

*WAYNE-FINGER LAKES BOCES*

---

**REOPENING  
PLAN**





THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY,  
NY 12234

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At Wayne-Finger Lakes BOCES our primary commitment is to the students and families we serve. The areas outlined in this plan represent a myriad of considerations the Wayne-Finger Lakes BOCES have developed to address health and safety measures, academic learning loss and student performance enhancement. The plan is aligned to the most recent New York State Education Department and New York State Department of Health guidance.

Understanding that the 2020-21 school year will look markedly different than previous school years prior to COVID-19, be assured that the Wayne-Finger Lakes BOCES Reopening Committee, comprised of parents, students, employees, and board of education member worked diligently to gather input and provide insight. The plan retains a strong focus on learning, social-emotional needs and safety. The plan addresses three scenarios:

1. Our return in September supporting in person daily student instruction with availability of remote/virtual instruction for medical purposes.
2. In the event necessary, a reduced capacity plan.
3. In the event necessary, virtual/remote learning for all students.















Our Reopening Committee will continue to operate as we will need to react to changes in guidance or factors that at this time we cannot anticipate. The plan will continue to be updated to reflect those changes. On behalf of the Wayne-Finger Lakes BOCES we thank you for your support and understanding as we, as a state and community, continue to respond to the COVID-19 Pandemic.

Dr. Vicma Ramos

WFLBOCES District Superintendent

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# Introduction

At Wayne-Finger Lakes BOCES our primary commitment is to the students and families we serve. Our priority must be keeping them safe. When the 2020-2021 school year begins, on-campus school will look much different than previous years due to COVID-19 and the health and safety measures that continue to evolve. The Wayne-Finger Lakes BOCES Reopening Plan will define clear guidance for the reopening of our schools and programs and aligns with the regulations developed in collaboration with New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED).

The areas outlined in this plan represent the myriad considerations Wayne-Finger Lakes BOCES will address to reopen schools safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students is a priority and therefore have addressed this within our plan. This plan includes procedures that will be followed in the following schools:

Adult Learning Programs/Incarcerated Youth (Practical Nursing, Culinary Arts & Adult Literacy)  
131 Drumlin Court  
Newark, NY 14513

Finger Lakes Secondary School (FLSS)  
4120 Baldwin Road  
Rushville, NY 14544

Finger Lakes Technical Career Center (FLTCC)  
3501 County Road 20  
Stanly, NY 14561

Midlakes Education Center (MEC)  
550 Route 488  
Clifton Springs, NY 14432

Newark Education Center (NEC)  
439 West Maple Avenue  
Newark, NY 14513

Pathways in Technology Early College High School (P-TECH)  
1000 Technology Parkway  
Newark, NY 14513

Red Jacket Education Center (RJEC)  
1506 Route 21  
Shortsville, NY 14548

Wayne Technical and Career Center (WTCC)  
4440 Ridge Road  
Williamson, NY 14589

Wayne Education Center (WEC)  
4440 Ridge Road  
Williamson, NY 14585



The health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees are safe returning to school/program 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/virtual 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 decision making as we move to open our schools.

Erin Meehan-Fairben, Wayne Finger Lakes Assistant Superintendent for Instruction will serve as the district's COVID-19 Coordinator. Ms. Meehan-Fairben will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, Center for Disease Control, and New York State Education Department and in consideration of our families and our staff.

We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

## **Guiding Principles**

The development of this plan was guided by and grounded in the following guiding principles:

- Safeguarding the health and safety of students and staff;
- Providing the opportunity for all students to access education in the fall;
- Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
- Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
- Fostering strong two-way communication with partners, such as families, educators, and staff;
- Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure; and
- Considering and supporting diversity in our schools and school districts as we provide education is essential.



# Communication/Family and Community Engagement

To help inform our reopening plan, the Wayne Finger Lakes BOCES 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 consisting of the following individuals:

- Amy Archey (Coordinator of Health Programs)
- Matthew Barr (Principal of Finger Lakes Technical Career Center)
- Chris Bennett (Principal of Red Jacket Education Center)
- Jim Buck (Teachers Union President/Career Technical Education Instructor)
- Jim Casteline (Behavioral Specialist Red Jacket Education Center)
- Elise Comella (Principal of Newark Education Center)
- Dr. Justin DeMartin (Executive Principal)
- Kelli Eckdahl, (Director of Technology)
- Erin Fairben (Assistant Superintendent of Instructional Programs)
- Dan Healy (Principal of Finger Lakes Secondary School)
- Gail LeFever (Secretary, P16)
- Gregory Maine (Principal of Special Programs)
- Kristen Marchiole (Administrator of Special Education)
- Shannon Marshall (Director of Communications)
- Brian Mattice (Adult Culinary Instructor)
- Jessica Matukewicz (Principal of Wayne Education Center)
- Kathleen McGuigan (Principal of Pathway in Technology Early College High School)
- Joseph McNamara (Wayne-Finger Lakes BOCES Board of Education Member)
- Andy McVey (Principal of Wayne Technical Career Center)
- Paula Mencucci (Physical Therapist)
- Cindy Parker (Principal of Midlakes Education Center)
- Pam Pendleton, (Wayne-Finger Lakes BOCES Board of Education Member)
- Mary Perkins (Occupational Therapist)
- Jessica Ploof (Registered Nurse)
- Dan Poehlein (Teacher Pathway in Technology Early College High School)
- Dr. Vicma Ramos (District Superintendent)
- Dr. Christine Richards (Assistant Principal, Finger Lakes Secondary School)
- Alice Roberts (Parent)
- Brianna Ruggles (Student)
- Quinn Smith (Director of Human Resources)
- Chris Singer (Assistant Principal, Red Jacket Education Center)
- Theresa Smith (Administrative Aide)
- Larry Snyder (Parent)
- Susan Stalls (Career and Technical Education Instructor)
- Lisa Stone (Occupational Therapist)
- Michele Sullivan (Assistant Superintendent of Innovation and Accountability)
- Deb Thibault (Pathways Coordinator)
- Aimee Vilcins (Special Education Teacher)
- Linda Valley (Secretary –Pathway in Technology Early College High School)
- Laurie Wright (Parent)



The W-FL BOCES P16 department assures that our reopening plans supports communication and engagement for students, families, staff and visitors. W-FL BOCES will continue to promote communication and engagement through consistent updates shared on multimedia platforms, training, signage and stakeholder involvement through feedback.

- Through the development of our reopening plan, W-FL BOCES has engaged with stakeholders and a representation of community members (for example: administrators, faculty, staff, students, parents/legal guardians of students, and labor relation representatives in weekly meetings, surveys and electronic correspondence.)
- W-FL BOCES has developed a communications plan for students, parents or legal guardians of students, staff, and visitors. All applicable information and updates are posted on our website and communicated directly to our families and staff.
- W-FL BOCES has developed training to be shared with all staff and students regarding COVID-19 protocols.
- W-FL BOCES will encourage all students, faculty, staff, and visitors through verbal and written communication (for example: signage) to adhere to the Center for Disease Control (CDC) and Department of Health (DOH) guidance regarding the use of Personal Protective Equipment (PPE), specifically acceptable face coverings, when a social distance cannot be maintained.
- W-FL BOCES will provide communications in the language(s) spoken at home among families and throughout the school community. Written plans will also be accessible to those with visual and/or hearing impairments, following Americans with Disabilities Act (ADA) Guidelines.
- W-FL BOCES has prepared signage to support information at school/program sites and office areas.





## Health and Safety

The W-FL BOCES has designated a COVID-19 Coordinator-Erin Meehan-Fairben, Assistant Superintendent who will continuously monitor compliance with the school's reopening plan. The COVID-19 Coordinator will participate on the Reopening Committee and works directly with all administrators in schools/programs and with the Coordinator of Health Programs.

The W-FL BOCES has reviewed and considered the number of students and staff allowed to return in person. We have determined that based on our number of students and staff at each of our special education school sites we will be able to return to fully in-person, offering virtual instruction only for designated students. The special education sites have 6:1:1 and 12:1:1 classroom ratio. At our Career and Technical Education school sites and Adult Programs we will be adjusting programs to ensure there are smaller classroom cohorts. We have considered the following factors in making that determination: ability to social distance, use face coverings, acquired Personal Protective Equipment, safe transportation, adherence to cleaning and disinfecting guidelines, Department of Health guidance and current local hospital capacity in alignment to infection rate.

Our main goal is for individuals to focus on preventative actions, in performing self-health checks and screenings. Student, teachers and staff will be required to complete daily self-checks. Individuals with a temperature of 100.0F or higher must stay home or will be sent home. Anyone feeling ill, should stay home to maintain a healthy campus. All individuals in the building should be wearing a mask, sanitize/wash hands immediately upon arrival and frequently throughout the day. The Health and Safety section of this plan will address the following programs: Special Education (Finger Lakes Secondary School, Red Jacket Education Center, Wayne Education Center, Newark Education Center, Midlakes Education Center), Career and Technical Education and Pathway in Technology Early College High (Wayne Technical Career Center (WTCC), Finger Lakes Technical Career Center (FLTCC), Pathways Technology Early College High School (PTECH), Adult Programs (Practical Nursing & Culinary Arts, Adult Literacy). Our Incarcerated Youth Programs will follow the county jail requirements for students and our staff will follow both W-FL BOCES Reopening Requirements and the county expectations. W-FL BOCES will promote social distancing while maintaining existing safety requirements designed to protect students. Social distancing will be practiced during required school safety drills. Each school building has established individual plans for safety drills. [W-FL BOCES Safety Drill Procedures](#). All W-FL BOCES staff will be required to wear masks, when not able to maintain social distancing. Classroom seating will be arranged to maximize social distancing and to limit face-to-face contact. All common areas will follow Department of Health guidelines. W-FL BOCES will ensure all required Personal Protection Equipment is available before the reopening of schools. Each school site will be designated masks, gloves, gowns, face shields. Administrators of schools/programs will monitor the Personal Protection Equipment supply and notify the P16 Administration when stockpile fall below the 30-day supply.

The local health departments are recommending that schools do not conduct COVID-19 testing of students, staff members, or visitors at this time. Once a student, staff member or visitor is experiencing symptoms, whether these symptoms are identified through the health screening process or by determination by a school nurse, the individual will be directed to contact their health care provider. Health care providers or the local health department will make the determination to test for COVID-19. In the event of a positive COVID-19 case, the administrator of schools/programs will notify the Assistant Superintendent of Instruction who will contact the Department of Health. The Department of



Health will provide guidance. Individuals who test positive for COVID-19 will be asked to immediately report the result to the WFL BOCES COVID Coordinator, who will then notify the local health department. The local health department will evaluate each COVID-19 positive result on a case-by-case basis and provide recommendations to the school district regarding a plan of action. Recommendations could include, but are not limited to, the immediate closure of a classroom, school building or district for 24 hours or more. Guidance will be implemented notifying necessary parties and the testing and tracing protocols under the Department of Health (DOH) directive. If needed, the transition to remote learning the Continuity of Learning Plan will be implemented. The local health department will immediately initiate a contact tracing investigation with which WFL BOCES will fully cooperate. The local health department will take the lead on isolation/quarantine and release orders.

### [Testing and Contact Tracing District Protocols](#)



The Assistant Superintendent of Instruction will follow checklist protocols to ensure: there is contact to the Department of Health (DOH), tracing protocols are established under the guidance of the Department of Health (DOH), and two-way Department of Health (DOH) communication is completed to support testing site availability and the return to work/school.

Note: Currently, the W-FL BOCES does not run before and aftercare programs.

The following is a checklist of responsibilities for each stakeholder group:

<p>Administration/ Staff</p>	<ul style="list-style-type: none"> <li>• Staff are responsible for taking their own temperature each day. A temperature of 100 will require you to stay home.</li> <li>• Staff are responsible to answer the daily questions:             <ol style="list-style-type: none"> <li>1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?</li> <li>2. Have you tested positive for COVID-19 in the past 14 days?</li> <li>3. Have you experienced any symptoms in the past 14 days?</li> </ol> <p>(Note: W-FL BOCES will continue to add additional questions as Department of Health guidance requires.)</p> </li> <li>• Anyone who answers yes to any of the questions will not be granted access to the building.</li> <li>• Staff who work in multiple sites/buildings will still be able to follow their assigned schedule. They will need to comply with COVID-19 self-check and sign in requirements at each work site.</li> <li>• Health Offices will have equipment to provide COVID screenings as necessary. <a href="#">COVID-19 Flow Chart for Employees</a></li> <li>• Nurses will follow the <a href="#">COVID symptoms/Fever flow chart</a>.</li> <li>• Nursing staff in each program/school will provide instruction to staff on signs of illness in students and staff.</li> <li>• Symptomatic persons will be sent to the school nurse or other designated personnel per established protocol.</li> <li>• A designated space for staff who do not feel well or display COVID-19 symptoms upon arrival will be established outside of the Nurse Office. Staff will be sent home if they display a temperature and any COVID-19 symptoms. The Health Office staff will make that determination and work with the administrator to send a staff home.</li> <li>• Staff should wash their hands or use hand sanitizer immediately upon entering the school/program.</li> <li>• Staff will be trained on proper hand and respiratory hygiene using an on-line training prior to returning to school. <a href="#">Click here to view the training</a>.</li> <li>• Administrators will make sure that signage to instruct staff and students in correct hand and respiratory hygiene is posted throughout the school/program.</li> <li>• All persons in school buildings will keep social distancing of at least 6 ft whenever possible. Signage will be placed on floors to ensure social distancing.</li> <li>• Staff requesting information on accommodations are to follow the protocol set by the Human Resources Department.</li> <li>• All staff are required to wear masks/face shields at all times when in classrooms, hallways or with other people or places social distancing cannot be maintained.</li> </ul>
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Students	<ul style="list-style-type: none"> <li>• Students will work with their families to daily complete a COVID-19 Self-Check. A temperature of 100 will require the child to stay home.</li> <li>• Students are responsible to answer the daily questions:</li> <li>• Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?</li> <li>• Have you tested positive for COVID-19 in the past 14 days?</li> <li>• Have you experienced any symptoms in the past 14 days? (Note: W-FL BOCES will continue to add additional questions as Department of Health guidance requires.)</li> <li>• Anyone who answers yes to any of the questions will not be granted access to the building.</li> <li>• Students will communicate with the school nurse if they are not feeling well.</li> <li>• A designated space for students who do not feel well or display COVID-19 symptoms upon arrival will be established outside of the Nurse Office. Students will be sent home if they display a temperature and any COVID-19 symptoms. The Health Office staff will make that determination and work with the administrator to send a student home.</li> <li>• All students will need to wear masks when in classrooms, hallways or with other people or places social distancing cannot be maintained. Students will be provided a mask to wear if they do not have a personal mask.</li> <li>• Students will be trained on proper hand and respiratory hygiene.</li> <li>• Students will watch a video on proper hand washing and be encouraged to wash hands and sanitize throughout the school day. <a href="#">Expectations for School 2020</a></li> <li>• All students are required to wear masks any time or place social distancing cannot be maintained. All students will remain within cohorts to the best extent possible, to limit potential exposure.</li> <li>• Student needs will be addressed, inclusive of virtual learning, if necessary.</li> </ul> <p><a href="#">COVID-19 Flow Chart for Families</a>  <a href="#">Medical Exemption Request Form (if students cannot wear a mask)</a></p>
Families	<ul style="list-style-type: none"> <li>• Families are responsible to work with their child(ren) on the COVID-19 Self-Check. Families need to help child(ren) with daily temperature checks prior to child(ren) being transported to school. Families are encouraged to drive their children to school if possible. A commitment document will be mailed home to families sharing their responsibilities and student expectations regarding masks, social distancing and COVID-19 Self-Checks. This document will contain information on the signs/symptoms of COVID-19 as a reference for families.</li> <li>• Families will be responsible to answer the daily questions regarding their child(ren): A temperature of 100 will require the child to stay home. <ol style="list-style-type: none"> <li>1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?</li> <li>2. Have you tested positive for COVID-19 in the past 14 days?</li> <li>3. Have you experienced any symptoms in the past 14 days?</li> </ol> </li> </ul>



	<p>(Note: W-FL BOCES will continue to add additional questions as Department of Health guidance requires.)</p> <ul style="list-style-type: none"> <li>• Anyone who answers yes to any of the questions will not be granted access to the building.</li> <li>• Families will communicate with the school nurse if their child(ren) are not feeling well.</li> </ul> <p><a href="#">COVID-19 Flow Chart for Families</a></p>
<p>Visitors, Guests, Contractors and Vendors</p>	<ul style="list-style-type: none"> <li>• New protocols will require to maintain as many meetings as possible virtually. In person meetings must be arranged and the office informed of such commitment. The school/program will not allow impromptu entrance to any visitor, contractor or vendor.</li> <li>• In the event a meeting cannot be done virtually, and an appointment has been confirmed for the occurrence of the meeting, it is expected that any visitors, contractors, or vendors who are entering the building must answer the following three questions before entering the building: <ol style="list-style-type: none"> <li>1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?</li> <li>2. Have you tested positive for COVID-19 in the past 14 days?</li> <li>3. Have you experienced any symptoms in the past 14 days?</li> <li>4. Do you have a fever of 100 or higher?</li> <li>5. Have you visited a state or been in contact with a person who has visited a state that requires quarantine in the last 14 days?</li> </ol> </li> <li>• Anyone who answers yes to any of the questions will not be granted access to the building.</li> </ul>



# Facilities

Enhanced cleaning protocols have been established to clean and disinfect the campuses daily. Teachers and staff will be provided with the necessary cleaning and disinfecting materials.

W-FL BOCES will perform regular school bus disinfection measures; train students and school bus staff regarding social distancing on the bus, at stops, and at unloading times; and train students and staff regarding the wearing of masks and social distancing on the bus.

The facilities section of this plan will address the following schools/programs owned by W-FL BOCES: Special Education (Wayne Education Center), Career and Technical Education and Pathway in Technology Early College High (Wayne Technical Career Center, Finger Lakes Technical Career Center, Pathways Technology Early College High School), Adult Programs (Practical Nursing & Culinary Arts, Adult Literacy). All other programs (Finger Lakes Secondary School (FLSS), Midlakes Education Center (MEC), Newark Education Center (NEC), and Red Jacket Education Center (RJEC) will follow the component district plan in which the program is physically located.

Our Incarcerated Youth Programs will follow the county jail requirements for students and our staff will follow both W-FL BOCES Reopening Requirements and the county expectations.

W-FL BOCES will adhere to the following safety drill procedures:

## FIRE DRILL /EVACUATION PROCEDURES

1. When alerted to a fire alarm, students and staff are expected to wear masks, stay six feet apart where appropriate and safe to do so, and exit the classroom in an orderly fashion based upon the posted fire exit map in the classroom.
2. Students and staff will proceed to their pre-designated fire evacuation location outside the building while safely maintaining social distancing.
3. Designated Fire Marshals from each building will monitor and communicate when safe and appropriate with students and staff during the drill. Designees will also obtain attendance from each program.
4. Principals or designees will utilize two-way radios along with a Public Address (PA) system to communicate with Fire Marshall designees to ensure all students, staff are accounted for and building is clear.
5. Once the drill is complete, Principal or designee will announce it is safe for students and staff to re-enter the building. All students and staff are expected to re-enter the building while maintaining social distancing & wearing their mask.
6. All students and staff will be expected to sanitize/wash hands upon re-entry into the building.

## LOCKDOWN DRILL PROCEDURES

1. Lockdown drills will be modified during the Pandemic to maintain the safety of staff and students. Lockdown drills will be simulated in a virtual training method and/or in person instruction when appropriate by our Coordinator of Security, Staff and School resource officer. Staff and students will be instructed to continue the same safety procedures in our Safety/Building plans Pre -Pandemic and to take the same precautions



and actions in the case of an actual lockdown. The training of drills will include NYS Department of health COVID safety precautionary measures when safe and appropriate in the case of an actual lockdown. If practical timely and safe, staff will instruct their students to wear their mask and sanitize after lockdown is cancelled and building is deemed safe and secure.

## LOCKOUT DRILL PROCEDURES

2. Lock out drills will remain the same and consistent with our current Safety /Building plan with a COVID Addendum. All Students and staff during the lockout will continue to social distance, wear masks and if re-entering the building when lockout is cancelled sanitize/wash hands.

The W-FL BOCES will not make any changes or additions to facilities that would change our compliance with the 2020 NYS Uniform Fire Prevention and Building Code or the State Energy Conservation Code.

- The W-FL BOCES will ensure it is in compliance with the Visual Inspections and Building Condition Survey.
- The W-FL BOCES will ensure Lead in the Water testing aligned to the period student occupancy resumes.
- The W-FL BOCES ensures all existing and new Alcohol- based hand rub dispensers are in accordance with the Fire Code of New York State (FCNYS) 202 Section 5705.5.
- The W-FL BOCES will not have the need to install dividers in points of congregation as gatherings will not be allowed.
- The W-FL BOCES assures that all project plans will be submitted to the Office of the Professions (OPF)
- Currently the W-FL BOCES is working with the Office of the Professions on a construction project for a new location for a special education program called, Career Creations which services high school students in grades 9-12.
- The W-FLBOCES does not intend to utilize tents.
- The W-FL BOCES ensures that existing number of toilets and sink fixtures meet the minimum standards of the Building Code of New York State (BCNYS)
- The W-FL BOCES ensures that the existing drinking fountains meet the required codes, but during COVID-19 will follow all guidance with the use/non-use of drinking fountains.
- The W-FL BOCES ensures all ventilation systems are maintained in accordance with the specific unit handling guidelines (specific schedules are located in the maintenance management system).
- The W-FL BOCES ensures any project submissions solely to dedicated to COVID-19 will be aptly labeled,
- The W-FL BOCES ensures any plastic dividers will be in compliance with the Building Code for New York State (BCNYS) section 2606.
- The following written protocol for cleaning and disinfecting schools follows the Centers for Disease Control guidance: [Facilities Plan](#)



Administrators	<ul style="list-style-type: none"> <li>• Administrators will work with facilities staff to ensure Department of Health (DOH) and Centers for Disease Control (CDC) guidelines are adhered to</li> <li>• Administrators will be trained on proper hand and respiratory hygiene</li> <li>• Administrators will ensure proper signage is publicly displayed throughout the building promoting proper handwashing</li> <li>• A walk through by administrators will be conducted prior to students and staff returning to make sure that required Center of Disease Control (CDC) signage is displayed and after opening is maintained.</li> <li>• Administrators will work with their school staff on creating schedules which allow time between student sessions or groups to allow staff to disinfect surfaces prior to a new group entering.</li> <li>• Administrators will make sure that to-go bags for emergencies and fire drills are stocked with additional masks and gloves.</li> <li>• Administrators will work with the facilities staff to make sure that cleaning is completed throughout the school day and a log is maintained of such schedule.</li> <li>• Administrators will work with the facilities staff to make sure that all areas are disinfected at least once daily, and a log is maintained.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Staff will be provided cleaning materials to assist in wiping down areas between student use or at the end of the student use of area.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Students will be trained on proper hand and respiratory hygiene.</li> <li>• Students will watch a video on proper hand washing and be encouraged to wash hands and sanitize throughout the school day. <a href="#">Click here to watch the video.</a></li> </ul>
Families	<ul style="list-style-type: none"> <li>• Families will reinforce proper handwashing and respiratory hygiene.</li> <li>• Families will be provided a copy of this safety plan prior to school starting.</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>• Facilities will communicate using visual cues such as, cleaning and disinfecting schedules and clean room signs.</li> <li>• Facilities staff will follow all Department of Health (DOH) and the Center for Disease Control (CDC) guidelines to assure cleaning and disinfecting expectations are met daily.</li> <li>• Facilities staff will wear all required personal protective equipment (PPE) when cleaning and disinfecting.</li> <li>• Facilities staff will wear masks any time or place social distancing cannot be maintained.</li> <li>• Facilities will routinely clean bathrooms.</li> <li>• Support rooms, sensory rooms and other physical spaces used by students during the school day will need to be cleaned prior to another student using.</li> <li>• In classrooms where students spend all day, disinfecting of spaces will occur by facilities at the end of the school day. For programs that have am and pm sessions, disinfecting will occur between groups of students.</li> <li>• Facilities staff will maintain a scheduled log of their cleaning/disinfecting of all areas.</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• P16 leadership will work with district transportation staff on Center for Disease Control (CDC) signage for the bus. If a student is displaying signs of COVID-19 during transport the bus driver will alert the administrator prior to releasing the student into the school.</li> </ul>





## **Child Nutrition**

A plan has been developed to ensure that there is continuity of social, emotional, and behavioral well-being; All enrolled students with access to school meals each school day whether school is in-person or remote. School meals will continue to be available to all students, including those attending school in-person and those learning remotely. The protocol will continue to address all applicable health and safety guidelines. Students who are attending in-person classes and have food allergies will be provided with a location to eat their lunch free of any possible allergens aligned to COVID-19 guidelines. All food provided will follow all applicable Child Nutrition Requirements.

Our W-FL BOCES programs can allow students to eat in the classroom instead of the cafeteria or common areas. Regular practices of cleaning will follow eating in the classroom. Social distancing will occur during lunch time in each classroom.

All schools in the W-FL BOCES will follow the School Food Authority (SFA) policies when communicating about school meal services, eligibility, options and changes in operations. All meals provided during the public health emergency will be available at no cost to all children. All communications will be provided through a variety of communication methods including website, social media, emails, robocalls, newsletters, and regular mail and translated into the languages spoken by families.

# Transportation

W-FL BOCES 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 (for examples: 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.

W-FL BOCES P16 leadership will work with district transportation staff on the Center for Disease Control (CDC) signage for the bus. If a student is displaying signs of COVID-19 during transport the bus driver will alert the administrator prior to releasing the student into the school.

## Cleaning and Disinfecting

Refer to the cleaning standard operating procedures guidance for further information.

- Buses and other transportation vehicles will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes. At the end of the day, clean and disinfect the entire bus will be performed.
- *Daily Cleaning*
  - All trash removed
  - Floors swept and dust mopped
  - Walls and windows cleaned
- *High-Touch Surfaces*
  - Bus seats and seat backs
  - Seat belts
  - Door handles, handrails
  - Driver operator area
- Cleaning and disinfecting products approved by the Environment Protection Agency (EPA) will be used according to instructions.
- Eating and drinking will be prohibited on the bus
- Buses will be inspected to ensure cleaning/disinfecting protocols are followed on district owned and contracted buses
- All cleanings/inspections will be documented (via trackable log)

## Required Personal Protective Equipment (PPE)

- Disposable gloves
- Face Covering/Mask
- Face Shield (if applicable)

## Training (Office Personnel, Drivers, Mechanics, Aides)

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)



- Exposure Control/Bloodborne Pathogen (BBP)
- COVID Awareness
  - New cleaning Protocols (buses, transportation center)
  - Handwashing
  - Face Covering (sizing, use, wear & care)
  - Personal Health and Hygiene
  - Special working conditions with face coverings (strenuous activity)



# Social Emotional Well-Being

To inform the comprehensive counseling needs at each of the W-FL BOCES school/program, each has a team that focuses on the well-being of the student and ensures supports are continued during all possible instructional models. Examples of such teams with all W-FL BOCES school/programs are instructional support team, advisory team, child study team, shared decision-making team, and re-approval committee. These teams are comprised of families, students, members of the board of education, W-FL BOCES leadership, community-based service providers, teachers, certified school counselors, and other pupil personnel services providers including school social workers and/or school psychologists.

The W-FL BOCES reopening plan addresses professional development opportunities for staff. Ongoing training has been and will continue to be provided on how to talk and support students during the COVID-19 public health emergency. The trainings have supported the knowledge of developing coping and resilience skills for students and staff. Weekly resources are shared with staff and parents. These resources will continue in the upcoming school year. The W-FL BOCES has invested in a social emotional coach for the component districts for the continuation of support for the upcoming school year. Such support will be on resiliency, restorative practices, trauma informed practices and social emotional development.

The W-FL BOCES continues to provide resources for the Trauma, Illness and Grief (TIG) primary contacts at each of the schools/programs sites as a continuous support to staff and students. The Trauma, Illness, and Grief (TIG) Coordinator regularly shares resources and supports with each school/program as well as a regularly scheduled meeting to address topics of concern through the W-FL BOCES and region.

## What Mental Health Professionals can do in schools/programs?

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance
- Promote social emotional learning competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage good physical health
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports

The following is a checklist of responsibilities for each stakeholder group:

Administrators	<ul style="list-style-type: none"> <li>• Administrators will work with staff to complete the student re-entry document prior to returning <a href="#">Continuity of Learning Plan</a> in their effort to have a plan of support for every student.</li> <li>• In the event of school/program closing, administrators will work with district personnel to maintain the school lunch program.</li> <li>• Administrators will support staff with available resources to continue to address mental health, behavioral and emotional needs.</li> <li>• Administrators will ensure that staff and students are participating in daily discussion on how they are feeling in the established “morning meeting”, “circle” protocols.</li> </ul>
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	<ul style="list-style-type: none"> <li>Administrators will work with the Trauma, Illness, and Grief (TIG) Primary Contacts to ensure that when assistance is needed it is provided.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>Staff will adhere to the re-entry document, noticing specific needs of students.</li> <li>Staff will utilize available resources to address mental health, behavioral and emotional needs of students.</li> <li>Daily schedules will be established and followed, allowing students to anticipate learning experiences and routines.</li> <li>Staff will provide daily discussion/conversation on how students are feeling to set the stage and normalize feelings students may have related to the pandemic and current events taking place in the world. Established protocols of “morning meetings, circles or other means should be used as consistent support.</li> <li>Staff will direct students to wash hands before and after eating and to not share food and drink.</li> <li>Staff will discuss with students the importance of the Department of Health (DOH)/Center for Disease Control (CDC) guidelines in prevention of COVID-19.</li> </ul> <p><a href="#">Resource on Restorative Practices and Community Circles</a></p>
Students	<ul style="list-style-type: none"> <li>Students will adhere to daily schedules</li> <li>Students will be involved in activities that allow them choice- giving them some control of their learning.</li> <li>Students will be instructed to wash hands before and after any meal period and follow Department of Health (DOH)/ Center for Disease Control (CDC) guidelines</li> <li>Students will be instructed not to share food or drink with other individuals.</li> <li>Students will understand the importance of emotional support.</li> </ul>
Families	<ul style="list-style-type: none"> <li>Families will communicate their specific needs to school personnel.</li> <li>Families will support students in maintaining their daily schedule. In the event that we need to transition to the Continuity of Learning Plan (remote learning) families will help support the transition and communicate to school staff their specific family needs.</li> <li>Families will support the importance of COVID-19 prevention.</li> <li>Families will support the importance of social-emotional protocols.</li> </ul>



## School Schedules

W-FL BOCES has created a comprehensive plan for a schedule that includes in-person instruction, remote instruction or a hybrid of both in-person and remote. All plans will be clearly communicated following the communication plan, with as much advance notice as practicable, to students, families and staff. W-FL BOCES will collaborate with district stakeholders when considering alternate schedules.

W-FL BOCES has three plans to address COVID-19:

**Plan I:** Reopening Plan. Full Implementation of programs in person instruction following all Department of Health (DOH) and the State Education Department (SED) guidelines: social distancing, use of masks, routine disinfecting, gathering and operational activities. Virtual instruction will also be supporting individual student needs. This plan requires everyday attendance by students.

**Plan II:** Phase II is a hybrid model combining in person and virtual instruction under the guidance of the Department of Health. This plan will operate under a reduced capacity.

**Plan III:** Continuity of Learning Plan (Virtual learning for all students). All buildings will be closed, and students will participate in on-line learning: [Continuity of Learning Plan](#).

W-FL BOCES has designated a safety coordinator-The Coordinator of Security-who will continuously monitor compliance with the school's reopening plan. The Coordinator of Security participates on the Reopening Committee and works directly with all administrators in schools/programs and with the Coordinator of Health Programs. The Coordinator of Security will monitor activities and be actively involved in phased-in reopening activities in accordance with the Department of Health guidance.

# Attendance, Attendance Reporting and Chronic Absenteeism

W-FL BOCES uses an electronic system to collect and report daily teacher student engagement and attendance. Such practice must be maintained while in a remote learning plan.

The following is a checklist of responsibilities for each stakeholder group:

Administrators	<ul style="list-style-type: none"> <li>• Administrators will work with staff to implement documentation of attendance absenteeism per W-FL BOCES guidelines and procedures.</li> <li>• Administrators will follow W-FL BOCES procedures and protocols and document per W-FL BOCES guidelines.</li> <li>• Administrators will assign or designate staff to connect with cohort of students daily and report any significant attendance concerns.</li> <li>• Administrators will monitor the attendance reporting system or the Student Information Repository System (SIRS).</li> <li>• Administrators will continue to connect and meet with students and families following W-FL BOCES protocols of those with chronic absenteeism and poor attendance.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Staff will take attendance starting at the beginning and throughout the day following program protocols.</li> <li>• Staff will report student information to the System Information Repository System (SIRS) or the attendance reporting system.</li> <li>• Staff will communicate significant attendance concerns to administration daily.</li> <li>• Staff will communicate weekly attendance to families.</li> <li>• Staff will continue to document daily attendance during virtual learning.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Students will maintain regular attendance in-school or during virtual learning and communicate with their program staff.</li> <li>• Students will meet with staff and/ or administration when there are attendance concerns.</li> </ul>
Families	<ul style="list-style-type: none"> <li>• Families will reinforce regular attendance for in school and remote learning and maintain consistent communication with their school program.</li> <li>• Families of those with attendance concerns will communicate/meet with staff and/or administration to address the attendance concerns.</li> </ul>



# Technology and Connectivity

Adequate access to a computing device and high-speed broadband is essential for educational equity. W-FL BOCES will continue to determine the level of access all students and families and their places of residence. This information will be collected from the families through a survey or families support conversations. W-FL BOCES has acquired laptops and hotspots to support the continuation of learning.

W-FL BOCES will provide instruction on using technology and Information Technology (IT) support for students, teachers and families and provide professional development for teachers and leaders on designing effective online/remote learning experiences. Parent support will be accomplished through Parent University Seminars and P-16 Helpdesk support.

The following is a checklist of responsibilities for each stakeholder group:

Administrators	<ul style="list-style-type: none"> <li>• Administrators will work with their staff on on-line resources support.</li> <li>• Administrators will make sure all students have access to devices.</li> <li>• Administrators will make sure all students have access to internet.</li> <li>• Administrators will make sure all staff have a platform for remote instruction.</li> <li>• Administrators will collect and retain instructional plans from staff members.</li> <li>• Administrators will share resources/instructional materials for virtual instruction in the weekly update sent to all W-FL BOCES P-16 staff.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Staff will work with their administrators on virtual resources beneficial to their students.</li> <li>• Faculty and staff will ensure students have access virtual resources.</li> <li>• Staff will ensure that they have access to instructional materials and technology at all times.</li> <li>• Staff will create and maintain a platform for instruction (for example: Zoom, google classroom, schoology, etc.)</li> <li>• Staff will maintain regular contact with students regarding instructional needs.</li> <li>• Staff will track student attendance, performance, participation, and work completion.</li> <li>• Documentation of attempts and choices for communication include:             <ul style="list-style-type: none"> <li>• Email</li> <li>• Phone (if using personal phone, you can dial *67 prior to entering student/parent phone number to retain privacy)</li> <li>• Office 365 TEAMS</li> <li>• ZOOM – guidance must be followed to protect privacy (attached)</li> <li>• WebEx – guidance must be followed to protect privacy (attached)</li> <li>• Google Meets – guidance must be followed to protect privacy (attached)</li> </ul> </li> <li>• Resources available here:  <a href="https://sites.google.com/btboces.org/bocesofnewyorkstateonlineconfe/meetings">https://sites.google.com/btboces.org/bocesofnewyorkstateonlineconfe/meetings</a> </li> </ul>
Students	<ul style="list-style-type: none"> <li>• Students should maintain daily communication with instructors.</li> <li>• Students will communicate technological or connectivity issues with appropriate staff in a timely manner.</li> <li>• Students will maintain devices to keep them in working order.</li> </ul>





	<ul style="list-style-type: none"> <li>• Students will use devices appropriately and for school-related tasks.</li> <li>• Students will follow the code of conduct and acceptable use for devices.</li> </ul>
Families	<ul style="list-style-type: none"> <li>• Families should maintain regular communication with instructors.</li> <li>• Families will communicate technological or connectivity issues with appropriate staff in a timely manner.</li> <li>• Families will maintain devices to keep them in working order.</li> <li>• Families will use devices appropriately and for school-related tasks.</li> <li>• Families will support the code of conduct and acceptable use for devices.</li> </ul>



# Teaching and Learning

It is the intent of W-FL BOCES to provide in-person learning in September supporting a virtual learning model dependent of specific student need. Plans have been created to support a reduced capacity in person instruction and increased virtual learning and total student virtual learning model: [Continuity of Learning Plan](#).

Through the Continuity of Learning Plan, Wayne-Finger Lakes BOCES will:

1. Provide all students with continuity of learning that is accessible, equitable and clearly communicated.
2. Monitor and maintain student and family connections with the school communities.
3. Ensure the highest level of support for students in priority courses culminating in a Regents examination required for graduation, Certificate/Licensure exam or Dual Enrollment credit.

W-FL BOCES will provide standards-based instruction; ensuring substantive daily interaction between teachers and students; and clearly communicating information about instructional plans with parents and guardians. Our plan includes Special Education/Career and student Technical Education/Pathways Technology Early College High School/Work-Based Learning/ English as a New Language /Adult Learners/ Incarcerated Youth. All students within W-FL BOCES programs will receive the information regarding the instructional model. To ensure consistent communication and the possibility of a sudden instructional model shift, due to COVID-19, W-FL BOCES will designate a staff member to coordinate consistent communication between school and families. This individual will be able to communicate with families in their preferred language and provide support and communicate between school and home

All W-FL BOCES instructional programs will closely follow New York State Learning Standards for both in-person and remote/virtual learning. In all our plans regarding COVID-19 we understand the importance of teacher and student interaction and have developed plans that will continue these interactions whether in person or remote. Currently, teachers within our schools/programs hold valid and appropriate certifications for their teaching assignments except for those allowable under the Commissioner’s regulations or Education Law.

W-FL BOCES has an existing established communication plan shared with students and families and stakeholders regarding questions about their child/student's instruction and/or technology. Regular communication is provided using Connect Ed. Important information is posted on our website and each program will maintain COVID-19 updates within their website. Each school program has a voicemail communication.

The W-FL BOCES protocol includes that if a family member is not able to reach a school staff, they contact the Assistant Superintendent for Instruction. The Assistant Superintendent for Instruction’s cell phone number is provided in the message. A technical support hotline was created to support families through the last COVID-19 remote learning process assisting with support of any technical issues and this system will remain for this upcoming school year.

The following is a checklist of responsibilities for each stakeholder group:

Administrators	• Administrators will ensure that lesson plans are collected on a regular basis.
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	<ul style="list-style-type: none"> <li>• Administrators will ensure that teachers are maintaining a virtual learning platform for remote learning.</li> <li>• Administrators will ensure that students have the resources necessary to transition to remote learning as necessary.</li> <li>• Administrators will continue to ensure that proper social distancing/mask wearing practices are followed within the school building.</li> <li>• Administrators will work with teaching staff to complete a survey on each student’s academic and social emotional wellness. The survey will gauge a student’s academic progress during the closure and a reentry plan will be developed.</li> <li>• To support student needs of a required virtual environment, the administrator will work with the Committee of Special Education Chair to document the learning plan within the Individual Education Program(IEP).</li> <li>• Administrators will conduct evaluations as required under Annual Professional Performance Review (APPR). This will include both announced and unannounced observations.</li> <li>• Administrators will work with the Committee on Special Education to monitor and communicate student progress and share resources between W-FL BOCES and districts.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Staff will practice social distancing within their classrooms.</li> <li>• Staff will assist in wiping down all workspaces and items they used at the end of each day. This would include desk, table, chair, computer.</li> <li>• Staff will document daily student attendance.</li> <li>• Staff will take home any laptop/tablet/iPad in the event remote learning is needed</li> <li>• Staff will provide ongoing communication and feedback to students/families on a weekly basis</li> <li>• Classroom teachers will create weekly lessons aligned to essential standards of the course to deliver to students. When lesson planning teachers should be aware that they may have to deliver remotely through Google Classroom, Zoom, WebEx, Office 365 TEAMS, as per the Continuity of Learning Plan.</li> <li>• Teachers will provide students feedback on their work and be available to provide opportunities for students to ask questions and modify their work as needed.</li> <li>• Teachers need to account for all of their students learning and document participation.</li> <li>• Staff will design activities that allow students choice- giving some control of the “environment” to students</li> <li>• In the event that we need to transition to our Continuity of Learning plan (full remote), the teachers/ related service providers schedule will adjust to provide planning time to adjust to remote learning.</li> <li>• Staff will participate in the evaluation process and participate in announced and unannounced observations, self-directed projects or annual evaluations as required under Annual Professional Performance Review (APPR).</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Students will take home any assigned laptop/tablet/iPad nightly in the event remote learning is needed. If a student does not have the item to transition to</li> </ul>



	<p>remote, administrators will develop plans to ensure these items are delivered to support remote learning.</p>
Families	<ul style="list-style-type: none"> <li>• Families will reinforce students traveling to and from school with their laptop/tablet/iPad</li> <li>• Families will communicate their specific needs in the event of a transition to remote learning including (laptops, on-line resources, wi-fi, social-emotional, academic)</li> </ul>
Special Education	<ul style="list-style-type: none"> <li>• It is essential that we provide a free appropriate public education (FAPE) in the least restrictive environment. Class sizes and therapist offices will be monitored by the administrator to make sure that all considerations for social distancing are considered. All programs, services, accommodations, modifications, supplementary aides and services and technology will be implemented as stated in the students' individualized educational program (IEP). All teachers are required to create instructional plans which outline all students' individual goals and needs. All accommodations and modifications have been implemented within these plans to ensure a free appropriate public education (FAPE) is being met.</li> <li>• Students with conditions to not be able to wear face masks will be supported with proper documentation. If a student does not have documentation and refuses to wear a mask the administrator will work on a plan to support the student and larger school community, working with the parent to ensure academic continuation of learning is supported.</li> <li>• Students in the special education programs often require physical intervention and close physical proximity which does not follow social distancing guidelines. Staff will be provided additional personal protective equipment (PPE) including face guards and gowns to be used during close contact with students.</li> <li>• Students in special education programs require specialized equipment that is often shared between students. All equipment will need to be disinfected between students by school staff.</li> <li>• Students will continue to be able to ride bikes, or any other supported occupational or physical therapy activity and use hallways and common spaces for sensory and therapy. Students and staff will need to continue to practice social distancing during these activities.</li> <li>• Our W-FL BOCES has many shared staff working in districts. The direct supervisor will meet regularly with these staff and communicate any district plans regarding COVID-19. All component districts will need to post their reopening plans on their website and submit to the State Education Department (SED) to make sure they are compliant with the department of health guidelines. Staff working in district sites will follow the districts plans for remote learning. Staff working in districts will work with their direct supervisor on their individual schedules in support of the assigned districts.</li> </ul>
Career and Technical Education	<ul style="list-style-type: none"> <li>• It is important that we continue a model of learning within the Career and Technical Education classrooms that reflect both comprehensive theory and applied, hands-on learning.</li> <li>• During COVID-19, clinical settings, internships, community participation, and work-based learning assignments will be suspended for the first two months</li> </ul>



	<p>of the school year. After a two-month period we will continue to evaluate these practices and determine the best course of action, based on recommendations from the State and the New York State Department of Health.</p>
P-TECH	<ul style="list-style-type: none"> <li>• Pathways in Technology Early College High School (P-TECH) will continue to operate in a full-day model with students traveling to Finger Lakes Community College (FLCC) (located within the same campus) on a daily basis.</li> <li>• Students and staff will continue to take the lead from Finger Lakes Community College (FLCC) on in person classes or Virtual Learning, while still practicing social distancing guidelines as established by W-FL BOCES.</li> <li>• At this point in time all community outings or trips that were scheduled as an integrated model as part of classes will be suspended until further guidance supports the reintegration of such components.</li> </ul>
Work Based Learning	<ul style="list-style-type: none"> <li>• All work-based learning activities that occur within the community will be suspended at this point in time. Until further guidance has been received from New York State or the Department of Health indicating that students can safely access these activities, no students are to participate in these tasks.</li> <li>• Students will continue to perform work-based learning activities within the school building to ensure that they are following social distancing as outlined within the W-FL BOCES plan and the Department of Health (DOH) guidance.</li> </ul>
Bilingual Education and Work Languages	<ul style="list-style-type: none"> <li>• Reopening plans must address the learning loss experienced by many English language learners (ELLs), in both their English language development and their mastery of content area knowledge. The State Education Department has identified the following requirements and considerations that will allow schools to provide English language learners (ELL) services that address the impact of last year’s school closures and prepare them for potential challenges in the coming year. Schools and districts must:</li> <li>• provide all communications to parents/guardians of English Language Learners (ELL)s in their preferred language and mode of communication to ensure that they have equitable access to critical information about their children’s education;</li> <li>• ensure that all English language learners (ELL)s receive appropriate instruction that supports their college, career, and civic readiness, by providing them the required instructional Units of Study in their English as a New Language or Bilingual Education program based on their most recently measured English language proficiency level;</li> <li>• conduct English Language Learners (ELL) identification for all students who enrolled during COVID-related school closures in 2019-20, during the summer of 2020, and during the first 20 days of the 2020-21 school year within 30 days of the start of the school year; and</li> <li>• recognizing that all teachers are teachers of English Language Learners (ELL)s, provide professional learning opportunities related to the instruction and support of English Language Learners (ELL)s to all educators, as required by Part 154 of the Commissioner’s regulations.</li> <li>• Make reference to the Blueprint for English language learner/Multilingual learner (ELL/MLL) Success; adopt progress monitoring tools to measure English Language Learners (ELL) proficiency; provide social-emotional learning supports to English Language Learners (ELL)s in their home language; continue</li> </ul>



	<p>utilizing technology in English Language Learner (ELL) instruction; support Students with Interrupted/Inconsistent Formal Education (SIFE) and other vulnerable populations; ensure the Emergent Multilingual Learners (EMLL) Profile supports early learning; and support completion of the NYS Seal of Biliteracy.</p>
<p>Adult Learners</p>	<ul style="list-style-type: none"> <li>• Adult students and instructors will engage in both in person instruction and remote learning in working towards a student’s high school equivalency diploma.</li> <li>• Enrolled students who lack the technology assets necessary to engage in remote instruction, laptops and wi-fi hotspots will be provided.</li> <li>• For students who lack the ability to engage in technology-based remote learning because of outstanding circumstances beyond our control, instructional packets will be assembled by teachers based on the student’s current educational levels and needs. Assurance of such materials provided will be part of the program’s case manager.</li> <li>• In addition to instructors reaching out to students on a regular basis, a case manager will engage with students to assess their academic and personal needs and to provide referrals to the proper agencies.</li> <li>• W-FL BOCES adult literacy instructional staff and students will abide by the safety, security and public health procedures and protocols put in place by our community partners.</li> <li>• The W-FL BOCES Adult Literacy program will adopt and adapt to policies and guidance provided by New York State Education Department and our Regional Adult Education Network.</li> </ul>
<p>Incarcerated Youth</p>	<ul style="list-style-type: none"> <li>• Incarcerated students and instructional staff will abide by the safety, security and facility health procedures and protocols put in place by each correctional facility.</li> <li>• The provision of classroom instruction will adhere to the procedures and protocols implemented by each correctional facility while also aiming to provide learning opportunities in line with New York State Education Department standards and guidelines.</li> <li>• In the event that remote instruction becomes required and given the communication/technology limitations that exist with each correctional facility, instructional packets will be assembled by teachers based on the student’s current educational levels and needs. Packets can be mailed or exchanged with students with the assistance of the program’s administrator or case manager.</li> <li>• If a remote instructional environment becomes necessary, teachers, the case manager and the program administrator will communicate regularly with jail program officers, administrators, case managers and mental health specialists in an effort to remain engaged with students and their learning needs.</li> <li>• Teachers and the program case manager will work in concert with jail case managers, classification officers and mental health professionals to assess the educational goals and needs of each new student who might become enrolled without a face-to-face intake process.</li> </ul>



## **Career and Technical Education (CTE)**

It is important that we continue a model of learning within the Career and Technical Education classrooms that reflect both comprehensive theory and applied, hands-on learning.

During COVID-19, clinical settings, internships, community participation, and work-based learning assignments we will be suspended for the first two months of the school year. After a two-month period we will continue to evaluate these practices and determine the best course of action, based on recommendations from the State and the New York State Department of Health.

## **Special Education**

It is essential that we provide a free appropriate public education in the least restrictive environment. Class sizes and therapist offices will be monitored by the administrator to make sure that all considerations for social distancing are considered. All programs, services, accommodations, modifications, supplementary aides and services and technology will be implemented as stated in the students' individualized education program (IEP). All teachers are required to create instructional plans which outline all students' individual goals and needs. All accommodations and modifications have been implemented within these plans to ensure a free appropriate public education (FAPE) is being met.

Students with conditions to not be able to wear face masks will be supported with proper documentation. If a student does not have documentation and refuses to wear a mask the administrator will work on a plan to support the student and larger school community, working with the parent to ensure academic continuation of learning is supported.

Students in the special education programs often require physical intervention and close physical proximity which does not follow social distancing guidelines. Staff will be provided additional personal protective equipment (PPE) including face guards and gowns to be used during close contact with students.

Students in special education programs require specialized equipment that is often shared between students. All equipment will need to be disinfected between students by school staff.

Students will continue to be able to ride bikes, or any other supported occupational therapy and physical therapy activity and use hallways and common spaces for sensory and therapy. Students and staff will need to continue to practice social distancing during these activities.

Our W-FL BOCES has many shared staff working in districts. The direct supervisor will meet regularly with these staff and communicate any district plans regarding COVID-19. All component districts will need to post their reopening plans on their website and submit to the state education department to make sure they are compliant with the department of health guidelines. Staff working in district sites will follow the districts plans for remote learning. Staff working in districts will work with their direct supervisor on their individual schedules in support of the assigned districts.

# **Bilingual Education and World Languages**

Wayne-Finger Lakes BOCES will do the following:

- Provide all communications to parents/guardians of English Language Learners (ELL)s in their preferred language and mode of communication to ensure that they have equitable access to critical information about their children’s education;
- Ensure that all English Language Learners (ELL)s receive appropriate instruction that supports their college, career, and civic readiness, by providing them the required instructional Units of Study in their English as a New Language or Bilingual Education program based on their most recently measured English language proficiency level;
- Conduct identification of English language learners (ELL)s for all students who enrolled during COVID-related school closures in 2019-20, during the summer of 2020, and during the first 20 days of the 2020-21 school year within 30 days of the start of the school year
- Recognizing that all teachers are teachers of English language learners (ELL)s, provide professional learning opportunities related to the instruction and support of English language learners (ELL)s to all educators, as required by Part 154 of the Commissioner’s regulations.

## **Athletics and Extracurricular Activities**

W-FL BOCES does not host athletics programs. Students attending BOCES’ schools/programs are able to participate in programs within their home school districts per each individual district’s policies for participation. The Career and Technical Education Schools and Pathways in Technology Early High School (P-TECH) have extra-curricular activities associated with program and student lead clubs. As we are currently in a COVID-19 response, we will be delaying any fieldtrips, or extra-curricular events involving travel and community involvement to reduce the spread.





# Staffing

## **Teacher and Principal Evaluation System**

All teachers and principals will continue to be evaluated pursuant to the district's approved Annual Professional Performance Review Plan (APPR). Wayne-Finger Lakes BOCES will consider whether their currently approved Annual Professional Performance Review (APPR) Plans may need to be revised in order to be consistent with their plans for re-opening under an in-person, remote or hybrid instructional model. School leaders will continue to attend annually required Lead Evaluator training.

## **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 (for example: incidental teaching) or education law.

## **Student Teachers**

Student teachers from New York State Education Department (NYSED) registered college or university programs can serve under the supervision of fully certified teachers in the Wayne-Finger Lakes BOCES. Student teachers will follow all of the social distancing, mask wearing, health status reporting, and other COVID-19 procedures that the teachers follow. Student teachers will serve under the supervision of our full-time certified teachers only. At no time will a student teacher be used as a teacher of record.