

WHEATLAND-CHILI CENTRAL SCHOOL DISTRICT

T. J Connor Elementary School
Wheatland-Chili Middle/High School

2020-2021 REOPENING PLAN

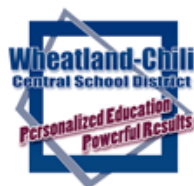


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Introduction

The closing of schools in March 2020 has profoundly affected the lives of the Wheatland-Chili community, and families and communities globally. This impact will continue through the 2020-2021 school year and beyond. While no one can predict all of the challenges that may arise over the coming weeks and months, it is critical that we plan for a safe and orderly return to school.

Please know that our immediate concern is to ensure the health and safety of everyone in our schools. At the same time, we are addressing challenges presented by instructional needs of students, social and emotional needs that have emerged as a result of the pandemic, ensuring that students are able to equitably engage in remote learning, and planning for potential budgetary cuts in 2020-2021.

To prepare, our District team has reviewed Centers for Disease Control and Prevention (CDC) guidance for schools as well as NYS Department of Health guidance to plan for different options for the fall. We are also reviewing plans from other states to assist us in considering possibilities. So that we are prepared for different scenarios, we are discussing what school could look like (1) following CDC guidelines for a full return in the fall, (2) the continuation of remote learning, and (3) a hybrid approach that could be a combination of in-school and remote learning.

In preparation for the development of our reopening plan, the following has occurred:

- June - Gathered input from teacher leaders on District's Curriculum Council
- June/July - District team reviewed Centers for Disease Control and Prevention (CDC) guidance for schools as well as NYS Department of Health guidance to plan to different options for the fall
- July - surveyed parents and staff; held meetings with Reopening Advisory Group

As a result of our survey efforts, we received responses from 344 parents and 85 staff members within the District.

The timeline for our work is as follows:

- Week of July 13 - Guidance from New York State Department of Health, New York State Education Department, and Governor's Office arrived
- July 31 - District plans must be submitted
- August 1 through 7 - Governor will make a determine on school reopening

As parents consider options that may be available for the fall, the experience in the fall 2020 will be significantly different from the spring 2020. While the Governor will decide during the first week of

August whether students will return to school in-person, in a hybrid option, or remotely, the following are differences that parents will find:

- **School Schedules**

- **In-person learning.** With a full return to school, all students will return to T. J. Connor and the Middle/High School. In this situation, all students will wear face coverings and social distancing will be arranged through the placement of desks and installation of dividers.
 - At T. J. Connor, students will remain in their classroom with the teacher for the majority of the day. Specials teachers will come to the students' classroom, rather than students moving to the classroom of the specials teachers. Students will go to the cafeteria to pick up their lunches, and will eat their lunches in their classrooms.
 - At the Middle/High School, students will move between classes; however, bell schedules may be modified to provide for fewer students in the hallways.
- **Hybrid option.** With a hybrid return to school, students in PreK through grade six, as well as our students with disabilities, English language learners, and students experiencing homelessness, will attend school on Monday, Tuesday, Thursday, and Friday of each week. During the first five weeks, Wednesday of each week will be a remote learning day. On this day, students will work from home at their own pace on assigned experiences after engaging with their teacher for attendance taking and directions for their work. Teachers will engage through video conferencing with students to provide extra support on the remote learning day. We will decide by week five whether the remote learning day on Wednesday will continue for the second ten-week period depending on how impactful it was for students and teachers. If the remote learning day continues for the next ten-week period, we will again assess impact at 15 weeks, and continue in this pattern for the school year.

Students in grades 7-12 will be organized into two groups: Cohort A and Cohort B. The **Cohort A** will consist of students in grades 7, 9, and 11. This group of students will attend school on Monday and Tuesday, Wednesday will be their remote learning day, and Thursday and Friday the students will engage in a synchronous way with their teacher from home. This means that students will follow their regular school schedule with teachers via video conference, with the exception of Wednesday. On Wednesday, students will work from home at their own pace on assigned experiences after engaging with their teacher for attendance taking and directions for their work. This is very different from the spring, where students worked independently on assigned work each day and had scheduled video conferences with teachers. In the fall, students will engage in some fashion every day with their teachers.

The **Cohort B** will consist of students in grades 8, 10, and 12. This group of students will engage in a synchronous way with their teacher from home on Monday and

Tuesday, Wednesday will be their remote learning day, and Thursday and Friday the students will attend school for in-person instruction. Again, the synchronous schedule means that students will follow their regular school schedule with teachers via video conference, with the exception of Wednesday. On Wednesday, students will work from home at their own pace on assigned experiences after engaging with their teacher for attendance taking and directions for their work.

Remote Option. With the remote option, all students will engage with their teachers from home. Students will follow their regular daily schedule and engage with their class and teacher via video conference from home on Monday, Tuesday, Thursday, and Friday. On Wednesday, students will work from home on assigned experiences after engaging with their teacher for attendance taking and directions for the day.

Teachers will deliver instruction from their classroom to the extent possible. The elementary schedule will be modified slightly to provide time away from the screen during the day. However, the day will be synchronous with the teacher.

- **Teaching and Learning** – Teachers will design lessons in the same fashion as occurs in the classroom, with adjustments to accommodate for their digital platforms. Wednesday provides time for students to complete online assignments and engage individually with their teachers in the hybrid option. The District curriculum will be followed as has occurred in past years using the learning management systems of Class DoJo and Schoology.
- **CDC Guidelines** – CDC guidelines around hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene will be followed by staff and students. Age-appropriate lessons are in development for students on these guidelines. The lessons will be delivered to students and professional learning provided to staff upon the opening of school. In addition, CDC posters on these topics are placed throughout District schools and buildings.

What option is right for families and students? In the event the Governor approves a hybrid approach, families can decide if they wish for their child(ren) to participate in the hybrid approach as described above, or participate in a fully remote experience. With the fully remote option, students will engage five days per week from home via video conference and follow their regular school schedule with the teacher on Monday, Tuesday, Thursday, and Friday. On Wednesday, students will work from home on assigned experiences after engaging with their teacher for attendance taking and directions for their work. **No criteria will be established in order to take advantage of this option. However, remote learning choices can only be changed at the end of each five-week period.**

In the event the Governor approves a full return to school, remote options will be supported with a medical practitioner's note indicating that the student's medical condition is better supported with remote learning.

Communication/Family and Community Engagement

NYSED Mandate: Responsible Parties must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.

WC Action: In preparation for the development of our reopening plan, the following has occurred:

- June - Gathered input from teacher leaders on District's Curriculum Council, representing all elementary grade levels and content areas at the secondary level.
- June/July - District team reviewed Centers for Disease Control and Prevention (CDC) guidance for schools as well as NYS Department of Health guidance to plan to different options for the fall; District team consists of elementary and secondary principals, assistant principal, executive director of curriculum, director of pupil personnel services, transportation director, school business official, facilities supervisor, HR manager, and food services manager.
- July - surveyed parents and staff; held meetings with Reopening Advisory Group consisting of District staff, administrators, Board of Education member, teachers, and parents.

As a result of our survey efforts, we received responses from 344 parents and 85 staff members within the District. Survey responses were used to inform Plan development.

NYSED Mandate: Responsible Parties must develop a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.

WC Action: The District printed posters provided by the CDC and has posted them in the common areas of each building. Signage includes information pertaining to COVID-19 symptoms as well as handwashing and hand sanitizing protocols. A webpage for the District's Reopening Plan has been created and can be found at:

<https://www.wheatland.k12.ny.us/Page/34>

10. Ongoing communications will occur via the District website, social media, mass notifications to parents, emails to all staff, and through bi-weekly Electronic Newsletter and Print Newsletters.

NYSED Mandate: Responsible Parties must ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

WC Action: Age-appropriate lessons are in development on hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. The lessons will be delivered to students upon the opening of school. In addition, CDC posters on these topics are placed throughout District schools and buildings.

NYSED Mandate: Responsible Parties must encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.

WC Action: CDC posters on proper face covering wearing and social distancing are placed throughout District schools and buildings. Signs at the entry of all buildings communicate the use of PPE through face coverings when a social distance cannot be maintained.

The District has made available to staff one (1) cloth mask per employee that can be washed and reused daily, or for some departments disposable masks. Staff are permitted to wear face coverings that they have purchased or made as long as the face covering meets Centers for Disease Control and Prevention (CDC) guidance. CDC advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings can be fashioned from household items or made at home from common materials at low cost.

It is the expectation of the District that all staff bring their masks to work each day and wear them throughout their workday when they are unable to socially distance at least six

(6) feet from another person. When an employee leaves their immediate work area, masks will be worn to prevent inadvertent contact with others. As noted, signs are posted at main entrances that clearly enforce the wearing of masks for all staff and visitors.

NYSED Mandate: Communications must be provided in the language(s) spoken at home among families and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments.

WC Action: Materials will be translated into languages spoken at home among families in the District. In addition, the District's website has a translation feature. All materials on the website translate into the selected language.

Health & Safety

WC Action: The District has prepared and will distribute to all District staff a **Phased Return to Work Plan** (attached as **Addendum #1**). This Work Plan sets out staff and District responsibilities for engineering controls, administrative controls, and personal protective equipment.

NYSED Mandate: Districts/schools must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction:

- Ability to maintain appropriate social distance
- PPE and cloth face mask availability
- Availability of safe transportation
- Local hospital capacity— consult your local department of health.

WC Actions:

The District will:

- Consult the parent survey to calculate how many students will or will not be returning.
- Have extra masks available if someone does not have one; however, staff and students are able to wear their own.
- Consult parent survey to know how many students will be attending, which will determine the number of buses needed in order to meet social distancing requirements for the children.
- Obtain daily updates from the Monroe County Health Department, which includes hospital capacity.

NYSED Mandate: Districts/schools must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing health and safety reopening plans. District/school plan should identify the groups of people involved and engaged throughout the planning process.

WC Actions:

- District Leadership Team facilitated small group discussions with staff representation on the re-opening components.
- District will analyze both the parent and staff survey data in order to engage the community at large in the decision-making process. The parent and staff surveys can be found at:

<https://www.wheatland.k12.ny.us/Page/3410>.

NYSED Mandate: District/school plan must include a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

WC Action:

The District:

- Has created a COVID-19 landing page on our website:
<https://www.wheatland.k12.ny.us/site/default.aspx?PageType=3&DomainID=8&ModuleInstanceID=2677&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=9022&PageID=9> to ensure all information is in an easy to access place.
- Has utilized our Communications Staff to design all communications in the same format to aid in consistent messaging.
- Will notify the community through our website, social media, and email that visitors will have to sign a paper waiver form.

NYSED Mandate: District/school plan has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

WC Action:

The District's Medical Director has guided the District in developing a written protocol for the observation of signs of illness in students and staff and required actions.

In addition, the District will use one Professional Development day at the return to school to go over new procedures around COVID-19.

NYSED Mandate: District/school plan has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

staff will take the temperatures of students whose health assessments have not been completed each day. School personnel will follow-up with families to ensure that health assessments are completed. Remote learning will occur for students whose families are unwilling to complete the health assessment.

- Results for student health assessments will be maintained in the Frontline health assessment program

WC Action:

- The District will use the Frontline health assessment program for staff to check-in before entering the workplace and answer the required questions on a daily basis. Our Human Resources Manager monitors the responses and follows up with staff if necessary.
 - Results for staff health assessments will be maintained in the Frontline health assessment program.
- Parents will use the Frontline health assessment program for students to check-in before entering school and answer the required questions on a daily basis. School nurses at each school will monitor the health assessments for students.
 - The Frontline health assessment link will be prominently placed on the District website and webpages for T. J. Connor Elementary and the Middle/High School and will be completed daily.
 - Health assessment data will be monitored daily. Nursing

NYSED Mandate: District/school plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.

WC Action:

- During our professional development day on the new COVID procedures, teachers and support staff will be trained on what symptoms to watch for and if they are observed to send the child to the nurse, or for staff to report to the nurse with COVID symptoms.
- The school nurse will assess students and staff arriving to the office. Students/staff identified as having COVID symptoms will wait in the isolation room as parents are called for students. A call to the Monroe County Department of Health will be placed by the nurse, and the parents will contact the primary care physician or medical practitioner for children. Staff will likewise contact their

primary care physician or medical practitioner. The Monroe County Department of Health will guide the school on next steps and perform contact tracing. If quarantine is required, that decision will be made and communicated by the Department of Health to the involved individuals.

- The location of an overflow COVID isolation room will be identified. The COVID isolation room will be staffed with a paraprofessional.
- A letter will be sent to all families with a notice of a positive student or staff COVID-19 case in the school, which includes steps to help prevent the spread of COVID-19.

NYSED Mandate: District/school plan has written protocol to:

- require students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.
- address visitors, guests, contractors, and vendors to the school which includes health screening.
- instruct parents/guardians to observe for signs of illness in their child that require staying home from school.
- instruct staff and students in correct hand and respiratory hygiene.
- ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.
- detail how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

- require all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.
- provide for students taking mask breaks.
- take certain actions if there is a confirmed case of COVID-19 in the school.
- comply with CDC guidance for the return to school of students and staff following illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department. The District's Medical Director has worked with the District to establish a **Return to School After Illness** protocol. This protocol is attached to this Plan as **Addendum #2**.
- clean and disinfect schools following CDC guidance.
- conduct required school safety drills with modifications ensuring social distancing between persons

WC Action:

- The elementary and secondary schools have each identified a room near the nurse's office to be the isolation room
- Any visitor, contractor, or vendor who enters the building will have to sign a paper health assessment form containing the health assessment questions.
- In the principals' back-to-school communication, it will include information on what parents' responsibility will be to monitor symptoms and on a daily basis

- complete the health assessment on behalf of their child.
- Building signage will address staff hand washing hygiene. Teachers will spend the first few days going over new procedures, which will include child-friendly hand washing hygiene video clips (e.g., Brainpop). Teachers will include time during the day to hand-wash as needed.
- Building signage including floor stamps will show six-foot social distances.
- Building signage will remind employees, visitors, and students to wear a mask when it is not possible to socially distance.
- Students who are living with someone who is at higher risk for COVID-19 will have the option to utilize remote learning. Staff who are at higher risk will have to request telework or additional accommodations in writing. If they are requesting telework, they must submit a doctor note for their own serious health condition. The district will then evaluate the duties of the position to decide if telework is a possibility, the doctor's note, and offer additional accommodations to make their workplace even safer.
- Students will be trained that they can take their mask off at their seat since the seats are six feet apart.
- School nurses may engage in contact tracing training through the Monroe County Department of Health. When there is a suspected or confirmed COVID-19 case in school, the District will follow the guidance of the Department of Health. Per NYSDOH guidance, the following cleaning and disinfection will occur that aligns with CDC guidelines:
 - The area used by the person who is suspected or confirmed to have COVID-19 will be closed off (e.g., classroom, restroom, hallway)
 - Outside windows will be opened to increase air circulation in the area
 - After 24 hours, the areas will be cleaned and disinfected
 - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
- When there is a mandated quarantine of a student or staff member in school, WC will take the following steps:
 - Student: the school nurse will track the dates of quarantine. The District will require a note from the primary care physician or medical practitioner as clearance for a return to school.
 - Staff: The Human Resources Manager will track the dates of quarantine. The District will require a note from the primary care physician or medical practitioner as clearance for a return to school.
- The District's Medical Director has worked with the District to establish a **Return to School After Illness** protocol. This protocol is attached to this Plan as **Addendum #2**.
 - The **Return to School After Illness** protocol also applies if students/staff are experiencing COVID-19 symptoms from home and are under the care of their primary care physician or medical practitioner. In all

situations, the District will require a note from the primary care physician or medical practitioner as clearance for a return to school.

- Our Facilities Supervisor has developed a plan including adding staffing (substitute, part-time cleaners) in order to meet the cleaning and disinfecting guidelines during the school day.

NYSED Mandate: District/school has plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

WC Action:

- We have purchased sufficient masks to provide students and staff who have forgotten: We have 14,000 masks on hand and may get more from Monroe County prior to the start of the school year. We will order n95 masks and other required PPE for nurses. Each teacher, office, and entrance will have extra masks.

NYSED Mandate: District/school must designate a **COVID-19 safety coordinator** (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

WC Action:

- The COVID-19 Safety Coordinator for the District will be the Superintendent of Schools. This appointment will be BOE approved on 8/10/2020.

Facilities

General Health and Safety Assurances

NYSED Mandate: School districts or other applicable schools must follow all guidance related to health and safety. This will include meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection. These requirements will be addressed in more detail in other parts of the NYSED Re-Opening Guidance. The Facilities portion of the district's, or other applicable school's, reopening plan will seek assurance that school districts or other applicable schools will meet all requirements associated with building space related changes that they may elect to make.

WC Action: Classroom and office spaces in the District were assessed to determine whether six-foot distances were able to be arranged. In the majority of classrooms, desks were able to be arranged at six-foot distances. This was supported by a class size reduction initiative at the elementary level, where we plan to utilize intervention teachers with elementary certification to create classrooms of 12-14 students.

At the secondary school, in rooms where six-foot distances were unable to be arranged, polycarbonate dividers were built to separate desk spaces. Likewise, in office spaces where six-foot distances were not able to be arranged, polycarbonate dividers were built. In certain circumstances at the secondary level, classes are divided into two groups, with one group interacting with the classroom teacher in the classroom, and another group participating in a different classroom via video conference. Students engaging via video conference will be supervised by a paraprofessional. In this

situation, students will be rotated to provide all students with the opportunity to engage with the classroom teacher and to participate via video conference.

While the primary responsibility for cleaning and disinfection rests with the District's cleaning staff, faculty and staff will share in cleaning and disinfection of frequently touched surfaces. Disposable wipes will be provided to faculty and staff so that commonly used classroom surfaces can be periodically wiped down, followed by hand hygiene.

Secondary students will utilize hand sanitizer before entry to their classes. All high touch areas (desktops, doorknobs, light switches) in secondary classrooms inhabited by different students during the day will be disinfected by the cleaning staff once during the school day on a rotating schedule. Cleaning and disinfection of all classrooms will occur in the evening. Thorough cleaning and disinfection of all classrooms will occur on Wednesday of each week, when students are engaged in remote asynchronous learning.

In addition, through our recent capital projects, ventilation systems have been upgraded to provide for the turn over and conditioning of outdoor air into the classrooms every 15 to 20 minutes. Upgraded filters are being purchased for the units.

Fire Code Compliance

NYSED Mandate: Changes or additions to facilities require review by the Office of Facilities Planning (OFP), since all spaces to be occupied by public school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy

Conservation Code. In their plans, districts or other applicable schools will provide assurances that, should alterations be made, districts and other applicable schools will submit the proposed changes to the OFP for review and approval - just as with any other project.

WC Action: Rooms and or spaces will not be changed.

Doorways

NYSED Mandate: Many stairs and corridor doors have closers with automatic hold opens. These doors are normally held in the open position and are automatically released by the fire alarm system. The function, position, and operation of those doors must remain unchanged. Fortunately, they need not be touched during normal use.

WC Action: There will be no changes.

Emergency Drills

NYSED Mandate: Districts or other applicable schools shall conduct standard operations and procedures to the best of their abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they must be conducted without exceptions. 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 social 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.

WC Action: These emergency drills are still required. We will maintain the proper social

distancing and wear masks. Guidance has been provided and includes virtual drills, where once a lockdown is called, the teachers go over drill procedures and model the behavior. With respect to fire drills, one class or grade as appropriate could conduct the drill in lieu of the whole building. All changes will be included in the Fire Safety Plan.

Inspections

NYSED Mandate: Statute has not been changed to provide an extension to the submission deadline for the Building Condition Survey or Visual Inspections. These deadlines must be met.

WC Action: The District will comply with the submission of the Visual Inspection as mandated for 2020.

Lead Testing due in 2020

NYSED Mandate: At present, the statutory requirement that lead testing occur in 2020 continues. NYS DOH regulation 67-4, Lead-In-Water Testing, DOH requires lead-in-water testing to be conducted when the building is “normally occupied.” Sampling should not be conducted when the building is vacant or has been vacant for an extended period due to COVID-19 closure. Simulation of “normally occupied operation” for the purpose of lead-in-water testing is not permitted. NYS DOH advises that schools follow recommended procedures to the extent possible to provide clean and safe drinking water upon reopening.

WC Action: Water testing and sampling will resume in September 2020 after the school year resumes and there are occupants in the building using all the facilities.

Child Nutrition

NYSED Mandate: District/School Plan must provide all students enrolled in the SFA with access to school meals each school day. This must include:

- students in attendance at school; and
- students learning remotely.

WC Action: The Food Service Department will provide meals to all students whether in school, hybrid, or remote learning.

The hybrid or remote learning students will have the option to bring meals home with them on the last day they are in class or pick them up at a designated time on their remote learning days.

The students that are in school will go through the lunch line to receive their meals. Staff will be serving all the food and utensils to the students. Students will be socially distanced and wear face masks during this time.

Parents/students will be provided with an on-line ordering system, where food for the following day can be selected and purchased, expediting the purchasing process in the school setting.

NYSED Mandate: District/School Plan must address all applicable health and safety guidelines.

WC Action: The Food Service Department will adhere to all health and safety guidelines outlined by the Department of Health. They will receive additional training as needed throughout the year.

NYSED Mandate: District/School Plan must include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

WC Action: All students that will be purchasing meals will go through the tray line. The servers and cashier will review each student's tray to ensure that they have not taken any items that they have an allergy to. The teachers will have a list of students in their classroom that have allergies. Students will be eating meals at their desks in their own space.

NYSED Mandate: District/School Plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

WC Action: Students will be required to wash their hands or use hand sanitizer before entering the cafeteria. Hand sanitizer stations will be set up at the entrance. Students will be informed that sharing of food and beverages is not allowed.

NYSED Mandate: District/School Plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

WC Action: The seating area of the cafeteria will be cleaned in between each group of students with approved cleaning products.

NYSED Mandate: District/School Plan must ensure compliance with Child Nutrition Program requirements.

WC Action: The Food Service Department will continue to follow the guidelines of the Child Nutrition Program and will continue to

stay in contact with the representative as questions arise. Menus will be posted online and printed.

NYSED Mandate: District/School Plan must include protocols that describe communication with families through multiple means in the languages spoken by families.

WC Action: We will communicate with the families through phone calls, letters and emails in the language spoken by families.

Transportation

NYSED Mandate: School districts and other applicable schools are expected to fulfill existing mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools. Although meeting these obligations will certainly pose challenges, these expectations continue to be in place. Districts and other applicable schools should plan accordingly.

WC Action: The District will schedule to transport any students that have McKinney-Vento or foster care status, attend a private or parochial school, and have any other extenuating circumstances. The number of students from these circumstances are few and we are able to maintain social distance and have them wear masks.

School Bus Mandatory Requirements

NYSED Mandate: Assurances of the following will be required when submitting the Reopening Plan:

- Students who are able will be required to wear masks and social

distance to the extent possible on the bus;

- All buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers must be cleaned/ disinfected once a day. High contact spots must be wiped down after the am and pm run depending upon the disinfection schedule. (For example, some buses might be cleaned between the am and pm runs while other buses may be cleaned/disinfected after the pm run);
- School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses;
- Wheelchair school buses must configure wheelchair placement to ensure social distancing of 6 feet.

WC Action: Students will be required to wear masks upon entering, exiting, or while riding the bus. We will provide a mask to all students as needed. We will reduce the passenger load to two-thirds of the students able to be carried on a large or small bus. We will social distance to the greatest extent practical. Should a student not be able to wear a mask, the student will be social distanced at least six feet from other students. No hand sanitizer will be permitted on the bus, the students' person, or any person driving, riding, or monitoring a school bus. Wheelchair placement on the school bus is socially distanced six feet from all others.

High contact areas will be cleaned and wiped down between each new group of students. We will be cleaning / disinfecting all seats and

surfaces between the AM, Midday, and PM Runs. We will disinfect and deep clean weekly.

School Bus Staff Mandatory Requirements

NYSED Mandate: School bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19 they should notify their employer and seek medical attention.

WC Action: We have in place a Health Assessment App for each employee to fill out before coming into work daily. Data are reviewed daily by the HR Manager, and actions taken as appropriate.

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

WC Action: Drivers, monitors, and any adult(s) on the bus will be made aware of the regulation and will be required to wear a face covering. We have purchased and will provide masks as needed. We have also purchased and will provide face shields to anyone that requests it. In all situations where a face shield is worn, a face covering will also be worn.

NYSED Mandate: 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.

WC Action: Prior to opening day, a conference day has been scheduled to train staff. We will be training staff in the correct use of PPE and making sure everyone knows

and is aware of the signs and symptoms of COVID –19. We will periodically meet and provide refreshers to ensure all are using proper PPE. We will put up reminders and posters to include this same dialogue.

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

WC Action: We have installed several hand sanitizing units throughout our building. We are closing the breakroom/cafeteria until further notice. We have purchased masks, gloves, and hand sanitizer to be used as directed or as needed.

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

WC Action: Gloves are placed on each bus for use as needed. Staff will be instructed to use them when required. The supply of gloves will be replenished as needed.

Students on Transportation Mandatory Requirements

NYSED Mandate: As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school.

WC Action: Parents will complete a daily, online health assessment for each student prior to boarding the school bus. The health

assessments will be monitored by the nurse in each school. Appropriate follow-up actions will occur.

NYSED Mandate:

Students must:

- wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
- social distance (six feet separation) on the bus.

WC Action: To the extent possible, students will wear a mask and socially distance on the bus. Persons unable to wear a mask will be social distanced by six feet while riding the school bus. A medical practitioner's note will be provided for students who are unable to tolerate face coverings.

To assist with social distancing, the bus schedule may involve a double trip in the morning and afternoon. This means that one bus run would occur and deliver students to school, and make a second run. The first bus route would be the farthest distances from the schools, with the second run being areas closer to the schools. It is anticipated that the second run would arrive approximately 15 minutes later than the first run. At the end of the school day, the students delivered first would be the first to leave, arriving home 15 minutes earlier. The second group of students to arrive at school would leave the school at the regularly scheduled time. This means that the school day would remain the same for staff. Adjustments would be made to the day to avoid disadvantaging students due to the 15-minute staggered schedule.

NYSED Mandate: Students who do not have a mask

---cannot be denied transportation.

---must be provided one by the district.

WC Action: We have purchased several masks to be distributed as needed. Where a student is physically unable to wear a mask, is unable to be socially distanced, and refuses to put on a mask, another bus will be sent to pick the child up for school. Follow-up discussions will occur with the family and mental health staff will be involved. In situations where children persistently refuse to wear a mask on the bus, options will be discussed including the student's engagement in remote, synchronous learning with their class.

NYSED Mandate: Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

WC Action: We will ensure a social distance of six feet for any student(s) with a disability who is unable to wear a mask.

Pupil Transportation Routing Mandatory Requirements

NYSED Mandate: If the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions when/ if the district is not.

WC Action: We are capable and ready to transport all students to nonpublic, private parochial, and charter schools, or any student whose IEP places them in an in-person

learning situation. Students will wear masks and social distance to the greatest extent practical.

NYSED Mandate: All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

WC Action: The District will continue to take private or parochial forms and address them on a per person case. Any person needing to file a 310 appeal with the Commissioner of Education will be provided the information to help them complete this task.

Social-emotional Well-being

NYSED Mandate: Ensure that a district-wide and building-level comprehensive developmental school counseling program plan, developed under the direction of certified school counselor(s), is reviewed and updated to meet current needs.

WC Action: The District has created a comprehensive school counseling plan. This is uploaded on the district website and can be found at:

<https://www.wheatland.k12.ny.us/Page/3242>.

Counselors are provided with summer hours to complete curriculum work on the counseling plan. The work will be documented and shared with all. Advisory council meetings will be scheduled three times during each school year.

NYSED Mandate: Establish an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists to inform the comprehensive developmental school counseling program plan.

WC Action: An Advisory Council group has been established and will be invited to attend the scheduled meetings during the year to discuss the work that is being done during the school year.

Social emotional learning (SEL) will be critical in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning. To this end, the District is thoughtfully planning around the well-being of educators so they can support the social and emotional well-being and learning needs of their students, acknowledge and prepare for the potential trauma that staff and students have faced during the COVID-19 school closures, and recognize and empower educators' and staff's strengths.

NYSED Mandate: Address how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

WC Action: Each building has an established Student Support Center (SSC) teams to address any mental health, behavioral and emotional support services. Protocols and procedures are established.

Summer hours will be provided to update new procedures and protocols with new state mandates. Weekly SSC meetings are held to review students that are struggling. A mental health hotline has been established for students, families, and staff, which can be accessed by following this link: <https://www.wheatland.k12.ny.us/Page/3323>.

Staff will continue to monitor students that are struggling and support families and students as needed. A resource map has been created and is on the website, which includes community resources for families/students. You can access the resource map by following this link: <https://www.wheatland.k12.ny.us/Page/3251>.

Multi-Tiered Systems of Support (MTSS) – MTSS is a systematic approach to prevention, intervention, and enrichment in grades PK-12 for academics and behavior that offers educators and families a mechanism to identify individual students who need extra support. In partnership with leaders and educators experienced with implementing MTSS, the District will use universal screening, collaborative problem-solving teams, family engagement, and data-based decision making.

NYSED Mandate: Address professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.

WC Action: There will be conference days before the opening of school to provide a professional development opportunity to review transitioning back and provide support and time to work on coping and resilience skills. This will include ways to talk to students

regarding COVID-19 and interventions to support students. Wednesdays will be utilized for professional learning and individualized student support.

School Schedules

NYSED Mandate: Plans should address a combination of in-person instruction and remote learning to facilitate a phased-in approach or hybrid model, which may be necessary at various times throughout the 2020-2021 school year. In cases where in-person instruction is not feasible, phased-in and hybrid models of education will need to consider if certain students will be prioritized for in-person instruction first or more frequently based on educational or other needs (e.g., early grades, students with disabilities, English language learners), and must balance this with equity, capacity, social distancing, PPE, feasibility, and learning considerations. These priorities if applicable shall be determined at the individual school or district level based upon the needs of student populations within such schools or districts.

WC Action: Plans have been created for in-person, hybrid, and remote instruction. The District has also prioritized instruction for children in grades PreK through six, special education, and our English language learners. These groups will engage in in-person instruction on Monday, Tuesday, Thursday, and Friday each week. Teachers will utilize Wednesday of each week to provide individualized learning as needed. On this day, students will engage in asynchronous learning as guided by teachers.

NYSED Mandate: If COVID-19 cases develop, schools/districts may consider restricting access within school facilities and across school grounds, particularly in affected areas to avoid full school closures. In such instances, schools/districts may choose to temporarily move classes where an individual has tested positive for COVID-19 to remote/virtual format until all contacts can be identified, notified, tested, and cleared. To maximize in-person instruction, Schools/districts should consider measures that can be implemented to decrease density and congregation in school facilities and on school grounds, when possible.

WC Action: When there is a suspected or confirmed COVID-19 case in school, the District will follow the guidance of the Department of Health and primary care physician or medical practitioner of the staff or student. Per NYSDOH guidance, the following cleaning and disinfection will occur that aligns with CDC guidelines:

- The area used by the person who is suspected or confirmed to have COVID-19 will be closed off (e.g., classroom, restroom, hallway)
- Outside windows will be opened to increase air circulation in the area
- After 24 hours, the areas will be cleaned and disinfected
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.

When there is a Department of Health mandated quarantine of a student or staff member in school, the District will take the following steps:

- Student: the school nurse will track the dates of quarantine. The District will require a note from the primary

care physician or medical practitioner as clearance for a return to school.

- Staff: The Human Resources Manager will track the dates of quarantine. The District will require a note from the primary care physician or medical practitioner as clearance for a return to school.
- The District's Medical Director has worked with the District to establish a **Return to School After Illness** protocol. This protocol is attached to this Plan as **Addendum #2**.
 - The **Return to School After Illness** protocol also applies if students/staff are experiencing COVID-19 symptoms from home and are under the care of their primary care physician or medical practitioner. In all situations, the District will require a note from the primary care physician or medical practitioner as clearance for a return to school.
- Our Facilities Supervisor has developed a plan including adding staffing (substitute, part-time cleaners) in order to meet the cleaning and disinfecting guidelines during the school day.

Until the room/area are cleared for return and contacts can be identified, notified, tested, and cleared, students will engage in remote learning.

To decrease density and congregation on school grounds, we will adopt several strategies:

- Students in grades PreK through 6 are in cohorts of 14 or fewer students with six-foot social distancing and

mask wearing. Students in these grades are in school on Monday, Tuesday, Thursday, and Friday. Wednesday is a day of remote learning, where students are separated and cleaning/disinfection can occur in the rooms.

- Students in grades seven through 12, attend school in two cohorts; i.e., Cohort A and Cohort B. Cohort A attends in-person school on Monday and Tuesday and consists of students in grades 7, 9, and 11. Cohort B attends in-person school on Thursday and Friday and consists of students in grades 8, 10, and 12. Wednesdays are asynchronous learning days for 7-12 students, with two days per week depending on the team in asynchronous learning from home with the in-school teacher.

Indoor use of facilities will be limited and approved on a case-by-case basis.

NYSED Mandate: Schools/districts should collaborate with stakeholders including, but not limited to, teachers, staff members, parents, and community groups when considering alternate schedules. Plans must include how schedules will be shared and made available to the school community. Schools should share their scheduling plans with students, families, and staff as soon as possible before the start of the school year and anytime a change is required in order to allow families to plan childcare and work arrangements. If schools/districts begin to implement in-person and hybrid learning models, they must also be prepared to shift back to fully remote learning models should

circumstances change and school buildings are required to close.

WC Action: A group of stakeholders including administrators, Board of Education member, teachers, staff, and parents were involved in discussing various schedules for instruction, including in-person, hybrid, and remote.

A webpage for the District's Reopening Plan has been created and can be found at: <https://www.wheatland.k12.ny.us/Page/3410>. Ongoing communications will occur via the District website, social media, mass notifications to parents, emails to all staff, and through bi-weekly Electronic Newsletter and Print Newsletters. The plans will also be shared by principals in their back-to-school materials for parents and students.

A mass notification will be sent to all parents and staff on Friday, July 31, 2020, upon completion and launch of the plan on the District website.

The District's plan has been created on the framework of teachers in the classroom with interactive boards with cameras and speakers, and the use of video conferencing software with student learning systems. Teachers will be in the classroom five days per week, unless an Executive Order from the Governor prohibits all essential staff from being in their individual classrooms. Whether students engage in in-person, hybrid, or remote learning, the framework is designed to quickly pivot to accommodate any changes. In the event that teachers are required to work remotely, learning continues with the teachers' use of video conferencing from their District laptops.

NYSED Mandate: Regardless of the instructional model implemented, equity and access must be the priority for all students

including, but not limited to, students with disabilities, English language learners, and students experiencing homelessness.

WC Action: One of the fundamental underpinnings of our plan is to ensure equity and access for our struggling learners. Students with disabilities, English language learners, and students experiencing homelessness will engage in-person learning on Monday, Tuesday, Thursday, and Friday of each week. At the commencement of the plan, students with disabilities, English language learners, and students experiencing homelessness will participate in remote, asynchronous learning on Wednesdays. If we determine that a student would benefit from in-person learning on these days, arrangements will be made for the asynchronous learning to occur within the school setting under the supervision of District staff. This decision will be made on a case-by-case basis.

Budget and Fiscal Matters

School District Fiscal Preparedness

NYSED Mandate: Another major factor in the fiscal outlook for school districts is the availability of undesignated reserve funds, which districts set aside for times of fiscal hardship. Again, the individual district circumstance can vary widely. According to the most recent data available to the Department, overall unexpended fund balances total 13.83 percent of all school spending outside the big five city school districts,¹⁰ but the level available in individual districts ranged from 0.04 percent to 86.19 percent.

These reserves are approximately two thirds capital, retirement, and employee benefit accrued liability reserve (EBALR) reserves.

Unrestricted reserves total approximately 4.5% of total proposed spending, again excluding the five dependent city school districts. Relaxing rules around withdrawals from certain purpose driven reserves would provide districts additional flexibility in budgeting for the upcoming years with a diminished prospect of increases in state aid, but such changes would require enactment of legislation.

When districts consider how much of those reserve funds should be tapped into during any single school year or crisis, they should remember that this situation has the potential to be long-lasting.

WC Action: The District currently has 20% overall fund balance, with 12% consisting of restricted reserves and 8% consisting of unrestricted reserves.

In the 2020-21 school year, the District has appropriated \$270,000 in unrestricted reserves, and \$370,000 in restricted reserves (retirement, unemployment, workers' compensation). This appropriation consists of 17% overall fund balance. Use of reserves at this level without replenishment cannot be sustained for a long period of time. Use of reserves in coming years must not exceed 10%.

In addition, 50% of overall reserves are capital reserves. Legislation must be enacted to relax the rules and regulations regarding the use of capital reserves. These funds must be available to districts to offset the possibility of zero increases to state aid.

2020-21 Enacted State Budget

NYSED Mandate: Governor Cuomo's Executive Budget proposal in January 2020 initially called for a statewide increase in

school aid for the 2020-21 school year of \$825 million, or 3 percent. As the COVID-19 crisis emerged prior to the enactment of the final budget, that planned increase did not materialize, resulting in a school aid apportionment that held unrestricted funds flat for districts and maintained reimbursements at statutory levels. A reduction in state-funded aid was partially offset by an increase in emergency federal funds.

WC Action: The guidance is for districts to prepare for a reduction in foundation aid of 20% of the allocation. The District has planned a list of possible reductions, combined with an incremental use of reserves in order to bridge that potential gap.

Pandemic Adjustment and CARES Act Funds

NYSED Mandate: State Aid was reduced in the 2020-21 school year by a total of \$1.13 billion through a "Pandemic Adjustment", which reduced school district aid allocations at their bottom line, commensurate with the amount of federal Coronavirus Aid, Relief and Economic Security (CARES Act) funds each district was projected to receive. Districts were then allocated an amount of federal funding through the combination of the CARES Act Elementary and Secondary School Emergency Relief Fund (ESSERF) and the Governors Emergency Education Relief Fund (GEERF). As a result, school districts will experience a decrease in state aid payments but will be eligible to apply for an amount from these federal grants. However, it should be noted that the CARES Act requires a portion of the funds to be used to provide equitable services to non-public schools.

WC Action: The District received ESSERF and GEERF allocations and is determining the method for equitable distribution to the non-public school within the District's boundaries. Funds through the CARES Act will be used to support the class size reduction initiative that will be utilized to provide for social distancing at the PreK through sixth grade levels. Other funding will be utilized for technology upgrades to support hybrid and remote learning.

Potential Further Aid Reductions

NYSED Mandate: The 2020-21 Enacted Budget also included provisions that will allow the Director of the Budget, subject to amendment by the Legislature, to reduce appropriations across any and all program areas of the state budget should actual revenues come in at levels that are below the assumptions made in the Executive Budget. As of April 2020, this projected total shortfall was \$13.3 billion for the 2020-21 state fiscal year. The actions noted above reduced this gap by nearly \$1.2 billion.¹¹ Combined with other budget actions, the remaining gap was projected to be \$8.2 billion. Absent additional federal support, the Division of Budget has stated that further reductions to school aid, Medicaid, social services, and transportation might be necessary to eliminate that projected budget gap.

WC Action: The District has planned a list of possible reductions, combined with an incremental use of reserves in order to bridge an additional potential gap.

180 Day Calendar and Attendance Reporting for State Aid Purposes

NYSED Mandate: School districts report certain enrollment, attendance, and school calendar information through the State Aid Management System (SAMS). While this data submission process differs from other procedures, the underlying data provided should be consistent with all other attendance reporting and requirements.

The minimum annual instructional hour requirement and 180 days of session requirement are also both reported through SAMS. For both the 2019-20 and 2020-21 school years, school districts will be required to continue the same information, based on the schedule provided for the average student, rather than reporting for each individual student. Under regulatory changes adopted as an emergency rule by the Board of Regents on July 13, 2020, school districts may be eligible to apply for a waiver from the minimum instructional hour requirement for both the 2019-20 and 2020-21 school years to the extent that "the district is unable to meet such requirement as a result of an Executive Order(s) of the Governor pursuant to the State of emergency declared for the COVID-19 crisis, or pursuant to Education Law §3604(8), as amended by Chapter 107 of the Laws of 2020, or reopening procedures implemented as a result of the COVID-19 crisis". Successful application of the waiver will shield school districts from a reduction in aid for failure to meet the minimum instructional hour requirement. However, the 180 days of session requirement is in statute, and for the 2020-21 school year there are currently no statutory provisions that would allow a school district to provide fewer than 180 days of instruction over the course of the full school year.

WC Action: The District is preparing for both in-school and remote learning. In addition,

the District is prepared to apply for the waiver to shield from a reduction in aid in the event of an inability to meet the minimum instructional hours.

Impact of Low Attendance on State Aid

NYSED Mandate: School districts have expressed concerns about the impact that students choosing to stay home during the pandemic will have on their state aid calculations. State Aid formulas use multiple attendance counts in the calculation of aid apportionments for school districts. Statewide over 70 percent, largely in Foundation Aid, is based on Average Daily Membership or district enrollment, which is a measure of student registration in the district and does not take attendance into account. These aid formulas should not be impacted by attendance rates. Some formulas use Average Daily Attendance in the calculation of reimbursement rates, and Education Law §3602(1)(d)(2) provides for the commissioner to exclude from that calculation “days on which school attendance was adversely affected because of an epidemic...”. NYSED plans to advance a proposed COVID-specific change to such regulations in September for consideration by the Board of Regents.

WC Action: The District is preparing for both in-person and remote synchronous learning in which attendance will be mandatory whether it be in-person or remotely. Per NYSED guidance, the aid formulas should not be impacted by attendance in the event that attendance, whether in-person or remotely, is not adhered to per the mandatory requirement of the District.

Flexibility in Non-NYSED-Governed Activities

NYSED Mandate: While budget and fiscal matters have implications in nearly all operational and instructional program areas, the laws, regulations, and business rules are largely outside of the discretion of the State Education Department. Below are a few areas where recommendations have been made to NYSED staff that deserve further consideration by state policymakers:

- Reserve funds: consideration for providing temporary flexibility in the immediate use of designated or restricted reserve funds, and requirements to repay funds over a set period of time;
- Transportation issue: as mentioned in the Transportation section of this guidance, providing flexibility on the adoption of contracts with providers and pursuing a streamlined bus driver licensing process with the Department of Motor Vehicles to ease the burden of hiring new bus drivers;
- Personal Protective Equipment (PPE) and technology purchases: provide more avenues for shared service agreements and ease burdens on BOCES to expanding service in this area.

WC Action: The District is prepared to use incremental reserves to bridge the potential budget gap as a result of a reduction in state aid. The District would benefit greatly and be able to sustain incremental use of reserves for a longer period of time if the District is provided temporary flexibility in the use of capital reserves.

Flexibility for Budgetary Transfers

NYSED Mandate: It is anticipated that there may be costs in 2020-21 that districts did not budget for in necessarily the correct account codes. In particular, the need for additional

equipment has been noted above. Flexibility for budget transfers in the 2020-21 school year only for additional equipment needed (associated with re-opening and the maintaining of buildings primarily) would help school districts in that position. Historically, school districts have been advised that money cannot be transferred into an equipment account code because equipment is considered a non-contingent expense (generally) and transfers into non-contingent line items are prohibited. This determination appears to be based primarily on Formal Opinion of Counsel No. 213.

(www.p12.nysed.gov/mgtserv/budgeting/handbook/appendixg.html).

In addition, school districts are encouraged to maximize their state-aided hardware in order to ensure that all necessary equipment is being purchased.

WC Action: The District has purchased several pieces of equipment to accommodate teaching and learning, whether it occurs in-person or remote. If the need arises to purchase additional equipment, the District will reach out to Monroe 2-Orleans BOCES for support of the request.

Tax Collection

NYSED Mandate: School districts that rely on banks or other outside entities, such as a town, to collect school taxes, could face an issue of capacity for in-person collection. Limited staffing or hours may make it more difficult for taxes to be paid in the period without penalty. In addition, at least one instance of a bank not wanting to have citizens coming in to pay taxes and bank staff having to handle all of that paper has resulted in a district needing to have to come up with a new process. Having to change to a collection process that is all in-

district may not be feasible, either due to costs or staffing.

Districts should be reviewing their tax collection process to try and anticipate any issues or problems that they may face based on the ability of residents to pay taxes in person and without penalty.

WC Action: The District has increased their options for tax payments. This includes an online payment option through the Monroe County eTax system, as well as a secure drop box for taxpayers to drop off their payment without coming into contact with another person.

Attendance and Chronic Absenteeism

NYSED Mandate: Schools are responsible for developing a mechanism to collect and report daily teacher/student engagement or attendance regardless of the instructional setting.

WC Action: Teachers will record daily class period attendance via SchoolTool every day, whether in-person or remote. School nurses and/or clerical support will continue to monitor daily attendance via first period attendance.

NYSED Mandate: Attendance of any school-age student of compulsory age, who resides in the district or is placed by a parent/guardian in another public school district, a charter school, or is placed by a district administrator or the CSE of the school district in educational programs outside the district (such as, another school district, BOCES, approved private in-State or out-of-State school, and State supported school) must be reported in SIRS. To date, the

reporting of daily attendance of Prekindergarten students is not required.

WC Action: Student attendance for those located in a building outside of the District will be reported per location protocol. Each outside location is responsible for their own data and is monitored by our CSE Department.

NYSED Mandate: Attendance must be reported by any reporting entity that is required to take attendance.

WC Action: Attendance will be monitored regularly and will follow the Board of Education Student Attendance Policy. Students struggling with attendance will receive a phone call home and will be connected with appropriate personnel to encourage and provide support/resources.

NYSED Mandate: Resident students of compulsory age who were not in attendance in a public school, including charter schools, nonpublic school, or approved home schooling program in the current school year must be reported until they exceed compulsory school age, they no longer reside in the district, or the district has documentation that the student has entered another educational program leading to a high school diploma.

WC Action: The District will continue to follow the policies and practices per SIRS Guidance and the New York State Education Department.

NYSED Mandate: Students who drop out while still of compulsory school age must be kept on the school attendance register until they exceed compulsory school age or move out of the district.

WC Action: The District will continue to follow the policies and practices per SIRS Guidance and the New York State Education Department.

Technology and Connectivity

NYSED Mandate: School and District Reopening Plans must include information on how the school will:

- Have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

WC Plan: The District has fully implemented a 1:1 digital conversion and all students have personal electronic devices. Students in PreKindergarten through grade two utilize iPads, and students in grades three through 12 use laptops. Prior to the start of the school year, the District will survey parents to determine families in need of Internet access. The District has a supply of MiFi devices, which will be delivered to individual families without Internet access.

The infrastructure of District facilities was fully upgraded through the Smart Schools Investment Plan. Old wiring was removed and new wiring installed throughout the facilities, with the addition of switches and access points to improve saturation and connectivity.

In the District there is a one gigabyte link to the Internet which will sustain the 66 classrooms for live streaming of instructional needs.

Teaching and Learning

NYSED Mandate: All schools must ensure that they have a continuity of learning plan for the 2020-2021 school year. Such plan must prepare for in-person, remote, and hybrid models of instruction.

WC Plan: All students in grades PreK-2 will be assigned individual iPads and students in Grades 3 –12 will be assigned individual laptops. Students and teachers routinely use a variety of online learning solutions during instruction (ST math, Scholastic Literacy, Zearn, Office 365). The following learning management systems will be used:

PreK-5:

- Class Dojo

Grades 6-12:

- Schoology

All classroom teachers will have access to Zoom Pro accounts and Office 365 (OneNote) to support in-person, hybrid, and remote instruction.

In-Person Synchronous Instruction:

- With a full return to school, all students will return to T. J. Connor and the Middle/High School and be in classes Monday through Friday. In this situation, all students will wear face coverings and social distancing will be arranged through the placement of desks and installation of dividers.
 - At T. J. Connor, students will remain in their class with the

teacher for the majority of the day. Specials teachers will come to the students' classroom, rather than students moving to the classroom of the specials teachers. Students will go to the cafeteria to pick up their lunches, and will eat their lunches in their classrooms.

- At the Middle/High School, students will move between classes; however, bell schedules may be modified to provide for fewer students in the hallways.

Hybrid:

- PreK-6: In-school on Monday, Tuesday, Thursday, and Friday
- Special Education PreK-12: In-school on Monday, Tuesday, Thursday, and Friday
- English language learners: In-school on Monday, Tuesday, Thursday, and Friday
- Students experiencing homelessness: In-school on Monday, Tuesday, Thursday, and Friday
- Grades 7-12: In-school on Monday/Tuesday and Thursday/Friday (cohorting by grade; i.e., **Cohort A** is grades 7, 9, and 11, and **Cohort B** is grades 8, 10, and 12)
- All students: Remote learning on Wednesdays:
 - Students will work from home at their own pace on assigned experiences after engaging with their teacher for attendance taking and directions for their work.

- Staff will participate in professional learning, curriculum development, and/or individualized asynchronous student academic and social/emotional support; staff will engage with students at the beginning of the day for attendance taking and directions for student work.
- Students attending career and technical classes at Monroe 2-Orleans BOCES will attend daily in-person instruction as it matches the career and technical schedule.
- If we determine that a special education student, English language learner, or student experiencing homelessness would benefit from in-person learning on these days, arrangements will be made for the asynchronous learning to occur within the school setting under the supervision of District staff. This decision will be made on a case-by-case basis.

Remote Instruction:

- With the remote option, all students will engage with their teachers from home. Students will follow their regular daily schedule and engage with their class and teacher via video conference from home on Monday, Tuesday, Thursday, and Friday. On Wednesday, students will work from home on assigned experiences after engaging with their teacher for attendance taking and directions for their work.
- Teachers will deliver instruction from their classroom to the extent possible. The elementary schedule will be modified slightly to provide time away

from the screen during the day.

However, the day will be synchronous with the teacher.

NYSED Mandate: Instruction must be aligned with the outcomes in the New York State learning standards.

WC Plan: The Wheatland-Chili Central School District Units of Study are aligned to the New York State Learning Standards. Standard-based learning opportunities are developed to meet student academic, social/emotional, and culturally responsive learning needs.

NYSED Mandate: Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.

WC Action: Students in the Wheatland-Chili Central School District will participate in in-person, hybrid, and remote learning opportunities. Students PreK-12 are provided with a 1:1 device. Additional MiFi devices to ensure internet access for all students and staff will be provided when needed. All students will have an additional opportunity to engage in individualized support with teachers on the asynchronous learning day on Wednesday of each week.

NYSED Mandate: Instruction aligned to the academic program must include regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in person, remote, or hybrid).

WC Action: Primary instruction will be delivered by certified teachers at the elementary and secondary levels.

NYSED Mandate: Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

WC Action: Teachers will leverage their learning management solution (Class Dojo and Schoology) for ongoing communication with parents. Email blasts (Blackboard Connect, Remind, SchoolTool) will also be utilized. Based on the Board of Education Priority, grade levels and departments will create a communications goal that will support ongoing engagement during the pandemic.

Early Learning:

NYSED Mandate: Districts and schools operating Prekindergarten programs must include Prekindergarten in the mandatory requirements outlined under Teaching and Learning above.

WC Action: PreKindergarten programs have been included in the Teaching and Learning section above.

NYSED Governance: All Prekindergarten programs that have a direct contract or a Memorandum of Understanding (MoU) with NYSED must submit a Reopening Plan to the Office of Early Learning. Additional

information on the format and submission requirements will be forthcoming.

WC Action: The District does not have a direct contract or a Memorandum of Understanding with NYSED.

NYSED Mandate: Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in this guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.

WC Action: All PreKindergarten students attend Wheatland-Chili Central School District, and no outside agencies are providing services to District students.

Career and Technical Education

NYSED Mandate: Whether through in-person, remote, or hybrid models, school districts and BOCES must ensure that all applicable NYS Learning Standards are met and content that is critical for meeting these standards as well as requirements for applicable industry certifications or other postsecondary credentialing is identified. Additionally, for those programs in fields such as health sciences, barbering, and appearance enhancement where specific curricula and/or clinical hours are mandated by other state agencies (Department of Health and Department of State respectively), consideration must be given to ensuring requirements of the programs are met. All planning should be done within the context of meeting NYS Department of Health guidelines for health and safety and social distancing

policies. CTE laboratory spaces should be set up to accommodate all such policies. CTE coursework must continue to be taught by appropriately certified CTE teachers. Instructors who are required to hold a NYS professional license for a particular content area (i.e., health sciences, barbering, appearance enhancement) must maintain such license without lapse. All CTE laboratory/clinical instruction and supervision must be delivered by the appropriately certified CTE teacher. Flexibility is allowed for other staff (under the guidance of the CTE teacher) to supervise student groups in a non-laboratory/clinical setting to better adhere to social distancing guidelines. Considerations for CTE content and delivery include:

- Modifying learning for social distancing and/or remote learning
- Identify content that takes precedence in the event instructional capabilities are modified and/or changed throughout the year
- Identify those activities that must take place in a classroom and those that can be completed independently
- Determine what students need to complete all learning activities and how to provide access to necessary materials
- Consider providing individualized student “to go” kits to enable students to pivot to remote learning if necessary. These kits could be assembled by learning module and exchanged out as students complete each module
- Utilize online platforms when teaching in person to build practice among students in the event that districts may need to switch to remote learning
- Create instructor videos demonstrating skills or teaching content for use both in and outside of the classroom

- Consider livestreaming video of what is taking place inside the classroom in the event some students are home, and some are present
- Consider opportunities for instructors to operate portable video cameras during lessons. For example, when an instructor is providing a laboratory demonstration, he or she can display to students in their seats instead of them standing closely watching the demonstration
- Consider modifications to laboratory skills or clinical days to reduce risk of transmission (i.e., designated lab/clinical days)
- Determine procedures for sharing, disinfection, and decontaminating materials and equipment.

WC Action: The District collaborates with Monroe 2-Orleans BOCES (hereinafter referred to as “BOCES”) for many career and technical opportunities for students. BOCES has modified learning environments for students to comply with NYSED expectations. In addition, BOCES has created an instructional schedule that aligns with the component districts’ school schedules, enabling students to continue with their CTE instruction. Appropriate precautions have been taken to permit eligible students to continue with their work-based learning placements.

In addition, the District offers on-site pre-engineering coursework through Project Lead The Way, in addition to classes in the arts. The District has complied with all NYSED expectations in the delivery of these CTE areas.

Athletics and Extracurricular Activities

NYSED Mandate: As schools plan for reopening in September, attention should be paid to bringing back activities that can be conducted in a safe environment with appropriate social distancing protocols. In addition, schools might consider the creation of extracurricular activities that can be continued remotely in the event of another shut down.

WC Action: Extracurricular activities will be carefully reviewed by District administration to ensure that experiences are able to occur remotely in the event of hybrid or remote learning. Parents and staff will be advised of the way in which such activities will occur. A determination about the continuation of interscholastic sports will be made by the New York State Public High School Athletic Association, which will be contingent upon any Executive Order of the Governor.

Special Education

NYSED Mandate: The school reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, must address the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

WC Action: The reopening plan will include SWD-provided instructional opportunities in different ways depending on the plan that is approved by the Governor. In all cases, students with disabilities will engage in instruction Monday through Friday. The options are fully outlined on pages 26 and 27.

In the hybrid and remote learning options, Wednesday is an asynchronous learning day, which occurs from home with teacher support. If we determine that a student would benefit from in-person learning on these days, arrangements will be made for the asynchronous learning to occur within the school setting under the supervision of District staff. This decision will be made on a case-by-case basis.

Hybrid or remote learning instruction will occur via video conference. Class Dojo and Schoology are the platforms that will be used for all students. Technology devices will be provided to all students for in-person, hybrid, and remote instruction.

NYSED Mandate: The school reopening plan must 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 the IDEA.

WC Action: The school management system will provide the most recent updates of families' preferred language with modes of communication. This will ensure any communications are in the correct languages for parents. At the beginning of the school year, the elementary and secondary schools send out welcome back materials which will be in preferred language. Students with special needs will be assigned teacher program managers. They will outreach to families at the beginning of the year to get the best method of communication and will make sure this is correct in the school management system. Program managers will share the information as needed to meet the requirements of the IDEA. Information will be provided in preferred language and communicated in the way parent has requested.

NYSED Mandate: The school reopening plan must address collaboration between the committees on preschool special education (CPSE) and 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), plans for monitoring and communicating student progress, and commitment to sharing resources.

WC Action: PPS Director will ensure there is collaboration and communication with CSE and CPSE. Based on the school setting to follow all CDC guidelines, the families will be in close communication with PPS Director and special education teachers/program managers regarding how the services will be provided to ensure the safety of each student is followed. All the IEP's will be followed and programs and services will be provided. Progress monitoring will occur and progress will be communicated with parents through regular updates. Resources will be shared with all families. Technology will be provided to each student to ensure access.

NYSED Mandate: The school reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

WC Action: All students' IEP's and 504 Plans will be provided. Students will be provided access to necessary accommodations, modifications, supplementary aids and services, and technology to meet the needs of each individual student. Each student will be assigned a technology device.

NYSED Mandate: The school reopening plan must address how it will document the programs and services offered and provided to students with disabilities as well as communications with parents, in their preferred language or mode of communication.

WC Action: IEPs and 504 plans will be followed. Prior to school opening, there will be communication to each parent of students with disabilities with regard to the programs and services offered. Parents will be made aware of programs and services that will be offered and provided. In-person programs and services will be offered and if needed remote instruction with required support will be provided. Programs and services recommended by CSE and CPSE will be offered. If there are changes to delivery of special education instruction, CSE/CPSE meetings will be scheduled and parents will be included in this discussion and communicated in their preferred language. The modes of communication will be multiple ways via phone, email or through platforms that are used in the classroom (Dojo and Schoology). All CSE/CPSE/504 meetings will be offered via video conference.

English Language Learners and World Languages

NYSED Mandate: Qualifying schools that reopen using in-person or hybrid instruction will be required to complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20-day flexibility period, identification of ELLs must resume for all

students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

WC Action: In completing the supplemental paperwork after the registration process, if a language other than English is denoted, the ENL Teacher will be notified and the Lab R may be administered to determine the extent to which the student needs ELL services. In all cases, Commissioner's Regulations Part 154 will be followed.

NYSED Mandate: Provision of required instructional units of study must be provided to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.

WC Action: Based on the ELL student's proficiency levels, the master schedule will be developed to accommodate the appropriate units of study from a certified ENL teacher. ENL program services may be delivered in-person, through hybrid instruction, or remotely via video conference.

NYSED Mandate: Maintain regular communication with the parents/guardians and other family members of ELLs to ensure that they are engaged in their children's education during the reopening process. Provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

WC Action: According to Part 154, ENL teachers are required to meet face-to-face or remotely two times per year to inform families about ENL program and student progress. However, student progress is monitored on a five-week or quarterly basis following building protocols. Communication will be provided in the home language of the student's family. An interpreter will be provided as needed.

Teacher and Principal Evaluation System

NYSED Mandate: Pursuant to Education Law 3012-d, each school district and BOCES must fully implement its currently approved APPR plans in each school year.

WC Action: An Annual Professional Performance Plan is currently in place for teachers and principals. Such Plan requires announced and unannounced observations for probationary and tenured teachers and categories for student performance (50%) and teacher/principal observation (50%). The APPR plan will be fully implemented unless future emergency regulations adjust the requirement of NYS assessments.

Certification, Incidental Teaching, and Substitute Teaching

NYSED Mandate: Pursuant to Education Law 3001, individuals employed to teach in New York State public schools must hold a valid certificate. School districts, BOCES, and charter schools can review the SIRS 329 Staff Certifications report, which is available in Cognos for authorized users, to ensure that teachers hold the appropriate certificates for their teaching assignments. This report is refreshed weekly and lists all valid certificates for all staff identified in the school district, BOCES, or charter school Staff Snapshot.

WC Action: The District has certified teachers in all classrooms. In situations where a certified teacher is not available, long-term substitutes on the path toward certification are utilized (Earth Science and FACS). WC will maintain the standard of certified teachers leading classrooms whenever possible.

The District will hire more substitute teachers to prepare for teacher coverage in the event we have a high need due to absences.

The District will track the number of days that substitute teachers have worked. Substitute teachers will be able to work up to 90 days if needed.

The District hires contract substitutes and college students in a Teacher Immersion Fellow program to serve as teacher substitutes on a regular schedule each week. We will utilize our contract substitutes who are certified or students in the Teacher Immersion Fellow program who are currently in the District to substitute for an unlimited number of days.

Student Teaching

NYSED Mandate: The Board of Regents and State Education Department strongly encourage school districts to continue to welcome student teachers into schools and classrooms, whether in person or remote, during the 2020-2021 school year.

Student teachers can play important roles in terms of bridging gaps related to remote/online instruction, and in supporting the teachers of record and the students, especially during these challenging times.

School districts should work with the College/University Educator Preparation Programs to identify appropriate ways in which student teachers can support classroom instruction while ensuring that the student teacher is given the opportunity to develop critical knowledge and skills.

WC Action: The District will continue to partner with area colleges and universities to offer opportunities to pre-service teachers and mental staff to engage in their student teaching or experiential learning. Student teachers and mental health staff completing unpaid internships will be trained in District protocols around COVID-19 upon their arrival. The District will work closely with their post-secondary partners to ensure that pre-service staff have a safe and rigorous learning experience in our classrooms. Such pre-service staff will be expected to uphold District health and safety procedures and protocols while in the District.