

I. Introduction

The Edmeston Central School District is committed to offering in person learning for all students. The NYS Education Department (NYSED), Center for Disease Control (CDC), and American Academy of Pediatrics (AAP) support in person learning for students. As always, the focus for ECS will be to provide a safe and healthy learning environment for students and staff.

To ensure a safe and healthy learning environment, ECS will implement many of the protocols established last year which allowed ECS students and staff to have a very successful school year, academically and health-wise. Due to the protocols implemented last year, ECS had no cases of COVID-19 transmission within the school building or on school buses. Due to the diligence of our parents, students, and staff, we were able to keep students and staff safe and healthy while in the building and on buses.

ECS has established a productive relationship with the Bassett School-Based HealthZone. The HealthZone has the ability to conduct rapid COVID testing on students, providing parents test results within an hour. In addition, HealthZone is offering COVID vaccinations to students ages 12 and above. HealthZone is a tremendous resource for our students and families.

The return to in person learning plan is fluid. That is, the plan will be adjusted based on future guidance from the NYS Department of Health (DOH), the NYSED, the Otsego Co. DOH, and/or executive orders from the governor.

In order for 2021-22 to be successful for our students and staff, here are the commitments that we are asking all of us to agree to.

The school district will:

- Have procedures in place to screen students, staff, and visitors for COVID19 symptoms.
- Limit access to the interior of the school.
- Enforce face masks protocols as established in the plan.
- “Cohort” students to the extent practicable.
- Clean and disinfect high-touch surfaces multiple times a day.
- Increase ventilation on buses, in classrooms, and other locations when feasible.
- Provide hand sanitizer throughout the building.
- Provide non-surgical, disposable face masks to any person entering the school who does not have one.
- Train staff and students in proper hand hygiene and respiratory practices.

School district personnel and service providers will:

- Wear face masks at all times.
- Reinforce and model proper hand hygiene practices and wearing of face masks.
- Limit person-to-person contact to the greatest extent possible.
- Conduct a daily screening of their health which includes:
 - Being fully vaccinated against COVID-19 greater than two weeks ago
 - experienced symptoms of COVID19 in the past 10 days;

- for those not fully vaccinated, knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
- tested positive through a diagnostic test for COVID19 in the past 10 days.
- Notify the school immediately if they have been exposed to someone with COVID19.

Parents/guardians will:

- Provide face masks for their child with their name on it. If unable to do so, the district will provide disposable, non-surgical masks to students upon arrival.
- Fill out the Daily Health Questionnaire.
- Reinforce proper hand hygiene practices used at school and the wearing of face masks.
- Monitor the health of their child on a daily basis.
- Keep their child home if they have:
 - experienced any symptoms of COVID19 in the past 10 days
 - knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
 - tested positive through a diagnostic test for COVID19 in the past 10 days;

Students will:

- Tell their parent/guardian if they are not feeling well before coming to school or tell any adult if they start feeling unwell during the school day.
- Wear face masks at all times except for when directed by a staff member.
- Limit person-to-person contact to the greatest extent possible.
- Wash and dry their hands each time after going to the bathroom and before lunch.
- Use proper hand hygiene practices.

It is important to understand that the Edmeston CSD re-opening plan is a working document. That is, as new information is made available to from the Governor, NYS DOH, Otsego Co. DOH, and/or NYSED, this plan will be modified and updated accordingly.

II. Health and Safety

Christine Nichols, PK-12 Principal, and Kevin Kelly, Director of Special Education, have been designated as the COVID-19 safety coordinators. Victoria Johnson, School Nurse, will be the COVID-19 resource person.

The following guidelines will be in place for all scenarios where students re-enter the building for the purpose of re-opening school for instruction:

- Face masks will be worn by all students, staff, employees, and visitors. There will be periodic breaks when students will be able to remove face masks under the supervision and direction of staff.
- Maximizing ~~social~~ distancing to the fullest extent possible.
- Space out assigned lockers and minimize locker use. Physical education locker room will be monitored to ensure students are following protocols.

- Signage to direct traffic flow (stay to the right).
- Extra monitoring of hallways by staff to ensure proper social distancing, wearing of face masks, and appropriate respiratory hygiene.
- Staff will be required to complete the health questionnaire either prior to entering the building or upon entering the building.
- Parents will complete a health questionnaire prior to students entering the building or boarding a school bus.
- All visitors, vendors, and contractors entering building will complete a health questionnaire.
- Parents and/or guardians arriving to pick up a child will not be allowed in the building.
- Recess, Physical Ed, Chorus, and Band
 - a. In classroom recess students will maintain 6 feet of separation
 - b. High aerobic activity (P.E. and outdoor/indoor recess) – maintain 6 feet of separation
 - c. Chorus and Band – students will maintain 6 feet of separation
 - d. Minimize shared material/equipment and clean at end of activity
 - e. Wash hand or sanitize before and after time period
- Classroom materials
 - a. Have students hand sanitize before using materials
 - b. Clean any materials after use
- To the greatest extent possible, students will remain in cohorts in rooms.
- Different doors will be used for student arrival and dismissal.
- ECS will develop a plan to instruct staff to recognize the signs and symptoms of COVID-19 and have symptomatic persons report to the nurse's office. (see protocols)
- All ill students and staff will report to the nurse and will be sent home for follow up care with their Primary Care Provider.
- An isolation room is located in the nurse's office for students with symptoms of COVID-19.
- When the Otsego County DOH notifies ECS of a positive COVID case, the superintendent or his designee will notify the administrative team (Superintendent, Principal, Director of Special Education, Business Manager) and the school nurse in order to make necessary arrangements for the health and safety of staff and students and to ensure the continuation of instruction.
- Visitors will be kept to a minimum. All visitors will fill out a health questionnaire.
- Parents will be instructed on recognizing the symptoms of COVID-19. This instruction will be done through social media, robocalls, signage, flyers, Zoom calls, email, and any other possible means.
- All persons will socially distance as required.
- ECS will have a written plan that outlines how to accommodate all students and staff that are at risk.
- Everyone in the building will wear a face mask. Students will have opportunities during the day to remove masks under the guidance and supervision of staff and abiding by social distancing requirements.
- ECS has ordered PPE in bulk and it will be available to any person in the building who needs it. The Director of Facilities and Business Manager will monitor inventory and place additional orders for PPE as needed.
- ECS will follow all NYS DOH/CDC requirements related to health and safety.
- All safety drills will be carried out with the appropriate social distancing.

III. Communication/Family and Community

- In August, two letters were sent to parents pertaining the re-opening of schools.
- The district created a link on the district's website for re-opening information and posts updates on the district's Facebook page.
- ECS will use social media, robocalls, signage, flyers, email, Zoom calls, and any other possible means to communicate plans to parents.
- The district will provide plans and information in formats that are accessible to all community members.

IV. Facilities

- The district is currently complying with these regulations and will adhere to building codes should additional structural changes be needed.
- ONC BOCES Safety Risk conducted the lead-in-water test.
- Hand sanitizer dispensers have been installed in every classroom, the visitor waiting room, cafeteria, and outside bathrooms.
- The district will not be using temporary structures, leasing other facilities, or using tents for temporary classroom space.
- The district installed touchless faucets, paper towel dispensers, and touchless units for flushing toilets and urinals. The district has three touch-free bottle filling stations available for students and staff. MERV filters will be installed into the ventilation system. Vinyl desk dividers are available and meet 2020 BCNY section 2606.
- All school water fountains will be closed.
- Classrooms will be furnished to ensure appropriate physical distancing between students and staff.
- The District has enhanced its cleaning procedures and increased the frequency of cleaning of areas throughout the District.

V. Child Nutrition

- All breakfast and lunch meals will comply with Child Nutrition Program requirements.
- Cafeteria staff will be required to wear masks and gloves.
- Students will arrive in the cafeteria (wearing masks) and proceed through the line to obtain lunch.
- Students will then move into the eating area where they will sit at individual tables that will be placed 6' apart.
- Once seated the child may remove their masks.
- Once the child has finished eating they will put on their masks and line up for exiting the cafeteria.
- Desks will be disinfected between each group.
- Students and staff will not use the PIN Pad System in the cafeteria. The cashier will electronically record all meals served in the cafeteria.

- The school nurse will inform school administration and the building food service supervisor of any food allergies and/or dietary restrictions presented on the student health forms.
- Signage will be posted prior to the point of sale for students to wash their hands before and after meals. Signage will also be posted for discouraging the sharing of food and beverages among students.
- Tables will be cleaned and disinfected in accordance to NYSDOH guidance.
- The district provides training and guidance for the food service supervisor to assure compliance with Child Nutrition Program requirements.

VI. Transportation

- Buses will be disinfected at the end of each run upon returning to the bus garage.
- High contact areas to be disinfected after each bus run.
- Transportation personnel will be instructed that any form of hand sanitizer is not permitted on school buses/vehicles.
- Drivers will be required to wear masks (and gloves when contact is necessary).
- Transportation personnel will be provided monthly trainings and refreshers on PPE and signs/symptoms of COVID-19. Signage will be posted throughout the bus garage and waiting area.
- Transportation personnel will be provided monthly trainings and refreshers on PPE and refreshers for student dismissal and arrival from and to buses.
- Drivers will be required to do a Health Assessment prior to or upon arrival at the bus garage.
- All students must be wearing a mask to board the bus.
- Students who do not have a face masks will be provided one when boarding the bus. Students in need of transportation will have it provided. Students who do not have a face masks will be provided one when boarding the bus.
- Assigned seating will be in place in correspondence to loading and unloading of the bus and siblings will be seated together.
- The district will provide transportation for students attending other placements such as BOCES, IEP placements, or private school when these establishments remain open.

VII. Social Emotional Well Being

- The district's comprehensive developmental counseling plan was developed by our school counselors in collaboration with teachers and administrators. The plan was reviewed and revised during the 20-21 school year. This document is fluid and is update to meet the current changes taking place in society and/or the community.
- The district has an advisory council for the comprehensive developmental school counseling plan.
- The district has a sub-committee for the social emotional learning plan for our district.
- The district has a Mental Wellness Team that meets regularly to monitor needs and manage current student cases and identify other students who may be on the cusp of needing services.

- The district has a Positive Behavior Intervention and Supports (PBIS) team that meets on a regular basis to review data on student behavior, discuss strategies to support students, and provide ideas/strategies to teachers to use in their classrooms to support students and staff.
- The district has about 20 staff members including administrators who have been trained in Therapeutic Crisis Intervention (TCI). TCI is a crisis management system that helps students achieve a higher level of social and emotional maturity that will enable them to receive instruction and facilitate learning.
- Referrals are made through the Elementary and High School Counselors via email. These will be addressed in house and referrals will be made to other resources as per recommendations of our Mental Wellness Committee.
- The district will continue to work with the counseling services available through the Bassett HealthZone (located in the school building) and System of Care to provide wrap around services for students to address student mental health and overall well-being.
- The district will continue to use Positive Behavior Intervention and Supports (PBIS) and Zones of Regulation to support student learning and mental health.
- Emotional regulation training will be available to teachers and staff to support students.
- Teachers and staff will receive information regarding Trauma Informed Practices and Acute Childhood Experiences.

VIII. School Schedules

All students in Pre-K to 12 will be in person learning

IX. Attendance and Chronic Absenteeism

- Edmeston will continue to use eSchool our student management system to take daily attendance of all students for in-person learning.
- All attendance reporting requirements for SIRS will be met.
- The Principal will continue to send attendance letters to families of students who are in danger of not meeting the state mandated 90% attendance requirement.

X. Technology and Connectivity

- The district called families who have indicated that they do not have internet from prior surveys to determine their current status.
- The district will provide laptops to students in grades 3-12 and iPads PK-2.
- The district will work closely with Broome-Tioga BOCES Managed IT services to provide tech support for grade 5-12 students, parents, and staff in order to deliver at home virtual learning for students during DOH issued quarantines.
- Grade 5-12 teachers will be providing instruction from the school in a virtual and hybrid model during DOH issued quarantines.
- During a closure, teachers will be afforded the opportunity to come into their classrooms if they do not have good internet at home.
- The district will provide wi-fi access in our parking lots to students and families.

- The district will continually assess the internet capability of parents to determine whether it would need to open the building for students and parents to use the district wi-fi.
- Teachers will use SeeSaw, Schoology, and Nearpod to send instructional assignments to students who are on DOH issued quarantine. In certain situations, paper packets may need to be sent to students.

XI. Teaching and Learning

General information for the 2021-22 school year:

- Student assignments and assessments will be evaluated, assessed and graded. Student performance on assignments and assessments will be used to evaluate student readiness for the next grade level and/or course.
- Classroom teachers and special education teachers will ensure accommodations for 504 and IEP plans are being delivered in accordance to the NYSED guidelines.
- Student participation in virtual learning when assigned to DOH quarantine is expected and will count toward attendance requirement in accordance with NYS.
- The teacher will provide a schedule of classes for students being taught virtually during DOH quarantine.
- Teachers will align all instruction to the appropriate NYS learning standards.
- Parents and students will be able to contact teachers and administrators via email, calling the district, establishing Zoom conference calls, etc.
- The district will use the district website, Facebook page, parent email, letters, and automated telephone system to communicate information to parents.
- Edmeston has a full-day Pre-K program.

In-person

- Staff and students will abide by NYSDOH and NYSED guidance for face masks and ~~social~~ distancing during instruction.
- Students will remain in a cohort to the extent possible.
- Students will have their own learning supplies to minimize the sharing of materials when feasible.
- Any small group or individualized instruction will require the wearing of face masks.
- Teachers will minimize opportunities in which social distancing is not able to be maintained.
- Teachers will incorporate social emotional learning activities into their lessons.
- Teachers will instruct students in the appropriate wearing of face masks, hand and respiratory hygiene, social distancing, and COVID etiquette.
- Students will be prepared for virtual learning for instances when students are assigned to DOH quarantine or school is closed by edict of governmental authority due to COVID.
- Building space will be utilized to maximize the number of students who may participate in learning in school.

Hybrid

- The district shall attempt to stream classroom instruction for grade 5-12 students who have been assigned to DOH quarantine.

At-home Virtual

- Students with a pre-existing medical condition that have substantial medical documentation and approved the school district's medical authority will have the option for remote learning.
- Teachers in grades 5-12 will be providing synchronous instruction for students who have been assigned to DOH quarantine.
- Teachers in grades PK-4 will be sending assignments to students using SeeSaw or paper packets to those students who have been assigned to DOH quarantine. PK-4 teachers will not be providing synchronous learning unless their schedule allows for such instruction.
- Teachers will use learning platforms such as Schoology, Nearpod, SeeSaw, Castle Learning, etc. to provide learning activities and assessments.
- Grade 5-12 teachers will be using Zoom and Microsoft Teams to provide virtual instruction and assignments to students.
- Students in grades 3-12 will be provided a laptop. PK-2 students will be provided an iPad by the district.
- Teachers will incorporate social emotional learning activities into their lessons.
- Packets may be provided for students who do not have access to the internet or other technology that would allow them to learn online.
- Teachers will be checking in on students in accordance with their schedules and/or services.
- Teachers will utilize various flipped classroom techniques to support student learning.
- Teachers will establish learning protocols for all students to actively participate and engage in learning.
- Teachers will provide constructive feedback to students to support their learning.
- Teachers will be available for students and parents to provide additional learning supports within times established by the teacher. Teachers will respond to email within 24 hours during the school week.
- Instructional materials provided via technology will be posted on the teacher's website and/or available through the instructional platform.
- Individual or small group synchronous instruction will be facilitated using technologies such as video conferencing.
- Large-group or whole class synchronous instruction facilitated using technologies such as video conferencing, student learning platforms, and streaming.
- Teachers will provide an array of recorded instruction, links to educational support websites, podcasts, and other educationally relevant technology.
- For students without direct access to the internet, teachers may provide flash drives and/or hard copy materials for students to support their learning. Teachers will have contact with these students according to their schedules to provide further instructional support.
- The district will develop instructional videos to support parents, students and teachers on the use of learning platforms and the safe and appropriate use of technology.
- The district will develop instructional videos for students to support COVID etiquette while in the building.
- Teachers in grades PK-4 will utilize SeeSaw.
- Teachers in grades 5-12 will utilize Schoology.
- Teachers will prepare lesson plans which are aligned to the NYS standards.
- Teachers will be aligning all instruction to the appropriate NYS learning standards.

- Students who are in virtual learning are expected to participate and will count toward attendance requirement in accordance with NYS.
- Student assignments and assessments will be evaluated, assessed and graded. Student performance on assignments and assessments will be used to evaluate student readiness for the next grade level and/or course.
- Teachers will establish learning protocols for those students in remote learning to actively participate and engage in learning.
- Teachers will provide constructive feedback to students to support their learning.
- Teachers will be available for students and parents to provide additional learning and/or emotional supports. The district will assess the need for mentoring or advisory through the feedback obtained from teacher-student interactions.
- Student performance on assignments and assessments will be used to evaluate student readiness for the next grade level and/or course.
- The district will use the district website, Facebook page, parent email, letters, and automated telephone system to communication information to parents.

XII. Special Education

- Classroom teachers, special education teachers, and service related providers will ensure accommodations for 504 and IEP plans are being delivered in accordance to the NYSED guidelines.
- The Special Education Department will use our online system Cleartrack to share student's IEP's, goals, progress monitoring information as required throughout the school year.
- Communication will be provided to families in accordance to their needs.
- The Special Education Department has a list of all the various organizations and professionals that work together with the District to ensure all CPSE and CSE needs are met. The Department continues to use Zoom Meetings, emails, letters, and phone calls to continue needed collaboration for in-person, hybrid, and remote virtual learning. The Department continues to use Cleartrack our IEP software to monitor and communicate progress being made with each student as required.
- A staff member will be responsible for accompanying students to and from the special education room or related services room in order to ensure limited student access to other parts of the school building.
- The CPSE/CSE will convene to determine if compensatory services are needed; decisions will be made on a case-by-case basis.
- Prior to sending instructional materials home to students with disabilities, special education teachers will collaborate with classroom teachers to prepare, review, and modify the materials according to student's IEP.
- The special education teachers will offer resource room and consultant teacher support through Zoom for students assigned to quarantine by DOH .
- Special education teachers will be using other student learning platforms such as Nearpod, Schoology etc. to support student learning.
- Service-related providers will offer services in-person, through Zoom, instructional videos, and other forms of communication to best meet the individual needs of students with an IEP or 504 Plan.

- Self-contained classroom staff will keep a daily log of students schedule for contact tracing purposes.

XIII. Teacher and Principal Evaluation System

The district will ensure that all teachers and principals are evaluated pursuant to the district's currently approved APPR plan, including any variance applications approved by the NYS Education Department.

XIV. Bilingual Education and World Languages

Currently, the district does not have ENL students. If an ENL student(s) enter the district, the district will provide the Home Language Questionnaire and arrange for NYSED ELL screening. If the student(s) need(s) ENL instruction, the district will work with ONC BOCES.

Currently, the district does not have ENL students. If the district has ENL students enrolled, the district would work with the ONC BOCES Itinerant ENL teachers to deliver instructional units based on the individual needs of each identified ELL student they serve. If there was remote learning, the district will utilize appropriate technology such as Zoom and Microsoft teams to deliver instructional units.

If the district has ENL students enrolled, the district would work with the ONC BOCES Itinerant ENL teachers to maintain regular and ongoing communication with parents/ guardians in their preferred mode of communication (i.e. email, telephone) and maintain a communication log.

XV. Certification, Incidental Teaching and Substitute Teachers

The district will ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.