

Ellicottville Central School

Pandemic - COVID-19

Re-opening Plans for 2021-22 School Year

August 2021



Updated 9/23/2021

Introduction:

The global pandemic caused by COVID-19 continues to impact so many parts of our everyday lives, including the education of students. To be sure, the 2020-21 school year proved to be very different from anything we had previously experienced. Social distancing, face coverings, hybrid learning, remote learning, contact tracing, shortened sports seasons played at different times of the year, etc. represent just some of the adaptations we all had to make to ensure the safety of children while providing educational and extra-curricular opportunities for all children.

The good news is that students, parents, the community, the Board of Education, and the school staff were all able to work together to ensure student success. The frustrating news is that the COVID-19 pandemic continues to impact many facets of our lives; including the school setting. Compounding this frustration is the fact that the guidance we must follow is ever changing, and, at times, changing quickly. Please be assured that we at ECS will do our best to monitor guidance and change as needed / required.

As we prepare for the 2021-22 school year, we will need to remain flexible. While some of the guidance is similar to what we experienced last year, there are changes and some of the restrictions have been relaxed (i.e. social distancing). Perhaps the biggest change is NYS placing an emphasis on having all children return to in-person instruction. As you review this plan, you will see that it is designed to do just that; have all students return for in-person instruction.

Just like last year, the plans in this document represent a living document and they are subject to change; they will evolve over time. We may find that some things simply do not work or that budget constraints may prevent something from taking place. Through all of this, the District is committed to remaining transparent and maintaining open communication with students, parents and staff. **Students, parents and staff can contact the school directly by using the COVID-19 hotline (716-699-6052) or sending an e-mail to covid19@ecsny.org to share concerns / suggestions or ask questions.**

The District is confident that, working together, we will be able to provide a sound and rewarding educational experience for students despite these challenging times.

General Health Practices:

In order to ensure everyone's health and safety, it is necessary to establish and follow accepted guidelines.

Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors:

Regardless of the learning model being used, to ensure everyone's safety: all faculty, staff, students, and visitors, must comply with physical distancing requirements. In short, anyone within Ellicottville Central School facilities will practice social distancing expectations:

1. Strive to ensure 3 ft. distance between students to the greatest extent practicable; and/or unless safety or core function of work activity requires a shorter distance.
2. To the greatest extent possible, maintain 6 feet of distance between students and teachers/staff, and between teachers/staff who are not fully vaccinated.
3. **At the current time, all classrooms will be using 3 foot social distancing for students and staff; with the exception being band, chorus and physical education, where 6 foot social distancing will be used.**
4. **Masks will need to be worn by all students and staff except for mask breaks or eating/drinking.**
5. We will be using a combination of 6 foot distancing for lunches in the MS/HS and elementary cafeterias and/or cohorting of students in the elementary cafeteria whenever possible.
6. Whenever possible, students will be encouraged to sit farther apart than 3 feet. This will be dependent on class numbers and room size.
7. As a general rule, the District will **not** be using polycarbonate (clear plastic) barriers between student desks, as this is no longer recommended by the CDC. However, in some cases, barriers may be used when educational activities require a shorter distance between individuals and/or the core activity is not conducive to the wearing of masks (i.e. a speech lesson).
8. All planned deliveries to our facilities will take place at our Receiving Dock. All other deliveries will be received at our main entrances and follow screening and safety protocols of visitors.
7. Signage (posters, etc.) on proper social distancing, will be located throughout the facilities as needed and appropriate to serve as a reminder for all parties.
8. Training / instruction for all faculty, staff, and students on social distancing will be provided via one or more of the following models: District made videos, links to youtube videos, live instruction, written directions, etc. Instruction / training will be recurring as necessary.

Practices and Expectations for Personal Protective Equipment (PPE) and Healthy Hygiene for Faculty, Staff, Students, and Visitors:

Regardless of the learning model being used, to ensure everyone's safety; all faculty, staff, students, and visitors, must comply with protective equipment requirements:

1. **Face coverings / masks will be worn indoors at all times except for mask breaks or eating/drinking.**
The exception to this is children under the age of 2 years old and where such covering would impair one's health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction.
2. **The wearing of masks outside will be optional.**
3. ECS will provide 2 reusable cloth face masks / coverings per employee at the beginning of the year upon request. Employees are responsible for the care and maintenance of their mask. If cloth masks cannot immediately be provided, then disposable masks will be provided until cloth can be secured.

4. Masks may be removed to allow for “mask breaks” throughout the day. Students should continue to work while in a class during mask breaks unless instructed otherwise by a teacher/staff member. If a student gets up to move to another location, that student should wear his/her mask. In addition, depending on the circumstances, a teacher may continue to instruct students during a mask break.
5. When allowing for mask breaks where students are less than 6 feet apart, break times should be staggered so that students closer than 6 feet are not taking breaks at the same time.
6. Students will need to provide their own appropriate face covering / mask. If this presents a hardship for a family, the family should contact the school for assistance.
7. Visitors will be strongly encouraged to provide their own face coverings / masks.
8. In the event that a student, employee or visitor forgets or does not otherwise have a face covering / mask, a disposable one will be provided at no-cost.
9. The school nurse will maintain an inventory of disposable masks as well as PPE required for certain staff members (i.e. N-95 masks, nitrile gloves, face shields, etc.) and have an adequate supply on hand. The District will use multiple sources to obtain these items to ensure an adequate supply.
10. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
11. Training will be provided to all staff members and students on the proper use of face coverings including:
 - a. How to put on, wear, and remove face coverings appropriately
 - b. Proper storage of face coverings (short term i.e. while eating)
 - c. Proper care of face coverings
12. Training may take the form of one or more of the following: District made videos, links to youtube videos, live instruction, written directions, etc.
13. As per CDC guidance, all areas, including classrooms will be cleaned and disinfected at least one time each day.
14. Frequently touched surfaces and objects may be cleaned and disinfected several times a day (by an appropriately trained ECS staff member) to reduce the risk of germs on surfaces and objects.
15. When cleaning / disinfecting:
 - a. First, clean the surface or object with soap and water or other approved cleaning solution.
 - b. Then, disinfect using an EPA-approved disinfectant.
 - c. If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% isopropyl alcohol solutions to disinfect.
16. While the touching of shared objects and surfaces is discouraged, it cannot be avoided 100% of the time. Examples of some frequently touched areas in schools (this list is not all inclusive):

<ul style="list-style-type: none"> ● Classroom desks and chairs ● Lunchroom tables and chairs ● Door handles and push plates ● Handrails ● Kitchen and bathroom faucets ● Light switches ● Handles on equipment 	<ul style="list-style-type: none"> ● Buttons on vending machines ● Buttons on elevators ● Shared telephones ● Shared desktops ● Shared computer keyboards and mice ● Bus seats and handrails
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17. When contact with shared objects cannot be avoided or an object is a frequently touched area, employees, students, and visitors are encouraged to wash hands before and after contact.
18. Staff will be provided with gloves, as necessary, when working with highly touched surfaces.

19. For certain classes, staff may be provided (by the District) with additional PPE such as disposable nitrile gloves. Disposable gowns, eye protection, N-95 masks, etc.
20. All faculty, staff, and students will receive instruction on how to properly wash their hands or use sanitizer when it is not possible to wash with soap and water. Instruction / training may take the form of one or more of the following: District made videos, links to youtube videos, live instruction, written directions, etc. Instruction / training will be recurring as necessary.
21. Students will receive instruction on proper respiratory hygiene (coughing, sneezing, etc.). Instruction will follow CDC Guidelines that includes (but is not limited to) covering one's mouth/nose, disposal of tissues and proper hand washing. Instruction / training may take the form of one or more of the following: District made videos, links to youtube videos, live instruction, written directions, etc.
22. Signage on proper use of PPE and best practices for personal hygiene will be located throughout the building to serve as a reminder for all parties.

Health Screenings (General):

1. At the current time, daily health screenings (including temperature checks) for students, staff and visitors will not be required. Should this guidance change, this section will be updated accordingly.
2. **Parents will need to check their child/children for symptoms of COVID-19 (including temperatures) prior to sending their child/children to school each day.**
3. **Students and staff that are sick or who do not feel well **MUST NOT** report to school. Instead, they should contact the school nurse or their physician for further guidance/instruction.**
4. In the event of a possible case of COVID-19, the school nurse and/or COVID-19 Security Officer will immediately be informed so that she/he can assess the situation.
3. In general:
 - a. The school nurse will notify the staff member / parent that they must seek the guidance of the private physician.
 - b. If the individual is a student, she/he will be confidentially isolated on campus:
 - To the greatest extent practicable, two rooms will be used by the school:
 - One room will be for healthy students who have injuries or need their medications or nursing treatment.
 - The other room will be for assessing and caring for ill students and staff, and if needed, used for the isolation of an individual suspected of having COVID-19. If more than one student is suspected of having COVID-19 they may be in the same isolation room as long as they are separated by 6 feet.
 - Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies
 - c. Parents will be called to pick up student within a reasonable time frame.
4. The school nurse will contact the DOH for additional guidance on how to proceed with the situation, including how to determine when the individual may return. Collaboratively, they will work together to limit viral spread and determine timely virus testing of the most appropriate measure and implement contact tracing in the event of a positive case.
5. If appropriate, the nurse will also provide instruction to the staff member / student's parent for the individual's return to the campus (in the event the case is not a positive COVID-19 case).
6. If a person is sent home it is imperative that people not jump to conclusions. The person may have the flu, a cold, allergies, asthma, chronic gastrointestinal conditions, etc. The school

MUST protect the privacy of individuals, and, therefore, cannot share information. If the DOH determines that more actions are necessary, the school will follow the directions of DOH at that time.

7. If the school nurse is not available, the COVID-19 Security Officer or other Administrator will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.
8. The school nurse will work collaboratively with Administrators to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, text, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.
9. To best ensure everyone's safety the District is asking that individuals do not visit the school unannounced. Often times a question can be answered on the phone or a tele-conference may be set-up.

Vaccination / Testing:

1. At the current time, Ellicottville Central School **will not** seek to test students for COVID-19 at the school or require screening testing (proactive testing of asymptomatic individuals) of students or staff members. (Please note, depending on guidance from the State, the DOH, the CDC, etc., this may change.) The Safety Coordinator, Principals, and School Nurse may make general recommendations to parents and staff members to seek medical advice from their primary care physician, community health experts, and/or our local hospital system.
2. **The District will be partnering with the Cattaraugus County Health Department and Catt. Co. Dept. of Emergency Services to provide COVID -19 rapid (PCR) testing as needed and free of charge to students and staff who exhibit COVID-19 symptoms.**
3. At the current time, ECS **will not** require students to share their vaccination status. (Please note this could change pending direction / legislation from NYS or the DOH.) At the same time, students (via parental permission) and staff **MAY** voluntarily share their vaccination status with the school nurse by either providing a copy of their vaccination card or by providing the nurse with written permission to check the NYS database. Individuals that give the nurse such permission need to provide their full name (including middle name) and their date of birth.
4. All staff **will** be required to share their vaccination status (with the school nurse by either providing a copy of their vaccination card or by providing the nurse with written permission to check the NYS database) **OR** provide weekly negative COVID 19 test results.
5. ECS **will** partner with Catt Co Dept of Emergency Services for provide screening testing (proactive testing of asymptomatic individuals) for staff as required by NYS.
6. **Please note: If the District knows that an individual is vaccinated it may prevent that person from being quarantined in the event they come into contact with a person that has tested positive for COVID-19.**
7. The District encourages eligible students (via their parents) and staff to consider being vaccinated and will look to hold vaccination clinics in conjunction with outside agencies such as the Cattaraugus County Health Department and the Cattaraugus County Department of Emergency Services.
8. The School Nurse will be the key responder if any faculty, staff, students, or visitors are in need of medical care at the school.

Early Warning Signs:

1. The COVID-19 Safety Coordinator and School Nurse will regularly confer with County Health Departments for guidance on regional infection rates.
2. The COVID-19 Safety Coordinator and School Nurse will monitor daily the 7-day average infection rate for Western New York and for Cattaraugus County.
(<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>). Ellicottville Central School will follow guidance from our County Health Departments and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.
3. Other internal early warning signs that will be closely monitored are faculty, staff, and student absences related to COVID-19, more local infection rate data, and other information from the Cattaraugus County Department of Health.
4. Ellicottville Central School will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.
5. Ellicottville Central School faculty and staff will be trained to instruct parents/guardians to observe signs of illness in their child that require staying home from school

Confirmed Case of COVID-19:

1. If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they **MUST** not be at school and should stay at home until:
 - a. It has been at least ten days since the individual first had symptoms;
 - b. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
 - c. It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
 - d. The parent (for students) or employee has discussed their return with the school nurse 24 hours in advance of actually returning.
 - e. The District will be in constant contact with the DOH and monitoring CDC guidelines for updates
2. If there is a suspected or confirmed case of COVID-19 at the school, as per the CDC and NYSDOH recommendations, the District will:
 - a. Close off the areas used by a sick person and will not use these areas until after cleaning and dis-infection has occurred.
 - b. Open outside doors and windows to increase air circulation in the area.
 - c. Wait at least 24 hours before cleaning and disinfection, or as long as possible if 24 hours is not feasible.
 - d. Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19.

Local Medical Capacity / Department of Health / Contacts:

ECS will work cooperatively with the Cattaraugus County Department of Health and Olean General Hospital as needed. Part of this communication will include determining factors such as the capacity of local medical facilities. The District has been told by the local DOH they will contact us if there are

concerns regarding hospital capacity in the area. They have indicated the District can also reach out to them if needed.

Important contact information:

- **Cattaraugus County Department of Health**
Kevin D. Watkins, MD, MPH; Public Health Director
1 Leo Moss Drive
Olean, NY 14760
Primary: 716-373-8050
Secondary: 716-701-3398
Email: <https://www.cattco.org/health/contact>

- **Olean General Hospital**
515 Main Street
Olean, NY 14760
716-373-2600
<https://www.ogh.org/>

- **Access the New York State COVID-19 Test Site Finder**
https://coronavirus.health.ny.gov/find-test-site-near-you?gclid=EAIaIQobChMI3q2Xv4CR6wIVg5-zCh0KIAckEAAAYASAAEgLcvPD_BwE

Exposed Individuals:

1. The school nurse will immediately consult with county health officials and the COVID-19 Safety Coordinator if exposure to a COVID-19 infected individual is suspected through contact tracing.
2. Collaboratively, they will work together to limit viral spread and determine timely virus testing of the most appropriate measure and implement any additional contract tracing in the event of a positive case.
3. ECS will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.
4. If a person is NOT diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:
 - Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
 - If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

Contact Tracing:

1. Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.
2. ECS will cooperate with state and local health department in any contact tracing related to our locations, programming, staff, students, and/or visitors, according to requirements of the New York State Education Department. The Ellicottville Central School COVID-19 Safety Coordinator will, solely, assist the Cattaraugus County Department of Health in knowing who may have had contact at school with a confirmed case by:

- keeping accurate attendance records of students and staff members including daily health screening status (pass / fail only);
 - ensuring student schedules are up to date;
 - keeping a log of any visitors which includes date, time and where in the school they visited; and
 - assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
3. Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.
 4. **It is IMPERATIVE that students and staff that do not feel well STAY HOME immediately. In the past, reporting to school thinking it was only a cold (or other ailment) has resulted in high numbers of people having to be quarantined if the person later tested positive for COVID. THIS CANNOT BE IGNORED PLEASE, do not be selfish. If a student or staff member is sick they MUST stay home until they have consulted with the school nurse or their physician.**

Medically Vulnerable Staff / Household Members:

Staff who are medically vulnerable or live with people that are medically vulnerable, should contact their supervisor or administrator as soon as possible. Depending on the situation there are a number of pathways that may be considered by ECS. These may include but are not limited to:

- FMLA (there are State provisions, that may apply)
- Emergency leave provisions that have recently been enacted
- Virtual work (depends on the job title and responsibilities)
- A leave of absence
- Increased use of medical grade PPE

Medically Vulnerable Students / Household Members:

1. ECS will work with the families who have medically vulnerable students, or students who have medically vulnerable people living in their household, or have other health concerns related to returning in-person to school to provide remote instruction.
2. **Remote instruction will be considered upon receipt and approval of documentation of a physician note stating that the child needs remote instruction.**
3. “Simple” requests for remote instruction will **not** be honored this year.
4. Remote instruction will most likely be provided by an outside agency (i.e. Erie 1 BOCES) and/or a third party provider (i.e. Apex Learning) with regular correspondence from a teacher at the school.
5. Remote instruction will **NOT** include virtual synchronous instruction provided by an ECS teacher/staff member.
6. ECS will work with the outside agency to record attendance and grades.
7. Requests for remote instruction due to a documented medical need will be provided on a semester basis **ONLY**: September 2, 2021-January 27, 2022 and January 31, 2022-June 24, 2022. The District realizes a medical situation may arise that warrants a student switching to an all remote model, and will work with the family to make that switch. However, students may not switch back to in-person learning during the semester.

Cleaning and Disinfecting:

Ellicottville Central School will:

1. Follow CDC guidance for cleaning and disinfecting the building.
2. Ensure all cleaning supplies and materials meet NYS code requirements.
3. Utilize checklists to ensure each room / area is properly cleaned and disinfected.
4. Utilize a “door tag” system to indicate that a room has been cleaned and disinfected.
5. Establish cleaning and disinfecting schedules to ensure that high traffic and heavily touched items are cleaned on a regular basis.

Emergency Drills:

Ellicottville Central School will conduct the required number of emergency drills (fire, lockdown, etc.) as mandated if in-person and/or a hybrid models are being utilized.

1. Fire drills: A system will be developed by administration in conjunction with staff that ensures proper social distancing and use of PPE when exiting the building, while outside and when re-entering the building.
2. Lockdown/Lockout/Shelter-in-Place Drills: While social distancing is required, students will remain at desks and teachers / staff will discuss the aspects of such drills and how they will be conducted in the event of a real emergency or if we are no longer under social distancing requirements.

Before and after school child care:

At the time of creation of this plan, Ellicottville Central is not planning on running before or after school child care programs. If this changes, the plan will be updated. If a parent / guardian needs child care, they should contact ACCORD for assistance: Allegany County Community Opportunity and Rural Development, Inc. ACCORD CCR&R serving Allegany and Cattaraugus Counties: Christine Cole: Division Director – Child Care Services - (800) - 498 - 2277 or (585) - 268 - 7605 ext. 1231 www.accordcorp.org ccole@accordcorp.org

COVID-19 Safety Coordinator:

The Superintendent will officially serve as the COVID-19 Safety Coordinator. The Superintendent will work closely with the school nurse, school physician, maintenance supervisor and other administrators as needed. The COVID-19 Safety Coordinator will ensure the implementation of this plan and work with applicable parties when / if changes are needed.

Facilities Planning:

1. At the current time, ECS does not plan to make changes to the physical structure of any building. If plans need to change, any changes will comply with requirements of the 2020 NYS Uniform Fire Prevention and Building Code and the State Energy conservation code.
2. ECS will ensure compliance with the 2020 building condition survey and visual inspection requirements. At the time of the creation of this plan, the District’s visual inspection as required by NYSED will be scheduled to take place in the fall of 2021.
3. ECS has contracted with Stohl Environmental to conduct lead in water testing when the school building is opened to daily full-time use
4. ECS ensures that all alcohol-based hand sanitizer dispensers have been or will be installed in accordance to FCNYS 2020 section 5705.5. Hand sanitizers will be located in classrooms and other common areas such as the bus garage, cafeterias, faculty room, break rooms, and offices.

5. ECS does not plan on installing additional dividers in the building.
6. ECS does not plan to engage in any building or use of temporary quarters due to re-opening under COVID-19.
7. ECS will not be utilizing any new or leased facilities.
8. ECS does not plan on using tents of any kind.
9. ECS will maintain existing number of toilets and sinks (which currently meet or exceed required minimum standards) throughout the building. Lavatories and sinks will be cleaned and disinfected throughout the day.
10. ECS will maintain its existing number of drinking fountains available throughout the building which currently exceeds the code for occupancy. Drinking fountains will be cleaned and sanitized throughout the day.
11. ECS plans on, through the use of Federal Stimulus Funds, replacing drinking fountains without water bottle dispensers with ones that do have them throughout the school year.
12. Disposable cups will be provided at drinking fountains.
13. Ventilation:
 - a. Ellicottville Central School’s heating and ventilation system is monitored by a computer system that is programmed to provide optimum fresh air proportionately to current outdoor conditions with alarms to indicate any malfunctions.
 - b. Air filters are changed biannually and meet current standards.
 - c. Ellicottville Central School contracts with U&S Services for maintenance and technical support.
 - d. ECS has worked with M/E Engineering and U&S Services regarding HVAC operation.
 - e. Teachers will be encouraged to open windows when practicable and safe to increase outdoor air exchange.
 - f. Air exchange units will operate for extended time periods and at levels that meet or exceed recommended air exchange rates.
13. ECS ensures that any project submissions dedicated to COVID-19 re-opening will be labeled as such.
14. ECS will comply with 2020 BCNYS section 2606 if any plastic separators are used.

Child Nutrition / School Meals:

Preparation of School Meals (all models):

1. Social distancing and face covering guidance will be followed as outlined previously in this plan.
2. Employees will be provided with face coverings as outlined previously in this plan.
3. Employees will be provided with other PPE as may be warranted.
4. Barriers will be utilized in serving line as warranted and required.
5. Cafeteria staff will be trained on how to properly clean and disinfect equipment and work areas in the kitchen.
6. Student food allergy lists will be created and updated daily. People serving food to students (both inside and outside the cafeteria) will have copies of this list as a “double check.”

Serving School Meals In-Person:

1. All grade levels / programs:

- a. Please note each child will be provided one free breakfast and one free lunch each day via the USDA.

- c. Meal pattern requirements will be followed as established by the Child Food and Nutrition Program.
- d. To best ensure safety, no cash will be exchanged on a daily basis for extra or a la carte items. Parents will have to place money on their child/children's accounts.
- e. Checks may be mailed to the school or a child may hand in to his/her teacher.
- f. Parents may also use "My School Bucks" to place money on their child's/children's account(s) with a credit card. Information on how to use "My School Bucks" will be in the District Newsletter and on the District Website and Facebook pages.
- h. All protocols associated with the school meal program will be communicated to families via the District newsletter, the District Website, and directly with some families as warranted.
- i. Seating charts will be established to assist with contact tracing in the event it is needed.

2. Elementary (Grades PreK-6):

- a. Meals (Breakfast and Lunch): Students will eat in the cafeteria or other designated location.
- b. A combination of individual desks and tables may be used to best ensure either social distancing of 6 feet or eating in cohorts.
- c. Support staff / substitutes will assist with supervision of meals.
- d. Students will be instructed to wash their hands prior to eating. This will be overseen by the support staff / substitute.
- e. Students will be instructed to not share food / beverage items.
- f. Upon completion of meals, students will throw their garbage away and wash their hands.

3. Grades 7-12:

- a. Breakfast
 - i. Breakfast will be "grab and go." Students will take breakfast with them to their first class of the day or eat it in the MS/HS cafeteria.
 - ii. Students will be instructed to wash / sanitize their hands prior to and after eating. Hand sanitizer will be made available for student use.
- b. Lunch
 - i. Multiple lunch periods will be utilized to ensure smaller numbers in the cafeteria, stage and library at any one time w/ 6 foot social distancing.
 - ii. Students will eat in the cafeteria, stage, library, classroom, or other assigned area.
 - iii. A combination of individual desks and tables may be used to best ensure social distancing.
 - iv. Upon entry into the cafeteria, hand sanitization stations will be provided and a staff member will ensure that all students sanitize their hands before getting their meal.
 - v. Receipt of meals will be properly documented and recorded by the cashier.
 - vi. Posters will be present to remind students of proper hygiene in the cafeteria.
 - vii. Students will be instructed / reminded to not share food / beverage items.
 - viii. Upon dismissal, students return tableware / throw away garbage and then sanitize their hands before leaving.

- ix. The desks/tables will be washed by properly trained staff members before the next group is allowed to enter.

3. **Big Picture (CA BOCES program in leased space): Plans are still being coordinated for these students.**

Serving Meals for Students Remotely (applies when the entire school needs to switch to a remote model):

1. Resident families will have meals delivered between 11 AM to 1 PM.
2. There will be no charge for meal delivery.
3. Non-resident families will have to pick up meals at the Elementary entrance between 11:30 and 12:30.
4. Meal patterns will be followed as per Child and Nutrition guidelines.
5. Meals will be available Monday-Friday on days ECS would “normally” be open. (no Holidays, weekends, scheduled days off, etc.)
6. The format for meals will include a lunch for that day and breakfast for the next day.

Transportation:

Transportation for in-person instruction for ALL students (PreK-12) on a daily basis:

1. ECS will be returning to one bus run in the morning and one in the afternoon (except for days where afterschool activities such as homework club are being held, in which case a “late bus run” will also be used).
2. Masks MUST be worn at all times by students, drivers and other staff that may be on the bus (unless there is a documented medical reason and a note is provided by a physician).
3. If a child does not have a mask when boarding the bus, the driver will provide a disposable mask to the student. The student will not be denied transportation.
4. Students from the same family/household will be instructed to sit together.
5. To the greatest extent possible, students will be assigned seats.
6. Drivers will also be provided with N-95 masks, eye protection, disposable gowns and gloves as needed and necessary. If a driver or attendant needs to make physical contact with a student, they will wear gloves.
7. Due to the extensive planning required to accommodate all students for in-person instruction AND be prepared to assist with contact tracing, students MUST be picked up and dropped off at the same address each day. No alternate passes can be honored under this model.
8. The District is asking parents to consider dropping off and picking up their child/children to avoid overcrowding on the buses. If your family will be dropping off / picking up students, please notify your child’s/children’s respective office (elementary or MS/HS).
 - a. Elementary students may be dropped off between 8:00 AM and 8:10 AM.
 - b. Elementary students may be picked up at starting at 2:45 PM
 - c. MS/HS Students can be dropped off as follows:
 - Preferred = 8:00 AM

- Acceptable = Starting at 7:30 AM (and reporting to cafeteria)
 - d. MS/HS Students can be picked-up starting at 3:00 PM.
9. Buses will be disinfected (including high contact spots) between all runs and at the end of each day.

Transportation for remote learning model:

1. If allowed, some students with special needs may need to be transported to the school for services. If this is the case, plans will be made directly with parents/guardians.

Transportation for students attending programs at other locations:

1. Regardless of the model that ECS is using, the District will ensure that appropriate transportation accommodations will be provided to students that are placed in educational settings outside of ECS, should those settings be open. ECS will work with each of these locations to determine transportation needs.

Social-Emotional Wellness / School Counseling Program Plan:

1. The District’s comprehensive developmental school counseling program plans will be reviewed and updated to meet current needs. The team reviewing / updating these plans will include school counselors, the school psychologist, and principals.
2. In September, social-emotional assessments (SABRES in the elementary and PEAR in the MS/HS) will be used to determine which students may need extra help in this area. These assessments will not be used in a vacuum, but, instead, incorporated with benchmarking assessments that will measure student achievement. We feel that it will be important to provide balance between these two crucial areas of student development. This will help identify both individual and pockets of needs among our student body. In turn, allowing us to better serve them holistically, while utilizing evidence-based approaches, and providing students with an outlet to advocate for themselves in a confidential and effective manner.
3. The school psychologist, counselors, teachers and administrators will provide supports and programs for students as necessary. These programs will be both traditional and extracurricular in nature, with the goal of improving overall student mental health, attitude towards school, and social well-being.
4. In addition, the school is looking to hire a school/family liaison that will serve as a bridge between the school, homes and, if necessary, services beyond the walls of the school (i.e. social services, substance abuse cessation programs) for students/families that demonstrate need.
5. In 2021-22 the school will begin incorporating elements of “Restorative Practices” as a way to better meet the social emotional needs of students. This work includes staff development for school staff. Restorative practices encourage and improve communication, problem-solving skills, feelings of community and connectedness, and social responsibility. It also promotes conflict resolution in the form of restoration and rehabilitation of relationships versus more traditional approaches (i.e. disciplinary outcomes; passive strategies).
6. In 2021-22 the school will start working with a program called “Sources of Strength.” This program is a strength-based, comprehensive wellness program that focuses on suicide prevention but impacts other issues such as substance abuse and violence. The program is based on a relational connections model that uses teams of Peer Leaders mentored by Adult Advisors to change peer social norms about help seeking and encourages students to individually assess and develop strengths in their life.

School Schedules:

To the greatest extent possible, ECS will return to “normal” schedules for the 2021-22 school year. While there may have to be modifications for MS/HS students to incorporate socially distanced lunches, all students in grades Kindergarten – 12th grade should plan on attending school all day, every day from 8:00 to 3:00. More information about homerooms, class assignments, schedules, etc. will be released in the near future.

Attendance and Chronic Absenteeism:

1. Any time a student is on campus, attendance will be taken by the classroom teacher using the approved SMS (Powerschool).
2. When using a remote instructional model, attendance will be taken via one of the following models:
 - a. If a student actually attends a virtual learning lesson held by the teacher, he / she will be marked present and considered engaged in his/her work that day.
 - b. A student may initiate contact with a teacher via e-mail (or other platform: Microsoft teams, Schoology, Remind) to report they are working, ask questions, submit assignments, etc. This student will be marked present for that day and considered engaged in work.
 - c. A parent may call or e-mail the school to report that their child is completing work at home on a given day. This student will be marked present for that day and engaged in work.
 - d. Submission of assignments via digital transmission on a given day will constitute attendance for that day. This student will be marked present for that day and engaged in work.
 - e. As a last resort, a parent may work out a plan to track student attendance / engagement via a log system. These plans need to be discussed with a principal / teacher prior to submission.
 - f. Staff will be assigned students who they need to contact at least one time per week by phone. The teacher should engage the student in conversation to determine if additional help, support or attention is necessary. These staff members may also inquire if non-academic help or support is needed (i.e. meals, supplies, counseling, etc.)
 - g. It should be noted that submission of assignments will be considered when determining a student’s level of engagement.
 - h. If a teacher or staff member cannot reach a student for 3 days the student may be considered chronically absent and the staff member is to report the situation to the student’s principal for further intervention.
 - i. The Principal will work with families and staff members where students are chronically absent or un-engaged on a regular basis to provide additional support for the student/family.
 - j. The District will also continue to adhere to its comprehensive attendance policy to the extent practicable, as well as requirements set forth by NYSED.

ECS Reopening Plan - Technology

The following recommendations have been considered as ECS develops its reopening plan:

1. Through the generosity of community donations, priority budgeting and the use of stimulus funds, all students K-12 will have access to a 1:1 device. Among other benefits, this will allow for more consistent instruction/communication in the event the school needs to switch to an all remote model at any point in time. ECS will provide professional development for leaders and educators on designing effective remote/online learning experiences and best practices for instruction in remote/online settings.
2. The District will continue to work with internet providers to provide better access through the community and surrounding areas.
3. ECS will provide instruction to students to build digital fluency.
4. ECS has sufficient Technology (IT) Support to support teachers, students, and families.
 - a. Tech-Savvy Staff: ECS will designate staff members to provide ongoing support with technology to students, teachers and families.
 - b. Student Technology Support: Students will have contact info for Tech staff to assist them with any technical issues.
 - c. Video Library: ECS may provide a video library where applicable on tech tutorials for student, teacher, and family technology use.
5. ECS will ensure student data privacy and security. The District will ensure compliance with Federal and State laws related to student technology use, including NY Education Law 2-d and Part 121 of the Commissioner's Regulations.
6. ECS will continue to try and streamline the number of different tools that students will be expected to utilize. The District will do its best to transition to fewer platforms across all grade levels to lessen confusion for the families. The District realizes this will take time and training, and that some classes may simply require different platforms.
7. ECS will provide both support and flexibility to students when designing remote/online learning experiences.
 - a. ECS will provide flexibility to decrease stress and increase equitable access for students and families. Older students may be taking on responsibilities such as caregiving or working outside of the home and may not be available during traditional school hours. Younger students may not be supervised by a parent or guardian during the school day, and their caregivers may not be in a position to effectively guide remote/online instruction. Many students do not have access to a printer, especially if libraries are closed. Alternative learning activities will be developed that do not require students to print.
 - In addition, weekly instead of daily deadlines and choice boards with activities requiring varied levels of technology access will also be provided. For students with extremely limited internet access, ECS will provide materials and assignments on a flash drive or other file storage device.
 - ECS has knowledge of the level of access to devices and high speed broadband all students and teachers have in their places of residence based on previous survey responses.
 - To the extent practicable, ECS will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access by contacting cell providers for hotspots where applicable; and ECS will 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.

- The District will ensure that Wi-Fi routers are placed near windows so that students and staff can access the internet from a vehicle if they are unable to access the internet at their residence.
- Other examples of flexibility include, but are not limited to, weekly instead of daily deadlines and choice boards with activities requiring varied levels of technology access. For students with extremely limited internet access, ECS will provide materials and assignments on a flash drive or other file storage device. As needed, paper packets will be distributed / collected.

Continuity of Instruction:

The structural integrity of instruction at ECS will be preserved across all grade levels and models delivering instruction aligned to the latest NYS learning standards and regulations of the Commissioner of NYS.

Instructional Design for 2021-2022:

Priority instruction for students in grades Prek-12 will be delivered face-to-face (in-person) for the 2021-2022 school year.

Elementary (Grades Prek – 5)

In-Person Plan:

1. Each elementary classroom will utilize 3 ft. of distance between students to ensure appropriate social distancing. Whenever possible this distance may be increased.
2. Masks will be worn by students and staff except for mask breaks and when eating/drinking.
4. Intervention and special education services to be offered during staggered times and throughout the instructional day.
5. Special area classes may vary (1-2 specials per day).

Middle-High School (Grades 6-12)

A philosophy of maintaining instructional materials digitally (regardless of in-person or remote instruction) will be adopted to ensure continuity of learning in the event of delivery method/schedule adjustments or changing guidelines from NYSED or DOH.

In-Person Plan:

1. Instruction in GR 6-12 will return to a “traditional” daily schedule, with students in attendance on campus, in-person 5 days a week.
2. Each secondary classroom will utilize 3 ft. of distance between students to ensure appropriate social distancing. Whenever possible this distance may be increased.
3. Masks will be worn by students and staff except for mask breaks and when eating/drinking.
4. Locks for lockers will not be issued to students. Students may request a lock from the main office for use, but it is not required.
5. Locker rooms will be used for physical education and athletics.

Communication:

ECS will ensure clear and consistent communication with students and families regardless of instructional model utilized (in-person/remote). The district will prioritize and disseminate information related to

Ellicottville Central School

Re-Opening Plans for 2021-22

Adopted by Board of Education on 8/25/21

Updated 9/23/2021

curriculum, technology, health and safety guidance, scheduling and/or events. The district will also respond in a timely manner to requests, questions and/or concerns from students/parents.

- a. Teacher-Student check-ins: Daily (in-person)
- b. Teacher-Parent check-ins: As needed (telephone, email, parent-teacher conference)
- c. Counselor- Student check-ins: As needed (telephone, email, parent-teacher conference)

Remote Learning – An Overview:

This section of the plan is an overview of remote learning for all students at **all grade levels.**

The District is committed to ensuring quality instruction when/if the District is forced to move to a remote model for all students or large groups of students (i.e. all students in grade 7-12).

When is ECS operating under a remote instructional model, the District will try to provide synchronous learning as much as possible within grade levels (PreK-6) or subject areas (7-12) in order to better ensure consistency for students and parents. At the same time, we realize that each family's circumstances are unique and factors such as access to the internet, access to a dedicated technology device, the need for older siblings to possibly assist with child care for younger siblings during the day, etc. will require the District to be flexible and operate under an asynchronous manner at times for these students. Regardless of the model each student / family will be able to follow most closely, ECS is committed to flexibility to assist each student meet academic goals and deadlines through various modalities of work submission.

Ellicottville Central School Remote Instruction Guidelines and Expectations if/when the District transitions to a short term full remote model due to COVID circumstances:

Students will...

- Access lessons for all classes utilizing resources available to the student (family)
- Engage in and complete lessons / learning / assessments as directed by teachers
- Ensure they set up a remote workspace and/or calendar to help manage their time
- Contact teachers with questions about activities and assignments
- Submit assignments within a timely manner via online, email, packet return or other method agreed upon with the teacher
- When participating in virtual lessons, students will:
 - wear appropriate attire (i.e. no pajamas).
 - ensure their background is appropriate or use a digital background.
 - leave the video camera on at all times during the lesson to the greatest extent possible.
 - demonstrate engagement in the lesson via the chat feature or e-mail if it is not possible to keep the camera on at all times.
 - mute their microphone unless they are speaking to teacher / group.
 - understand the teacher may “dismiss” a student if they are unwilling to follow established rules. (The teacher will follow-up with a call to parents.)
 - understand the teacher may end a lesson if it is “hacked” and/or becomes unsafe / inappropriate for students.

Parents/guardians will support students with remote learning by...

- Monitoring and/or reviewing lessons with their children
- Ensuring students set up a remote workspace and/or calendar to help manage their time
- Always communicating issues or questions with the teacher first

- If an issue cannot be resolved at the teacher level, then contact the principal
- Reporting student illnesses to the school nurse, elementary office or MS/HS, accordingly, so appropriate attendance records can be maintained.
- Ensuring students follow the rules for virtual lessons.

Teachers / Staff will...

- Plan and provide remote instruction and learning materials, lessons, and assignments for all courses when / as needed virtually, through memory devices and/or via paper packets.
- Assess students as needed and maintain records of student engagement and progress.
- Maintain records of student attendance and/or engagement.
- Hold / schedule virtual “office hours” to offer assistance and answer questions of all students by being available to parents.
- Maintain open communication with administration and families
- If the entire school is working under a short term, full remote model:
 - Elementary teachers will offer a minimum of one live lesson and/or chat session with the emphasis being on reading/language arts, spelling, math, and science.
 - MS/HS teachers will coordinate efforts and offer a schedule of lessons and/or chats during the week in a manner that is manageable for students / families.
 - Elementary teachers, to the greatest extent possible, will attempt to communicate with each student daily and each parent/family weekly to provide instruction, answer any questions via telephone, email or hold one-on-one video conferences.
 - MS/HS teachers, will maintain regular contact with students and parents to provide instruction, answer any questions via telephone, email or hold one-on-one video conferences.

Administration / District / Technology Department will...

- Oversee the daily operations of remote learning
- Provide communication and guidance as needed
- Maintain open lines of communication
- Provide applicable technology support to the greatest extent possible for virtual learning, which may include links to on-line resources for training opportunities for students/parents.
- To the greatest extent possible assist families with internet access, which may include, but is not limited to: providing wi-fi hotspots (where practicable), ensuring wi-fi access from the school in the bus loop / parking lots, etc.
- Provide 1:1 technology devices for students as follows:
 - 1:1 laptop computers for students in grades 6-12
 - iPads for students in grades K-5
 - I-Pads / Laptops for students who have unique instructional needs required via IEP, 504s, etc.

Remote Instruction for all students / large groups of students:

1. Online: Digital instructional materials will be provided to parents to assist their children in completing their education.
 - a. Teachers will use an online platform (Schoology / Microsoft Teams / See Saw / Classtag) for students to access their digital instructional materials and complete their work while away from school.

- b. Teachers may post pre-recorded videos of lessons for students to watch before completing assignments.
 - c. Assignments may be submitted via the online platform or by emailing a photo of the handwritten completed assignment. Any printed/packet materials may be dropped off to the school and/or picked up via school bus.
 - d. Teachers should use Microsoft Office 365 Teams / See Saw to hold live classes, one-on-one tutoring sessions, and/or administer assessments.
2. Paper packets:
- a. Paper packets may be provided for students who do not have internet access.
 - b. Assignments may be submitted via bus pick up or school drop off. If available, assignments can be emailed.

Remote Learning Plan (6-12):

Access	Target Population
Learning Management System (LMS, such as Microsoft Teams or Schoology)	Students in GR 7-12 with internet access at home OR Students in GR 7-12 with the ability to access the internet elsewhere, such as school parking lot
Paper Packets	Students in GR 7-12 who request paper copies of course materials OR Students who demonstrate/communicate technology is a barrier to work completion and/or engagement in school

1. In the event all education is under a remote model, ECS teachers will make every attempt to follow the normally scheduled daily plan for instruction, offering virtual instruction via TEAMS at the typical scheduled time for each class. To the extent practicable, materials will be made available for students to work on long-range assignments and activities to ensure students without internet access do not fall severely behind on remote days. Teachers may also offer ‘office hours’ for students to check-in during normally scheduled class times on a full remote model.
2. Every effort will be made by ECS MS/HS instructional staff to provide meaningful, engaging content for students to access remotely.
3. Remote instruction will include direct instruction by means of live videoconferencing, pre-recorded videos, audio recordings, and/or written/digital content.
4. Middle/High School teachers are committed to providing a minimum of one type of personal contact with their students per week, which may include video messaging/instruction, videoconferencing, phone calls, letters, emails or other personal connections to maintain an authentic relationship with the student body during remote instruction.
5. Students utilizing paper packets are still encouraged to secure a digital format (such as REMIND, or email) to obtain the most timely feedback on completed assignments.

Students, parents and staff can contact the school directly by using the COVID-19 hotline (699-6052) or sending an e-mail to covid19@ecsny.org to share concerns / suggestions or ask questions regardless of the model of instruction being used.

Prek-5 Standards Based Grading:

Prek-2 Grading:

- 4 = Exceeds grade level expectations
- 3 = Meets grade level expectations
- 2 = Approaching grade level expectations
- 1= Does not meet grade level expectations

Grades 3-5 Grading:

- 4 = Meets grade level expectations all of the time
- 3 = Meets grade level expectations most of the time
- 2 = Meets grade level expectations some of the time
- 1= Below grade level expectations

Grading for Remote Instruction Only Grades Prek-5:

Standards-based grading (all grades) and alpha-numeric grades (grades 3-5) will be utilized and formatted on a teacher created report card. Teachers will report on individual standards addressed during closure.

- a. Teachers will provide a weekly schedule with due dates, weekly expectations for work completion.
- b. Teacher “virtual” office hours
- c. Teacher/Staff-Student check-ins: Daily (email, telephone, Classtag, video-conferencing etc.)
- d. Teacher-Parent check-ins: Weekly (email, telephone, Classtag, video-conferencing etc.)
- e. Provide on-going tutorial opportunities for parents/students on Microsoft Office 365 platform / See Saw.
- f. Assign virtual online coordinators/teachers to maintain communication with medically vulnerable students who will be learning remotely full time.

Grading for All Instructional Modalities Grades 6-12:

ECS Middle/High School will utilize a traditional system of numeric grading (i.e. 65+ passing) using quarterly marking periods plus a local final exam or project (if given) and/or Regents Exams (if given) or

each course. Please note: college dual enrollment college classes may use a slightly different grading scheme which will be provided by the college.

Minimum Instructional Time Expectations for remote learning days:

Grade	Time: Includes BOTH instruction (teacher lesson) and student work and represent a daily average.	Notes
Pre-K	45 Minutes	
K-2	60 Minutes per day	
3	80 Minutes per day	<ul style="list-style-type: none"> • Average of 4 lessons per day • 20 minutes per lesson
4-5	100 Minutes per day	<ul style="list-style-type: none"> • Average of 5 lessons per day • 20 minutes per lesson
6	120 - 160 Minutes per day	<ul style="list-style-type: none"> • 6 - 8 lessons per day depending on a student's schedule • 20 minutes per lesson
7-12	Approx. 220 Minutes per day	<ul style="list-style-type: none"> • Average of 36 minutes per lesson (needed per NYSED requirements for 1 unit of study)
Dual Enrollment Classes**		<ul style="list-style-type: none"> • These classes may require additional time as determined by college requirements and teacher

Technology Access for Students:

1. The District provides 1:1 devices (Dell Laptop) computers to students in grades 6-12.
2. The District is in a position to assign 1:1 iPads to all students in grades K-5 should the District be forced to move to an all remote instructional model of all students. In addition, iPads can be provided 1:1 in the event an individual student needs to be out for an extended period of time (i.e. on quarantine).
3. If the District cannot assist a family with internet access, it will ensure the family is aware of the ability to connect to the school's wi-fi network while parked in front of the school in the bus loop.
4. If a student does not have a technology device and/or reliable access, the District will work with the family to make provisions to provide paper materials to the student and then collect for assessment of student work / progress.
5. If a student does not have reliable internet service BUT does have a technology device that accepts an external data storage device, the District may provide and collect materials with the student via applicable storage devices.

Medically Vulnerable Students (Regardless of Grade):

1. ECS will work with the families who have medically vulnerable students, or students who have medically vulnerable people living in their household, or have other health concerns related to returning in-person to school to provide remote instruction.
2. **Remote instruction will be considered upon receipt and approval of documentation of a physician note stating that the child needs remote instruction.**
3. "Simple" requests for remote instruction will **not** be honored this year.
4. Remote instruction will most likely be provided by an outside agency (i.e. Erie 1 BOCES) and/or a third party provider (i.e. Apex Learning) with regular correspondence from a teacher at the school.

5. Remote instruction will **NOT** include virtual synchronous instruction provided by an ECS teacher/staff member.
6. ECS will work with the outside agency to record attendance and grades.
7. Requests for remote instruction due to a documented medical need will be provided on a semester basis **ONLY**: September 2, 2021-January 27, 2022 and January 31, 2022-June 24, 2022. The District realizes a medical situation may arise that warrants a student switching to an all remote model, and will work with the family to make that switch. However, students may not switch back to in-person learning during the semester.

Extra-curricular Activities and Sports:

1. The District will follow guidance provided by / through NYSPHSAA for all inter-scholastic sports.
2. For indoor sports (except swimming), student athletes will need to wear masks at all times, which includes while practicing / playing. The wearing of masks for outdoor sports for student athletes is optional.
3. ECS will allow all interested spectators to outdoor sports provided social distancing is followed. Masks are currently optional for outdoor spectators. ECS will allow spectators for indoor sports. All indoor spectators will be required to wear masks and sit socially distanced at least 6 feet apart (exception: members of the same household may sit closer than 6 feet BUT still need to wear a mask) in the bleachers. If crowd size becomes a concern, we may have to look to limit spectators to a certain number of spectators per student. This protocol is subject to change.
4. The District anticipates being able to phase in Homework Club / Activities towards the end of September. To address learning loss, the District plans on providing a 3rd day of homework club as well as transportation on the 3rd day.
5. The District is looking to expand more “formal” homework club activities into the MS/HS this year. These plans have yet to be finalized.
6. The District will review requests by outside organizations for use of school facilities and approve when it is safe to do so.

Special Education – General:

1. The CSE/CPSE will survey parents at the beginning of the school year to obtain parent/guardian’s preferred method of communication and update contact information.
2. The Committee on Special Education (CSE) will continue to hold all required meetings (initial, annual, etc.). Meetings will be held virtually as much as possible and include all CSE Committee members. Meetings may take place in-person if deemed necessary by the CSE Chair or requested by a parent provided all social distancing and personal hygiene provisions are followed as outlined in this plan.
3. The CSE Chair be available to discuss concerns, thoughts, ideas, etc. with parents as necessary regarding re-opening plans for applicable students. The District will promptly and thoroughly communicate with parents to inform them of the plan to implement their child’s IEP regardless of the methodology of instruction or services. Furthermore, The Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) plan to maintain contact with parents/ guardians via a variety of modes including:
 - Electronic Mail (Email)
 - Telephone
 - Text Messaging
 - USPS Mail

- Online Classroom Support Programs
 - Videoconferencing
4. Regardless of the instructional model being used at any point in time, the District will ensure that all students with IEPs and 504 Plans will receive a free and appropriate public education (FAPE). The special education program and services will be provided in the least restrictive environment (LRE) as identified by the student's IEPs to the greatest extent possible. The LRE determination will be made by the CSE/CPSE in coordination with parents.
 - In-Person Models: The District will ensure that all services and provisions of a student's with IEP / 504 plans are followed (resource room, CT, related services only, testing accommodations, etc.).
 - Remote Models: To the greatest extent practicable all provisions (accommodations, modifications, supplementary aides, etc.) of a child's IEP or 504 plan will be followed. The District realizes that alternatives to certain, specific services may be necessary if a remote instructional model is being used (i.e. an Occupational Therapy service that requires special equipment/manipulatives), and will work closely with the parent to agree on alternative delivery models / services. Technology and assistive technology will be provided as needed to meet specific student's needs.
 - For all models: An individual determination will be made regarding the delivery of special education programs and services should health and safety requirements not allow for in-person special education services or the provision of services in the same mode and/or manner they are typically provided.
 - For all models: The CSE and CPSE will work with program providers to ensure that all relevant individuals understand the provision of services consistent with the recommendations of each student's IEP.
 5. In situations where services require close proximity to students or a child requires intense physical care, appropriate PPE (i.e. gloves, N-95 masks, etc.) will be provided to staff by the District.
 6. Teachers and service providers will be required to submit regular progress reports on students' progress on IEP goals. Progress reports will be shared with parents.
 7. Progress monitoring will be conducted to measure student progress toward IEP goals. The CSE/CPSE will continue to monitor student needs and modify student IEPs as appropriate, including to address any changing student needs due to the period of remote instruction and extended time away from school.
 8. Students receiving special education services will be assigned a case manager to facilitate communication between school personnel, parents, and students.
 9. Related services attendance / engagement will be documented in ClearTrack as well as corresponding CSE/CPSE communication.
 10. CSE/CPSE Chair will maintain regular contact with program providers where the program is not located at ECS to ensure the needs of the students are being met and the student receives a FAPE.
 11. The CSE/CPSE will determine, on an individual student basis, whether any compensatory services are warranted, and if so, identify and provide the appropriate provision of such services. All compensatory services will be documented by the District.
 12. The CSE/CPSE will adhere to all procedural requirements:

- The District will continue to implement its child find procedures to identify, locate, and evaluate all students with disabilities who may be in need of special education and related services. Prior to referring a student to the CSE/CPSE, the District will take into consideration all factors that may have influenced the student's progress during school closures due to COVID-19.
- Parents may continue to refer students to the CSE/CPSE in accordance with the special education regulations.
- Initial CSE and CPSE evaluations and reevaluations will continue to be conducted, either remotely or in-person, in accordance with the required regulatory timelines. The District will continue to follow previous OSE guidance for conducting evaluations and reevaluations during the COVID-19 pandemic to meet special education timelines. As appropriate, and as determined on an individual student basis, evaluations may be conducted remotely using technology and/or by employing a review of records.
- The CSE/CPSE will continue to meet to review a student's evaluations, to conduct annual reviews, and/or to convene at parent or District request and, as appropriate, revise the student's IEP. Parents and the District may agree to conduct CSE/CPSE meetings using alternative means, such as by video conference and/or teleconference.
- The District will provide to parents the procedural safeguards and prior written notice as required by the regulations.

Bilingual Education and World Languages:

Currently Ellicottville Central School does not have any English Language Learners (ELLs) enrolled and is unaware of any students that will be enrolling that may qualify as ELL. As new students are enrolled this summer Ellicottville will screen all students accordingly to identify ELLs within the time frames required by Commissioner's Regulations. Should a student or students be identified, the District will:

1. provide for required instructional units of study based on their most recently measured English language proficiency level regardless of the instructional model that is being used at the time.
2. maintain open communication with the student's / students' family regarding their child's/children's progress and education program in their preferred language and mode of communication.

Teacher / Principal Evaluations:

To the greatest extent practicable the teachers and principals will be observed and evaluated according to the current agreed upon APPR plan. If this proves to not be possible under a remote instructional models or due to changes made by NYSED or the Governor's Office, the District will work with respective unions to make and submit changes or variances to NYSED.

Certification, Incidental Teaching, Substitute Teaching:

1. To the greatest extent possible, the District will ensure all full time teacher valid and appropriate certificates for their teaching assignments.

2. The greatest extent possible, the District will assign certified substitutes when as needed and will only assign non-certified substitutes after the list of certified substitutes is exhausted.

Plans for Closure:

Closure Triggers:

Closure of programming will be taken very seriously, considering multiple factors that include:

- presence of or potential presence of COVID-19 within the school;
- absentee rates of faculty, staff, and students;
- determinations made by the NYS Department of Health, State Education Department, Local departments of health, and ECS Administration.

All decisions for closure of any program will be made by the Ellicottville Central School Superintendent, in conjunction with local departments of health, and Ellicottville Central School Administrators.

- **Cattaraugus County Department of Health**
Kevin D. Watkins, MD, MPH; Public Health Director
1 Leo Moss Drive
Olean, NY 14760
Primary: 716-373-8050
Secondary: 716-701-3398
Email: <https://www.cattco.org/health/contact>

Considerations for single or multiple program closures are:

- levels of community spread using the COVID-19 Western New York 7-day infection average (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-DailyTracker?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>);
- and levels of faculty, staff, and student absence due to COVID-19 infection or potential infection.

Closure Operational Activity Considerations:

Any changes to the operational activities of our facilities and programs, including, but not limited to, on site staffing, facility access, daily on-site activities, etc. will be determined by the COVID-19 Safety Coordinator, administration, the ECS Board of Education, and county health officials

In the event of any program closure, the *Ellicottville Central School Plan for Continuity of Instruction Including Remote Instruction* will be immediately implemented.

Closure Communication:

Ellicottville Central School has well established methods of closure that will be implemented in the event it must close during the 2021-22 school year. Much like our closures for inclement weather and other emergencies, ECS will inform faculty, staff, students, and community via mass communication methods; television, radio, phone, text, etc. Closure communications will be coordinated by the Superintendent and Administration.