



Churchville-Chili
Central School District

Reopening Plan Fall 2021

updated: 8/26/21

CONTENT OUTLINE

- Overview
- Planning - pg. 3
- Communication Plan - pg. 4
- School Closures - pg. 6
- Health & Safety - pg. 6
 - Health checks - pg. 6
 - Physical distancing, face coverings & PPE - pg. 7
 - Infection control strategies - pg. 7
 - Management of ill persons, contact tracing and monitoring - pg. 8
 - Health hygiene - pg. 11
 - Cleaning and disinfecting - pg. 12
 - Vulnerable populations/accommodations - pg. 14
 - Visitors on campus - pg. 14
 - School safety drills - pg. 15
- Facilities - pg. 16
- Child Nutrition - pg. 16
 - Meals onsite
 - Meals offsite/remote
- Transportation - pg. 17
- Social Emotional Wellbeing - pg. 18
- School Schedules - pg. 19
- School Activities - pg. 19
 - Extracurriculars
 - Childcare
- Attendance and Chronic Absenteeism - pg. 19
- Technology and Connectivity - pg. 20
- Teaching and Learning - pg. 20
- Special Education - pg. 22
- Bilingual Education and World Languages - pg. 23
- Instructional Staff - pg. 23
 - Teacher and Principal Evaluation System
 - Certification, Incidental Teaching and Substitute Teaching
- References - pg. 24

OVERVIEW

The Churchville-Chili Central School District has developed this Fall School Reopening Plan as an update to our 2021-2022 reopening plans.

We have utilized the guidance from the Centers for Disease Control and Prevention, The American Academy of Pediatrics, and the New York State Department of Education as well as mandates from the New York State Health Department to update our plan. We have evaluated and reviewed our health and safety plans and modified our instructional models accordingly to ensure that all students are able to attend in-person instruction, five days a week.

As you read our updated Reopening Plan, we ask for your flexibility and understanding. Health and safety continues to be the primary factor considered during the collaborative development of this plan.

Guidance documents from the [Centers for Disease Control and Prevention \(CDC\)](#), [The American Academy of Pediatrics](#), the [New York State Education Department \(NYSED\)](#), the [New York State Department of Health \(NYSDOH\)](#), and the [Monroe County Department of Health](#) were used to develop the recommendations by our administrative team.

Reopening Guidance

On August 10, 2021, State Education Commissioner Rosa released [a reopening guidance document](#) that outlined recommendations for the health and safety of all students and staff. The Department's Office of Student Support Services recommends the use of the CDC's Guidance for COVID-19 Prevention in K-12 Schools and the American Academy of Pediatrics' COVID-19 Guidance for Safe Schools as resources as stated above.

According to the NYSED guidance, "the overall goal for the 2021-2022 school year is to maximize in-person teaching and learning, be responsive to student needs, and keep students and staff healthy and safe. The Department is committed to advocating for all the resources necessary to make this happen and mobilizing technical assistance to school districts as they address these issues locally, consistent with CDC guidelines."

On Tuesday, August 24, 2021, Governor Hochul announced that school districts in New York should develop plans to reopen schools and provide in-person instruction making sure children are safe in school, including:

- "Immediately directing the Department of Health to institute universal masking for anyone entering our schools."
- "Launching a back-to-school COVID-19 testing program to make testing for students and staff widely available and convenient."
- Developing a method "to require vaccinations for all school personnel with an option to test out weekly, at least for now."

The 2021-2022 Reopening plan is subject to change should the COVID-19 community or in-school transmission require the implementation of quarantine or isolation of a classroom, school building, or district. These procedures are outlined by the Monroe County Health Department as follows:

- [Vaccinated individuals with known exposure](#) (Flowchart)
- [Unvaccinated individuals with known exposure](#) (Flowchart)
- [Symptomatic individuals with no known exposure](#) (Flowchart)

The top priority in all decisions made by Churchville-Chili schools is the health, safety and well-being of our students, employees and school communities as well as maximizing in-person learning. This document is subject to change as conditions evolve in our community. If and when the circumstances surrounding the COVID-19 pandemic change, the guidance we receive from state and local agencies may also change and cause adjustments to our plans. Please check the [District's website](#) regularly for the latest information.

PLANNING

Throughout our reopening planning, the safe operation of all aspects of the school day from transportation and nutritional services, and student movement around campus, to interaction in classrooms, have been evaluated. ***While this update is based upon an anticipated mandate for universal masking, should there be flexibility for our school district to make our own decision, the board will meet again and review options.*** We recognize that the decisions surrounding masking will not meet the desires of all of our families. It is our intent to adhere to state requirements while maintaining a focus upon the safety of our students, families, staff and larger community.

We will need your support for these changes to ensure student and staff safety.

Based upon anticipated requirements of the New York State Department of Health related to reopening, we have developed a plan to bring students back to school 5 days a week adhering to universal masking requirements in our schools and on buses, and intermittent testing for unvaccinated staff.

In addition to those who are eligible and choose to be vaccinated, we have several ways to protect students and staff. We will continue to follow recommended health and safety practices of:

- a. Implementing frequent hand-washing and hand-sanitizing opportunities;
- b. Requiring the use of masks for staff and students (including visitors) inside our school buildings and on district transportation (per Governor Hochul's statement release);
- c. Maintaining three feet physical distance guideline to the greatest extent possible;
- d. Maintaining sanitation protocols in buildings and buses;
- e. Using mitigation to assist with safety (barriers as needed in classrooms and other instructional environments, cohorting, seating charts, front facing furniture arrangements when practicable, etc.); and
- f. Masking is a choice for outdoor events and school-related activities.

COMMUNICATION PLAN

The Superintendent, Dr. Loretta Orologio, will serve as the district's COVID-19 Coordinator. Dr. Orologio will work closely with our local health department and will be responsible for the reopening plan. She 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. Her contact information is: 585-293-1800 x2300, lorologio@cccsd.org. Contact information for the superintendent and any other relevant contacts will be included in each mailing and on the website for parents, staff and community members.

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](#), 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, each Resource page, and the dedicated Opening of Schools 2021-22 webpage. Every effort has been made to ensure that the plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA. This plan and all necessary communication will be translated into the following languages by a language interpretation vendor: Arabic, Chinese, Nepali, Spanish, Ukrainian, Urdu, Vietnamese. The community is encouraged to contact the district if translations other than the above are needed by calling 585-293-1800 extension 2310.

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 district website, eNews, mass communication robocalls, social media platforms and local newspapers as appropriate – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

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 eNews for families (email and texting), emails to staff, the district website and posters in all facilities to communicate news, requirements and updates related to reopening and in-person instruction, including physical distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene.

Although remote learning is not being offered, the district will make computer devices available to all students and teachers. Students in grades 5-12 will receive 1:1 device that is transported daily. For students in grades K-4, devices will be stored in the classroom. Should a quarantine be necessary for a classroom or school building, a technology distribution plan will be coordinated and implemented by the

school principal. Families can contact the technology help desk 585-293-100 extension 3200 or helpdesk@cccsd.org.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. The Committee on Preschool Special Education as well as the Committee on Special Education meetings will be held with parents and interpretation services will be provided to allow for appropriate communication with families during these meetings. Initial CSE meetings, requested review meetings, annual reviews and amendment meetings will continue to be conducted in person, however, parents will have the option for Zoom, if requested, for the 2021-2022 school year. The district will provide an interpreter as needed to allow for appropriate communication with families during the meeting(s). Prior written notice and letters will also be provided in the parent's preferred language.

The district is committed to ensuring that all of its students and their families are taught expectations related to all public health 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 protocols. Staff will have training in these protocols on September 7, 2021 and frequent re-trainings as needed. Teachers will include this training for their students in their opening day schedules and provide frequent re-training or reminders through lessons and discussions.

Parents will receive public health protocol information through direct mailings, Instant Connect phone messaging or via email. All information will also be posted on the district website for immediate access and review. 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. Informational documents and training topics will address:

- [Hand hygiene](#)
- [Proper face covering procedures \(how to wear and remove\)](#)
- [Physical distancing](#)
- [Respiratory hygiene](#)
- [Identifying symptoms](#)

Families will receive a health attestation for their child in the mail, as well as via the district website. Parents should submit a completed attestation to the building nurse for each child no later than September 10, 2021.

The district is committed to creating a learning environment that protects the health, safety and privacy of students and staff. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. The first step is to communicate with the Monroe County Health Department and family of the infected student or staff member. The district will adhere to quarantining requirements, provide notification to exposed

individuals as directed, work collaboratively with the County Health Department to follow contact tracing protocols, and secure the classroom or location for deep cleaning. The community will not receive notification of positive cases or classroom quarantine unless directly impacted or the district is specifically directed to do so by local health officials.

SCHOOL CLOSURES

Churchville-Chili is preparing for situations in which one or more school buildings/classrooms 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/classrooms prior to closing to help mitigate a rise in cases. The district will consult with the Monroe County Department of Health when making such decisions.

The Superintendent of Schools will consider closure of in-person activities under the following circumstances:

1. Infection rate
2. Absentee rate trend for students
3. Absenteeism of essential personnel to the extent that it creates a health and safety concern or prevents the district from complying with mandates.
4. Or as directed by the Monroe County Health Department.

At closure, the impacted school will engage exclusively in remote learning utilizing a Google classroom platform and Zoom.

Closures will be communicated via Instant Connect mass communication robocalls, eNews emails, district website, and social media as well as shared with local media. School building administrators will communicate with the superintendent regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely.

HEALTH AND SAFETY

The following protocols and procedures will be in place in all district schools for the 2021-2022 school year.

Health checks

Parents and staff members will be responsible to assess and determine the presence of symptoms of COVID-19 each morning before coming to school. 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/work. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

Visitors: All visitors will complete a screening questionnaire in the main offices of each building prior to being allowed entrance to the facility. Only vaccinated individuals will be allowed to volunteer inside the school setting. Proof of vaccination will be required.

Physical distancing, face coverings & PPE

The following safety procedures are in place for all students, faculty, and staff when inside school facilities and on district transportation:

- Requiring and supplying masks for all students and staff.
- Implementing 3' physical distancing where feasible.
- Implementing additional personal protective equipment (PPE) like face shields, gloves and barriers as needed.
- Cleaning of desks daily or assigning students specific desks to minimize shared surfaces.
- Cleaning of high touch areas frequently throughout the day.
- Cleaning and disinfecting every night.
- Supplies & equipment cleaned between use as appropriate, along with hand washing or sanitizing.
- Practice good hygiene (hand washing, cough etiquette, etc.) at all times.
- Use of barriers, cohorting, separated seating as needed in classrooms and other instructional environments.

Students, staff and visitors to our schools will be expected to wear face coverings in all indoor areas, including on the school bus. Students will be allowed to remove face coverings during meals and during facemask breaks while seated so long as they maintain appropriate physical distance. Students or staff whose physical or mental health would be impaired, as certified by a medical physician and approved by the CCCSD's physician, are not required to wear a face covering, but must be appropriately physically distanced or with the use of a barrier. Face coverings will be provided to students and staff, if needed, at no cost. Students and staff are allowed to wear their own acceptable face covering if they choose. 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 (no openings in the mask).

Staff will be trained on public health procedures on September 7, Superintendent's Conference Day, the first day back for faculty and 10-month staff, which will be followed by regular reminders. Parents will receive informational training via written communication to home. Students will be trained on their first day back to school by their classroom teacher.

Infection control strategies

The district will adhere to the infection control strategies outlined in the Emergency Plan. These strategies include:

Classroom and Hallway Spaces

- Teachers/staff will arrange all instructional and non-instructional spaces, including materials and supplies, to comply with physical distancing standards to the maximum extent practicable.
- Each classroom will have soap or hand sanitizer and tissues readily available, along with cleaning supplies and gloves.

- Lockers will be used in the middle and high school at the beginning and end of the day as needed. Hallway movement patterns are being prepared to minimize group gatherings and maximize physical distancing.
- Classroom and hallway water fountains may be used to fill a cup or water bottle but not for direct consumption. Students will be allowed to bring their own water bottles for hydration purposes.
- In elementary buildings, students' belongings will be separated when stored and families will be encouraged to label all personal items.
- Staff members are encouraged to open windows and doors when possible to allow for more air circulation. Communal use of shared items will be limited with all shared items cleaned and disinfected after each use or hand washing protocol before and after use of any shared materials or equipment.
- Optional: physical barriers may be used between desks to reduce aerosolization when appropriate.
- All PPE equipment and/or cleaning products will be ordered and distributed by the school principal. Electively purchased cleaning products must be approved by the district to ensure compliance with fire code and other NYSED standards.

Public Spaces

- Cafeteria/Cafetorium - seating configurations in cafeterias will be physically distanced and may utilize cohorting, seating charts, one-direction seating, etc.
- Shared materials should be disinfected between use or hand washing protocols should be followed.
- Playgrounds will be used for physical education and recess adhering to handwashing protocols and group size limitations. Whenever possible, PE classes will be held outside. Teachers will encourage students to wash hands before and after touching play structures and maximize physical distancing from other children as much as possible. Masking will be required inside the school, but not outside (it will be a choice).

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 will remain physically distanced to the extent possible.

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 suspected 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 K-N95 mask or 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, K-95 mask, N-95 mask, 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. These treatments 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. The health office staff will clean the room between use along with the equipment adhering to the manufacturer's instructions.

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

School staff will be aware of the symptoms of COVID-19. **If students or staff demonstrate any of the following symptoms that cannot be explained by another condition** (e.g. allergies, asthma, pre-existing gastrointestinal conditions, etc.) they should be sent to the health office. The symptoms of COVID-19 include the following:

- Fever
- Loss of taste or smell
- Shortness of breath
- New or worsening cough
- Difficulty breathing
- Sore throat
- Muscle aches
- Congestion/runny nose
- Chills
- Diarrhea
- Fatigue
- Nausea or vomiting
- Headache

Our health office personnel will notify parents/guardians if their child demonstrates symptoms. The child will be referred for follow-up with a health care provider. Families will be provided resources on COVID-19 and a request will be made to follow up with their physician as soon as possible. The school nurse will promptly notify the Director of Pupil Services. If, after further evaluation by a healthcare provider, the student or staff member reports having been tested positive for COVID-19, the school administrator will notify the Monroe County Department of Health to determine what next steps are needed for the school community.

Whenever a student/staff member in the school building shows symptoms of any communicable or infectious disease (e.g., pink eye, strep throat, pinworms, etc.) he or she will go to the health office, parents will be notified and a letter will be mailed to families according to the district protocol.

Return to School After Illness

The district will follow the Centers for Disease Control (CDC)/Monroe County Department of Health directives when a student/staff member has been sent home with symptoms and has tested positive for COVID-19. If a person is **not** diagnosed with COVID-19 by a healthcare provider, they can return to school:

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

COVID-19 Testing Information

A student or staff member who develops symptoms of COVID-19 but does not get tested could limit the Monroe County Department of Health's ability to appropriately respond to new cases and ensure the health and safety of other students and staff. PCR testing (nose or throat swab) or similar rapid test that directly detects the virus is required as there is delay in developing detectable antibodies. A negative antibody test is insufficient to rule out a new infection.

List of testing sites

In the event that large-scale testing will need to be conducted at the school, the district administration will work with the [Monroe County Health Department](#) to identify testing sites in our area.

COVID-19 Notification and Quarantine process

The district will notify the 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 will:

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. Vendors, contractors and mail service providers will check in at the main office or reception area at each school, register in the Raptor safety system, and complete a health attestation

If/when COVID-19 cases are discovered in the school, in consultation with the local health department, the district will follow all health and safety measures stated above. Confidentiality will be maintained as required by federal and state laws and regulations. The County Health Department, not district staff, will determine who is to be excluded from school based on contact.

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 and may include the following areas:

main 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:

- Stay home if they feel sick.
- 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.
- Properly store and, when necessary, discard PPE.
- Adhere to physical distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- 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 and/or sanitizing 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, including playgrounds
- 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.

Cleaning and disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, and [NYS Education Department's 2021-22 reopening guidance document](#).

Cleaning and disinfection logs will be maintained that include the date, time, scope of cleaning and disinfection and signature/initial by cleaner

Custodial Team

Churchville-Chili cleaning staff have been trained in providing COVID-19 cleaning, sanitizing and disinfecting processes of all workplaces and classrooms. Along with their daily cleaning requirements, the custodial team will increase the frequency of disinfecting surfaces, such as high-touch surfaces in common areas and in all classrooms, cafeterias and athletic areas.

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Cleaning and Disinfecting Frequencies

- Frequencies may need to be reduced for low traffic areas and increased for high traffic and high touch areas. The following frequencies are minimal guidelines.
- It will be the responsibility of the cleaning staff to perform the following tasks, unless otherwise noted.

Instructional Spaces

The following will be cleaned and disinfected on a nightly basis:

- Student desks
- Student chairs
- Teacher desks (if cleaned off)
- White Boards
- Counters (where not covered)
- Light switches
- Floors
- Bathrooms, sinks/bubblers, cubbies, lockers in classrooms (elementary only)
- Trash emptied

- Should students eat in classrooms, the frequency of removing trash and cleaning desks will be increased.

Hallways, Stairs and Landings

- On a daily basis, the cleaning crew will sweep hallways, stairs and landings
- On a weekly basis the cleaning crew will mop hallway floor
- Handrails will be disinfected daily

Elevators

- Floors will be dust mopped and damp mopped daily
- High touch areas (call buttons, floor selectors) will be wiped clean and disinfected daily

Entrances, Lobbies, Reception areas

- The following will be cleaned and disinfected on a nightly basis:
- Entrance door frames, side glass panels and top glass panels will be cleaned nightly
- Horizontal surfaces and railings will be dusted, and damp wiped clean daily
- Trash receptacles will be emptied nightly and disinfected as needed
- Door glass will be kept free (clean) of stains, marks, etc.
- The floors will be vacuumed and cleaned nightly
- Furniture (chairs and tables) will be disinfected daily
- Doormats will be vacuumed daily
- Card access systems will be disinfected daily

Meeting Rooms, Conference Rooms, Break Rooms, Teacher Workrooms

- All tables will be cleaned and disinfected on a nightly basis. If there are multiple uses during the day, a calendar entry can be made to have the room cleaned and disinfected between uses.
- Floors will be vacuumed nightly
- Trash will be emptied nightly

Bathrooms/Restrooms

- Toilets, sink surfaces, soap dispensers, paper towel dispensers will be cleaned and disinfected daily
- Entrance/exit door knobs and light switches will be cleaned and disinfected daily
- Trash receptacles will be emptied as needed
- All supplies will be replenished daily or as needed
- Walls and toilet partitions will be washed daily
- Floors will be swept, cleaned and disinfected nightly
- Restrooms will be cleaned and disinfected more often depending on frequency of use throughout the day.

High touch areas/items:

In high touch areas, the following areas will be cleaned throughout the day, as time and staffing permit:

- Door knobs
- Handrails
- Light switches
- Handles
- Drinking fountains
- Countertops
- Tables

Community Kitchens, Break Rooms, Lounges, Staff Room

- Trash will be emptied daily
- Supplies will be replenished as needed
- Tables and counters will be cleaned daily
- Entrance/exit door knobs will be cleaned and disinfected daily
- Sinks and counters will be cleaned daily
- Additional supplies will be provided in each instructional space and office for occupants to use for cleaning and disinfecting.

Cleaning and Disinfecting Products from Hillyard:

- Re-Juv-Nal
- Citric Extra strength CSP Cleaner
- Liquid enzyme II
- Window Clean Plus
- Ziz-O
- Suprox
- Scrub and Shine Plus
- Bowl and Porcelain Cleaner
- Top Clean
- QT Plus
- Aerosol Chalk and White Board Cleaner

Hand sanitizers:

- NY State Clean Hand sanitizer
- Hillyard Hand Sanitizer
- Dr. Cliff's Hand Sanitizer

Additional cleaner:

- Vital Oxide- used for hospital grade disinfection (as needed)

Vulnerable populations/High Risk Groups

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness or may live with a person who is at an increased risk. It is our goal that these individuals are able to safely participate in educational activities.

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene or wear a face covering or mask. These students will be discussed on an individual basis and provided accommodations that will meet their individual needs. These accommodations may include, but are not limited to: individualized learning plan, teaching assistant support, or in-home related services that are recommended by the CSE. Staff members with specific health concerns related to COVID-19 will work with our Human Resources Department through an interactive process.

Visitors on campus

Only essential visitors, vendors and contractors will be allowed on school campuses. All visitors will report to the main office and not go beyond, until they complete a health attestation and register through the Raptor system. Face coverings are required and visitors will be restricted in their access to our school buildings. Visitors must follow all safety protocols as listed above.

Volunteers in school buildings

All volunteers must be vaccinated and receive advanced authorization before engaging in training and volunteering.

School safety drills

The following protocols are in place for required school safety drills with modifications ensuring physical distancing between persons:

- Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for physical distancing during the evacuation drills are ultimately the district's or other applicable school's decision and responsibility. Those changes must be included in the Fire Safety plans.
- Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. Conducting drills is an important part of keeping students and staff safe in an emergency; however, steps will be taken to minimize the risk of spreading infection. As such, it may be necessary for schools to conduct drills during the 2021-22 school year using protocols that are different than in the past.
- Regardless of the modification used when conducting a drill, students should be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining physical distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

- School administrators will work collaboratively with the Director of Security to schedule and coordinate evacuation drill schedules and protocols. This may include, but is not limited to:
 - Conducting drills on a staggered schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose.
 - While schools operate an In-person Instructional Model, schools must be certain that all students are receiving instruction in emergency procedures and participating in drills.

Modifications to Lockdown Drills may include, but are not limited to:

- Conducting lockdown drills in classroom settings while maintaining physical distancing/using masks.
- Conducting lockdown drills in the classroom without hiding/sheltering but provide an overview of how to shelter or hide in the classroom.

FACILITIES

One of our overarching goals is to provide facilities that are well maintained. Additionally we are taking other steps to ensure the safety of all students, staff and visitors.

Ventilation

The district will maintain adequate code required ventilation (natural or mechanical) as designed.

The district will increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students.

CHILD NUTRITION

The district will provide all enrolled students with meal access while in person or when a school building or the district has been temporarily placed into quarantine. Nutritional services staff members will serve lunches in the cafeteria or deliver to classrooms utilizing appropriate protocols. The Nutritional Service team will collaborate with the facilities department to facilitate physical distancing and student movement plans during meal service.

If a classroom or building needs to quarantine, the department will work with that building to provide meal pick-up service for families.

Child-specific nutritional plans will be developed for students who have food allergies verified by a licensed healthcare provider. The district will accommodate physically distanced dining spaces for students with food allergies. Students eating in the classroom with proper desk placement will meet requirements for students with most food allergies. Unique or severe student food allergy needs will be managed by the principal and school nurse in collaboration with the family.

Hand sanitizing stations will be available before, during, and after meal times. Custodial staff will implement procedures for cleaning and disinfection of surfaces prior to the next group of students accessing common areas for meal service.

The district Nutritional Service team will develop systems to offer meals in compliance with Child Nutrition Program requirements. Available and applicable waivers will be utilized to deliver resources to students. Communication providing food service information will be provided in languages spoken by families by utilizing USDA documents with available translations as well as coordinating with the district resources for English Language Learners.

TRANSPORTATION

Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated). Roof hatches will be opened, weather permitting, along with windows opened for increased air circulation. If a student does not have a mask, one will be provided. If a student refuses to wear a mask on the bus they will not be allowed to board the bus and will not be transported to school.

While all students are entitled to transportation by the district to the extent required by law, parents and legal guardians are encouraged to transport their children to school to reduce density on buses.

All buses used daily will be cleaned and disinfected twice a day. High contact surfaces will be wiped down after each morning (AM) and afternoon (PM) run following the Transportation Director's developed disinfection schedule.

Transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of the district whose schools are meeting in in-person sessions adhering to district policy (e.g., residency, mileage, etc.).

School Bus Staff

School bus drivers, monitors, attendants and mechanics must wear a face covering. 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. Only those bus drivers who are fully vaccinated may lower their mask when the bus is in motion; however, the facemask must be worn when students are getting on and off the bus. Vaccinated drivers may take their mask down once all students are behind the front barriers.

Transportation departments/carriers will provide Personal Protective Equipment such as masks 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.

Safety protocols

- Two children per seat to the extent possible, with face coverings and windows open (roof hatch weather permitting).
- Buses will be loaded back-to-front and unloaded front-to-back.
- Face coverings are required for everyone on a bus

Cleaning and Disinfecting

Each bus shall be cleaned and disinfected using an electrostatic handheld sprayer and EPA-approved disinfectant twice per week. Each day high traffic surfaces will be frequently wiped down with disinfectant, including those in the bus entrance touched by the driver and passengers, such as handrails. Adequate supplies will be provided to support frequent cleaning and disinfection practices.

Ventilation

We will increase fresh air flow on the bus via available mechanisms, including opening the roof vents and windows. For buses with air conditioning, increasing circulation of outside air should still be performed to the extent possible, since the air conditioning on buses only recirculates interior air.

SOCIAL EMOTIONAL WELL-BEING

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important and fundamental to academic success. Additionally, the COVID-19 pandemic has created traumatic experiences and high levels of stress for many of our staff, students and families. The district has resources and referral options available to address mental health, behavioral, and emotional needs of students, faculty, and staff.

Student supports may include 1:1 counseling, small group counseling, social work support, psychologist intervention or referral to the University of Rochester collaboration in-district.

The district has established a wellness advisory council that involves shared decision-making and is composed of parents, students, a member of the board of education, school building and district leaders, teachers, certified school counselors, and other pupil personnel service providers. The advisory council will inform the comprehensive school counseling plan and the plan will be reviewed and updated regularly to meet the current needs of students.

Faculty meetings, Instructional Leader meetings and grade level/department meetings will continue to provide opportunities for staff to develop and share strategies for coping with the ongoing challenges created by the COVID-19 pandemic. For students, teachers and mental health providers will utilize social-emotional learning curriculum to discuss emotional regulation and social/self awareness. Secondary students will discuss emotional regulation in their health/physical education classes to help identify strategies to cope with stress during this unprecedented time. To ensure staff recognizes student emotional needs, Therapeutic Crisis Intervention for Schools and Restorative Practice training is continuously provided to staff.

SCHOOL SCHEDULES

The 2021-2022 school calendar will provide one Superintendent Conference Day on September 7, 2021. Students will begin instruction on Wednesday, September 8, 2021.

In-Person Schedule

Pre-K	Student day: 8:30 a.m. - 2 p.m.
Elementary, K-4	Student day: 9:15 a.m.- 3:25 p.m.
Middle School, 5-8	Student day: 8:05 a.m.- 2:40 p.m.
High School, 9-12	Student day: 7:15 a.m.- 1:50 p.m.

Instructional Schedule for Grades 7-12

Students will have a traditional eight period school day of 40-minute classes. The schedule will maximize daily contact between students and teachers, and provide a seamless structure if there is a need to transition to remote learning temporarily for quarantine purposes. Students will continue to take the traditional number of courses, be given five minutes of passing time and 30 minutes for lunch.

SCHOOL ACTIVITIES

Field Trips and school assemblies may be scheduled pending COVID-19 community transmission rates. Virtual field trips are encouraged for the first ten weeks of school.

Athletics, Extracurricular and Intramurals

All athletics, extracurricular and intramural programs will be in place for reopening. Training will be provided to advisors, coaches, and chaperones related to any physical distancing requirements, facemask protocols, PPE usage, cleaning and disinfection protocols, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings).

CHILDCARE

The Churchville-Chili Central School District is not certified nor does it run its own before and aftercare programs. The district has a written agreement with the Westside YMCA to run before and after school wraparound programs. The YMCA is certified by the Office of Child and Family Services and has an authorized plan outlining protocols for physical distancing, PPE usage, cleaning and disinfection requirements, as well as risk of COVID-19 transmission. The YMCA will maintain cohorts, if applicable, or group members of the same household according to OCFS regulations. The YMCA will adhere to all district requirements.

ATTENDANCE AND CHRONIC ABSENTEEISM

Daily student attendance will be submitted by teachers through the use of Infinite Campus to document attendance. All students will be expected to attend school each day. Each principal will work with their attendance clerks to contact families whose child has been marked absent. A written excuse or contact from a parent or guardian is required, for any legal absence or quarantine protocol.

Teachers will notify their building administrator for those students who exceed two absences per week. District counselors and social workers will be assigned by the principal in collaboration with the PPS Director to coordinate a family outreach and/or home visit to improve school attendance and participation.

TECHNOLOGY AND CONNECTIVITY

Students in grades 5-12 will receive a 1:1 device for the 2021-2022 school year. The device may be transported to/from school on a daily basis in order to meet the instructional expectations. All teachers and administrators are provided with 1:1 laptops with the expectation of carrying it to/from work on a daily basis in anticipation of an all remote transition should the COVID-19 community spread increase and a classroom, school, or district quarantine be implemented. Should K-4 students be in need of a 1:1 device for a classroom, school or district quarantine, elementary principals will coordinate and implement a distribution plan.

In a spring 2020 survey, approximately 94% of families and staff indicated that they have access to high-speed internet. The district will loan mobile hotspot internet units (MiFi) to those families and staff who are unable to access high-speed internet.

TEACHING AND LEARNING

Churchville-Chili's instructional goal is to engage all students in learner-centered instructional experiences based on state standards and rigorous district curriculum that leads to mastery on local, state, national assessments, graduation, and the transfer and application of learning into their lives. This goal is elaborated upon in our district's Principles of Learner-Centered Instruction. What is most critical to reaching our goals and meeting our principles is the core belief that everyone needs to take ownership for advancing the learning of themselves and others. Due to the impact of the Covid-19 pandemic, this philosophy has never been more important. We believe that our students deserve equal access to a quality instruction using researched based practices that are engaging, authentic and transferable.

To address the potential loss of instruction during the past school year, the Office of Instruction has worked with Instructional Leaders, Instructional Coaches, administrators and teaching staff to continue our commitment to high quality instruction.

- We have identified and prioritized the New York State Learning Standards for each course/subject in order to efficiently plan for instruction for the 2020-2021 school year. Teachers have created year-long plans in anticipation of a variable school year which may include in

person, remote or hybrid learning situations as well as intermittent switching between those scenarios. This will ensure continuity of learning throughout the school year.

- Summer 2021-2022 curriculum writing was guided by the following goals:
 - It is essential to deliver grade level/course curriculum
 - Prioritize standards to focus on what is most important for success in the course and beyond
 - Communicate with teachers about missing content/skills from previous school year
 - Maximize instructional time (e.g.-- streamline procedures, utilize technology for reteaching, teach multiple standards through interdisciplinary projects, etc.)
 - Use short, embedded formative assessments to monitor progress towards filling gaps
 - Embed content, materials and activities that are:
 - Culturally responsive
 - Differentiated
 - Flexible
- We are prioritizing intervention services in the fall for those students most impacted by the 2020-2021 hybrid school year. We will begin intervention services immediately in September and will monitor progress to drive further instructional decisions. We will continue to utilize our Response to Intervention process to monitor and intervene with students who are experiencing academic and/or social emotional struggles. Our instructional staff will focus on strengthening our core instruction for all and will create, implement and monitor Tier 1, 2 and 3 intervention plans who need extra support. Additionally, some students with disabilities and English Language Learners will have the opportunity for additional support.
- Given the possibility our community 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 flexible model and schedules that maximize interaction with certified teachers that would allow for remote synchronous learning when quarantine measures are required.
- In grades K-6, grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of grade level standards. In grades 7-12, students will be assigned numeric grades based on formative and summative assessments each quarter. Course final averages will be computed using the average of quarter grades. All NYS Regent Exam scores will be reported as stand alone assessments and used for determining a student's earned diploma type.

Art and Music will be provided to elementary students weekly. Middle and High School students will participate in these courses following a daily schedule.

Chorus, Band, and Orchestra will be fully implemented across the district utilizing appropriate physical distancing and mitigation.

Physical Education will be provided to all students adhering to the New York State requirements. Physical activity will utilize 3 feet physical distancing and priority will be given for outdoor activities unless the weather is inclement.

SPECIAL EDUCATION

Students with disabilities were particularly impacted by the closing of schools in spring of 2020 and hybrid instructional model during the 2021-2022 school year. Since special education programs and services provide equity and access to students with disabilities, Churchville-Chili CSD will place priority on providing continuity of learning, special education programming and services and access to specially designed instruction to meet individual students needs and abilities.

In order to address the provision of Free Appropriate Public Education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education programs and services students with disabilities will be provided equal opportunities as all students.

- In the case of full school closure due to quarantine, students will be provided with synchronous and asynchronous learning remotely. Their services will be determined based on the needs and abilities of each individual student.

Churchville-Chili CSD will address meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of IDEA.

- Initial CSEs, requested review meetings, annual reviews and amendment meetings will be conducted in person. Parents can choose to request a remote meeting if that is more convenient. The district will provide an interpreter as needed to allow for appropriate communication with families during the meeting(s).
- Students with disabilities will receive access to instruction in the least restrictive environment possible (LRE) and parent voice will be considered and indicated in the present levels of performance in each student's IEP.
- Prior written notice and letters will be provided in the parent's preferred language.

In order to provide collaboration between the Committees on Preschool Special Education (CPSE)/ Committees on Special Education (CSE) and program providers representing the variety of settings where students are served, to ensure there is an understanding of the provision of services consistent with the recommendations on Individualized Education Programs (IEPs), Churchville-Chili CSD will have plans for monitoring and communicating student progress and sharing resources by:

- Communicating with outside agencies, including BOCES, and private/parochial schools regarding their reopening plans.
- Providing any Instructional Technology/Assistive Technology required for students to participate in remote learning.

Students will have access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet their unique disability related needs.

- Testing Accommodation processes will be developed in each building and shared with staff for implementation.

- The district will utilize BOCES for Assistive Technology, Audiology, Hearing and Vision services.
- Team meetings will be held to discuss program, services, modifications and accommodations in order to ensure that all individuals working with the student understand how to implement these effectively. In addition, staff members working directly with these students will sign a Chapter 48 form agreeing to implement these supports.
- Educators will communicate with building level teams to ensure that students have access to differentiated and appropriate materials when quarantined.

Documentation of the programs and services offered and provided to students with disabilities, as well as communications with parents, will be in their preferred language or mode of communication.

- All educators will establish a communication plan for all students with disabilities. Communication will be provided to families via phone, email, letters and through online video conferencing.
- Educators will continue to collect data, and use this data to monitor each student's progress toward their annual goals and make decisions about student needs.
- Educators will utilize either Infinite Campus or Frontline to input their communication with families. If an interpreter is needed for phone calls, an interpretation service will be utilized to contact parents in their preferred language.
- The district will provide PD for progress monitoring of goals and use of Frontline as needed.

BILINGUAL EDUCATION AND WORLD LANGUAGES

ENGLISH LANGUAGE LEARNERS (ELL)

- Churchville-Chili will complete the ELL identification process within required 10 school days of initial enrollment.
- Required instructional units of study to all ELLs will be provided based on their most recently measured English language proficiency level.

INSTRUCTIONAL STAFF

Teacher and Principal Evaluation System

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

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.

Key References

- [NYSDOH: Pre-K to Grade 12 Schools Master Guidance \(June 7, 2021\)](#)
- [CDC: Operational Strategies for K-12 Schools \(March 19, 2021\)](#)
- [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.