



**Oneida City School District  
Reopening Plan  
July 2020**

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EDUCATE INSPIRE EMPOWER

# Oneida City School District

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# 1. Introduction

The Oneida City School District has approached our reopening planning thoughtfully, collaboratively and with an enormous sense of responsibility for the health and well-being of our students, families and staff. We also understand that there is still much uncertainty about COVID-19 and guidelines from NYSDOH and NYSED continue to evolve. It is essential that the district remain flexible in our ability to plan for and adapt to changing circumstances. In developing this plan, there were mandatory guidelines and input from stakeholders (parents, staff, MCDOH & MOBOCES) that guided our decision making. To be clear, our reopening plan may change, based on guidance we receive concerning the appropriate response to the virus. We will remain in daily contact with the Madison County Department of Health to stay informed of the latest updates. We will also continually receive and analyze data and feedback to make the most informed decisions, and provide routine updates to our School community.

The district planned and considered options for the upcoming school year focusing on four areas:

- The health and safety of all school and community members
- Providing the best academic experience for students
- Considering the needs of families and stakeholders
- Consistency in approach, access, and communication

The district also planned and considered options for the upcoming school year based on several factors:

- There will still be active cases of COVID-19 in Central NY at the start of school and throughout the 2020-2021 school year.
- No vaccine will be available by the start of the school year and possibly throughout the year.
- The virus can progress quickly and guidance from local and state health officials may change as a result.
- The District will need to remain flexible in relation to operations and instruction.
- Our schools, students, families and staff will need to be prepared to shift between in-person and virtual(remote) learning as COVID-19 risks and health/safety needs change.
- Changing COVID-19 conditions could require a temporary closure of one or more classrooms, schools or the entire District during the school year.
- There will be families who are eager for their children to return to school buildings for in-person instruction. There will also be families who will want an alternative to in-person instruction throughout part or all of the period when there are still COVID-19 cases in the region.
- There will be staff members who will not feel comfortable returning to school and office buildings.
- There will be students and staff members who are medically vulnerable and a return to buildings before a vaccine is identified poses too great a risk.
- There are student populations for whom in-person instruction must be a priority.
- Reducing the risk of transmission will require significant investments of time and supplies.

## 2. Learning Model Continuum

The uncertainty this school year will require us to safely shift across the three different learning models – virtual(remote) learning, hybrid learning, and in-person learning. At the Oneida City School District, we refer to our learning models as iLearning. iLearning is reflective of our time, and our current health crisis. This pandemic has prompted the overnight shift from a traditional role of teaching in the classroom to a virtual and/or hybrid iLearning environment.



### Virtual (Remote) Learning

All teachers and students are engaged in instruction through technology-based learning strategies and google classroom. Phone/ video conferencing can support remote learning.

### Hybrid Learning

A combination of in-person and digital learning.

### In-Person Learning

Instructional interactions that occur in-person with all students and in real time between teachers and emails and students or among colleagues and peers.

For the 2020-2021 school year, our goal is to deliver quality instruction to students in-person, virtually(remote) and/or in a hybrid format, while maintaining the health and safety of everyone involved. Additionally, the District will follow all executive orders from the NYS Governor in relation to types of instruction provided in the 2020-2021 school year.

If in-person instruction is not feasible or allowed, the district will implement hybrid and/or virtual instruction. Given the constraints of required social distancing in current guidance documents, the District cannot accommodate all students returning to in person instruction at the same time. If the district implemented a hybrid model, it will consist of student grouped in a cohort that will attend classes two days a week in person and three days a week virtually (remote). A hybrid model will allow the District to service half of the students on a given day and remain in compliance with social distancing requirements.

If we return with a hybrid model, the District will take into consideration 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). Additionally, the District will take into consideration if parents would like to keep their children home for virtual (remote) instruction. These priorities shall be determined at the individual school level based upon the needs of student populations within such schools. Additionally, we recognize that students have been away from what they once knew as “school” for an extended amount of time. Hence, we are prepared to thoughtfully address both the social-emotional and academic needs of our students during this school year.

### 3. Health-related Information

The health and safety of the children and adults in our schools is paramount. Health and safety considerations must always come first in every decision made and every action taken by our schools and districts.

Whether instruction is provided in-person, remotely, or through some combination of the two, schools have an important role to play in educating and communicating with school communities about the everyday preventive actions they can take to prevent the spread of COVID-19.

Oneida City School District will provide parents/guardians and staff members with resources to educate them regarding the careful observation of symptoms of COVID-19 and health screening that must be conducted each morning before coming to school. Additionally, Oneida City School District will instruct parents/guardians and school staff that any student or staff member with a fever of 100°F1 or greater and/or symptoms of possible infection should not be present in school. An up to date list of symptoms can be found at the [CDC website](#).

- Oneida City School District will educate staff to observe students or other staff members for signs of any type of illness such as flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, and/or irritability; and frequent use of the bathroom.
- Students and staff exhibiting signs of COVID-19 with no other explanation for the symptoms should be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school will contact the parent/guardian to come pick up their ill child or send the staff member home.
- Health screenings including daily temperature checks and completion of a screening questionnaire are required for staff, students, and visitors. All staff and students are required to complete a screening questionnaire prior to coming to school. Anyone who has a positive response on the screening questionnaire must not come to school/work or be isolated from others and sent home immediately. If a person is isolated, the school will supervise the student or staff member in the isolated area while awaiting transport home. Schools should refer such persons to a healthcare provider and provide resources on COVID-19 testing.
  - **Health Screener** All staff must complete required screenings prior to arrival at school. Any staff member that has a positive response on the screening questionnaire must not come to work and they must notify their supervisor immediately.
  - Parents/guardians are required to screen their child before sending them to school. If parents/guardians are unable to complete the screener prior to arrival at school, they must contact the building administrator. There will be an alternative system to complete the screener.
  - Screening for all students and staff will include the following questions that determines whether the individual has:

1. knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
  2. tested positive through a diagnostic test for COVID-19 in the past 14 days;
  3. has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
  4. has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- Building principals will maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).
  - The district and buildings will provide reminders of the health screener in building level newsletters, the district website, and social media.
  - Each school administrator or designee will review the incoming reports of staff and student screening and attests that they are completed.
  - Each school administrator will have approved visitors (contractors, service providers, trainers, etc.) that stay for part of the day complete a paper health screener.

### **b. In-Person Health Screenings at School-**

If parents/guardians are unable to complete the health screener at home prior to arrival at school, they must contact the building administrator. The building administrator will make arrangements for a paper screener to be completed by the parents and submitted to the building administrator or designee upon arrival at school. If parents/guardians are unable to complete the screener on paper, Oneida City School District will conduct health screenings as follow:

- Staff members to supervise students who are waiting their turn. While waiting, students must be socially distanced and wearing a mask;
- Trained staff members to perform health screenings;
  - Stand behind a physical barrier and wear mask
  - Perform hand hygiene and wear disposable gloves;
  - Answer all questions on the health screener and check the child's temperature with non-contact thermometer, reaching around the partition or through the window
  - If non-contact thermometers are used, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each student. You can reuse the same wipe if it remains wet.

### **c. Healthy Hygiene (Hand & Respiratory) Practices**

- Oneida City School District will train both students and staff on healthy hygiene practices that include hand washing protocols, coughing and sneezing into your elbow or using a tissue & tissue disposal. Oneida City School District will supply tissues and trash cans. Oneida City School District will also post signs throughout the school in highly visible areas and will communicate the importance of hygiene with the school community.
- Students and staff will practice personal hygiene protocols at all times. Students and staff will avoid touching eyes, nose, and mouth. Students and



staff will wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol. Additionally, students and staff will cough and/or sneeze into a tissue you dispose of immediately or into the crook of your elbow, not into your hands

- Buildings will provide and maintain hand hygiene stations around the school, as follows:
  - For handwashing: soap, running warm water, and disposable paper towels.
  - For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Our school medical director has approved and permitted the District to use alcohol-based hand sanitizers in school facilities without individual orders. Student use of alcohol-based hand sanitizers should always be supervised by adults to minimize accidental ingestion and promote safe usage; supervision is required for elementary school students. Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school. We will provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations.
- Buildings will make hand sanitizer available throughout common areas.
- Buildings will place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- Buildings will place receptacles around the school for disposal of soiled items, including paper towels and PPE.
- Staff and students should avoid touching any high-touch surfaces in public areas. Additionally, staff and students should avoid handshakes, fist bumps, high fives, etc.
- Our schools will plan time in the school day schedule to allow for hand hygiene. Additionally, our schools will have hand sanitizer throughout common areas and near high touch surfaces.

#### **d. Social Distancing**

- Social Distancing means keeping a **six-foot space** between yourself and others. All areas within our schools must maintain social distancing and wear a mask. Oneida City School District will also post signs throughout the school in highly visible areas indicating that social distancing must be followed.
- Individuals should maintain appropriate social distancing while on busses, unless they are members of the same household.
- Oneida City School District will provide meals while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated in café and eating so long as they are appropriately socially distanced.
- Oneida City School District will ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.

- Oneida City School District will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).

#### **e. Socially Distanced Drop Off and Pick Up**

- Schools will stagger arrival and/or dismissal times to allow increased social distancing on buses as well as in classrooms and shared spaces such as lockers. Schools will use several entry points to limit the amount of close contact between students in high-traffic situations and times.
- Schools will follow all safety requirements when considering the use of other entrances and ensure that all entrances are monitored and are locked after use.
- Schools will establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/ guardians into the building, to the greatest extent possible.
- Buildings will establish designated areas for pickups and deliveries, limiting contact to the greatest extent possible.
- To the extent feasible, the schools will limit on-site interactions (e.g., designating separate ingress or egress for faculty and staff, eliminating bidirectional flow of individuals to the extent practicable)

#### **f. Social Distancing in Buildings**

- Building will turn desks (including teachers) to face in the same direction rather than facing each other to reduce transmission caused by virus-containing droplets (e.g., from talking, coughing, sneezing);
- Buildings will open windows to improve ventilation during good weather. Do not open windows if there is a health or safety risk (e.g., allergies, or potential fall);
- Individual student belongings will be separated. Shared supplies will be limited and if supplies are shared, they will be cleaned between use.
- Buildings will limit the sharing of objects, such as lockers, cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables and desks; or require students, faculty, and staff to perform hand hygiene before and after contact.
- Schools will work to reduce in-school movement where possible by keeping students within a defined area or classroom and modifying class schedules or class transitions using these recommendations:
  - If possible, have the same cohort of students with the same teacher each day
  - Special area teachers (e.g., music, art, physical education) may go to individual classrooms versus rotating all students through a shared space that is not able to be cleaned with each new use. Whenever possible, hold physical education and music classes outside and encourage students to spread out.

- o Stagger the use of restrooms, allowing use at other times when necessary. Bathrooms may be monitored by staff to ensure social distancing, that it is clean, and students are washing hands after use.
- Buildings will use visual aids (e.g., painter's tape, stickers, posters, cones etc.) to illustrate traffic flow and/or appropriate spacing to support social distancing. Buildings will also post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate.
- Staff members may request additional supplies by contacting their building administrator.
- Buildings will use alternate spaces for eating lunch and breakfast.
- Buildings will restrict the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, staff rooms, hallways), so that individuals can be socially distanced. However, students should not carry an unreasonable number of books or materials throughout the day
- Buildings will limit gathering in small spaces (e.g., elevators, faculty offices) by more than one individual at a time, unless all individuals in such space are wearing acceptable face coverings.
- Buildings will limit occupancy in break rooms and communal meals will not be permitted. Communal appliances (coffee makers, toasters, etc.) will not be permitted.
- Buildings will limit occupancy in smaller rooms such as copier rooms and the main office.
- Each building should establish designated areas for pick-ups and deliveries, limiting contact to the greatest extent possible.
- Playgrounds may continue to be used when proper safeguards are in place. In elementary school settings, buildings will stagger playground use rather than allowing multiple classes to play together. Buildings will also limit other activities where multiple groups interact. Wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.
- Buildings will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.
- Buildings will cancel/limit student assemblies, athletic events/practices, performances, school-wide parent meetings. Buildings will consider virtual events.
- If buildings hold before or after school programs, they must follow all school procedures in relation to social distancing, PPE usage, cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Any before or after school program must be approved by the Superintendent.
- Visitors to school buildings will be limited. If visitors are in the building, they must complete a health screener, follow the 6 feet social distancing mandate and wear a mask. The district will try to use online meetings with parents and other persons when feasible.

- Visitor logs must be maintained by each building principal. The log must include names (first and last) date, time, and rooms visited. Every person that comes to the building must sign in.
- Oneida City School District facilities will be closed to the general public for use.

### **h. Medically Vulnerable/High-Risk Groups**

Oneida City School District understands that some people are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing, hand or respiratory hygiene, or wear a face covering or masks. Additionally, some people may need to attend school remotely.

Oneida City School District will work with students and staff individually to accommodate the needs of these people in the school community. It is important for parents/ guardians and staff to work with healthcare providers so that an informed decision can be made on how best to meet the needs at school while protecting their health and safety. If there are concerns, individuals should contact their building administrator to discuss alternative provisions. Oneida City School District will consult with school health personnel on how to meet the needs of the child or staff member in the most appropriate manner.

### **i. School Health Offices**

Oneida City School District will create protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day. These protocols must include:

- Identification of a dedicated area to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness;
- Plans to ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is socially distanced;
- PPE requirements for school health office staff caring for sick individuals, which must include both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (i.e., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. Please consult CDC guidance for additional information; and
- Required guidelines for cleaning and disinfection.

Oneida City School District will develop protocols for asthma-related acute respiratory treatment care using up to date standard of care:

- Nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the healthcare worker;
- Consult with students' healthcare providers for alternate asthma medication delivery systems; and
- Consult with the school maintenance and facilities department for environmental controls.

### **j. Personal Protective Equipment (PPE)**

Oneida City School District will ensure there are adequate supplies of PPE for use by school health professionals to assess and care for ill students and staff members. Such PPE includes, but is not limited to: face masks (disposable surgical masks), respirators (N95) masks that are fit tested, eye protection or face shields, gloves, and disposable gowns.

### **k. Cloth Face Coverings**

- Acceptable face coverings are strongly recommended to be worn by all individuals at all times but face coverings are required to be worn any time or place that individuals cannot maintain appropriate social distancing.
- Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose.
- Individuals must wear acceptable face coverings at all times on school buses.
- Students do not need to wear face coverings when seated in the cafeteria and eating so long as they are appropriately socially distanced.
- Buildings will develop plans for face covering breaks for students when they can maintain social distance.
- Oneida City School District will ensure that all individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings:
  - Whenever they are within 6 feet of someone;
  - In hallways;
  - In restrooms; and
  - In other congregate settings, including buses.
- Students and staff may use transparent PPE as necessary for instruction or interventions that require visualization of the movement of the lips and/or mouths.
- The Oneida City School District will provide acceptable face covering to employees and students if needed. Employees and students may wear their own acceptable face covering. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering cannot be required to do so. The District will keep an adequate supply of PPE on hand for staff and student use.
- Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings.
- Oneida City School District understands that face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so scheduling mask breaks is important. Face coverings will **not** be placed on:
  - Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;

- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
- Oneida City School District will instruct students, parents/guardians and staff, contractors and vendors on the proper use and cleaning of face masks as described on the CDC webpage- [cloth face coverings](#).

### **I. Management of Ill Persons at School**

Students and staff with symptoms of illness must be sent to the health office. A school nurse will be available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat.

If a school nurse is not available, we 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. Administrators should work collaboratively with school nurses 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.

Oneida City School District will follow Education Law § 906, which provides whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services or designee (school nurse) shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

School staff must immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality. If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart. Ideally schools should have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies. School nurses and other school health professionals assessing or providing care to ill students and staff should follow transmission based precautions which includes the use of appropriate PPE.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a

supervising adult present utilizing appropriate PPE. Students will be escorted from the isolation area to the parent/guardian and the parent or guardian will be instructed to call their health care provider or follow up with a local clinic or urgent care center. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet. We will follow CDC and NYSDOH recommendations for cleaning. If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

If a separate room is not available, keep at least a 6-foot distance between ill students and other persons. If they cannot be isolated in a separate room from others, it is recommended that a facemask (e.g., cloth or surgical mask) be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home.

Oneida City School District will train staff and parents/guardians of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. Additionally, we will train our staff and parents/guardians to follow CDC's Stay Home When You Are Sick guidance.

### **m. Return to School after Illness**

Oneida City School District will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. We will consult with the Madison County Health Department about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This return to school protocol shall include, at minimum, documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.

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 have a healthcare provider written note stating they are clear to return to school.

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 should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

**n. COVID-19 Testing**

Oneida City School District will comply with CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members.

**o. Contact Tracing**

Oneida City School District will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds. We will cooperate with state and local health department contact tracing. Oneida City School District will assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors which includes date, time and where they visited; and
- Assist 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](#). This does not mean schools are required to have staff members take the contract tracing program. Questions should be directed to the local health department.
- Oneida City School District will ensure that individuals are alerted if they have come into close or proximate contact with a person with COVID-19.

Confidentiality will be maintained as required by federal and state laws and regulations.

**p. School Closures**

The Oneida City School District will collaborate with the local health department to determine the parameters, conditions or metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. School administrators will consider closing the entire school or areas of the school where individuals were infected after consulting with their medical director and/or the local department of health when making such decisions. In such instances, the District 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.

**q. Safety Drills**

Education Law requires that schools conduct 8 evacuation and 4 lockdown drills each school year. As such, Oneida City School District will conduct drills in the 2020-21 school year using protocols that are different than they are used to. Students and staff will be trained regarding protocols for safety drills. The most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.



## **r. Health and Safety Sample Day**

The District has thought through school operations comprehensively across four areas -- going to school, entering school, being in school, and leaving school -- and has developed the below guidance and protocols for schools. Each school will develop its own specific plan across these four areas and include specific systems, processes and procedures so that school leaders can provide conditions for students' academic success while adhering to the District's rules based on federal, state and local guidelines.

### Going to School

We know that students arrive at school in multiple ways: walking, using District-provided transportation, or arriving in a personal vehicle. Regardless of how anyone gets to and from school, students, staff, and family members are required to adhere to the District's health and safety measures to do their part in protecting our community.

Students who are provided transportation through the District's Transportation Department will be following specific rules as follows:

- Families conduct a daily screening of their children at home, before their children leave for school
- Masks are required to be worn while riding school transportation
- There will be assigned seats, and social distancing will be implemented
- Revised procedures for loading and unloading will be implemented
- Enhanced cleaning protocols will be followed

For example, all children are required to wear an approved face covering while riding school transportation. Before school starts, families of students receiving transportation services will receive a Parent Notification Letter that includes route information and additional supplemental procedures. Parents will also receive their bell schedule with arrival and dismissal times from their school in advance of the start of the school year. Bell schedules will be informed by transportation times and may be staggered to adhere to public health guidance.

### Entering School

Though each school's approach may look different, on arrival at school, there will be predetermined drop off points for school vehicles and personal car transports. Schools will prepare for an increased number of cars dropping off students.

Arrival of students may be staggered to promote social distancing and safe management of walkers and school and personal vehicles. Procedures will be in place for students to line up while maintaining social distancing as they arrive. Contingency plans are also being developed in case of inclement weather. Staff will be assigned to ensure students enter and exit the school adhering to safety guidelines. As students enter school, there will be processes and procedures in place to ensure hands are cleaned prior to reporting directly to their classrooms.

### Being Inside the School

Students and staff will follow visual cues including signage, floor and wall decals, and/or colored tape indicating social distancing parameters and directing traffic flow through building entrances, exits and other common areas. In addition, various health and safety

protocols for classrooms, lunchrooms and common areas will provide guidance to students and staff.

#### Movement In and Use of Common Areas

- Signage, floor and wall decals and/or colored tape will be installed in school buildings to remind students and staff of the requirement to maintain six feet of social distancing, with cues for traffic flow through building entrances, exits, and other common areas.
- Students and staff who require the use of an elevator will adhere to capacity rules, with a maximum of four people. Stairs should be used wherever possible.
- Staggered times may be in place for hallway use.
- Timing of use of restrooms and other facilities will be monitored to minimize the number of students or staff in restrooms and hallways at any given time.
- Larger spaces for instruction, such as auditoriums, libraries, conference rooms or other communal spaces, will be used to help maintain social distancing and minimize the number of students in a classroom.

#### Classroom Design and Safety Measures

- Each classroom will be provided with hand sanitizer and cleaning supplies.
- Schools will use a combination of some or all of the following measures to maximize distance between students and staff during face-to-face instruction: Assigning seats
  - Spacing desks six (6) feet apart
  - Removing desks where possible; or placing an “X” visibly on desks where needed
  - Using visual aids on floors and walls to illustrate movement and spacing within classrooms
  - Arranging all desks to face in the same direction
  - Using large tables with children assigned seats at the ends
- To limit students from sharing materials we will employ strategies such as:
  - Keeping each student’s belongings separate from other students (on buses and in the building)
  - Labelling belongings (with cooperation of families), cubbies, lockers, or other areas where students leave items
  - Cleaning and disinfecting items on a daily basis
  - Ensuring adequate supplies to minimize sharing of high-touch materials to the maximum extent possible or limiting to one group of students at a time with cleaning between uses
  - Limiting use and types of lab equipment, musical instruments, art supplies, physical education supplies
- Staff and students should minimize clutter in the classroom and on desktops to allow facilities the ability to achieve maximum cleaning and disinfecting.
- If outside temperature permits, windows should be opened to increase air circulation and maximize airflow.
- Specialist teachers may rotate to individual classrooms instead of students’ traveling to specialist teachers’ classrooms for instruction. Physical education and other classes may be held outside of the school building when possible while practicing social distancing. This will also allow schools to use the specialist classrooms (Music, Art, Physical Education) as additional space for instruction.

Schoolyards and Use of Outdoor Spaces

School leaders and teachers will:

- Delineate distance parameters and flow paths in outdoor spaces that could be used by students.
- Create a recess schedule that provides for social distancing in the outdoor space and ensures students remain with their classroom (homeroom/cohort) of students.
- Implement games and activities which promote physical exercise and do not use shared equipment while social distancing.

Food Service and Cafeteria

Continuing to provide all students with access to healthy meals remains a high priority for the District. We are making adjustments to how and where meals will be served throughout the school year across all learning models.

**Breakfast:** All students may be offered a grab-and-go breakfast as they enter the school building and enjoy breakfast in their classroom.

**Lunch:** Students will either 1) maintain six feet of social distancing while traveling through serving lines and sit at assigned seats in the cafeteria and/or return to the classroom to enjoy their meal or 2) come to a designated food station in the hallway and return to the classroom to enjoy their meal.

- Students will be required to clean their hands with soap and water or an alcohol-based hand sanitizer prior to and immediately after eating.
- Cafeteria and/or alternative locations use will be staggered during lunch. Signage and floor decals will be placed to promote social distancing.
- If eating in a cafeteria, students will have seats distanced 6 feet apart and not share food.

**Water:** Students should bring their own water bottles that are clearly labeled with their name.

Restroom Protocol

The number of people permitted in a restroom will be determined by the size of space and layout of restroom partitions to ensure at least six feet of distance between individuals.

Leaving School

Similar to arrival, there will be predetermined pick up points for school vehicles and personal car transports. Schools will prepare for an increased number of cars picking up students. Dismissal of students will be staggered to promote social distancing and safe management of walkers and school and personal vehicles.

**An Example: A Student's Day When Learning in School**

Here is an example journey of a 5th grade student named Jessica. Please note, this is only exemplary and each student may have a different journey depending on their school.

**Jessica's School Journey During Face-to-Face Learning Days - 5th Grade Student**

- Jessica's family conducts a daily health screening and concludes she is OK to go to school, based on the District's guidelines.

- When Jessica’s bus arrives, she has her mask on, uses hand sanitizer, walks on the bus, sits in her assigned, socially distanced seat and says hi to friends on the bus.
- The bus arrives at the school in its designated spot. Jessica gets off the bus with other riders in a single file line and goes to a marked line-up area. Staff are there helping direct the students.
- Once it’s her turn to go inside the school, she walks into the building, greets the staff (who are wearing masks), applies hand sanitizer at a hand sanitizing station, and grabs breakfast. She then goes to her classroom, sits in her assigned seat and enjoys breakfast. The room has all students 6 feet apart.
- Jessica stays in the classroom and has ELA and Math class. The teachers are wearing masks and support students in a socially distant manner.
- At the assigned time, Jessica safely walks to the cafeteria with her class and lines up at the pre-marked locations.
- Jessica gets her lunch, sits at her seat 6 feet away from other students, and catches up with friends as they eat. She then goes to the school yard for recess, taking a “mask break” as she plays Simon Says while remaining 6 ft away from her friends.
- At the end of recess, she puts her mask back on, cleans her hands at a hand sanitizing station, goes back to her classroom, proceeds to her assigned seat, and prepares for her classes.
- Jessica goes to the restroom, following the directional guidelines along the hallways. She washes her hands before returning to the classroom.
- At the end of the day, Jessica packs her books and gets into line for the end-of-day dismissal. At her class’s designated time, she walks through the marked hallways and lines up for her bus.
- She cleans her hands with hand sanitizer, boards the bus and sits in her assigned seat. At her stop, she gets off the bus, walks home, and tells her family about the great day she had at school.

## 4. Cleaning and Disinfection

Oneida City School District will follow the CDC Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the CDC Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary. School wide cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, and busses.

Oneida City School District will be doing the following:

- Normal routine cleaning will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
- Disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19. Where disinfectants are used, products will be registered with EPA and the NYS Department of Environmental Conservation (DEC). Frequent disinfection of surfaces and objects touched by multiple people is important;
- When EPA-approved disinfectants are not available, alternative disinfectants can be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together.
- Schools will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

- Cleaning plans will include considerations regarding the safety of custodial staff and other people who are carrying out the cleaning or disinfection.
- High touch surfaces will be cleaned and disinfected frequently throughout the day.
- We will not provide cleaning and disinfecting supplies to students and students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Maintenance regularly changes heating/air conditioning system filters per the manufacturer's directions.
- We will follow the manufacturer's instructions for cleaning and disinfection of electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., between use.
- We will clean shared wind musical instruments between use per the manufacturer's directions.
- Playgrounds should be cleaned per CDC guidance:
  - outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection
  - high touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely
- Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.
- School health office will clean after each use of non-disposable items and will comply with state health codes.
- Oneida City School District will clean and disinfect high touch surfaces between each individual's use, if shared. If cohorts are used, clean and disinfection can take place between each cohort's use.
- We will ensure that cleaning and disinfection are the primary responsibility of the school's custodial staff. However, we will provide appropriate cleaning and disinfection supplies to faculty and staff that they may use on shared and frequently touched surfaces.
- We will provide disposable wipes to faculty and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene.
- To the greatest extent possible, we will attempt to install touch-free amenities, such as water-bottle refilling stations, trash receptacles and paper towel dispensers, where feasible. If installing touch-free amenities is not feasible, we will, at a minimum, make hand sanitizer available near high-touch surfaces (e.g., trash receptacles, paper towel dispensers).
- We will close water drinking fountains (unless they are configured as a bottle refilling station) and encourage students, faculty, and staff to bring their own water bottles or use disposable cups.
- Cleaning and disinfection must be rigorous and ongoing and should occur at least daily, or more frequently as needed.
- We will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.
- We will ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants.
- We must ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible.

**a. Cleaning and disinfection following COVID case**

- We will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- We will follow CDC guidelines on “Cleaning and Disinfecting Your Facility,” if someone is suspected or confirmed to have COVID-19.
  - Close off areas used by the person who is suspected or confirmed to have COVID-19.
  - We do not necessarily need to close operations, if they can close off the affected areas (e.g., classroom, restroom, hallway), but they should consult with local health departments in development of their protocols.
  - Open outside doors and windows to increase air circulation in the area.
  - Wait 24 hours before you clean and disinfect, unless waiting 24 hours is not feasible, in which case, wait as long as possible.
  - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
  - If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

## 5. Teaching and Learning

The Oneida City School District has created a return to school iLearning plan that details pedagogical approach, scheduling, curricular alignment, grading, assessment and feedback, and considers equity in all areas. The Oneida City School District recognizes the mental and emotional health concerns placed on our students and staff because of the COVID-19 crisis. Our iLearning plans are centered on a social emotional learning approach. Our teachers and staff will spend the first weeks of school engaging students in building relationships, systems and trust, no matter what environment our folks are working in.

Our plan details that teachers will root their instruction in the Next Generation and/or New York State Learning standards. In the spring, our teachers participated in a Gap Analysis process. All teachers in PreK-12 communicated which standards next year’s teachers should be mindful of focusing on, due to the potential gaps in learning, possibly due to the COVID-19 crisis. Oneida City School District teachers, where pertinent, will utilize these documents to plan. Teachers will also pre-assess students to discover exactly where their needs are. Whether it be in-person or virtual(remote) instruction, teachers will take that first few weeks of school to obtain a solid sense of current student achievement levels, and continue to keep

an open mind regarding 'learning loss' that may or may not have occurred during the emergency remote instruction period.

The Oneida City School District iLearning documents at both the elementary and secondary levels outline the posting process of a daily and weekly schedule for parents and families. Students will have regularly scheduled opportunities to engage with their certified teacher, whether instruction is virtual, hybrid or in person. The schedule that we have created will work in all instructional modalities.

All of our teachers and students will engage in teaching and learning utilizing the Google Suite of products, including, but not limited to, Google Classroom, Google Meet, Gmail. The Oneida City School District has opened Gmail to students in grades 3-12, and teachers will have opportunities to train and teach students on how to utilize email.

Building and teacher communication plans with parents include:

- At all levels, 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
- At all levels, a posted weekly outline detailing assignments and due dates
- At all levels, posted methods of communication and parameters around communication
- At all levels, the invitation to parents to receive the daily/weekly Google Classroom Guardian report
- At the secondary level, a posted syllabus that is also emailed to students and families before the start of the quarter
- At the secondary level, assignments titled the same in Google Classroom and Schoology

Oneida City School District teachers will create instructional experiences that are responsive and inclusive, and consider the needs of all students, as well as adhere to all established state regulations and guidelines (please refer to our sections outlining Special Education Services, English as a New Language Services, or Academic Intervention Services).

The Oneida City School District has many systems in place to assess and provide services to students based on need. Our K-12 counseling plan ensures students have access to a counselor and/or social worker at each level. Our AIS/RtI plan details how students receive support at each level. All of our plans detail the locally determined formative or diagnostic assessments to determine individual student needs and target extra help.

Our staff has spent countless hours training, learning and collaborating this summer around instructional best practice. Teachers, staff and parents have been offered and are seizing the opportunity to learn how to utilize all aspects of the Google Suite, as how to teach asynchronously or synchronously. Teachers will have opportunities over our staff development days and in PLC's to meet with colleagues. All of our trainings are recorded and posted in the pertinent sections of our website.

**a. Elementary (PreK-5)**

All students will receive instruction that is designed to facilitate their attainment of the Next Generation and/or New York State Learning standards. Oneida City School District teachers will design and implement robust and rigorous learning experiences. Oneida City School District teachers will utilize district-adopted curriculum and utilize time wisely to best meet the differentiated needs of our budding learners. All of our classroom teachers, PreK-5 will set up and utilize a Google Classroom, in the event of a dynamic shift from in person instruction to remote instruction. All of our students are provided a Chromebook and the district has assisted families with internet access. Regardless of the instructional situation, our teachers will make regular contact with students and track progress and achievement utilizing Google Classroom and School tool.

**b. Universal Prekindergarten (UPK)**

The ONEIDA CITY SCHOOL DISTRICT is taking into account that all of our youngest learners' needs are being met, both academically, physically and emotionally. Our UPK program consists of four ½ day classrooms.

The ONEIDA CITY SCHOOL DISTRICT will follow all guidelines set forth by the New York State Department of Health when planning for 2020-21 Prekindergarten programming health and safety guidance will also be considered:

- Family style eating will not be practiced due to social distancing requirements and for health and safety requirements.
- For classrooms without an interior bathroom, an adult will accompany each child to and from the bathroom outside the classroom and ensure that proper hand washing protocols are followed.
- Napping materials will be sanitized daily and, to the extent practicable, assigned to individual students for the school year.
- Center-based and small group learning is a critical component of a Prekindergarten instructional program. The ONEIDA CITY SCHOOL DISTRICT will avoid centers that include multiple students using it at one time, such as water/sand tables, sensory tables, etc.; provide students with individual sets of materials to avoid sharing of common items; and follow proper sanitation guidelines from the Department of Health after children have been at a learning center or in small groups.
- THE ONEIDA CITY SCHOOL DISTRICT will refrain from strategies and practices that encourage physical contact, such as hand-holding buddy systems.
- The ONEIDA CITY SCHOOL DISTRICT will be cognizant of the amount of time young learners are spending directly viewing screens. Time spent learning remotely will be devoted to authentic learning activities at home.

Primary instruction in PreK will be delivered by a certified teacher. For flexibility and to comply with social distancing guidelines, another staff member can oversee students during learning centers in an alternate learning space so the lead teacher can provide primary instruction to students.



The Oneida City School District will also ensure United Cerebral Palsy follows all health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. We will also ensure that United Cerebral Palsy has a continuity of learning plan that addresses in-person, virtual, and hybrid models of instruction.

**c. UPK/K Screening**

UPK and Kindergarten screening will be completed as soon as possible, following guidance from the New York State Department of Health. Under NYCRR 117.3(b), OCSD has until December 1, 2020 to complete screening of new students. Students who were screened by the district as a Prekindergarten student, under regulations, do not have to be screened in Kindergarten. To allow for flexibility, in the event schools are closed due to COVID-19, any student entering New York State public schools for the first time or who are re-entering a New York State public school with no prior screening record after December 1, 2020, should be screened as soon as practicable. To the greatest extent possible, the Emergent Multilingual Learner language profile to assess home language exposure should be administered to newly enrolled Prekindergarten students as soon as practical.

**d. Secondary (6-12)**

All students will be provided instruction designed to enable them to achieve the state's learning standards. Students will spend 180 minutes per week. 180 minutes of instruction/week as a benchmark for comparison when designing and delivering instruction aligned to the intermediate and commencement level standards. Oneida City School District students will have equitable access to high quality rigorous instructional opportunities, and experiences, provided by highly qualified, certified teaching professionals, competent in the content or discipline of the course.

Instructional experiences are not defined solely as a student's time spent in front of a teacher or in front of a screen, but time engaged in standards-based learning under the guidance and direction of a teacher. These experiences might include, but are not limited to: completing online modules or tasks; viewing instructional videos; responding to posts or instructor questions; engaging with other class participants in an online or phone discussion; conducting research; doing projects; or meeting with an instructor face to face, via an online platform or by phone.

Oneida City School District will ensure that the learning is supported, and students have access to assistance from a qualified teacher when they need it. Unit of study means at least 180 minutes of instruction per week throughout the school year, or the equivalent. Equivalent shall mean at least 180 minutes of instructional time for instruction delivered in a traditional face to face model or through alternative instructional experiences, including but not limited to through digital technology or blended learning, that represents standards-based learning under the guidance and direction of an appropriately certified teacher. Instructional experiences will include,

but not be limited to: meaningful and frequent interaction with an appropriately certified teacher; academic and other supports designed to meet the needs of the individual student and instructional content that reflects consistent academic expectations as in-person instruction. Any alternative instructional experience will include meaningful feedback on student assignments and methods of tracking student engagement.

The priority for the instruction should be that which best prepares students to meet the learning outcomes for the course. The design of the course, the selection of the curriculum, and the student expectations are set locally by Oneida City School District. Any student who achieves the learning outcomes for the course must be granted the unit of credit for such course if applicable.

**e. Science Lab Requirements**

Courses at Oneida City School District that culminate in a Regents examination in science will include 1,200 minutes of laboratory experiences. The 1200-minute lab requirement can be met through hands-on laboratory experiences, virtual laboratory experiences, or a combination of virtual and hands-on laboratory experiences coupled with satisfactory lab reports for the 2020-21 school year. This laboratory requirement is in addition to the course requirement and entitles a student to admission to a culminating Regents Exam. Oneida City School District will be responsible for aligning laboratory experiences specific to each science course; determining the mode or modes of instruction; and identifying a viable vetted list of acceptable virtual labs or a combination of virtual and hands-on labs that a student would need to complete for each science course that culminates in a Regents examination. Oneida City School District must determine a method for students to record laboratory experiences and satisfactory lab reports. In a virtual environment, emphasis should be placed on the quality of the experience and the satisfactory completion of each laboratory experience rather than the time spent in completing such laboratory experience. Any student who has completed all laboratory experiences in accordance with teacher expectations shall be deemed to have met the 1200-minute requirement.

**f. Music Education and Art Education K-12**

Due to the hands-on nature of music and art instruction, additional considerations will be given to both the managing of music and art instructional spaces, as well as the development of instructional methods to teach music and art via remote or hybrid models. Teachers will take into consideration prior learning, and what type of instruction or content should be delivered synchronously versus asynchronously. Teachers will utilize the Google Suite of products to engage, communicate and instruct students. Oneida City School District teachers will focus on personalized learning and the use of resources, such as digital field trips.

Music and art classrooms, sinks, costumes, instruments, mirrors, props, and other shared materials and surfaces will be cleaned following appropriate CDC State and local guidelines. This includes drying racks, changing rooms, easels, stage/dance studio floors, and music stands. Music and art teachers will take into consideration

limiting the use of alternatives for hard-to-clean supplies that are usually recycled, such as clay. Hand hygiene materials will be made available and visual markings will be displayed in order to reinforce social distancing and manage the flow of students in the classroom.

The Oneida City School District music department will take extra precautions such as having chorus outside and increasing the distance between students. A distance of 12 feet must be kept when students are singing or playing wind instruments. Instruments will not be shared. Students will maintain individual kits of “high touch” supplies such as scissors, markers, pencils, erasers, etc. to limit sharing of supplies between students. These supplies will also be taken home and used should schools or students return to remote learning. Teachers of the arts will make a plan as to how to assess and provide regular feedback to all students, no matter which instructional model as well as develop digital and non-digital options for sharing student’s creative works within the classroom community and with the broader school community.

#### **g. Physical Education K-12**

Whether learning in person, remote or hybrid, students at Oneida City School District will be participating in physical activity under the direct supervision of a certified physical education teacher, to the greatest extent possible.

Teachers will take into consideration prior learning, and what type of instruction or content should be delivered synchronously versus asynchronously. Teachers will utilize the Google Suite of products to engage, communicate and instruct students. Oneida City School District teachers will focus on personalized learning and the use of resources, such as digital field trips.

Students will maintain a distance of 12 feet while engaging in aerobic activity, or activity that prompts heavy breathing. Oneida City School District teachers will focus on individual games or pursuits and incorporate student choice and incorporate student-suggested activities.

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

Oneida City School district will collaborate with the Madison Oneida BOCES to ensure that all CTE programs cover all applicable NYS Learning Standards and content that is critical for meeting the CTE program standards as well as requirements for applicable industry certifications or other postsecondary credentialing is identified.

#### **i. Academic Intervention Services & Response to Intervention**

Oneida City School District Students in grades 3-8, including students with disabilities and English Language learners, who are at risk of not achieving State Learning Standards in English Language Arts, Mathematics, Social Studies, and or Science are entitled to receive Academic Intervention Services in accordance with Commissioner’s Regulations section 100.2(ee). As the New York State Assessments in grades 3-8 were not administered in the 2019-20 school year, districts shall use a district developed

procedure to be applied uniformly at each grade level for determining which students are entitled to such services. Please read our updated AIS/RtI plan posted here: [https://www.oneidacsd.org/departments/curriculum\\_and\\_instruction](https://www.oneidacsd.org/departments/curriculum_and_instruction) and refer to the Assessment section in this document.

## 6. Attendance and Chronic Absenteeism

The Oneida City School District has developed a mechanism to collect and report daily teacher/student engagement and attendance regardless of the instructional setting.

Certain hybrid models may not lend themselves to every content teacher connecting with every student enrolled in their class every day. This is true especially in departmentalized settings. The Oneida City School District will assign each homeroom/advisory teacher as the daily point of contact for attendance purposes;

- Flexibility will be considered when monitoring attendance in a remote model. Parent schedules, availability of technology or other barriers may preclude students from connecting with teachers at a certain time;
- When in the remote mode of a hybrid in-person/remote learning model, the District will, to the greatest extent possible, record students' attendance in mandated units of English as a New Language and Bilingual Education.

### **Educational Neglect**

An allegation of educational neglect may be warranted when a custodial parent or guardian fails to ensure a child's prompt and regular attendance in school or keeps the child out of school for impermissible reasons resulting in an adverse effect on the child's educational progress, or imminent danger of such an adverse effect. Educational neglect will not be considered where the parent/guardian has kept their child home because they believe it is unsafe for their child to attend school in person during the pandemic, and the child is participating in remote learning opportunities.

Initiating an educational neglect or Person in Need of Supervision (PINS) proceeding will be a last resort. Individual schools and the District will work with their local departments of social services prior to bringing any legal action against students or their families.

## 7. Technology and Connectivity

The effective use of digital technology assists educators in differentiating and personalizing learning; provide flexibility in scheduling and pace; and provide multiple entry points for students to engage in learning.

Regardless of whether in-person, virtual(remote), or hybrid models are in place the Oneida City School district will ensure that all efforts are being made to provide students and teachers, with access, to the extent practicable, to:

- A computing device and
- Access to high-speed internet at a sufficient level to fully participate in virtual/online learning

In the limited cases where students may still lack internet access, despite best efforts, the district will provide some form of internet access availability, such as extending WIFI signals to parking lots.

The Oneida City School District will:

- Survey parents and staff regarding their level of access to devices and high-speed broadband
- Provide devices and internet access to students and teachers who currently do not have sufficient access
- Provide multiple ways for students to participate in learning and demonstrate mastery of learning standards in remote or blended models.
- Provide professional development for leaders and educators on designing effective virtual/on-line learning experiences and best practices for instruction in remote/online settings.
- Provide professional development for educators to thoughtfully integrate technology into the culture of the class by infusing routines and building digital fluency.
- Adjust Information Technology (IT) Support as necessary to support teachers, students, and families.
  - Integrate technology specialist available twice a week for iLearning support.
  - Families invited to participate in online training.
  - Training videos posted in an online library for both teachers and families to reference.
  - Helpdesk ticket system for parents and students who need support.
  - Student data privacy and security will be maintained. The district maintains 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.
  - Support, flexibility, and consistent communication methods are provided to students and teachers when remote/ blended/ online learning experiences are implemented.

## 8. Special Education

Special education services will be provided with the following considerations as per guidance received through NYS in response to the COVID-19 pandemic:

- As consistent with state and federal regulations, to the greatest extent possible, all services will be provided within the least restrictive environment.
- Contingency plans will be developed with parental input to ensure the implementation of special education services in the event of school closure. Plans will be documented within student records.
- Communication with parents will be in their preferred language and mode of communication
- IEP services/accommodations/modifications will continue to be delivered to the greatest extent possible, given the limits of health and safety considerations related to the COVID-19 pandemic. CSE/CPSE will consider service delivery options (in-person and/or remote) as

allowed within NYS and Federal guidelines. Oneida CSD will prioritize in-person services for high-needs students where possible.

- Teachers and service providers will collect progress monitoring data regardless of the method of service delivery. Data obtained will be communicated with parents via mail, or through other electronic means if needed.
- CPSE/CSE will review available data to determine the need for compensatory services once school reopens. The provision of compensatory services will be determined on an individual basis.
- The Oneida CSD will consider all factors that may have influenced student progress during school closures due to COVID-19 when determining the need for referral to CSE. All referrals will continue to be completed within mandated timelines. Evaluations may be completed in-person or remotely, and follow guidance received from OSE on March 27, 2020 and April 27, 2020.
- CSE/CPSE meetings will be held as required to make eligibility decisions, and review current programs at least annually. Video conferences and teleconferences may be utilized as an alternative method to in-person meetings.
- CSE/CPSE will communicate with parents to ensure informed decisions regarding the identification, evaluation, educational placement, and provision of FAPE. CSE/CPSE will inform parents of efforts to provide services consistent with recommendations on the IEP and monitor student progress.
- Procedural safeguards will be provided to each parent yearly. Prior written notice will be provided in a reasonable time before a change in identification, evaluation, educational placement, or provision of FAPE to the student. Procedural safeguards, prior written notice, and meeting notices may be provided by mail or email.
- The district will consider in-person services a priority for high-needs students and preschool students with disabilities whenever possible.

## 9. Bilingual Education and World Languages

- If we reopen using in-person or hybrid instruction, the district will complete the ENL 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.
- The Oneida City School District ENL teachers will be responsible for meeting the students Unit of Study minutes utilizing both in person (when possible) and online platforms.
- All district documents sent out to families will be translated (to the greatest extent possible) and emailed/mailed (based on preference) for each student. Each document will be printed in English and their home language.
- Building specific newsletters, emails, announcements and all other communication will be translated to the greatest extent possible and emailed/mailed. This will be the responsibility of the building principals when sending out building specific information.
- The Oneida City School District ENL teachers are responsible for providing home/school connection around academics in the classroom.

- The Oneida City School District School Counselors will be available to meet Social/Emotional needs of ENL students in school and/or via phone conversations with students and parents.
- The Oneida City School District will continue to use a translation service for questions or concerns that arise when needed.
- Oneida City School District will continue to promote coordination among English as a New Language (ENL) and content area teachers for the delivery of remote and hybrid learning.
- To the greatest extent possible, Oneida City School District will ensure that all ELLs and other vulnerable students can access technology and wi-fi needed for periods of remote learning so they do not fall further behind as a result of COVID-19 closures and remote/hybrid learning.

## 10. Facilities

The Oneida City School District will follow all guidance to maintain compliance of our facilities related to health and safety. This will include fire code compliance, doorways, Emergency drills, inspections, lead testing, etc.

The Oneida City School District will use the following means to reduce transmission of infection:

- Time Management: School leaders will manage time and schedules to reduce student use of the corridors.
- Leave Doors Open: To reduce the spread of the virus from touching door levers and knobs, doors may be fixed in the open position.
- Alcohol-based Hand Rub Dispensers: schools will assess each building's capacity to provide adequate hand washing facilities and determine if the use of alcohol-based hand rub dispensers is required.
- Drinking fountains may be replaced with units with bottle fillers. The schools will encourage students with personal containers to fill at home.

## 11. Child Nutrition

The Oneida City School District will provide all students each day with access to school meals each school day.

The Oneida City School District food service will:

- Address all applicable health and safety guidelines.
- Include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.
- 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.
- 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.
- Comply with Child Nutrition Program requirements.
- Include protocols that describe communication with families through multiple means in the languages spoken by families.
- Follow SFA policies to communicate about school meal service, eligibility, options, and changes in operations.
- Communicate to families that all meals may not be available at no cost to all children;

### a. Food Service Safety and Sanitation

The Oneida City School District will:

- Maintain high standard operating procedures for sanitation of school kitchens, cafeterias, food warehouses, and central production kitchens
- Install barriers at the point of sale/point of pickup
- Routinely clean and disinfect high-touch surfaces including tables, chairs, carts used in transportation, and point-of-service touch pads

### b. Meals Consumed Onsite

The Oneida City School District will:

- Remove or suspend the use of share tables, salad bars and other self-service refrigerators and buffets for food and condiments
- Discourage food sharing between students
- Provide physical distancing guides in food service areas such as tape on floors, signage, increase table spacing, remove tables, mark tables as closed, or provide a physical barrier between tables
- When students eat in classrooms:
  - Train teachers on food allergies, including symptoms of allergic reactions to food
  - Train all non-food service staff on any meal service-related activities they will be responsible for
  - Obtain or develop posters or other aids to assist non-food service staff to implement meal service.

## 12. Transportation

The school bus is an extension of the classroom; therefore, many of the recommendations that apply to school buildings (like social distancing and frequent cleaning) should be applied to the school bus, as well. Pupil transportation also presents certain unique challenges, especially with regard to the transportation of homeless students, students in foster care, students in nonpublic and charter schools, and students with disabilities. So, it is critical that schools and school districts must be sure to include Transportation Department staff in all school reopening planning.

Oneida City School District will 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.

### a. The School Bus

The Oneida City School District will:

- Require students, who are able, to wear masks and social distance on the bus
- Clean/ disinfect all busses which are used every day once a day. High contact spots will be wiped down after the am and pm run depending upon the disinfection schedule.



- Not equip school busses 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;
- Ensure social distancing of 6 feet on wheelchair school buses
- When temperatures are above 45 degrees, school buses will transport passengers with roof hatches or windows slightly opened to provide air flow.

### **b. School Bus Staff**

- 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;
- School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield;
- Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19;
- Transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.
- Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

### **c. Students on Transportation**

- 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;
- 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;
- To the greatest extent possible, students will social distance on the bus
- Students who do not have a mask can NOT be denied transportation;
- Students who do not have masks will be provided one by the district;
- Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.
  - Siblings or children who reside in the same household will be encouraged to sit together.
  - When students embark and disembark the bus, they should follow social distancing protocols. This will increase the time required to load and unload buses at stops.

Oneida City School District will consider staggered arrival and departure times to ensure social distancing.

- Oneida City School District will reconfigure the loading and unloading locations for students who are transported by bus, car or are pedestrians to ensure safety

#### **d. Pupil Transportation Routing**

- 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;
- 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.

## 13. Social Emotional Well-Being

The Oneida City School District has established an SEL advisory council composed of teachers, school building 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 SEL reopening program and yearly plan.

This committee also addressed professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff.

The Oneida City School District's SEL Committee has considered the following for reopening:

- Adoption of the Collaborative for Academic, Social, and Emotional Learning (CASEL) Competencies (<https://casel.org/core-competencies/>)
- Deepen staff understanding of mental health, well-being, trauma-responsive and restorative practices, and SEL through professional learning, and work collaboratively with staff, students, and families to strengthen partnerships and plan for implementation.
- Communication of social emotional well-being and learning as a priority and engage members of the school community in implementation efforts.
- Identification of a team that will lead implementation.
- Examine opportunities to leverage community school strategies to support and sustain the work.
- Leverage mental health and social emotional well-being strategies to support and sustain increased educational equity.
- Leverage collaborative community partnerships to strengthen the District's initiatives.
- Use of data to identify SEL needs and incorporate strategies to meet those needs in the district's or school's comprehensive school counseling plan.
- Incorporation of adult SEL and well-being.

## 14. Budget and Fiscal Matters

Both the national economy and New York State's economy have been dramatically impacted by the COVID-19 crisis. What is still unknown is the extent to which the impact will improve or worsen, how long it will last, and which sectors of the state economy will be most severely impacted.

The 2020-21 Enacted Budget 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. 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. Furthermore, additional costs for PPE, transportation, food service, and other mitigation needs will likely be necessary. The Oneida City School District does not assume additional state or federal support will be available beyond what has already been budgeted for the 2020-21 school year and we are planning for those needs accordingly.

## 15. Communication

- The Oneida City School District engaged with school stakeholders and community members when developing the reopening plans. Oneida City School District collaborated with several stakeholder groups including the OAA, OSEU, OTA, and parents.
- The Oneida City School District has developed 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. The Oneida City School District plan for reopening is located at: [www.oneidacsd.org](http://www.oneidacsd.org)
- The District and buildings will provide reminders of the health screener in building level newsletters, the district website, and social media.
- The Oneida City School District will communicate with parents regularly to provide updates and information via school messenger, social media and our website.
- The Oneida City School District will 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.
- The Oneida City School District will 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.
- Parents and community members should contact building administrators (COVID-19 resource person) regarding buildings specific questions.
- The Superintendent will be the main contact upon the identification of positive COVID-19 cases and will be responsible for subsequent communication. The Superintendent will be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. The Superintendent will also work closely with local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies.

- The Superintendent will be the district COVID-19 safety coordinator 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. The building principals will be building COVID-19 safety coordinators.
- Teachers will communicate regularly with parents regarding instruction (see Teaching and Learning section)

## 16. Signage

- Oneida City School District will post signs throughout the school to remind individuals to:
  - Stay home if they feel sick.
  - Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
  - Properly store and, when necessary, discard PPE.
  - Adhere to social distancing instructions.
  - Report symptoms of, or exposure to, COVID-19, and how they should do so.
  - Follow hand hygiene, and cleaning and disinfection guidelines.
  - Follow respiratory hygiene and cough etiquette.
- Oneida City School District will ensure distancing rules are adhered to by using signage.
- Oneida City School District will put in place practices for adequate social distancing in small areas, such as restrooms and break rooms, and will develop signage and systems to restrict occupancy when social distancing cannot be maintained in such areas.
- Where feasible, Oneida City School District will put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate.

## 17. Training

- The Oneida City School District will 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.
- The Oneida City School District will train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings as described on the CDC webpage- [cloth face coverings](#).
- The Oneida City School District will work with local health departments to train older students, faculty, and staff to undertake contact tracing efforts for populations in school facilities and on school grounds, where feasible.
- The Oneida City School District will work with local health departments and our director of health services to provide parents/guardians and staff members with resources to educate them regarding the careful observation of symptoms of COVID-19 and health screening that must be conducted each morning before coming to school. Additionally, the Oneida City School District will instruct parents/guardians and school staff that any student or staff member with a fever of 100°F or greater and/or symptoms of possible infection should not be present in school. An up to date list of symptoms can be found at the [CDC website](#).

- The Oneida City School District will educate staff to observe students or other staff members for signs of any type of illness such as flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, and/or irritability; and frequent use of the bathroom.
- The Oneida City School District will train staff and parents/guardians of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. Additionally, we will train our staff and parents/guardians to follow CDC's Stay Home When You Are Sick guidance.

## 18. Athletics and Extracurricular Activities

As Oneida City School District plans for reopening, attention will be paid to bringing back activities that can be conducted in a safe environment with appropriate social distancing protocols. In addition, our schools will consider the creation of extracurricular activities that can be continued remotely in the event of another shut down.

Athletics and extracurriculars activities will follow all building and district protocols, policies, and procedures in our reopening safety plan. Additionally, the Oneida City School District will follow all guidelines from NYSDOH, NYSED, NYSPHSAA and the Governor regarding the start of athletics.

## 19. Staffing

Oneida City School District will ensure that all teachers, school and district leaders, and pupil personnel service professionals hold a valid and appropriate certificate for their assignment. We will continue to utilize incidental teaching when determining how to staff classrooms and we will employ substitute teachers to address staffing needs for the allowable number of days, given their qualifications and teaching assignment. Furthermore, we will work with educator preparation programs to identify appropriate ways in which student teachers can support classroom instruction.

### a. **Teacher & Principal Evaluation System (Education Law §3012D/APPR)**

Pursuant to Education Law 3012-d, Oneida City School District will fully implement its currently approved APPR plans in each school year.

### b. **Certification & Incidental Teaching**

- Oneida City School District will ensure that teachers hold the appropriate certificates for their teaching assignments.
- Oneida City School District may assign certified teachers to teach a subject not covered by their certificate (incidental teaching) for a period not to exceed ten classroom hours a week during the 2020-2021 school year, when no certified or qualified teacher is available after extensive and documented recruitment.

### c. **Student Teaching**

Oneida City School District will continue to welcome student teachers in schools and classrooms, whether in person or remote, during the 2020-2021 school year. We will work with 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.

**d. Substitute Teachers**

All substitute teachers will be given a copy of the reopening plan and will be trained prior to working in any building.

## 20. Forms

### Mandatory Health Screening Checklist:

Employee/student name: \_\_\_\_\_ Date: \_\_\_\_\_

Please check YES or NO to the following questions:

YES	NO	Question
		I have traveled out of state to a location that meets the NYS hot spot criteria on or after June 25, 2020. <a href="https://coronavirus.health.ny.gov/covid-19-travel-advisory">https://coronavirus.health.ny.gov/covid-19-travel-advisory</a> *
		I have knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19.
		I have tested positive for COVID-19 in the past 14 days.
		I have experienced symptoms (cough, shortness of breath, difficulty breathing, fever or chills, muscle or body aches, vomiting or diarrhea, and loss of taste or smell) of COVID-19 in the past 14 days