

## **Cattaraugus – Little Valley CSD**

### **District Wide School Safety Plan**

**2022 – 2023**

#### **1.1 PURPOSE**

The purpose of the emergency management plan, hereinafter referred to as EMP is to provide all stakeholders with safety planning emergency preparedness and response guidelines, vital information, communication procedures, and standardized measures to protect all members of the school community, including students, staff, and visitors in the event of an emergency. The standardized EMP has been prepared for all Cattaraugus – Little Valley Central School District (CLV CSD) buildings, (hereafter referred to as “District”) facilities to provide the framework for a coordinated approach to preparedness, response, and recovery procedures. The EMP also serves as a model for all District centers providing the guidelines to be modified to the specific needs and resources unique to each building. The EMP has been developed in coordination with local authorities and emergency responders, providing a common platform which will be referenced in a collaborative response in the event of an emergency. The development of the EMP included a systematic investigation and analysis of potential hazards which could affect schools throughout the District, an assessment of the capabilities in the District, CLV CSD, along with Cattaraugus County to deal with potential problems resulting from an Emergency or Disaster. The EMP describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an Emergency is required to involve itself prior to requesting assistance. Accordingly, each building will prepare separate plans and operating procedures, which form part of the overall CLV CSD EMP. Each building plan is developed with the District’s Safety Committee, approved by CLV BOE and submitted to NYSED.

#### **1.2 OBJECTIVES**

- Protect the safety and wellbeing of all community members, students, staff and visitors.
- Provide for a safe and coordinated response in an emergency situation.
- Protect the District’s campuses, facilities and assets.
- Allow the District to mitigate any disruption to the educational process in a timely manner.
- Provide for interoperability within the District Incident Command Center and campuses.
- Provide for timely communications between the District and all stakeholders, including local authorities and all media outlets.
- Provide for compliance with the National Incident Management System (NIMS), New York State Education Department (NYSED), and SAFE SCHOOLS (New York State Police).

#### **1.3 SCOPE**

The emergency management plan encompasses all District buildings and programs within the CLV CSD and any other leased property in the event of any situation which could be identified as an emergency, and/or which presents any potential imminent danger to persons upon the property.

## 1.4 AUTHORITY

The District emergency management plan is activated by the District Incident Commander (Superintendent of Schools and/or their designee) and is implemented at the time of an emergency situation.

School building level incident commanders (Principal and/or their designee) may activate specific building emergency response plans in the event of an emergency.

Building level incident commanders (Principal and/or their designee) are authorized to activate this plan and/or their building specific plan in the event of an emergency, and/or to protect the safety of any persons upon District Properties.

New York State Commissioner of Education Regulations (155.17) requires each public-school district and Board of Cooperative-Educational Services (BOCES) to maintain a written District Emergency Management Plan and Building Level Emergency Response Plans, and that those plans are reviewed and updated annually no later than October 1st of each school year.

## 1.5 DISTRICT EMERGENCY MANAGEMENT PROTOCOLS

The CLV CSD has developed specific procedures encompassing emergency preparedness and response that are linked to the EMP, to include, but not limited to:

- Safety of all persons is of the utmost importance and will be given priority consideration in all aspects of emergency operations and will include compliance with the Americans with Disabilities Act.
- The Superintendent of Schools and or his/her designee is the Incident Commander. In the event of an emergency during school hours students and staff will not be dismissed without the direction and approval of the Superintendent of Schools, his/her designee and/or Incident Commander. Students may be released to parents/guardians under the direction of the building administrator, or to a designated secondary location under the direction of the Superintendent of Schools and/or Incident Commander and within established procedures to include verifying the identity of the parent/guardian through a valid form of photographic identification issued by a government agency, or another acceptable form of photo identification/personal recognition.
- The National Incident Management System, hereinafter referred to as (NIMS) shall be the designated response platform utilized by the District, in compliance with recommendations of the Department of Homeland Security and the United States Department of Education.
- The District Safety Committee shall maintain the responsibility to be the lead department in an annual collaborative review and update of the District EMP, to include Cattaraugus County Emergency Management Officials, local and state authorities and essential District support departments.
- Each school and building will maintain a designated Incident Commander (Principal and/or designee) who will direct the implementation and review of the individual building emergency response plan.
- Each building will convene a building level safety team, which will review the building level plan on an annual basis and submit updates to the plan as necessary, encompassing assignment to emergency response roles for select staff members.

- At the opening of school year, the building level incident commander will review the school building emergency response plan and procedures with all staff, and may request volunteers who may possess specialized training to join the building safety team. The School Resource Officer will assist in the review and dissemination of school safety plan information and procedures.
- The building level plan specifies individual roles and contact information to be updated regularly and copies of the updates shall be provided to SAFE SCHOOLS, NYS Police in a timely manner.
- The CA BOCES Health & Safety Department will function in a support role for the district and building level emergency operations plans as needed.

## 1.6 LEGAL AUTHORITY

Regulation of the Commissioner of Education requires each public-school district to develop a plan for the prevention and reacting to an Emergency Disaster. The Commissioner's Regulation further requires School Districts to coordinate their plans with the Local Emergency Agencies. The regulation will promote development of consistent responses to the Emergencies experienced by School Districts and will more fully integrate CLV CSD's Emergency Response with other Emergency Responses. The actions will contribute to the health, safety and wellbeing of students and school employees and help to preserve School District resources and property.

### **Among the requirements of the regulation are the following: Plans:**

Each District, other than a School District in a city having a population of more than one million inhabitants, and each Board of Cooperative-Educational Services shall prepare, by October 1, a School Emergency Management Plan as prescribed in this section to ensure the safety, health of children and staff. Plans shall be updated by October 1, of each succeeding school year.

**Identification:** of sites of potential Emergency, appropriate responses to Emergencies, and District resources which may be available for use during Emergencies.

**Description:** of the arrangements for obtaining assistance from Emergency Service Organizations and Local Government Agencies, procedures to coordinate the use of School District resources and manpower, and plans for taking action in response to any Emergency. The Board of Education shall take action to provide information, by October 1 of each school year, to all students and staff about Emergency Procedures in compliance with 155.17 (i) and Article 2B of the Executive Law.

**Drills:** Each school shall, at least every school year, and where possible in cooperation with Local and County Officials, conduct a test of its Emergency Plan for Sheltering and Early Dismissal. The amendments of Education Law 807 (1-a, (b): Fire and Emergency Drills requires twelve drills be conducted each school year, four of which must be lock-down drills.

**Commissioner of Education:** may order Emergency Response Actions in the event that the Local Education Agency Officials are unable or unwilling to take action deemed appropriate by State and/or County Emergency Personnel.

## 2.0 SCHOOL SAFETY PROGRAM

The District maintains an inclusive school safety program which is comprised of five major components consisting of: prevention, protection, mitigation, emergency response and recovery. Each of these components should be adequately addressed within the District EMP and the Building Level EMP.

The District Safety Team along with the CA BOCES Health & Safety Department is designated to govern the District wide safety program and to assist building level safety teams with the development, implementation, and training requirements associated with the building level EMP. Each school safety team provides the coordination, review and update of the EMP within their respective building

### 2.1 EMERGENCY MANAGEMENT COORDINATOR

The District Emergency Management Coordinator shall be the Superintendent of schools, and/or designee. The District Emergency Management Coordinator shall be responsible for the coordination, support, and implementation of the District EMP. The District Emergency Management Coordinator shall also provide support to the building administration in all aspects of safety issues and emergency management.

### 2.2 DISTRICT EMERGENCY RESPONSE TEAM

The Superintendent of Schools will designate a District Emergency Response Team, which will be available to respond within the District to provide support to any District site in the event of an emergency.

### 2.3 SCHOOL SAFETY TEAM

The building level school safety team shall be maintained to advise the building principal on all aspects of safety planning to include prevention, protection, mitigation, response and recovery, specific to the respective school building. The team is responsible for making recommendations addressing any issue which may pose a potential hazard to the daily operation of the building and developing a building plan during the summer to share with all staff at "Staff Development" days in August/September. The team shall also be responsible to meet regularly to review and update the building level EMP, and provide any updates to the District and NYS Police.

### 2.4. PROGRAM COORDINATION

The Superintendent of Schools and/or designee are responsible for establishing general emergency management operations guidelines for all District schools and facilities to ensure safety. Respective building administrators are responsible for submitting updated building level emergency management plans and updated EMP Data Sheets to the district Safety Coordinator no later than August 30th of each school year. The gathered information and updates will be shared with the local law enforcement, fire departments, and the New York State Police on an annual basis, in compliance with existing New York State Schools against Violence in Education guidelines.

### 3.0 MISSION AREA

The District safety program is comprised of five mission areas: Prevention, Protection, Mitigation, Response and Recovery, to provide a safe and secure learning environment.

#### 3.1 PREVENTION

The District has established precautionary measures to prevent a threatened or actual incident from occurring.

##### 3.1.1 STAFF IDENTIFICATION

CLV CSD provides each District Staff member with a District Identification Card, with a photo of the employee visible on the card. All employees are required to visibly display their District issued photo identification card during their hours of employment and while upon any District site to identify District staff from any unauthorized persons.

##### 3.1.2 ACCESS CONTROL

The District maintains a networked electronic access control system to regulate access to District school buildings and facilities. The system allows all authorized District employees to access secured schools at any time during their respective duty hours allowing doors to remain locked.

##### 3.1.3 SECURITY CAMERA NETWORK

District utilizes a networked security surveillance camera system, allowing for the observation of District Facilities for the protection of students, staff, visitors and District assets. The district cameras may be monitored at any time allowing for the potential detection of any unauthorized persons upon District properties.

#### 3.2 PROTECTION

The District is committed to employing measures to protect students, staff, visitors, community members and District property and assets from any threat and/or hazard.

##### 3.2.1 SINGLE POINT OF ENTRY

Each District building operates under a uniform Single Point of Entry (SPOE) procedure to enhance school safety. All students enter from designated entrances that are actively supervised by school staff. Once the students have started the academic school day, the SPOE is locked, and electronic access control is utilized to allow District staff members to enter the otherwise secured building.

##### 3.2.2 BACKGROUND CHECKS

Required District staff members must submit to a fingerprint background check, prior to their placement within a school building, facilitated through NYS Police, and required by the New York State Education Department. The background clearance also provides a reporting conduit which provides a notification to the District if an employee's clearance status changes.

### 3.2.3 SIGNAGE

All district buildings and facilities maintain proper signage to prevent unauthorized persons from entering and/or remaining upon the school campus, as defined under Section 140.10 of the New York State Penal Law.

### 3.2.4 VISITOR REGISTRATION

Visitors will be issued a temporary visitor pass, which they must visibly display while upon the school campus, to prevent any unauthorized persons from entering a school building.

### 3.2.5 INCLEMENT WEATHER DELAY AND/OR SCHOOL CLOSING

To protect the physical wellbeing of students of the District, the Superintendent of Schools may delay the opening of school and or close schools for the instructional day based upon current and/or impending inclement weather conditions. The delay and/or closure will be communicated as early as possible, based upon circumstances, and available via all current media outlets, as well as the District website and any other means of mass communications technology in use by the District.

### 3.2.6 DRILLS

All schools within the District conduct the prescribed number of fire drills and other requirements as in the amendments of Education Law 807 (1-a, (b): Fire and Emergency Drills; requires twelve drills be conducted each school year, four of which must be lock-down drills, allowing students and staff to practice the emergency procedures of the school building. All drills must be accurately documented, and a report must be submitted to NYSED.

### 3.2.7 PANDEMIC PLANS

The District will closely monitor public health concerns that have the potential to impact the health, safety and welfare of students and staff. Decisions, including the need to stay open or close, will be made in conjunction with NYS, and/or the DOH and/or the District Medical Director. A Pandemic Plan will be used to guide district operations during a pandemic closure and include (but is not limited to) items such as: staff attendance, remote instruction, cleaning protocols, serving of meals, mental health, etc.

### 3.2.8 RE-OPENING PLAN

The District has developed re-opening plans following the guidance provided by NYSDOH and NYSED. The plan has been posted on the District Website. In addition to this plan, are other “smaller” plans related to reopening that are essentially abstracts of the overall re-opening plan. The plans are considered living documents and may be modified as needed. As they are modified, updated plans will be posted.

## 3.3 MITIGATION

The District is dedicated to deploying the means necessary to reduce the potential for loss of life and property damage by lessening the potential impact of a threat or hazard.

### 3.3.1 EMERGENCY RADIO COMMUNICATIONS

The District Utilizes all available means of electronic communications technology which may include but is not limited to: The District website, directed reverse telephone contact capability (robo-calls), directed text and e-mail messaging, posting on social media sites, along with other emergent technologies in order to keep all stakeholders and community members informed of events which may impact student and/or community safety.

### 3.3.2 FACILITIES SAFETY INSPECTIONS

The District Maintenance Department conducts an annual visual inspection of the physical condition and infrastructure of all school buildings, noting the condition of the facility and reporting the same to the District Board of Education and the New York State Department of Education.

### 3.3.3 FIRE SAFETY INSPECTIONS

A comprehensive fire safety inspection of all the District Schools and buildings is conducted annually, in conjunction with the District Facilities Department to identify and mitigate any potential fire hazards, enhancing personal safety for students and staff.

## 3.4. RESPONSE

The District is committed to the utilization of all of the personnel and physical resources which it maintains to respond to any emergency to stabilize the situation and establish a safe and secure environment for all persons.

### 3.4.1 EMERGENCY MANAGEMENT

Each District school building maintains an Emergency Management Plan which is reviewed and updated on an annual basis. The District also maintains a District Emergency Management Plan, which is reviewed and updated on an annual basis.

### 3.4.2 INCIDENT COMMAND

The District follows the established emergency incident command format for school emergencies.

### 3.4.3 SCHOOL SAFETY TEAM

Each District school maintains a School Safety Team, comprised of staff members who may possess specialized training and/or skills, which meet regularly to discuss pertinent safety issues, potential hazards and are assigned to respond within a specific role in the event of an emergency.

### 3.4.4 MUTUAL AID

The District maintains a line of communication with the Cattaraugus County Department of Emergency Management, the local law enforcement and fire departments, and with the New York State Police, in order to provide additional resources in the event of an emergency, to save lives and property

### 3.5 RECOVERY

The District will utilize all available capabilities to assist any District building which has been affected by an emergency, to restore a safe learning environment.

#### 3.5.1 RECOVERY MUTUAL AID

The District may request the assistance of local, county, state, and federal government resources to assist in the security and the recovery of the District operations in the event of an emergency which exceeds the Districts available resources and capabilities.

#### 3.5.2 MEMORANDUM OF UNDERSTANDING

The District shall secure a memorandum of understanding with any agency in relation to the use of District facilities in the event of a community emergency.

#### 3.5.3 CRITICAL INCIDENT DEBRIEFING

The District shall complete a critical incident debriefing with all staff and responders involved upon the completion of the incident and response. A standardized record will be completed and forwarded to the District Safety Committee for review.

#### 3.5.4 DIGNITY FOR ALL STUDENTS

CLV CSD's policy provides for the requirements of the Dignity for All Students Act (DASA) by application of the requirements to develop policies, procedures and guidelines for an environment free from harassment, bullying, and discrimination. CLV CSD Administration accomplishes this through appointing a Dignity Act Coordinator in each of its buildings, annual training for all staff members and providing for proper reporting, investigation and follow up of all incidents. In addition, it provides counseling, mediation or conflict resolution as required.

#### 3.5.5 CODE OF CONDUCT

The Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive, and CLV CSD personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, school personnel, parents, and visitors are essential to achieving this goal. CLV CSD has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of integrity, mutual respect, citizenship, character, tolerance, honesty, and civility.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property and, to this end, the board annually adopts this Code of Conduct ("code"). Unless otherwise indicated, this code applies to all students, school personnel, parents and visitors when on school property or attending a school function.



# Cattaraugus – Little Valley CSD Reopening Plan

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Superintendent

Wayne McGuire; District COVID-19 Safety Coordinator (*SED Assurance: Health and Safety 20*)

*July 29, 2020*

*September 5, 2021*

*(Updated September 2022)*

*(Components of the COVID – 19 Reopening plan will be enacted on an as needed basis for the 22 – 23 school year) and in accordance with NYSED, NYDOH and Cattaraugus County DOH mandates)*

## Acknowledgements

Dedicated members of the CLV staff served as contributors to the CLV Reopening Plan. Many thanks for their expertise and dedication not only to the outstanding educational experience of our students, faculty, and staff, but also for making the health and safety of our education community their top priority during the COVID-19 global pandemic. The Reopening Planning Committee members represented the diversity of our large organization, including members from each of our collective bargaining units, parents, faculty, staff, and administration.

### **CLV COVID-19 Reopening Planning Committee Members 2020 – 2021 & 2021 – 2022 & updated Sept 2022**

Mr. Ben Stoll, CLV Board President  
Mr. Robert Forster, CLV Board Member  
Dr. Sharon Huff, District Superintendent  
Mrs. Dona Frederickson, HS Special Education Teacher, Teacher Union President  
Mrs. Stacey Chapman, Guidance Secretary, Certified Staff Union President  
Mr. Wayne McGuire, Director of Buildings & Grounds, District COVID-19 Safety Coordinator  
Mrs. Maria Stang, Director of Transportation  
Mrs. Sally Hadley, Business Official  
Mrs. Paula Jones, Secretary to the Superintendent  
Mr. Rob Miller, Director of Technology  
Mrs. Heather Brown, Payroll Sr. Clerical  
Mr. Dale Baldwin, Technology Department  
Mrs. Shauna McMahon, Director of Special Education  
Mrs. Michelle Sacilowski, Psychologist  
Mr. Matthew Minnekine, Director of Athletics  
Mrs. Lisa Musall, Occupational Therapist  
Mr. William Miller, School Resource Officer

### **MIDDLE & HIGH SCHOOL MEMBERS:**

Mrs. Tina Maines, High School Principal  
Mrs. April Preston, Middle School Principal  
Mrs. Cristin Boyles, MS/HS Nurse  
Mr. Jeff Goodridge, MS/HS Counselor  
Mrs. Casey Barber, HS Counselor  
Mrs. Sheryl Williams, MS Counselor  
Mrs. Tammy Brooks, MS Teacher  
Mrs. Cathy Haynes, HS Math Teacher  
Mrs. Kerri Martin, MS Special Education Teacher  
Mr. Anthony Schabloski, Technology Teacher  
Ms. Carrie Allen, Itinerant Library Teacher  
Mrs. Carol Purdy, HS Art Teacher  
Mrs. Beth McIntyre, HS ELA Teacher

Mrs. Jessica Schabloski, Health & Wellness Teacher  
Mr. Christopher Maguda, Band Teacher  
Mr. Dane Moore, Music Teacher  
Mrs. Heather Metzger, HS Math Teacher  
Ms. Gail Coffman, MS Teacher  
Mrs. Darlene White, MS Teacher

**ELEMENTARY SCHOOL MEMBERS:**

Mrs. Jenny Frank, Elementary School Principal  
Ms. Linda Gogel, Elementary Secretary  
Mrs. Amy Sykes, Elementary School Nurse  
Mrs. Nichole Illig, ES Counselor  
Miss Kristi Neal, Elementary Teacher  
Mrs. Jessica LaChausse, Speech Pathologist  
Mrs. Mary Pfeiffer, Elementary Teacher  
Mrs. Diane Lamos, Elementary Special Education Teacher  
Mrs. Deborah Havens, Elementary Teacher  
Miss Lisa LaQuay, Elementary Library Teacher  
Mrs. Heather Johnson, Pre-Kindergarten SCIS Teacher  
Mrs. Jeanne Gross, Elementary Teacher Aide  
Mrs. Patricia Reynolds, Special Education Teacher Aide  
Mrs. Chanelle Taylor, Elementary Teachers  
Mrs. Bonita Blair, Speech Pathologist  
Mrs. Brianne Schoonmaker, Special Education Teacher Aide  
Ms. Daleen Opferbeck, Elementary Teachers

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## Introduction

Schools and education organizations are faced with unprecedented challenges due to the global pandemic caused by COVID-19. In the midst of the pandemic, schools were forced to close their doors to students and transition to remote learning. Over the course of fourteen weeks schools shifted from face-to-face to remote learning in support of the learning needs of students UPK – 12<sup>th</sup> grades.

As we plan for the 2021-2022 school year, CLV is planning for the possibilities of face-to-face learning, remote learning, and hybrid/blended learning all at the same time. The focus for the 2021 – 2022 school year will be 100% in-person instruction and a 100% remote option in the event of a school closure. The purpose of this plan is to offer a framework for teaching and learning in order to maintain the highest quality of education for our learners. That is, when we return to school face-to-face, what will be the protocols we use to keep the children and adults in our schools safe? If we are to return to school remotely, how will we ensure all students receive the education to which they are each entitled? If we provide a hybrid/blended approach of remote and face-to-face learning what will be the protocols for both?

This plan was developed by engaging a cross-section of stakeholders including administrators, support staff, teachers, students, parents and community members. Subcommittees met to address all aspects of the New York State Education Department's reopening guidance for Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools and the guidance provided by the New York State Department of Health: Interim Guidance for In-Person Instruction at PreK to Grade 12 Schools during the COVID-19 Public Health Emergency.

This plan is a compilation of input and suggested best practices from our stakeholders in support of three models for teaching and learning: face-to-face, hybrid/blended and remote.

Provided herein are CLV's protocols: Practices and Expectations for Faculty, Staff, Students, and Visitors; Plan for Face-to-Face Instruction; Plan for Remote Instruction; Plan for Hybrid/Blended Instruction; Plan for Monitoring and Tracking Health Conditions; Plan for Containment; Plan for Closure; and Training for Our Staff along with Standard Operating Procedures.

### **2021 – 2022 & Updated September 2022 Reopening Plan**

The 2021 – 2022 – 2022 – 2023 (as needed) reopening plan is based on Health and Safety Guide for the 2021 – 2022 School Year New York State Education Department, August 2021, CDC's Guidance for COVID -19 Prevention in K-12 Schools, American Academy of Pediatrics' COVID – 19 Guidance for Safe Schools and NYSDOH.

## Communications/Family & Community Engagement

The CLV district is committed to communication and family engagement whether in person, remote learning or a blended/hybrid model. The district was required to shift from face-to-face to remote learning in March of 2020 necessitating a shift in communication practices embedding communication using Facebook, district website, emails and remote learning for student engagement using various platforms (Zoom, Microsoft Teams....). A survey was administered to the school community in May/June 2020 eliciting feedback on the shift from face-to-face learning to remote learning in order to inform our practices. The results of the survey were used in the development of this plan. A second survey was administered in July 2020 for the reopening of school in September asking questions as to whether or not responders intend to have child(ren) return to school, access to technology, access to connectivity, transportation needs and preference to continue remote learning, a hybrid approach or face-to-face learning. A parent/guardian on-line survey was administered in July 2021 to elicit student specific needs.

- The plan was developed through a committee comprised of community members, parents, students, support staff, teachers, and administrators. A series of virtual meetings were held to review guidance from NYSED, DOH and the CDC and the development of this plan. Information and updates were distributed through the district Facebook page, webpage, emails, letters, and phone messages. All plans for in person instruction, blended/hybrid or remote will be posted on the district website (<http://www.cattlv.wnryic.org>) and Facebook.
- All CLV faculty, staff and students will receive guidance on expectations and practices before the start of the school year on hand hygiene, proper face covering practices, social distancing, and respiratory hygiene. Training materials will be posted on Facebook, the district website (<http://www.cattlv.wnryic.org>) and in newsletters sent home to parents.

### Engaging All Stakeholders/Communication

The CLV District engaged with school stakeholders and community members, including teachers, support staff, administrators, parents, community members, and Board of Education members in the development of the plan. A survey was administered in May/June 2020, July 2020, and July 2021 to assess intent to return, transportation needs, internet connectivity, access to technology, and health and safety concerns. Multiple virtual forums were held with CLV Reopening Planning Committee (faculty, staff, support staff, administrators, BOE members), to elicit input and recommendations. A virtual Community Forum was held to review the survey results, provide an overview of different models for reopening, and elicit input and recommendations. The CLV District website and Facebook page provide regular updates, resources, and ways to connect with the Superintendent and administration for questions, concerns, and feedback.



## 2021 – 2022 Reopening Plan & Updated September 2022 Plan

Reopening community forums were held on 8/17/21 and 8/24/2021 to elicit input and feedback from the school community.

### Health & Safety

The health and safety of our faculty, staff, students, and visitors to Cattaraugus-Little Valley CSD is our top priority. CLV is committed to educating and communicating with our educational community about everyday actions that are best known to prevent the spread of COVID-19. While CLV will perform daily screening, increased cleaning and disinfection, and management of persons that become ill in our care, there are three central activities all people entering our buildings will be expected to participate in order to keep everyone as safe as possible: social distancing, wearing personal protective equipment, and giving increased attention to personal hygiene practices. While these three practices are mentioned throughout our plan, they are mentioned here to give importance to their practice and guide everyone in setting these as our norms as we come together within our facilities. CLV will be using a cohort model, to the extent possible.

#### Parent & Student Notification

The District will provide guidance to parents and students through the Facebook page, District Website, phone messages, and building and district newsletters on information related to COVID -19 and available in the students' and parents' home language:

- When /how long to stay home from class/other activities if they are sick/DOH guidelines
- What they should do if exposure to COVID – 19 is suspected
- What will happen if a student tests positive, details about isolation protocols, and when they can return to school
- How student health will be monitored/DOH guidelines
- How the District will address an outbreak at school
- How a school closure will be addressed
- Expectations for social distancing/PPE protocols for students and parents

#### Faculty & Staff Notification

The District and school buildings have developed guidance for faculty and staff with the following COVID – 19 guidance:

- When/how long to stay home if they are sick
- What they should do if exposure to COVID – 19 is suspected to include details for quarantine/DOH and when they can safely return to work
- How employee health will be monitored/DOH guidelines
- What to do if they suspect someone else they are in contact with is sick
- When they will be permitted to return to work/ DOH guidelines
- How a school closure will be addressed
- Expectations for social distancing/PPE protocols on campus
- Cleaning and disinfecting of classrooms and common areas

Signage expressing expectations and practices have been posted throughout our facilities, including adherence to CDC and DOH guidance regarding the use of PPE (specifically acceptable face coverings) when social distancing cannot be maintained.

CLV faculty and staff will communicate with students and families (in the language spoken in the home) about preparing for the upcoming year, which will include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene.

### **Social Distancing**

To ensure all faculty, staff, students, and visitors comply with physical distancing requirements, anyone within CLV facilities will practice social distancing expectations:

- All faculty, staff, students, and visitors must follow all posted signage regarding social distancing practices and expectations.
- All faculty, staff, students and visitors will refrain from physical contact with one another to the extent possible.
- Universal masking regardless of vaccination status is required of all students, staff and visitors. Mask breaks may be taken by students once every hour for approximately 5 minutes.
- COVID – 19 testing will be required once/week unless proof of vaccination is on file with the district.
- The District will ensure a distance of 6 - 12 ft. in all directions for individuals and activities projecting the voice, singing, chorus, playing a wind instrument, or aerobic activity, such as participating in physical education classes.
- Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings. If area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Social distancing markers/decals are posted throughout our facilities (common areas/bathrooms, classrooms, hallways).
- Limit in-person gatherings as much as possible and use tele- or videoconferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants, or virtually.
- All planned deliveries to our facilities will take place through our Maintenance Department at our receiving entrance. All other deliveries will be received through our main entrances and follow screening and safety protocols of visitors.

### **Face Coverings**

In accordance with NYSDOH, any individual who is over age two (2) and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or face-covering when in a public place and unable to maintain, or when not maintaining social distance. Face-coverings are recommended by the New York State Department of Health (NYSDOH) at all times, except for meals and when outdoors. Acceptable face-coverings as defined by the NYSDOH, include but are also not limited to cloth-based face coverings and surgical masks that cover the mouth and nose. The district will provide masks to students for bus transportation and while on campus. Masks are not required when outdoors unless in crowded outdoors settings or during activities that involve sustained close contact with other people. Faculty, staff and students are required to wear acceptable face-coverings when in doors. Mask are not required when outdoors.

### **Mask Breaks**

Mask breaks may be taken by students once every hour for approximately 5 minutes. Students should be seated and stationary at their desks during mask breaks.

### **Transparent Face Coverings**

Transparent face coverings will be considered an alternative for teachers and staff to accommodate specific learning needs of students. For example, the District may provide alternate PPD (i.e., masks that are transparent at or around the mouth) for therapies or interventions that require visualization of movements of the lips and/or mouths (e.g. speech therapy). They may also be used for students with hearing impairment.

### **Proper Handwashing & Respiratory Hygiene**

Protocols have been established to reinforce proper hand washing and respiratory hygiene with all faculty, staff and students. A variety of modalities will be used in the training including protocols in the district newsletter, videos posted to the district webpage and Facebook page. Staff and faculty will receive training on the first days back to school and students when they return to school.

Recommended times are designated for students to wash their hands with soap and water or use hand sanitizer, at a minimum before/after these events:

- At the start of the school day upon arrival
- When student enters a classroom
- After using the restroom
- After touching, sneezing, wiping or blowing noses
- After snacks and lunch breaks

The District will maintain adequate supplies of soap and hand sanitizer with at least 60 percent alcohol.

### **Health Monitoring & Screening**

To ensure all faculty, staff, and students comply with daily screening requirements, CLV will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding daily screening practices and expectations.
2. Implement a daily screening protocol, either electronically for faculty and staff, or on paper for students and visitors, that document answers to the following questions:

Have you had your temperature taken today? If you have taken your temperature today, was it over 100°F?

3. If any person answers “yes” to any question, additional immediate screening will be required.
4. Immediate digital notification is sent to CLV Superintendent and/or Building Principal if any faculty and staff member answers “yes” to any question.

Hand held temperature probes will available at designated locations for additional screening if required or if temperature readings were not able to be conducted before entering the CLV facility.

### **Confirmed Cases of COVID-19**

Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect, if feasible. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and ensure they are stored properly away from children.

### **Testing Responsibility**

All unvaccinated teachers and staff are required/NYSDOH to have weekly COVID – 19 test.

CLV is required to offer screening testing for students (obtain parent or guardian consent for minors, and where otherwise required pursuant to school policy).

The CLV COVID-19 Safety Coordinator, along with all Director Level Staff, receives electronic notification of digital screening results so that appropriate supervisors can be immediately contacted to determine if intervention is needed with any employee that fails screening procedures. Employees immediately receive on-screen instructions to contact their supervisor and, if possible, to NOT enter CLV facilities.

Front desk receptionists will serve as frontline observers of screening of self-transporting students and visitors and will deny entry to any person that fails screening procedures or student will be taken to an isolation area for parent pick-up.

The COVID-19 Safety Coordinator will be notified by Director Level Staff or front desk receptionists if any person fails screening procedures. The Safety Coordinator will work with the appropriate County Health Departments if COVID-19 is suspected. Those that fail screening procedures will not be allowed entry into CLV facilities.

School Nurses in each CLV facility will be key responders if any faculty, staff, students, or visitors are in need of medical care while in our facilities.

#### **Positive Screening Protocols: Prior to School Hours**

Screening protocols are in place for COVID-19 exposure or symptoms. If screened at school, student must be sent home with instructions to contact their health care provider for assessment and testing.

- Students sent home because of a positive screening must be separated and supervised until the parent/legal guardian picks them up.
- The District will provide guidelines to parents/legal guardians and related resources for follow-up testing.
- The District will notify the local Department of Health for follow-up guidance.
- The District will follow procedures from the Department of Health for closure, cleaning, and sanitizing of all applicable student contact areas.

A District Newsletter will be sent to all parents prior to the start of school with educational information on the signs of illness and recommendations to keep a sick child at home. Our plan includes provisions for access to remote learning for any child who needs to remain at home. The CLV District Website will continually be updated with recommendations from the NYSDOH and The Centers for Disease Control and Prevention, maintaining an updated list of symptoms of Coronavirus. This list is not all-inclusive, as some individuals may display symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- 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

### **Positive Screening Protocols: During School Hours**

Students and staff exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school should contact the parent/guardian to come pick up their ill child or send the staff member home.

Where possible, CLV will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies.

School nurses and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions, which include the use of appropriate PPE.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE.. CLV, at all locations, will follow Education Law § 906:

*Whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.*

School staff must immediately report any illness of students or staff to the school nurse or administration or the COVID-19 Safety Coordinator. Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality.

### **Returning to School After COVID-19**

CLV will 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:

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

Refer to the NYSDOH *Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure*

[https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_covid19\\_publicprivateemployee\\_returntowork\\_053120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployee_returntowork_053120.pdf)

Compliance will be monitored and documented by the District for both employees and students.

### **Collection**

The CLV COVID-19 Director Level Staff and building administrators will coordinate efforts, in conjunction with county health officials, to communicate directly with student guardians and request they be seen by a health care provider. Collection locations will vary depending on location and will be determined to maintain confidentiality and minimize potential exposure to others.

Parents will be instructed to call the school upon arrival for student pick-up and will be instructed NOT to enter school facilities.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

### **Students and Staff Who Are At High Risk or Live with a Person At High Risk**

The unknown vulnerabilities of our faculty, staff, and students will be handled on a case-by-case basis under the supervision of the Superintendent of Schools. Accommodations, where appropriate, will be provided when and where needed. Faculty and staff will be trained in vulnerabilities outlined in guidance provided by the State Education Department and are asked to notify their immediate supervisor with questions and concerns, and/or to develop an accommodations plan.

The district acknowledges that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. The district will need to make accommodations and be able to accommodate the needs of these students in the school community. Faculty and staff who have family members who are in high risk groups may also need to teach remotely on a case-by-case basis and/or to develop an accommodations plan.

Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older
- Pregnant individuals
- Individuals with underlying health conditions including, but not limited to:
  - chronic lung disease or moderate to severe asthma
  - serious heart conditions
  - immunocompromised
  - severe obesity (body mass index [BMI] of 30 or higher)
  - diabetes
  - chronic kidney disease undergoing dialysis
  - liver disease
  - sickle cell anemia
  - children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/guardians to work with their child's healthcare providers 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. As these students transition back to the school environment, our trained teaching staff will plan and coordinate with the following so that a healthy transition is made:

- school health services personnel
- special education personnel
- pupil personnel services, and
- administration

### **Director of School Health Services**

The Superintendent consulted with the School Physician in the development of protocols for signs of illness in students and staff. Protocols are in place for referrals to school nurses and/or outside health providers. Meetings were held with school nurses in July 2020 and August 2021 to establish these protocols. The School Physician will act as the Director of School Health Services.

### **School Health Offices**

Students and staff with symptoms of illness must be sent to the health office within CLV facilities. Students and staff with symptoms of illness that are located in a Host District must follow protocols for that location. Staff located in leased facilities (office space) with symptoms of illness must communicate immediately with their supervisor and their health care provider.

Within CLV owned and operated facilities, the school nurse (and School Medical Director) will assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat.

If the school nurse is not available, schools will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. Administrators will work collaboratively with school nurses to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, texts, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

### **Before and Afterschool Programs**

CLV does not offer before and after care programs for students. Information on available community daycare options are posted on the District Webpage.

## Plan for Closure

### Closure Triggers

CLV will consider early warning sign data to help determine when CLV programs will close. Much like our closures for weather and other emergencies, CLV will consider closing programs if students within those programs are coming from a home district that has decided to close. CLV will remain in daily contact with leadership in component districts so that CLV is aware of any COVID-19 related closure in the region. Contact tracing, with assistance from state and county health officials, will be used to assess exposure from any outside sources and determinations for closure will be handled on a case-by-case basis in coordination with the component district leadership and county health officials.

Another consideration for program closures may include absentee rates of faculty, students, and staff. CLV programs will remain open only if absentee rates are at acceptable levels to operate our programs safely and according to DOH and SED regulations.

The major consideration for program closure is the suspected presence of the COVID-19 virus within our facilities or programs, or within a facility where our programs are hosted. In this case, the CLV COVID-19 Safety Coordinator will collaborate with district level staff, county health officials, and component district leadership to determine if a program location must close. The COVID-19 Safety Coordinator and district level staff will use the “CLV Considerations for Closure” as a guide when considering location and/or program closures. Any closures will be officially made by the District Superintendent.

Level of Community Spread based upon Western New York 7-day infection average (Low – Medium – Substantial)	Criteria 1 0 students or staff member infected within a single program or location	Criteria 2 1 student or 1 staff member infected within a single program or location	Criteria 3 2-4 students or staff members infected within a program or multiple programs	Criteria 4 5+ students or staff members infected within a <u>single</u> program/location	Criteria 5 5+ students or staff members infected within <u>multiple</u> programs or locations
<b>Low/No Spread</b> 5% or less (5 or less cases per 100,000)	All programs and locations remain open.	Consider program/location closure for up to 24 hours. <small>Consult County Health Officials.</small>	Consider program/location closure for up to 72 hours. <small>Consult County Health Officials.</small>	Consider program/location closure for up to 14 days. <small>Consult County Health Officials.</small>	Consider programs/locations closure for up to 14 days. <small>Consult County Health Officials.</small>
<b>Medium Spread</b> 6% to 8% (6 to 8 cases per 100,000)	All programs and locations remain open.	Consider program/location closure for up to 24 hours. <small>Consult County Health Officials.</small>	Consider program/location closure for up to 72 hours. <small>Consult County Health Officials.</small>	Consider program/location closure for up to 14 days. <small>Consult County Health Officials.</small>	Consider program/location closure for up to 14 days. <small>Consult County Health Officials.</small>
<b>Substantial Spread</b> 9% or more (9 or more cases per 100,000)	Close all programs and locations. <small>Consult County Health Officials.</small>	Close all programs and locations. <small>Consult County Health Officials.</small>	Close all programs and locations. <small>Consult County Health Officials.</small>	Close all programs and locations. <small>Consult County Health Officials.</small>	Close all programs and locations. <small>Consult County Health Officials.</small>

CLV facilities and programs will close if the Western New York 7-day infection rate average is greater than 9%. This determination will be made by state officials. Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

### Closure Communication

CLV will utilize well established closure procedures to notify faculty, staff, and students of any closure (protocols for closure related to weather or other emergencies). Closure communications will be coordinated by the COVID-19 Safety Coordinator and the CLV Communications Department.



The **“CLV Plan for Closure”** will be posted on the organizational website. The **“CLV Plan for Containment”** will be posted on the organizational website.

Containment communications will be coordinated by the COVID-19 Safety Coordinator and the CLV Communications Department.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

### **Contact Tracing**

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.

CLV will cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department. The CLV COVID-19 Safety Coordinator will, solely, assist public health departments in knowing who may have had contact at school with a confirmed case by:

- keeping accurate attendance records of students and staff members (see **“Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors”**)
- ensuring student schedules are up to date
- keeping a log of any visitors which includes date, time and where in the school they visited, and
- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program

Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

## Facilities - Operations

### Before Opening

CLV District has established protocol for maintenance of facilities in compliance with the guidance from the New York State Department of Health and The Center for Disease Control.

- The District has purchased required PPE supplies in accordance with guidance.
- The District has purchased required cleaning and disinfecting products in accordance with guidance.
- The District has signage across all facilities for proper hand washing, respiratory hygiene, social distancing, symptoms and illness related to COVID-19, and wearing of face coverings/masks.
- The District will virtually train all faculty and staff on health and safety protocols, including proper hand washing, respiratory hygiene, social distancing, symptoms and illness related to COVID-19, and wearing of face coverings/masks.
- All cleaning staff have been trained in use of protocols for cleaning, disinfecting, and product use.
- The District will virtually train all students, parents/families on health and safety protocols, including proper hand washing, respiratory hygiene, social distancing, symptoms and illness related to COVID-19, and wearing of face coverings/masks.
- All resources related to health and safety protocols will be posted on the District website and Facebook page.

All instruction within our programs will be delivered in a manner that is compliant with social distancing and PPE measures for all faculty, staff, and students. Close examination of physical space within our facilities has taken place to comply with guidelines from the State Education Department.

COVID Maximum Occupancy signage will be placed outside each room location as calculated. Classroom enrollment/capacity numbers will be closely monitored by faculty, administration, and the COVID-19 Safety Coordinator in order to allow for social distancing at all times. Bus capacity will be closely monitored with changes to bus routes to maintain social distancing on busses/vehicles.

### Daily Cleaning & Disinfecting Protocols

A thorough cleaning of all buildings will take place prior to students and staff returning for the school year.

The District will follow the hygiene and sanitization requirements from the Centers for Disease Control and Prevention (CDC) and NYSDOH document “Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19”. Disinfecting products that meet the EPA’s criteria for use against SARS-CoV-2 have been procured and will be used.

### Facilities Cleaned by CLV Buildings and Grounds Department

- All facilities cleaned and maintained by the CLV Buildings and Grounds Department are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control.
- Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, theatre, cafeterias, gyms...
- Daily logs are maintained and posted that include the date, time, and scope of cleaning and disinfection in a facility or area.
- High touch surfaces should be cleaned and disinfected more frequently throughout each day.
- Required PPE is provided to all Buildings and Grounds staff as they clean.

- An additional part-time laundry person will be hired to accommodate additional laundry needs.
- Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Routine scheduled maintenance and cleaning and/or changing heating/air conditioning system filters will be maintained throughout the facility and at all times.

### **Hygiene, Cleaning, and Disinfecting**

The CDC and NYSDOH recommends, and CLV will implement the following:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred
- Opening outside doors and windows to increase air circulation in the area
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

### **Ventilation**

The Director of Facilities has conducted an analysis of our ventilation system, and has maximized operations for the circulation of outdoor air as part of our Ventilation Plan. The system will be monitored throughout the opening of school with ongoing preventative maintenance protocol in place.

### **Staffing Considerations**

Accommodations for vulnerable employees with underlying medical conditions or employees who have household members with underlying health conditions will be made to the extent practicable. Employees should contact their supervisor to initiate the discussion. Accommodations may include telework, modified work setting, or additional PPE.

### **Meetings**

To the extent practicable, faculty and staff meetings, department meetings, interviews, CSE meetings, training, professional development, and any other situation requiring dense congregations of people will be held using video or tele-conferencing when possible. Situations requiring in-person gatherings will ensure appropriate social distancing is maintained and will be held in open, well-ventilated spaces. Masks will be required when social distancing is not able to be maintained.

### **COVID-19 Safety Coordinator**

The CLV Director of Facilities has been designated as the COVID-19 Safety Coordinator to ensure compliance with the reopening plan and guidance provided by NYSED, NYSDOH, and the CDC.

### **School Safety Drills**

The CLV District will conduct School Safety Drills with modifications including 6 feet social distancing for all required Fire and Lockdown Drills. The School Resource Officer has modified previous protocols in order to adhere to Health and Safety requirements.

### **Compliance with Fire Prevention and State Energy Conservation Code**

The CLV District does not anticipate changes or additions to facilities.

- The District will abide by all NYS Uniform Fire Prevention and Building Code and the State Energy Conservation Code and submit all changes to the OFP as applicable. Any changes to the plan will be submitted to OFP as applicable.
- The CLV District's last Building Condition Survey and Visual Inspection report was reviewed and our reopening plan is in compliance.
- The CLV District will conduct Lead-In-Water testing in compliance with regulations.
- All CLV District existing and new Alcohol-based Hand-Rubs have been installed in locations in accordance with FCNYS 2020 Section 5705.5 regulations.
- The CLV District does not anticipate making changes to or installation of dividers. If modifications/installation is indicated, the District will submit detailed plans to the OFP.
- The CLV District does not anticipate any new building construction or temporary quarter projects but will submit to OFP any changes as applicable.
- The CLV District will consult with OFP if the district enters into a lease agreement.
- The CLV District will not be using tents for instructional space.
- The CLV District did an analysis of sinks and toilet fixtures, and meets the minimum standards of the BCNYS building condition. Adjustments and modifications to sink and toilet fixtures will be adjusted to student enrollment based on the instructional model.
- The CLV District has added bottle fill water stations and have more on order.
- The CLV District has a written plan of our ventilation system in accordance with Code Ventilation, which adheres to the mandated outdoor air circulation requirements.
- The CLV District does not anticipate any projects dedicated to COVID-19 for the 21 – 22 school year.
- The CLV District is collaborating with BOCES in securing compliant plastic separators that will not restrict air flow and adhere to Fire Safety Code for the 21 - 22 school year.

## Facilities – Building Procedures

### Protocol for Visitors

Access to CLV locations will be limited to only essential visitors. All visitors will participate in self-monitoring checks for symptoms of COVID-19 by completing the sign-in and sign-out form located at main entrances. All visitors will be required to take their temperature before entering CLV locations. Thermometers will be available at all CLV locations for those that are unable to do this at home.

### Visible Signage for Hand and Respiratory Hygiene

The CLV District has posters regarding hand and respiratory hygiene that will be posted throughout each classroom, bathrooms, and/or common areas if appropriate. To ensure all faculty, staff, students, and visitors comply with hygiene and cleaning requirements, CLV will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage for hygiene and cleaning practices and expectations.
2. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
3. Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
4. Provide Faculty, Staff, and Support Services with student-safe cleaning products to clean room surfaces throughout the day.
5. Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
  - Proper hand washing techniques
  - Use of hand sanitizer
  - Respiratory etiquette, including covering coughs and sneezes
  - Proper use of face coverings
  - Encourage staff to stay home when sick
6. Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering
7. Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas (must be completed)
8. Require that hand washing take place before and after consuming food.

### Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors

To ensure all faculty, staff, students, and visitors comply with protective equipment requirements, faculty, staff and students will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding PPE practices and expectations.
2. CLV will provide employees and students with an acceptable face covering at no cost and have an adequate supply of coverings in case replacement is needed.
3. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

4. Training will be provided to all staff members and students on the proper use of face coverings including:
  - How to Wear Face Covering Appropriately
  - How to Put on/Remove Face Covering
  - How to Properly Remove a Face Covering
  - Proper Care of Face Coverings
5. Universal masking is required regardless of vaccination status. Masks must be worn when indoors and mask breaks may be provided. Masks are not required when outdoors.
6. When in contact with shared objects or frequently touched areas, gloves will be provided; employees, students, and visitors are encouraged to wash hands before and after contact.
7. Touching of shared objects and surfaces is discouraged.
  - Examples of some frequently touched areas in schools: classroom desks and chairs, lunchroom tables and chairs, door handles and push plates, handrails, kitchen and bathroom faucets, light switches, handles on equipment (e.g. athletic equipment), buttons on vending machines and elevators, shared telephones, shared desktops, iPads, laptops, bus seats and handrails, etc.
8. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects
  - First, clean the surface or object with soap and water
  - Then, disinfect using an EPA-approved disinfectant
  - If an EPA-approved disinfectant is unavailable, you can use 70% isopropyl alcohol solutions to disinfect

CLV will provide adequate supplies for staff and students who forget their masks, and PPE for use by school health officials.

### **Building Access**

Any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and DOH guidelines for COVID-19 symptoms) will be excluded as per DOH Guidelines.

Front office personnel will require visitors to screen as they enter the building. This will include completion of the daily health assessment, temperature check, hand sanitization, and wearing of mask before a visitor is allowed into the school. Documentation will be maintained.

### **Considerations for All Schools: Student Flow, Entry, Exit, & Common Areas**

- Minimize interaction of students between drop-off and entrance to school facilities.
- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- Establish separate entrances and exits to school facilities where possible.
- Create “one-way routes” in hallways.
- Maintain social distancing in hallways and common areas.
- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Create student cohorts, when feasible, as an effective strategy to limit exposure and contact.
- Limit commingling between classes or other district-set groups of students.
- Minimize large group gatherings.
- Provide hand sanitizer at school entrances.

- Put signage around school buildings to provide hygiene advice and reminders (CDC offers printable resources and handwashing posters).
- Increase frequency of cleaning all surfaces, including walls (to the appropriate height, based on age of students).
- Limit the number of students in the hallway at the same time by staggering release from classrooms.
- Install physical barriers, such as sneeze guards and partitions as requested.
- Consider a schedule that limits access, if any, to lockers to keep traffic in the hallways within social distancing protocols.

#### **Arrival & Dismissal**

- Parent Drop-off/Pick-Up will be at designated times and locations, coordinated and implemented according to guidelines.
- Vehicle flow and logistics will be considered to accommodate anticipated increase in parent transports.
- Limited numbers of busses will unload at a time in the designated area.
- Students must report to their classroom upon arrival.
- Staff will monitor students' use of lockers at both arrival and dismissal.
- If parents are signing out at a time other than arrival or dismissal, the procedure will take place in the Health Office or the Main Office, based on purpose.
- Drop-off of items to students will be limited to emergency reasons.

#### **Cohorts**

- A "cohort" is a group, or team, of students and educators with consistent members that stay together throughout the school day, to the extent possible.
- When possible, and as indicated, teachers of specific academic content areas rotate, instead of student groups.
- Maximize other safety precautions where cohorts may have contact, such as more closely monitored use of facial coverings, hand washing and sanitizing between cohorts.
- Cohorts will be assigned a specific entry and exit that remains consistent day-to-day.
- Similar design will be implemented for assignment of restrooms, classrooms, and outside space where it is possible to restrict primary use to a single cohort, or consistent group of cohorts.

## Child Nutrition

Students eligible for free/reduced breakfasts and lunches will be provided with breakfast and lunch in accordance with all NYSED's Child Nutrition regulations. All other students have the option to bring and/or purchase a breakfast and lunch.

- The district will provide all enrolled students in the SFA program with access to breakfast and lunch each school day to include those students taught remotely
- The district will implement all applicable health and safety guidelines in accordance with the NYSED Child Nutrition guidelines and DOH regulations
- The district will ensure the protection of students with food allergies when providing meals outside of the cafeteria, including the training of teachers and staff as applicable on food allergies in collaboration with the school nurse
- Protocols and procedures will be placed (posters) in all areas where students consume meals, including breakfast and lunch (café, classrooms...), outlining protocols and procedures for hand hygiene before and after eating to include the teaching of hand hygiene protocols and procedures to all staff, faculty, students and parents by demonstration and video through the CDC
- The district will have protocols and procedures in place in accordance with the DOH to ensure the required cleaning and disinfection of all areas where students consume meals, to include classrooms and common areas, between use among groups of students as applicable
- School Food Authorities requirements will be adhered to in compliance with the Child Nutrition Program

The District contracted Food Service Provider will complete a daily health assessment and monitor staff self-monitoring for any COVID-19 type signs and symptoms. All food service staff will be required to wear face coverings at all times while preparing and serving food.

Proper cleaning and disinfection will occur in the food service area and cafeteria/dining area between meal periods. Kitchen and serving areas will be cleaned and disinfected on a daily basis. Equipment, including high-touch objects, will be disinfected daily or more often given the rate of usage.



## Transportation

Bus transportation to and from home to school and from school to any off-site locations for special education programs and CTE programs will adhere to SED guidance.

- Busses will be cleaned/disinfected once a day and between bus runs if used twice a day
- High contact spots will be wiped down after each run according to established cleaning and disinfecting protocol
- Buses will not be equipped with hand sanitizer due to its combustible nature

All transportation staff, including bus drivers and bus monitors, will follow district protocols.

Bus drivers and monitors will:

- not carry personal bottles of hand sanitizers
- must wear a face covering along with optional face shield
- follow all CLV protocols, including training for COVID-19 symptoms and PPE
- ensure Hand sanitizer is provided for all staff in their transportation location such as dispatch, offices, employee lunch/break rooms and bus garage
- Drivers and monitors who have direct contact with students must wear gloves
- Drivers and monitors must complete the digital sign-in before reporting to work each day
- Students must wear a mask on a school bus/vehicle if they are physically able
- Students who do not have a mask will NOT be denied transportation
- Students who do not have masks will be provided one at no cost
- Students with a disability which would prevent them from wearing a mask will not be required to wear one or be denied transportation
- Students and parents will receive training materials in the mail in advance of the start of the school year on how to wear a mask for any student riding a school bus. Students will receive additional training on the first day of school by individual teachers and administration.
- Students and parents will receive training materials in the mail in advance of the start of the school year for any student riding a school bus on use of face coverings and PPE and the signs and symptoms of COVID – 19, to include information in the district newsletter, Facebook, district website, and letters to parents. Videos will be posted online on the district Facebook page and website for parents to view with their children. The district will access instructional materials available through the NYS DOH and CDC. Students will receive additional training on the first day of school by individual teachers and administration.
- If the district is in session remotely, bus routes will remain scheduled for all students with Individualized Education Programs, non-public, parochial, private and charter schools. Contacts will be made in advance of the school year to schedule bus routes.

## Social Emotional Learning

District and building-wide comprehensive developmental school counseling plans will be reviewed and updated in accordance with established practices incorporating plans to address the needs of students and staff related to COVID – 19. The District has an established advisory council that meets regularly and provides updates to the District’s Comprehensive Counseling Plan.

The district will continue to provide for the mental health, behavioral, and emotional needs of students including integration of Restorative Practices and Trauma Informed Care and other established programs. Counselors are available to work with students and families face-to-face and/or virtually. Faculty and staff will be provided with either in-person or on-line training in social, emotional and trauma informed practices during professional development days at the beginning of the school year consistent with past practice. Many faculty and staff are trained in these practices and implement them in classrooms. It is expected that these practices will continue.

School counselors UPK -12<sup>th</sup> grades will continue to provide supports and resources to students and families with social and emotional needs both in school face-to-face and remotely. All teachers will be trained on a referral process for students in school and those students learning remotely. Referrals will be made to outside agencies in support of students and families as with past practice.

EAP (Employee Assistance Program) is available to all CLV employees. The existence of this service is communicated to all faculty and staff often and is widely used.

A family support liaison will continue to serve as a resource for linking families to outside agencies, mental health providers, and resources.

On-going professional development will be provided to faculty and staff related to COVID-19 issues, regardless of the instructional model – in-person, hybrid, remote.

- Provide professional development to support educators.
- Integration of SEL in their teaching, including the skills to foster positive learning environments and techniques for embedding SEL into instruction (in-person and remote and/or virtual instruction).
- Understanding and utilization of trauma-informed practices.
- Protocol for identifying and supporting students who may be experiencing social- emotional, behavioral, and mental health challenges.
- Using an Advisory model, the faculty and staff will maintain staff-student relationships to ensure that all students have at least one caring staff member who checks in regularly with them and who their family is able to connect with for any needed support.

## School Schedules 2021 - 2022

School schedules have been created for UPK – 12<sup>th</sup> grade students for 100% in-person and 100% remote option if there is a school closure. Universal masking is required. Masks will be worn by all staff and students when indoors regardless of vaccination status.

### Two Reopening Models At-A-Glance

**MODEL #1: 100 % In – Person 5 days/week with universal masking.** Students will be 3 – 6 feet apart with masks.

#### Example In-Person Schedule:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PK-12 100% In-person	PK-12 100% In-person	PK-12 100% In-person	PK- 12 100% In-person	PK – 12 100% In - Person

- Students with medical needs and medical documentation will receive instruction through iTutor an on-line learning platform.

#### MODEL #2: Remote Learning [Pk-12 100% online learning] School Closure Only

The CLV Remote Learning Model takes into consideration best practices for providing online learning. CLV will develop daily schedules for learners that include Core subjects, Specials, and electives, similar to in-person learning. Using Microsoft Teams, Schoology, and/or Dojo Portfolio, students and families can access live instruction or recorded lessons using the Flipped Classroom model. Students and families will receive additional supports, including access to module workbooks, class texts or textbooks, and other resources essential for success in the course.

#### Example 100% Remote learning

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PK-12: Remote Learning	PK-12: Remote Learning	PK-12: Remote Learning	PK-12: Remote Learning	PK-12: Remote Learning

#### SUMMARY OF MODEL #2: REMOTE LEARNING

Cohort	* PK-12 Remote learning for all students 5 days per week
Social Emotional	* Remote cohorts using advisory systems * Remote counseling and trauma support
Curriculum & Instruction	* Peer interactions in virtual community * Counseling and trauma support online
Technology	* Full schedule with core classes, Special Area and elective classes offered in virtual environment * Special Ed. programming/services provided virtually

<b>Scheduling</b>	<ul style="list-style-type: none"> <li>* 1:1 technology for all students PK-12</li> <li>* Virtual Platform for LIVE instruction</li> <li>* Student advisory program</li> <li>* Options for technology without Internet</li> </ul>
<b>Faculty &amp; Staff</b>	<ul style="list-style-type: none"> <li>* Daily schedule with LIVE instruction</li> <li>* Recorded lesson using a Flipped Classroom Model</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>* All faculty and staff will be trained on best practices for virtual learning</li> </ul>

The District will make accommodations for students with special needs.

## Attendance & Chronic Absenteeism

The district will collect and report daily teacher student engagement or attendance while teaching face-to-face, in a remote or hybrid schedule. Teachers will collect and report attendance through a student management system—PowerSchool. Cohorts of students will be assigned to advisories and a teacher will oversee each advisory for anyone instructed remotely. The advisory teacher will make daily contact via Zoom and/or Team meetings, phone calls, or email and maintain a summary of the communication and attendance/engagement.

## Technology & Connectivity

The CLV District is a 1:1 device district UPK – 12<sup>th</sup> grades. The District has a comprehensive technology plan. This plan addresses the needs of students in a face-to-face, hybrid and/or virtual model. There are accommodations for students who do not have access to the internet at home including access to “hot spots” at the CLV main building, “hot spots” in the community at local libraries and businesses, and three busses are equipped with connectivity access and will be located at scheduled times and locations in the community. Options for those without internet include provision of laptop and flash drives.

- The district conducted a survey of all students and teachers to assess technology and connectivity in July 2020 and July 2021. The results of the survey are driving instructional programs, teaching and learning. Questions included: Do you have Internet access at home? What are the barriers to getting the internet? How reliable is your Internet? What type of Internet do you have?

We are a 1:1 district and for the 2021– 2022 will provide iPads UPK – 8<sup>th</sup> grade and laptops 9 – 12. Flash drives will be provided to students with laptops. The district has equipped three busses with Wi-Fi that will be accessible in the community on designated dates and times.

- We have shifted to a 1:1 device district providing iPads UPK – 8<sup>th</sup> grade and laptops 9 – 12. We have identified students that do not have, or do not have adequate, internet access and have 3 busses equipped with Wi-Fi that will be in the community M – F at designated times and locations for downloading of materials. Additional “hotspots” were installed adjacent to school parking lots when we transitioned to remote learning in March, 2020 and will continue to be accessible for 2021 – 2022. “Hot spots” are also available at various businesses in the community. The district is working with various internet providers in an attempt to address issues of affordability and access. A plan is in place to provide flash drives to students using laptops with downloadable activities and assignments.

### Engagement Strategies & Online Tools

The District is assessing online tools in support of asynchronous and synchronous learning. The District has developed building-based committees to research best-practices in support of both models. Professional development opportunities have been offered since March 2020, and will continue through the 20-21 and 2021 – 2022 school year.

## Teaching & Learning

### **Continuity of Learning Plan**

All CLV students are entitled to a free public education. All students must have the opportunity to feel safe, engaged, and excited about their learning, whether in-person, remote, or some combination of the two. CLV will place the utmost importance on individual student needs and work to achieve equity across all learning experiences. Regardless of the instructional model used, CLV will ensure continuity of learning with the least disruption, ensuring substantive daily interaction between teachers and students and open communication between parents and guardians. The CLV Continuity of Learning Plan is designed to meet the unique needs of ALL of our students, including instructional goals designed with students' skill level and abilities in mind. CLV will ensure that faculty and support staff, families and students receive the orientation and preparation necessary to ensure true continuity and accessibility to all of our programs. Should families and students have limited or no access to technology or the Internet, the District will offer alternative instruction that is comparable. The CLV Continuity of Learning Plan ensures that the district is prepared for short- and long-term school closures in the event of an emergency.

### **Educational Programming**

CLV's curriculum and instruction is aligned to the New York State Learning Standards, regardless of the instructional model – in-person, hybrid, remote learning.

#### Grades PK-6 Programming

CLV will provide high quality, rigorous, standards-based instruction to all learners and across all curricular areas, regardless of the instructional model – in-person, hybrid, virtual. To the extent practicable, the District will ensure that students receive instruction in core subjects, as well as Art, Music, Library, Physical Education, and elective courses. Using an Advisory Model where groups of 6-8 students are paired up with an educator who will work with the students and parents/guardians to create a learning plan, engage in daily, substantial contact, and monitor progress, CLV will ensure that students have access and interaction with an appropriately certified teacher on a regular basis in all of the proposed models of instruction.

#### Grades 7-12 Programming

CLV will provide instruction designed to meet and achieve the NYS Learning Standards using the 'Unit of Study' requirements built into to students' schedules. Regardless of the instructional model selected (in-person, hybrid, virtual), CLV students will have equitable access to high quality rigorous instructional opportunities and experiences provided by highly qualified, certified teaching professionals, competent in the content or discipline of the course.

#### Special Education Programming:

CLV 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 in our district. Our highly qualified faculty and staff will provide a framework to ensure that all students with disabilities 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. CLV considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. CLV administration, faculty, and staff will

implement all guidelines from SED stated in the *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools* document.

### **Substantive Interactions Between Teachers & Students**

CLV has established practices in place to ensure daily, substantive interactions between teachers, students, and families. In all 3 models, in-person, hybrid, and remote learning, CLV will implement an Advisory System where teachers, Service Providers, and support staff will be assigned a small group of students (8-10) to act as a case manager/advisor. Roles and responsibilities include goal setting, planning for project and assignment completion, organizing additional supports, and advocating for student and family needs. In addition to the regular, daily teacher-student interactions, this will create a streamline approach to communication between home and school, as well as a structure to support the whole child academically, socially, and emotionally.

### **Equity & Accessibility of Quality Teaching and Learning**

CLV's Reopening Plan and curriculum is aligned to the New York State Learning Standards, including the use of NYS Modules and resources to support teaching and learning. Regardless of the model chosen, in-person, hybrid, remote, CLV will provide all learners with access to all courses, including Core Subjects, Special Areas, and electives. The priority for the instruction will be that which best prepares students to meet the learning outcomes for the course and prepares for the culminating examination, if applicable. Any student who achieves the learning outcomes for the course should earn the applicable course/diploma credit without regard to the 180-minute/week unit of study requirement in Commissioner's Regulations Part 100.1.

### **Communication Plan**

CLV's Reopening Plan ensures that clear and consistent communication is emphasized. The District will use a variety of communication methods, including but not limited to mail, phone calls, email, website, social media, feedback surveys, Class Dojo, Microsoft Teams, and Schoology to reach all of the stakeholders across the district. The District will ensure that communication methods are consistent across grade-levels and buildings, and appropriate developmentally for learners. Opportunities for training and support has been setup through the CLV Technology Department, ensuring that students and families can easily contact the school district for tech assistance or to address concerns and questions.

### **Collaboration with Community Agencies**

CLV will continue to work with eligible agencies to support the instructional programs, social emotional needs, and wrap around services. The District will ensure that all eligible agencies also have a Continuity of Learning plan that addresses in-person, remote, and hybrid models.

### **Pre-Kindergarten Programming**

The CLV Prekindergarten program will adhere to all Health & Safety practices outlined in the CLV Reopening Plan, including but not limited to, lunches in the classroom with appropriate social distancing of at least 6 ft., sanitization of all classroom supplies and napping materials daily, and limiting center-based and small group learning to ensure only one student is using a center and supplies at a time with appropriate sanitation after each use. CLV will ensure continuity of learning regardless of the model (in-person, virtual, or hybrid) by creating programming that is aligned to the NYS Learning Standards for Pre-Kindergarten and focused on authentic, play-based learning practices. CLV's PK program will continue to be delivered, regardless of model, by a certified teacher as outlined in Education Law sections 3602-e and 3602-ee. Paraprofessionals, teacher aides, will be scheduled in each classroom to support teaching and

learning. CLV will use a Cohort Model to ensure minimal opportunities for exposure and increased health and safety recommendations.



# Special Education

## **Free Appropriate Public Education (FAPE)**

FAPE will be provided consistent with the need to protect the health and safety of students with disabilities and those providing special education programming and related services.

The provision of FAPE will be determined on a case by case basis with the ongoing input of the teachers, providers, CSE, the student (where applicable) and a parent/guardian.

The provision of FAPE may evolve throughout the school year for each child depending upon the following

- In-person instruction vs. Virtual instruction
- Building-level considerations
- Program model considerations

### **MODEL #1: In-person 2021 - 2022**

- Students will be provided programming by the Special Education teacher when present in school in accordance with the frequency and duration in their IEP
- Students will receive related services in accordance with the frequency and duration detailed in their IEP
- Programming and services will be documented daily in the excel spreadsheet by the Special Education teachers and Related Service providers
- Special Education teachers and Related Service providers, as well as the CSE, will communicate student progress home regularly in the parent or guardian's mode and language of choice

### **MODEL #2: Remote 2021 - 2022**

- Students will be provided programming by the Special Education teacher when attending virtually via Microsoft Teams or Zoom Pro in accordance with the frequency and duration in their IEP
- Students will receive related services in accordance with the frequency and duration detailed in their IEP when attending remotely
- Programming and services will be documented daily in the excel spreadsheet by the Special Education teachers and Related Service providers.
- Should students not have access to high quality internet, they will be provided with access to high quality recorded instruction via USB flash drive to view at home (to be delivered via transportation)
- Special Education teachers and Related Service providers, as well as the CSE, will communicate student progress home daily in the parent or guardian's mode and language of choice

## **Documentation**

The Department of Special Education uses the Individual Education Plan (IEP) as a framework for meeting the needs of each student with a disability. The Department of Special Education will document the provision of programs and services in a consistent fashion including the completion of IEP progress reports. This staff will also communicate to parents via phone, email, or other means on a regular basis in the parents' preferred language or mode of communication.

## **Parent Engagement**

Communication with parents/guardians will be provided in the language preference of the students' families, in accordance with federal and State requirements. The mode of communication includes but is not limited to interpreting services, closed captioning and teleconferencing with sign language.

The Department of Special Education will:

- Use varied modes of communication to include emails, letters home, and phone calls.
- Communicate with parents/guardians to ensure there is an understanding of the district's efforts to provide services consistent with the recommendations on the IEP and monitor student progress.
- Document all outreach efforts.

### **Collaboration**

The CPSE and CSE will continue to review and develop plans to provide services for students. The progress monitoring of goals and development of specially designed instruction will be implemented consistently. Special education staff will regularly monitor and communicate progress to parents.

### **Access**

Access to necessary accommodations, modifications, supplementary aids and services, and technology (assistive technology included), will be provided to students to meet their unique disability related needs.

## Bilingual Education and World Languages

The district has one ELL student. An itinerant teacher from BOCES coordinates ELL services. Our plan includes ELL services across three model options: face-to-face, hybrid or virtually. The District provides resources and services consistent with Commissioner's Regulations Part 154.

The District complies with mandated testing and assessment protocol for ELL students and all Units of Study are based on the student's English Language Proficiency level that is assessed within all three models: face-to-face, hybrid or virtually with Units of Study provided accordingly by the ELL BOCES teacher.

The BOCES itinerant teachers and building principal maintain on-going communication, review of proficiency levels, and periodic updates in performance and language acquisition through emails, phone calls and written communication in accordance with established protocols that can be supported in a face-to-face, hybrid or virtual model.

## Teacher & Principal Evaluation System

As required by the New York State Education Department, the CLV APPR Plan will be fully implemented during the 2022-22 school year. Each educator's evaluation must include at least one required student performance measure (SLO for teachers, SLOs or an input model for principals). Observations/School Visits will be conducted within our remote instruction model, documented in My Learning Plan, and submitted to the State Education Department according to the CLV APPR plan and Education Law 3012-d.

## Certification, Incidental Teaching & Substitute Teaching

The District will ensure that each teacher holds a valid and appropriate certificate for their teaching assignment, except where otherwise allowable under the Commissioners Regulations or Education Law.

## Athletics & Extra-Curricular

August, 2021

Interscholastic sports will be scheduled in accordance with Section VI, NYSPHSAA guidelines, NYSED, NYSDOH and Cattaraugus County DOH.

Masks are required by spectators for all in-door events. Mask are not required by spectators for outdoor events. Student athletes are required to wear masks when indoors as tolerated during play. Student athletes are required to wear masks when on the side lines when in-doors.

Students participating in outdoor extracurriculars do not need to wear masks. Students participating in indoor extracurricular evens are required to wear masks.

