

Reopening Our P-12 Schools

Canandaigua City School District

Canandaigua Academy (High School)

Reopening Plan Outline



# Reopening our P-12 schools: Canandaigua City School District

## Reopening plan outline

July 31, 2020

*Adapted from the Capital Region BOCES Health-Safety-Risk and Communications Services*

### Introduction

On Monday, July 13, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region.

Determinations will be made by region about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

While districts have been instructed to prioritize efforts to return all students to in-person instruction, the district is also planning for virtual instruction, as well as a for a hybrid model that combines in-person instruction and remote learning. Parents will always have the choice to remain in the remote learning model. *Parents will have the ability to indicate their preference for their child(ren) by mid-August.*

The plan outlined here is for the reopening of schools in the Canandaigua City School District for the 2020-21 school year, following the building closure related to the COVID-19 pandemic. This plan includes procedures that will be followed in the following schools:

- *Canandaigua Primary-Elementary School*
  - *Brian Amesbury, Principal*
    - [AmesburyB@canandaiguaschools.org](mailto:AmesburyB@canandaiguaschools.org)
- *Canandaigua Middle School*
  - *John Arthur, Principal*
    - [ArthurJ@canandaiguaschools.org](mailto:ArthurJ@canandaiguaschools.org)
- *Canandaigua Academy*
  - *Marissa Logue, Principal*
    - [LogueM@canandaiguaschools.org](mailto:LogueM@canandaiguaschools.org)

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the

Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of our decision making as we move to open our schools.

Vern Tenney, Director of Student and Administrative Services will serve as the district's COVID-19 Coordinator. Mr. Tenney will work closely with our local health department. He will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is complying and following the best practices per state and federal guidelines. Mr. Tenney can be contacted by calling 585-396-3700 and can be email at [TenneyV@canandaiguaschools.org](mailto:TenneyV@canandaiguaschools.org)

*Please select the following link for additional information from the New York State Department of Education regarding reopening guidance:*

**[Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools](#)**

**[Reopening Guidance - New York State Department of Education](#)**

**[School Reopening FAQs - New York State Education](#)**

## Content Outline

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-

## Communication/Family and Community Engagement

To help inform our reopening plan, the district has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included online surveys, virtual forums/meetings and one-on-one conversations. On Friday, July 17<sup>th</sup>, 2020, The Canandaigua City School District sent a Braves Square message on July 9 asking for stakeholder input. Stakeholder meetings were held on Friday, July 17 and the plan was also presented to the public through a Zoom community forum. Community forums included representatives such as students, families, clerical staff, administrators and paraprofessionals. Additional meetings (individual) were also held with each bargain unit.

The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website at <https://www.canandaiguaschools.org/district/coronavirus-info/re-opening-2020-2021> and will be updated throughout the school year, as necessary, to respond to local circumstances. The link to the plan appears on the website homepage and every effort has been made to ensure that the plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines.

As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication channels – including *the continued use developed webpages and social media posts, in addition to using our communication App (Braves Square)*. Our dedicated [COVID-19 webpage](#), which has a link to our reopening plan. Additionally, the district will deploy as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic. Communication plans will be provided in the identified languages spoken at home and throughout our school community, as Braves Square has the capacity to generate communication in identified languages. Written plans will be accessible on the website for the visually and hearing impaired.

The district is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. The district will rely on the methods listed above to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene. The Canandaigua City School District will send out communication about the use of PPE, face coverings, and social distancing in addition to the posted signs related to the CDC and DOH guidance.

The information that we will share will be based on state guidance and *the feedback gathered from our reopening task forced comprised of* included representatives such as students, families, clerical staff,

administrators and paraprofessionals. This district has also consulted with Ontario County Director of Public Health Mary Beer, and with the Canandaigua Police Department.

In support of remote learning, the district will make computer devices available to all students and teachers. *The district has a 1-1 device initiative and will provide access to all parties.* The district will provide students and their families with multiple ways to contact schools and teachers during remote learning by accessing our staff directory at <https://www.canandaiguaschools.org/staff-directory>

The district will use existing internal and external communications channels to notify staff, students and families/caregivers about in-person, remote and hybrid school schedules with as much advance notice as possible. Individual schedule details will be sent to families either by mail or via Braves Square. Overall adjustments to our schedule will be posted on our district website.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. This includes the following:

- Utilize translators during remote CSE meetings
- Screen share IEP during remote CSEs with translation technology available
- Provide families with copy of IEP in advance of CSE meeting
- Provide remote CPSE/CSE (phone call or video conferencing) for all families, regardless of delivery of education
- Provide parent the link to CPSE/CSE meeting 5 days in advance of scheduled meeting
- Provide parents with the CSE-chairperson's contact information
- Parents invited to CSE meeting by IEP-responsible teacher/provider
- Document parent contact in IEP Direct/Frontline (at least 3 times per year according to the Special Education Handbook)
- Continue team meetings with parents via video conferencing, regardless of provision of educational services
- Parent voice and level 1 need to be completed by IEP-responsible teacher/provider through the utilization of surveys and family outreach

In addition, the district will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication. Communication will be provided in the identified languages spoken at home and throughout our school community. Teachers will continue to use multiple methods of communication to ensure school connectivity and communication information reaches our families successfully. The continued use of our communication app Braves Square will also support the delivery of communication in a family's preferred language

The district is committed to ensuring that all of its students and their families are taught and re-taught new expectations related to all public health policies and protocols. As part of this continuous training, the district will assess the best approach to communicating the information for each students' age group and will provide frequent opportunities for students to review these policies and protocols. This targeted education will help ensure that all students and their families know what is expected of them as they successfully return to the school setting. This district has developed a The District has developed a 10-minute [video](#) on new safety protocols, and instructs staff to observe for signs of illness in students and staff and indicates that symptomatic persons are to be sent to the school nurse.

These trainings will cover:

- Hand hygiene
- Proper face covering procedures (how to wear and remove)
- Social distancing
- Respiratory hygiene
- Identifying symptoms

The district will create and deploy signage throughout the district to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

In addition to signage, the district will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and DOH guidance regarding the use of PPE through additional via social media and our website

The district is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the Health & Safety section of our reopening plan.

In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The district will not notify the wider community unless specifically directed to do so by local health officials.

### School Closures

The district is preparing for situations in which one or more school buildings need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

The district may choose to modify operations in one or more schools prior to closing to help mitigate a rise in cases. The district will consult with Mary Beer of the Ontario County of Public Health when making such decisions. School building administrators will communicate with each other regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely.

To start the school year that the district has determined that in order provide appropriate social distancing that we will start with a hybrid model with students learning in person 2 days a week and remotely three days a week. Should the Ontario County department of Health indicate a rise in COVID 19 infections the district will move to remote instruction. In the event of a build closure, the district will initiate procedures for communication to inform them of a closure and a move to remote instruction.

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## Health & Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place in all district schools for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 safety coordinator, Vern Tenney by calling 585-396-3700 and can be email at [TenneyV@canandaiguaschools.org](mailto:TenneyV@canandaiguaschools.org)

For more information about how health and safety protocols and trainings will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

### Health checks

The district as developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

The Canandaigua City School district will implement the following practices to conduct mandated health screening.

All District students and employees are required to take their temperature and complete the daily screening questionnaire prior to arriving in school or getting on a school bus. The questionnaire will be submitted electronically. The district will cross-reference student and staff attendance to ensure that all people in school buildings have completed the questionnaire. Any student or employee who arrives to the building not having completed the questionnaire will be brought by an administrator to complete the questionnaire.

1. Daily temperature checks and completion of the screening questionnaire will be required of all contractors, vendors, and visitors upon entry to the building. The temperature check and completion of the screening questionnaire will be recorded in an application. This data will be held for 14 days. A contractor, vendor or visitor with a temperature of 100°F or greater or has a positive response to a screening question will be isolated from others, and asked to immediately depart the building.
2. Staff will complete a daily temperature check and the screening questionnaire electronically through a school sponsored application prior to arrival.
  - a) Data received will be cross referenced by staff to ensure completion.
  - b) Any staff member that reports a temperature of 100°F or greater or has a positive response to a screening question via the application will be contacted by a dedicated



staff member and provided instructions over the phone of what steps they are to take before returning to work.

- c) Any staff member that reports to work without completing the daily temperature check and screening questionnaire will be screened at their workstation and reminded of this professional requirement. Their results will be added to the application system. If they have a temperature of 100°F or greater or has a positive response to a screening question they will be isolated until they are able to leave the building. They will be provided with instructions on what steps they are to take before returning to work.
3. Parents/guardians will be completed daily temperature checks and a screening questionnaire for students prior to boarding school buses or arrival to school via a school sponsored application.
    - a) Parent/guardians will utilize their own personal device or the district supported device to complete this process. Parent/guardians without internet or wifi connectivity will be able to call a dedicated phone line to report their student's daily temperature check and screening questionnaire.
    - b) Completion of the daily check and questionnaire will be cross referenced by select staff to insure completion.
    - c) Parent/guardians who do not have a thermometer to check their child's temperature at home can request one from the building nurses' office.
    - d) Students identified as not completing the daily temperature check and screening questionnaire will report to or be called to the nurses' office for screening. Care and caution will be taken to protect these student's confidentiality.
    - e) Any individual with a temperature of 100°F or greater or has a positive response to a screening question will be isolated from others. Adults will be asked to return to their vehicle; students will be escorted to the isolation room, and a parent will be contacted to pick up their child.
  4. The completion of survey data will be collected daily, kept confidential, and stored for 14 days.
  5. Canandaigua City School District will use BraveApp, Daily Announcements in each buildings and weekly classroom/building newsletters to continue to communicate and educate all school community members on the precautions they are to be taking in school and at home, and requirements for entry to school.
  6. Students, staff, contractors, vendors and visitors who develop symptoms if their answers to the questionnaire change during school hours, they will be directed to report to the nurses' office entrance for instructions.

Each nurse's office is staffed by two registered nurses. Students who do not complete the daily temperature check and home questionnaire will be directed to and/or escorted to the nurse's office and supervised outside the nurse's office by staff assigned as escorts. The common area outside the nurse's office will be staged with floor decals directing students and staff to maintain social distancing. Signage will be installed with instructions on how to approach the nurse's office to get any type of assistance. The escort will complete the questionnaire with the student, ensuring social distancing is maintained and masks are worn until the nurse is available to conduct the temperature check. The nurse's office is equipped with at least five Non-contact Infrared Thermometer (Trigger style). Nurses will wear the N-95 mask while conducting the temperature check.

## Social distancing, face coverings & PPE

The district has developed a plan with policies and procedures for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds and transportation.

Examples include:

- At entrances and in hallways there is signage with visual and written direction to keep social distance of at least 6 feet whenever possible.
- Rooms/facilities are being reviewed and repurposed in order to achieve the 6 feet of distance whenever possible. This includes, but is not limited to classrooms, gymnasiums, hallways (included limited use of lockers), cafeterias and larger instructional spaces.
- Signage to remind students and staff about directional arrows in hallways and labeled spaces based on 6 ft. requirement.

If social distancing of 6 feet cannot be maintained, proper face coverings must be worn in common areas such as hallways or school buses. For those medically unable to wear face coverings, designated areas to take a mask break will be implemented. Teachers will also designate a mask break area for students to go and take their masks off for a brief break in instructional spaces.

Students, staff and visitors to our schools will be expected to wear face coverings indoors and outside, including on the school bus, when six-foot physical distancing is not possible. Students will be allowed to remove face coverings during meals, instruction, and for short breaks so long as they maintain appropriate social distance. Students who are unable to medically tolerate a face covering will not be required to wear one.

Because students and staff will need to be prepared to wear a face covering if another person unexpectedly cannot socially distance, they will be required to wear a face covering in all common areas (e.g., entrances and exits) and when traveling around the school.

Face coverings will be provided to students and staff, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

An employee is allowed to wear their own acceptable face covering if they choose. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so there may be periods of time when masks are not worn.

Face coverings should not be placed on:

- Children younger than 2 years old

- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

The district will instruct students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings

Any visitor, guest, contractor or vendor that the school is aware of coming to the building ahead of time will complete a [health screening](#) electronically prior to coming to the building. Any visitor, guest, contractor or vendor that the school is not aware of coming to the building ahead of time will complete a health screening electronically when they enter the receptionist area.

### Infection control strategies

Every classroom and office will have alcohol-based hand sanitizer dispensers. Also, hand sanitizer dispensers will be placed at entrances. The district will clean and sanitize all areas that have been occupied daily. The second shift custodial crews will clean all classrooms, bathrooms, offices, halls, gyms, playgrounds, and cafeterias daily and sanitize using electrostatic sprayers. The first shift custodial crew will sanitize frequently touched areas three times daily. This will include door handles, office countertops, and gang bathrooms. Teachers will be provided a spray bottle with sanitizer and clean towels and gloves. Plastic separators will be placed throughout the district at points of congregation. Buses and school vehicles will be disinfected between runs by the drivers.

The student population that does not choose to learn 100% virtually will be split in half with last name letter A-K learning in school Monday, Tuesday and remotely Wednesday through Friday. Student last name letter L-Z will learn in school Thursday, Friday and remotely Monday through Wednesday.

### Facility Alterations and Acquisition

The District does not currently plan on altering its facilities or acquire new facilities. Signage will be used throughout the building to remind occupants of COVID-19 safety protocols.

### Space Expansion

The district does not currently have any plans for space expansion.

### Tents for Additional Space

The district does not currently have plans to use any tents.

### Plumbing Facilities and Fixtures

The fountain portion of the drinking fountains have been disabled and the water bottle filling portion remains in use. Individual water bottles will also be made available to occupants. Signage has been placed both inside and outside of all bathrooms reminding people to maintain social distancing, and of

proper hygiene. Physical barriers have been installed between toilets and urinals. Touch free paper towel dispensers are installed in bathrooms.

#### Ventilation

All filters throughout the district have been changed. Ventilation has been enhanced to have an increase from 26% outside air to 40% outside air. All faculty and staff have been instructed to open their windows while occupying a space.

#### New Technology for Air Purification

The district does not intend on using new technology for air purification.

#### Management of ill persons, contact tracing and monitoring

The district requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The district has designated areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

<b><i>Building</i></b>	<b><i>Isolation Room(s) Location</i></b>
<i>Primary-Elementary School</i>	<i>Room 425 and 148</i>
<i>Middle School</i>	<i>59</i>
<i>Academy (High School)</i>	<i>Administrative Adie Office</i>

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

#### Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, N-95 or a surgical mask with face shield, eye protection and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room will occur between use and cleaning of the equipment should be done following manufacturer's instructions after each use.

#### If Students or Staff become Ill with Symptoms of COVID-19 at School

The district requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources on COVID-19 testing.

#### Return to School after Illness

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The district will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

#### COVID-19 Testing

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- Clean dirty surfaces with soap and water before disinfecting them.
- When disinfecting, products that meet EPA criteria for use against SARS-Cov-2 will be used.
- The school will work with local health department officials to determine which employees/students may have been exposed to the virus and inform fellow employees/students/parents of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). The school

in consultation with the local health department will determine who may need to take additional precautions, including exclusion from the school and remaining home.

- The person with the confirmed case will be excluded from the school and directed to remain home in isolation if they do not need to be hospitalized.

In the event that a large-scale testing will need to be conducted at the school, the district administration will work with the following providers: Ontario County Public Health

### Contact Tracing

The district will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

To assist the local health department with tracing the transmission of COVID-19, the district has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

Districts may assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

If/when COVID-19 cases are discovered in the school, in consultation with the local health department, the district will do the following:

- If the school has a confirmed case of COVID-19 the following steps will be followed:
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- Clean dirty surfaces with soap and water before disinfecting them.
- When disinfecting, products that meet EPA criteria for use against SARS-Cov-2 will be used.
- The school will work with local health department officials to determine which employees may have been exposed to the virus and inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). The school in consultation with the local health department will determine who may need to take additional precautions, including exclusion from the school and remaining home.
- The person with the confirmed case will be excluded from the school and directed to remain home in isolation if they do not need to be hospitalized.

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

For more information about how COVID-19 containment efforts will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

## School Closures

A closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education and/or closing the school. The district will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

At a minimum, *conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure; such conditions may include:*

- *Schools will close if the regional infection rate rises over 9% after Aug. 1. Schools will close if the 7-day rolling average of the infection rate is above 9%.*
- *Schools in regions in Phase 4 can reopen if the daily infection rate remains below 5 percent using a 14-day average, unless otherwise directed from the LOCAL (insert county) health department.*
- *If the infection rate rises about 9%, schools must wait until the 14-day average is below 5%*
- *Once schools open at Phase IV below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise about 5% until it reaches 9% for the 7-day average.*
- *School will be notified by Mary Beer of Ontario County Public Health regarding the situation.*
- *School administrators will consider closing school if absentee rates impact the ability of the school to operate safely.*
- *The district may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%; consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities.*
- *Schools may consult with their medical director and/or the local department of health when making such decisions as needed.*
- *As needed the district will determine which operations will be decreased, or ceased and which operations will be conducted remotely; in order to conduct an orderly closure.*

For more information about how school closure information will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

## Health hygiene

The district will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick.

2. Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
3. Properly store and, when necessary, discard PPE.
4. Adhere to social distancing instructions.
5. Report symptoms of, or exposure to, COVID-19.
6. Follow hand hygiene, and cleaning and disinfection guidelines.
7. Follow respiratory hygiene and cough etiquette.

### Hand Hygiene

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue.
- Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

### Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the district will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

For more information about how hygiene information will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

### Cleaning and disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for



COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The district will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual’s use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

For more information about how cleaning and disinfection information will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

## Vulnerable populations/accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal that these individuals are able to safely participate in educational activities. The district will provide the option to parents/students to learn at school or stay home and learn remotely. The district will match the appropriate number of school personnel working remotely with the number of students who learn remotely.

## Visitors on campus

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face coverings and will be restricted in their access to our school buildings. This will be updated as health conditions/guidance allow.

Visitors must follow all safety protocols as listed above.

## School safety drills

The district will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without, exceptions. Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

The District and Buildings will carefully plan all drills and modify the drill procedures to minimize the risk of spreading infection, and maintain social distancing requirements. Each building will conduct drills on a staggered, pre-planned schedule, where classrooms evacuate separately rather than all at once to insure student and staff safety, prevent congestion in hallways and stairwells, and to allow for safe, social distancing at evacuation sites. Each building will complete 8 evacuation drills and 4 lockdown drills during the school year. In the event that Canandaigua City School District elects to operate in a hybrid model, each cohort of students will participate in 8 evacuation drills and 4 lockdown drills.

Each drill will be announced to staff in advance. On the day of the drill, staff will dedicate time to educate students on proper drill procedure including the added safety precautions due to COVID-19. Staff will be provided with guidance on how to conduct the educational portion of the drill. Instructional materials, including videos, will be evaluated based on staff feedback. Students will be instructed that if it were an actual emergency that requires evacuation or locking down, emphasis will be placed on keeping students and staff safe.

When the drill is to occur, the typical auditory and visual cues will be utilized. For example, the fire alarm will sound then it will be silenced to provide staff the cue to start the educational portion. This will also create awareness and reminders of the alarm cues. Teachers will remind students of the COVID-19 safety precautions for hallway movement. This will include wearing a cloth mask and maintaining social distancing. Administrative staff will structure the drill based on classroom occupancy at the scheduled time to evacuate rooms in a safe manner, and to insure social distancing is maintained. When the drill is scheduled using this staggered schedule, all classrooms will be evacuated on the same school day. If we

are in a hybrid instructional model, drills will be conducted as close to consecutive days as weather and conditions will allow. It will take an extended period of time to complete the drill.

During a lockdown drill, students and staff will not barricade or cluster in areas through the space. Teachers will instruction the students on proper behavior responses during a lockdown emergency. Instructional materials will be evaluated based on staff feedback.

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## Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

The district plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

Upon reopening, the district plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

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## Child Nutrition

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

For information about how meal information will be communicated, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

### Meals onsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The district will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

Canandaigua City School District: Lunch will be produced for every student regardless of in-person or remote learner. In-person meals will be prepared and served from the cafeteria and taken to a predetermined socially distanced site for consumption. Prep model will be dependent on schedule, (preorder possibility). Grab-n-go, pre-packaged, unitized meals may be offered to reduce contact. Streamlined menu of maybe 2 choices or top five or top ten favorites offered daily.

### Meals offsite/remote

Remote learners will receive meals similar to the SFSP by drive-thru. We will also continue to use cashless/payment plans, all POS have scanners for ID barcode. In-house system for lost ID cards. Cash via envelope for those who can't pay online will also be utilized.

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## Transportation

The district will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable.

Students who are able will be required to wear masks and social distance on the bus to the extent practicable; however, students whose physical or mental health would be impaired are not required to wear a face covering, but must be appropriately socially distanced. Members of the same household may be seated within 6 feet of each other. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

All buses that are used every day by districts and contract carriers will be cleaned/ disinfected once a day. High contact spots will be wiped down after the morning (AM) and afternoon (PM) run depending upon the disinfection schedule.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet.

Whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions.

All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to

request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

#### School Bus Staff

School bus drivers, monitors, attendants and mechanics are required perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19, they will notify their employer as per the reporting policies and seek medical attention.

School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield.

Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

The driver, monitor, and attendant may wear gloves if they choose to do so but are not required unless they must be in physical contact with students.

Transportation staff will be encouraged to wash their hands with soap and water before and after am and pm runs to keep healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- touch your eyes, nose, and mouth with unwashed hands
- touch a contaminated surface or objects
- blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

When temperatures are above 45 degrees Fahrenheit, school buses will transport passengers with roof hatches or windows slightly opened to provide air flow.

For more information about training protocol for students and staff and how transportation information will be communicated, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

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## Social Emotional Well-Being

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important. The district has made available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instructions. This has done this by:

The district utilizes a series of teams and referral processes to address support systems. The Behavioral Intervention Team comprises mental health, safety, administrative and counseling personnel that are on staff and from the community. Each building has an RTI team that meets routinely to review data and address referrals to determine the interventions and resources necessary to better assist students and families.

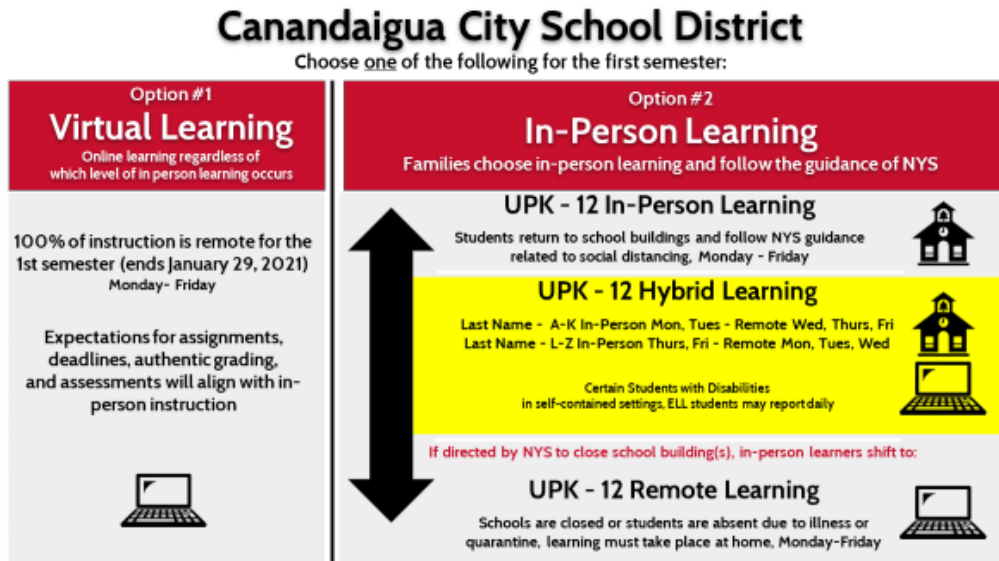
The district has established an advisory council that involves shared decision-making and is comprised of families, students, members of the board of education, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers. The advisory council will inform the comprehensive developmental school counseling program plan. This program plan has been reviewed and updated to meet current needs.

The district addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff. This is addressed by the use of PD: Faculty meetings with SEL and counselor-lead/facilitated discussions. Overt use of our Advisory period(s) and/or morning meetings with students using building created topics, delivered to students using a variety of means/modes/methods

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## School Schedules

Please see the visual that outlines our current framework for reopening. This graphic outline all possibilities and is intended to be responsive to changes in guidance from the Department of Health, NYSED or the Governor. The highlighted area in yellow indicates our projected phase of reopening in September 2020.



### **Option #1 Virtual Learning**

- All students will receive synchronous and asynchronous instruction remotely as per their schedule.
- Teachers will provide scheduled synchronous opportunities for building relationships and classroom community as well as intervention, supplemental support, and re-teaching opportunities.

### **Option #2 In-Person Learning- Model will adjust to DOH/NYSED Guidance**

#### **In-Person**

- Implement typical schedule with masks and social distancing guidelines in place; following seat time requirements. (180 guidelines)
- Students who chose to attend virtually will have synchronous and asynchronous sessions for all core classes,

#### **Hybrid with REDUCED capacity in attendance (with virtual choice model)**

- Student last names starting with A through K will attend in-person instruction Monday and Tuesday and students with the last name of L-Z will attend in-person instruction Thursday and Friday; Wednesday will be designated as a remote learning day for all students.
- For the students at home on Monday and Tuesday, asynchronous learning via a LMS (Schoology) and vice versa for the cohort home on Thursday and Friday.
- For the cohort of students that are in the virtual model 100% of the time will be provided LMS (Schoology) asynchronous learning.

#### **Remote Learning**

- All students will receive asynchronous instruction remotely as per their schedule using LMS (Schoology)
- Teachers will provide scheduled synchronous opportunities for building relationships and classroom community as well as intervention, supplemental support, and re-teaching opportunities.

For information about how school schedule information will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

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## School Activities

### Extracurriculars

Extracurricular activities will be permitted on campus on a limited basis. In the event that any club or activity meets, any club or activity advisor will need to have prior approval from a building principal and must outline how they intend to safely meet, while following the same requirements (health and safety) for in-person instruction. We will continue to encourage large groups to use virtual means to facilitate/conduct meetings and activities.

Specifically, any club or activity must:

- Maintain social distancing of 6 feet
- Use PPE (masks) while meeting at all times
- Inform the building of room usage in order to clean and disinfect any space after use.
- Consider the risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Refer to DOH's "[Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#)" to assist in development of these policies.
- Consider a plan for conducting activities remotely in the event of a shut down

**Note: Interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming.**

### Childcare

Currently, the district does not run any before or after care programs. In the event of an emergency closure, the district collaborates with the Canandaigua YMCA to provide child care to families of essential workers/first responders. In this collaboration, we have a shared understanding of the requirements regarding social distancing, PPE usage, cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Protocols in how to maintain cohorts, if applicable, or group members of the same household will be considered.

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## Attendance and Chronic Absenteeism

On-site students will have attendance recorded in Infinite Campus by class as we have prior to closure. Remote learning will be overseen/instructed by select staff who will have the responsibility to record attendance for each individual student. Outside placements will maintain attendance for our students and report that to SIRS.

We will continue to report student attendance until the time that a student is no longer enrolled in our district whether it's because s/he's moved to another district (with documentation) or s/he's beyond compulsory school age. At that time, we will follow our student drop procedures necessitating 20 days



of non-attendance or an active notification of the student dropping out. The district will continue to report attendance for students until they are beyond compulsory school age.

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## Technology and Connectivity

We continue to use metrics through the use of Braves Square and Schoology to measure and monitor student log-ins and submission of work. Each program provides us with specific data per student and is being monitored closely. In situations where we are seeing concerns counselors and building admin are reaching out to families to problem solve and to ensure the continuity of instruction for each student. Staff have the ability to submit names of students that they have reached out to, yet may not see the level of engagement/interaction as communicated including both tools. (Braves Square and Schoology)

The district has worked to secure mobile hotspots and have distributed them to families where connectivity concerns exist. Administration and our mental health providers continue to connect and reach out to families when we are made aware of connectivity issues. Families are able to come to our district office to pick up a hot spot. We have also connected/coordinated with our community library to issues/loan hot spots to families as well. We have also communicated free offerings by companies (ex. Spectrum) that have offered free wifi.

In addition, the district network is available in certain locations across the district for people to access the network from the parking lot of buildings if necessary. This second option is a true last resort.

We will survey families regarding their level of internet connectivity and access as part of our reopening survey

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## Teaching and Learning

The school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the district will focus in-service days on providing support to staff in the areas of social-emotional health and technology integration.

Some opportunities for student orientation will also be conducted, using health and safety measures outlined in this plan. This will allow small groups of students to meet with staff and begin to establish the relationship necessary for a successful school year. This will also begin to acclimate students to new buildings if they are transitioning to a new location in the district. (re: 5-6 grade, 8-9 grade)

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

When a remote or hybrid learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, special education students, English language learners. We are working closely with any family if there are concerns with access to technology or internet, as we did during the initial closure period.

Assessing student learning gaps or areas of need will be critical. Formative assessment will be an important tool to assess student understanding of pre-requisite skills will be common practice. Small teams of teachers will also be afforded time prior to the start of the school year to prioritize standards to support classroom instruction. Teacher completed a reflection form at the conclusion of the 19-20 school year in order to identify potential gaps in student learning. Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Grading practices will continue to measure achievement, while providing direct feedback regarding students' mastery of course content.

At the PreK Level, Canandaigua City School District will collaborate with CBO's to share required guidelines and reopening plan. CBO's will follow the district's plan for reopening which will include our in-person, remote and hybrid plans.

For information relating to teaching and learning in BOCES special education and Career and Technical Education programs, please see the BOCES website

Parents will be given the opportunity to select the model of instruction for their child(ren) by mid-August. Their selection will be used to support planning for the 20-21 school year.

Families will be provided a [district wide overview](#) to help them understand what school will look like for students. In addition, each family will be provided with a snapshot for each building. Here is a copy of the snapshot for the [Canandaigua \(Academy\) High School](#)

### In-person Instruction

Upon reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart.

Accommodating a six-foot radius around students will necessitate the identification of additional rooms and common-area spaces that can be converted into elementary classrooms.

Current staffing levels may be insufficient to accommodate the expanded number of classrooms needed to ensure social distancing. As a result, the hybrid approach outlined above will allow us to meet CDC guidelines in classrooms, while maintaining current staffing levels.

All instruction will continue to be aligned to the New York State Learning Standards.

Our schools will minimize the movement of students. This potentially means having students eat lunch in their classroom instead of the cafeteria and eliminating assemblies, field trips and other large-group activities. Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.

To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students.

For information on school schedules, visit the [School Schedules section](#) of our reopening plan.

As during the initial closure period, teachers will engage in regular and substantive interactions with students. The following types of opportunities for teachers and students to engage with each other will include, but are not limited to:

- Morning meetings
- Recorded mini-lessons posted to Schoology
- Office Hours using Zoom or Google Meet
- Live streamed or recorded instruction
- Feedback provided on student work via Schoology and Google Suite
- Use of Braves Square communication app, email and Schoology messenger
- Selection of the virtual instruction option as outlined in our plan for reopening.

For information about how in-person instruction information will be communicated to students and families, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

### Remote/Hybrid Instruction

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, our district has developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

Instruction will not only focus on “core” subject areas to the exclusion of elective courses. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

As noted previously, student schedules will remain the same whether instruction is in person or remote so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.

Remote learning opportunities for secondary students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While recording of live lessons is still essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis.

To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students’ mastery of course content. We will use a five-scale grading rubric based on levels of competency/mastery, which can then be aligned to numeric bands (for GPA purposes).

As during the initial closure period, teachers will engage in regular and substantive interactions with students. The following types of opportunities for teachers and students to engage with each other will include, but are not limited to:

- Morning meetings

- Recorded mini-lessons posted to Schoology
- Office Hours using Zoom or Google Meet
- Live streamed or recorded instruction
- Feedback provided on student work via Schoology and Google Suite
- Use of Braves Square communication app, email and Schoology messenger
- Selection of the virtual instruction option as outlined in our plan for reopening.

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## Special Education

Special Education Services will be addressed in the following ways:

- Create web-accessible site for social stories and parent resources
- Communicate changes in emergency drill procedures to meet the need for social distance (use of social stories and/or Shadow Puppet)
- Meaningful access to communication--provide consistent and salient message to families regarding FAPE through the dissemination of PWN, copy of IEP, and Procedural Safeguards Notice
- Utilize aides and assistants to provide accommodations for students per their IEP
- Utilize aides and assistants to provide carry-over, guidance, and support between related services and the classroom
- Students with disabilities who are in the 8:1:1, 12:1:1, or with tactile sensitivities may be exempt from wearing masks; therefore, they need 6 ft space between students and their aides to be masked
- Access to clear masks for students with speech/language or hearing needs
- Understanding of when and where to use face shield/cloth mask/clear mask

In addition, the district will ensure necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students by:

- providing access to assistive technologies and accommodations, per IEP
- providing access to specially designed instruction
- providing asynchronous professional development regarding SDI and co-teaching
- utilizing aides and assistants to provide accommodations for students per their IEP
- utilizing aides and assistants to provide carry-over, guidance, and support between related services and the classroom
- inviting BOCES providers of AT and contracted providers of services to roundtable and team meetings to ensure continuity between services and locations (home/school/community)
- prioritizing 8:1:1 and 12:1:1 classrooms to attend on all days that students are in person (rather than every other day schedule)
  - Reallocate TAs to support the special classrooms

In order to ensure communication with parents regarding students with disabilities, the district will:

- ensure that programs and services will be delivered per IEP
- utilize translators during remote CSE meetings

- translate documents are provided to families in their preferred language
  - provide families of students with Out of District Placement with remote educational plans and share documents with CSE
  - amend IEPs, through written agreement, to reflect changes necessary to revise or add information (new learnings about student profiles) that occurred over closure and add to “Management” section of IEP
  - document communication with families in IEP Direct/Frontline in “Contact Log”
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## Bilingual Education and World Languages

*Upon reopening, the Canandaigua City School District will*

- complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20-day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment.
  - provide required instructional units of study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.
  - Utilize ELL teachers case manage each ELL student's academic programming to ensure instructional units of study are provided at the student (s) most recently measured English language proficiency level.
  - continue to use multiple methods of communication to ensure school connectivity and communication information reaches our families successfully. The continued use of our communication app Braves Square will also support the delivery of communication in a family's preferred language
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## Staff

### Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan.

The Canandaigua City School district amended its APPR plan in the spring of 2020. As a result of the approved [amended](#) plan, the district will assure:

- that the LEA's entire APPR plan and that the APPR plan follows Education Law Section 3012-d and Subpart 30-3 of the Rules of the Board of Regents.
- that a detailed version of the LEA's entire APPR plan is kept on file and that a copy of such plan will be provided to the Department upon request for review of compliance with Education Law Section 3012-d and Subpart 30-3 of the Rules of the Board of Regents.

- that this APPR plan will be posted on the LEA's website no later than September 10th of each school year, or within 10 days after the plan's approval by the Commissioner, whichever shall occur later.
- that it is understood that this LEA's APPR plan will be posted in its entirety on the NYSED website\* following approval.

### Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law. The Canandaigua City School District will ensure that teachers hold the appropriate certificate for their teaching assignments.

## Key References

- [State Education Department Issues Guidance to Reopen New York State Schools](#) (July 16, 2020)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) (July 13, 2020)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health](#) (July 13, 2020)

## Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

*Once finalized, reopening plans must be posted on the district's website. By July 31, 2020, districts will need to complete a survey through the Portal, providing NYSED with:*

- *A link to the public website where each school plan has been publicly posted*
- *A set of mandatory assurances that the reopening plan includes all of the mandatory elements outlined in the NYSED guidance*

*NOTE: Information submitted through the Portal will not include detailed narratives or descriptions of specific actions to be taken by a school or district as part of their reopening Plan; those details must be articulated in the materials that are publicly posted on the school/district website.*

*Also by July 31, 2020, districts must complete a short companion [Department of Health survey that includes a link to the publicly posted plan on the district/school website.](#)*