, cohort, building or the entire District needs to move to Remote Learning only?	In the event that a class, cohort, or building is quarantined, or if the entire District is forced to close for in-person instruction, and required to move to Remote Learning only, the District then will follow the Remote Learning Plan. Such a decision will be made in collaboration with or at the direction of Public Health or the Governor's Office. Knowing that this could be a possibility, our teachers will begin equipping all students with the technical ability and know-how from the first days of in-person instruction. In this situation teachers will provide lessons and engaging activities. To the extent practicable, they will provide a combination of synchronous and asynchronous instruction through the District determined method (e.g. Google Classroom).
 Are the Re-Open plans subject to change?	Yes. The South Lewis Re-Open Plan is a living document that will be subject to change. As more information, guidance and/or requirements are provided by local and State agencies the District may choose to or may be mandated to make adjustments. As plans change we will work to communicate with our entire school community.
 How will information be communicated? Where can I find or seek information about the Re-Opening Plan?	School stakeholders will need a reliable and consistent means to obtain accurate and up-to-date information about the Re-Open Plan. Therefore, the District will use the following methods to communicate: •South Lewis website •South Lewis app •School Messenger Phone Calls •Letters Additionally, the District will host Back-to-School Forums at a later time. These forums will be helpful to share out information, ask questions and dialogue about the upcoming school year. The format, dates and times will be communicated once they are established.

APPENDIX B

Day 1-3-5/2-4-6 Schedule (through December 2020)

South Lewis Central School

6 - Day Schedule

KEY:

Group A: 1-3-5 =

Group B: 2-4-6 =

School Closed =

SEPTEMBER

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

#SouthLewisStrong

APPENDIX C

Continuity of Learning/Remote Learning Plan

South Lewis Central Schools

Remote Learning Plan

Updated July 2020

Overview and Guiding Principles

It must first be acknowledged that Remote Learning is not intended to replicate the instruction of our daily classrooms in a digital environment. Doing so would be impractical, unrealistic and simply not work for our students, instructional staff or families. Our essential goal is to provide direction, information, and resources to ensure the most engaging instructional experiences possible for all students, while being fully aware of and acknowledging the challenges of learning outside the physical classrooms of our schools.

Remote Learning is built on the foundation of the following principles:

- All students will have opportunities for continued learning that focuses on critical standards.
- Students and staff will work to minimize further instructional loss.
- Students and families will be given routines and structures to ensure they stay connected to schools and learning.
- The social, physical, emotional, and mental well-being of our students, staff, and community will continue to be a focus, and supported by the district.

This Remote Learning Plan is intended to provide the South Lewis community with a framework for the instructional and health and safety considerations and mandated requirements that will be implemented for the 2020-2021 School Year. It is important to recognize that this Remote Learning Plan is flexible in nature and may be updated, adapted, and/or modified periodically based upon current conditions related to the COVID-19 Pandemic.

Instruction, Content Delivery and Staff Availability

Remote teaching and learning is a challenging endeavor for many of our staff and students and is a skill that must be developed over time. Instruction will be focused on prioritized and critical learning standards and content.

Our Remote Learning Plan includes research-based reasonable and appropriate time-commitments for this new form of teaching and learning. Simplicity where “less is more” is best for Remote Learning. These TOTAL times listed below include both instructional lessons and independent work.

For South Lewis Central Schools this means:

Grade-Level	Instructional Time at Home
UPK to 2nd	60-90 minutes TOTAL per day
3rd to 4th Grade	90-120 minutes TOTAL per day
5th to 8th Grade	120-150 minutes TOTAL per day
9th to 12th Grade	120 to 180 minutes TOTAL per day

Instruction will be provided by Core Classroom, Related-Arts, Academic Intervention and Special Education teachers as well as Related-Service providers (i.e. OT/PT/Speech) on a set schedule. Schedules will be communicated to our students and families. Counselors, Social Workers and other student support specialists will also continue working with our students and families.

Academic Intervention Services (AIS) will continue to be provided and available to students. AIS instructors may work in collaboration with classroom teachers to support their students.

Special Education services will also continue to provide services consistent with Individual Educational Plans (IEPs) to the extent practical and possible through Remote Learning. Our goal is to meet the needs of all learners and to work collaboratively with students and families in order to do so. Additionally, Committee on Special Education (CSE) meetings and Annual Reviews will be conducted virtually unless communicated otherwise.

In order to offer support to our students and families outside of these set lessons, our instructional staff will also have office hours each week during which students and families can access additional support by appointment or drop-in interactions.

Collective Responsibilities

In the Remote Learning environment it is critical for all stakeholders to carry the weight evenly. It truly will "Take a Village" to find success with Remote Learning. If not done collaboratively, it can become burdensome and tedious. Below is a list of responsibilities that is not intended to be fully inclusive of the carried responsibilities, but rather are suggestions for the best practice.

Example Responsibilities *This is not an inclusive list, rather suggestions for best practice*	
District Responsibilities	• Develop a Remote Learning Plan • Provide staff development in the District selected Remote Learning platform • Support schools, teachers, families, and students in developing and implementing a non-traditional learning plan. • Help schools, teachers, families, and students identify needed resources in the community (academic, health, social, emotional). • Communicate regularly with the community and stakeholders.
School Responsibilities	• Organize the detailed implementation of Remote Learning opportunities.

	• Support teachers in the planning and implementation of non-traditional learning opportunities. • Help teachers, families, and students identify needed resources in the community (academic, health, social, emotional). • Communicate regularly with stakeholders.
Teacher Responsibilities	• Provide a range of learning opportunities and supports that meet the needs of all learners through a set and structured schedule. • Utilize the District selected Remote Learning platform. • Record efforts to track and encourage student engagement and participation. • Document student attendance. • Be flexible and understanding with students and yourself.
Student Responsibilities	• Engage and participate in Remote Learning. • Complete your assigned work in a timely fashion. • Ask clarifying questions when you don't understand and seek help when needed. • Be respectful, flexible and understanding to yourself, peers and teachers as all navigate this new form of teaching and learning.
Family Responsibilities	• Review the Remote Learning Schedule for your child. • Reserve a space for students to complete Remote Learning. • Encourage your child to participate and make Remote Learning a priority. • Help students establish and maintain a daily routine and talk to them about their learning on a daily basis.

Grading and Report Cards

Student engagement and participation is expected. Our instructional staff will be tracking student engagement and participation while providing feedback, acknowledging strengths, making suggestions for growth and assessing student progress and learning. Instructional staff will be communicating this information to the students and families. They will be meticulously tracking and documenting their best efforts to engage students and families to determine the barriers and/or reasons for lack of student engagement and participation. All students will have the opportunity to redo, make-up, and try again in their best attempt to complete work, show progress and demonstrate their engagement and participation.

Traditional grading methods will be utilized and several factors will be taken into consideration including, but not limited to language, diverse learning needs, learning-styles, home living situation, access to technology and family support. Individual teachers will communicate grading practices to students and families.

End of Year Assessments

Administration of all NYS Assessments, including Grades 3-8 Math and ELA testing, and Regents exams, will be determined by guidance from the State Education Department.

Technology Support and Professional Development

All students have been provided access to either an iPad (Grades UPK to 3rd) or Chromebook (Grades 4th to 12th). Any students or families needing tech support in order to implement Remote Learning should email help@southlewis.org or call the Instructional Technology Office at 315-348-2567. The South Lewis Central Schools Wi-Fi umbrella has been expanded and can be accessed in any of the school parking lots for free. Additionally, Wi-Fi is available at the following public libraries:

Name	Phone Number	Hours of Operation
B. Elizabeth Strong Memorial Library (Turin)	315-348-3433	Mon: 3:00 PM - 6:00 PM Wed: 1:00 PM - 9:00 PM Thu: 7:00 PM - 9:00 PM
Constableville Village Library	315-397-2801	Mon: 9:00 AM - 11:00 AM 1:00 PM - 5:00 PM Wed: 1:00 PM - 5:00 PM Thur: 4:00 PM - 8:00 PM
Lyons Falls Library	315-348-6180	Tues: 3:00 PM - 7:00 PM Wed: 3:00 PM - 7:00 PM Thur: 1:00 PM - 5:00 PM Fri: 1:00 PM - 5:00 PM
Port Leyden Community Library	315-348-6077	Mon: 10:00 AM - 12:00 PM Wed: 4:00 PM - 6:00 PM

Any instructional staff member needing materials, tech support or training on a technology platform, will have access to needed professional development through the Jefferson-Lewis BOCES or South Lewis Technology or Curriculum/Data Office. They can also access support by emailing help@southlewis.org or by calling the Instructional Technology Office at 315-348-2560 or 315-348-2567.

Questions and Concerns

We all need to be cognizant of the many stresses and pressures that are currently present in our lives. It is always our intent to work collaboratively and to demonstrate compassion and unity during this difficult time. It is our viewpoint to err on the side of flexibility and the side of the student. If you have a concern regarding the teaching and learning process associated with the Remote Learning Plan, please start by contacting your child's classroom teacher. If the issue persists, please contact the school counselor (for Middle and High School students) and then the building principal. Depending on the issue, it may be reasonable to contact the appropriate Director from the various departments listed below.

Key District Phone Numbers:

District Office: 315-348-2500	Port Leyden: 315-348-2660	Glenfield: 315-348-2620
Middle School: 315-348-2570	High School: 315-348-2520	Transportation: 315-348-2590
Food Service: 315-348-2543	Technology: 315-348-2567	Athletics: 315-348-2562
Special Education: 315-348-2551		Curriculum/Data: 315-348-2517

South Lewis Central School

Remote Learning Support

Do This	Not This
Asynchronous Learning Teachers create learning experiences for students to work at their own pace and teachers ensure a continuum of learning occurs. Provide opportunities for students to interact with each other virtually for the purpose of learning, socialization, and sharing.	**Synchronous Learning** Teachers and students meet online in real time through videoconferencing or live chatting all day every day. Providing set schedules and rigid timeframes that are required of students is counterproductive to our Remote Learning Framework.
Less is More Assignments need to be standards-based, aligned to pacing guide and relevant to the learner.	**Being Unrealistic** Time requirements that match the typical school day. Assignments that are irrelevant and busy work.
Give Explicit Instructions Outline deliberate instructions and specify the length of time to complete the learning session. Specify task requirements and length clearly (i.e. 2 min. audio recording with bulleted checklist).	**Being Unclear & Vague** Communicate in lengthy paragraphs with instructions that may be difficult to follow. Assign tasks that are too open-ended (i.e. make a video about the moon, write an essay about pollution).
Communicate Consistently All instructions/assignments MUST be communicated clearly. Be online during "office hours" to provide support, answer questions, or clarify confusion via a SYSTEM. Be intentional and identify clear learning objectives and assessment outcomes.	**Mixed Communications** Be inconsistent/use multiple platforms to communicate. Assign online classwork followed by extra homework without a clear focus on the PURPOSE or student well-being. Be unavailable for students.
Seek Student Feedback Seek student feedback about workload, emotional state, learning preferences, and learning pace. Curate multimedia materials to boost learning retention and seek feedback on WHAT and HOW students are learning.	**Give Random Tasks** Just keep students busy doing activities and do not think about the lesson objectives/ assessments/or student learning experience.

4264 East Road, Turin, NY. 13473 | www.southlewis.org | 315.348.2500

APPENDIX D

School Protocol for Symptomatic or Positive COVID-19 Student or Staff

School Protocol for Symptomatic or Positive COVID-19 Student or Staff

