



**2020-2021  
Jamesville-DeWitt School  
District Reopening Plan**

# 2020-2021 Jamesville-DeWitt School District

## Reopening Plan

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## DISTRICT INFORMATION

Superintendent                      Dr. Peter C. Smith

Contact Information                [psmith@jd.cnyric.org](mailto:psmith@jd.cnyric.org)

315-445-8304

Dear Jamesville-DeWitt community,

During the week of Aug. 3-7, Governor Cuomo is expected to make a decision about whether schools will reopen in September. In preparation for this possibility, New York required all school districts to propose a plan that includes models for in-person instruction, fully-remote instruction and a hybrid of in-person and remote instruction, with each following the [NYS Department of Health Guidelines](#), [NYSED Guidelines for Reopening](#), and [Guidance from the CDC](#).

We submitted our re-entry plan to the state today, Friday, July 31. The plan is available on our website for review. As you know, we were not given a lot of time to put this together, and we followed a template to create the plan. We recognize the result is somewhat challenging to navigate and so next week we will update the information online to make it more user friendly. As well, we are planning to hold a forum for families to present the information in more detail and to answer questions. In the meantime, it may be helpful to review the [presentation made to the Board of Education](#) on Monday, July 27.

We developed our re-entry plan with careful consideration, adherence to guidelines and the goal of returning students and staff to a safe learning environment. To assist us, we established a committee made up of school and district leaders, utilizing sub-committees and the district's medical director. Committee members identified five guiding principles that we followed in creating our plan:

- The health, safety and well-being of the children and adults is paramount
- Educational equity will be at the forefront of decision-making
- Maintain continuity of instruction for all students
- Communicate with stakeholders, such as staff, families, students, and the community
- Ensure flexibility to meet the needs of all students regardless of changing circumstances

The committee as a whole was charged with reviewing current practices and protocols and developing plans that will allow the district to reopen, in some way, while also adhering to the NYS, DOH, and CDC guidelines.

A comprehensive systematic strategy informed by the CDC and the DOH is at the forefront of our plan. When our buildings are open our practices will include and address:

- Social Distancing

- Face coverings
- Screening
- Hand hygiene
- Cleaning
- Ventilation

Feedback from our families and staff members was critical to our plan development. To get that input, we opened a ThoughtExchange at the end of the last school year and also shared a survey with families. Expect another survey in the near future that will help us fine-tune our plan so that we can all be ready for instruction to begin in September, whether it is in-person, remote or a hybrid of both.

The Instructional Models we developed are explained in the *School Schedules* section of the plan. We recognize that these models pose challenges and benefits depending on your children's and family's needs. Developing the different instructional plans has proven to be a complex balancing act that involves incorporating many moving parts including, but not limited to, health guidelines; parent, student and staff concerns; protocols for masks and health screenings; and physical space limitations.

Now that our plan has been submitted to the state, we will work closely with our staff to dig into the details of the plan that will be necessary to make this all actually work. We appreciate your patience as we continue to define what the 2020-21 school year will look like.

We know there are no perfect options here. The 2020-21 school year will be far from "normal." But please know, we will do our best to make sure that all of our students receive the high-quality education they deserve, in a safe and welcoming environment.

We will continue to share information via School Messenger and our website as new developments arise and more specifics are available. Within the next week, we will be sending you information about a forum to provide more context about the plan and to answer your questions. We are also developing another survey you will receive soon that will help us implement the plan. I will continue to share information with you as we move closer to September. Please do not hesitate to reach out to me, your child's building principal or his or her school counselor if you have questions or concerns.

Sincerely,,



Peter Smith  
Superintendent of Schools  
psmith@jd.cnyric.org

## REOPENING PLAN

Our Reopening Plans were developed using guidance from the [New York State Education Department](#), including their [FAQ document](#), the [New York State Department of Health](#), and the [CDC](#).

- Jamesville-DeWitt School District reopening plan is posted on our website {[insert link here](#)} in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. It is posted on individual school websites and centrally on our main district-wide page.
- Jamesville-DeWitt includes all assurances completed by Dr. Peter Smith, Superintendent, and all of the elements outlined in the New York State Department of Education guidance document.

### ► Communication/Family & Community Engagement Reopening Plan

1. The Jamesville-DeWitt Reopening plan was created with input from a variety of constituents and stakeholders. The Reopening Committee members include: Superintendent, Assistant Superintendents, Business Administrator, Principals, Assistant Principals, Directors (PPS, Health, Athletics, and PE, Food Service, Transportation, Facilities, Technology), Assistant Directors, Medical Director

Sub Committees were utilized as needed and included various staff members

Input from the community and high school students was provided via ThoughtExchange and Surveys

*2. The school and/or district 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.*

Jamesville-DeWitt will utilize the following methods of communication to ensure regular and informational communications with the public, :

<b>Communication Method</b>	<b>Responsible Party</b>
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Jamesville-DeWitt School District

District website - dedicated page for reopening	Administration/ Communications
School Messenger System, email, voice, text	Administration/ Communications
Prominent signage in buildings to promote health & safety guidelines that follow NYSDOH and CDC guidance: <ul style="list-style-type: none"> <li>● Printed signs</li> <li>● Digital signage</li> <li>● Vinyl decals on floors, as needed</li> </ul>	Administration/ Communications
Board of Education Meetings	Administration/ Communications
Emails to families and students	Administration/Building Principals
Letters sent home from District	Administration/Building Principals
Public Forums	Administration/ Communications

All communications methods outlined above may be utilized by the district, in addition to:

<b><i>Communication Method</i></b>	<b><i>Responsible Party</i></b>	<b><i>Frequency</i></b>
All staff email lists	All Administration	As needed
Newsletters, print and digital	Communications/Superintendent	3x/year
Direct supervisor communications - phone calls and texts	Building Principals	As needed
Letters home, if necessary	Superintendent or Building Principals	As needed
Staff meetings	Building Principals	Monthly or As needed

**3. The school and/or 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.**

Jamesville-Dewitt provides instructions via direct instruction and with signage from the [CDC Toolkit for Schools](#) to all students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- Face coverings are for individual use only and should not be shared.

Training will be provided:

- In class and remotely
- Using direct instruction
- Utilizing videos and print resources such as those provided by the [CDC in their Toolkit for K-12 Schools](#)

4. The school and/or 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, and social distancing requirements.

5. Additionally, the district will provide copies of this document in the language(s) spoken at home as requested. Written plans are also accessible to those with visual and/or hearing impairments.

Interested parties should contact Tish Hauser, [thauser@jd.cnyric.org](mailto:thauser@jd.cnyric.org) or 315-445-8304.

6. Jamesville-DeWitt provides regular updates about safety, scheduling, and all other information families should be aware of on the district website, [www.jamesvilledewitt.org](http://www.jamesvilledewitt.org). Families can also provide feedback and ask questions by contacting Mr. Peter Reyes, [preyes@jd.cnyric.org](mailto:preyes@jd.cnyric.org), 315-445-8300 or your building principal.

Mr. Reyes or building principals can answer questions regarding COVID-19 from:

- Students
- Faculty
- Staff
- Parents/Legal guardians

## ► Health & Safety

1. The Jamesville-DeWitt Plan for Reopening was guided by the following principles:

- The health, safety, and well-being of the children and adults is paramount.
- Educational equity will be at the forefront of decision-making.
- Continuity of instruction will be maintained for all students
- Communication with stakeholders, such as staff, families, students, and the community is critical for success
- Plans must be flexible to meet the needs of all students, regardless of changing circumstances

The specifics of our reopening plan were created after a careful and thorough review of many factors including:

- The District's ability to maintain appropriate social distancing or face coverings
- PPE and face covering availability;
- Availability of safe transportation

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- Local hospital capacity and other factors put forth by the Onondaga County Department of Health.

2. The Jamesville-DeWitt Reopening plan was created with input from a variety of constituents and stakeholders. The Reopening Committee members include: Superintendent, Assistant Superintendents, Business Administrator, Principals, Assistant Principals, Directors (PPS, Health, Athletics, and PE, Food Service, Transportation, Facilities, Technology), Assistant Directors, Medical Director

Sub Committees were utilized as needed and included various staff members

Input from the community and high school students was provided via ThoughtExchange and Surveys

3. Each school and/or district reopening plan must include a **communications plan** for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

Please see the district's communication plan identified in the Communication/Family Engagement Section of this document.

4. Developed in collaboration with the district's school physician, a plan will be implemented to instruct staff to **observe for signs of illness** in students and staff and to respond to symptomatic persons by sending him or her to the school nurse or other designated personnel..

Parents/guardians and staff members will be provided resources via email communication from the district and specific buildings to educate them regarding the careful observation of symptoms of COVID-19. Resources from the CDC such as the [Symptoms of coronavirus](#) will be used.

Parents/guardians will be instructed that any student with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection should not be present in school. The Centers for Disease Control and Prevention (CDC) keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater);
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;

- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; and/or
- Diarrhea.

All staff will be educated 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 exhibiting these signs with no other explanation for them will be sent to the school health office for an assessment by the school nurse.

## **Daily Health & Temperature Screenings**

5. Jamesville-DeWitt has a protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

For the majority of staff, the district will utilize an app to complete a daily screening questionnaire. Information from the app will be received by the staff member's direct supervisor. Staff without access to technology will be asked to sign in each day after acknowledging that they have read and answered the daily screening questions.

It is imperative that families partner with the school to keep children at home when they show symptoms of COVID-19. Parents/guardians will be required to take his or her child's temperature daily and only send a child to school when he or she is symptom free. In addition, students will have their temperature checked each day at the entrance to school. At least once per week families will be asked to complete and submit a written screening questionnaire in addition to having their child's temperature checked.

6. Jamesville-DeWitt requires that ill students be assessed by the school nurse and all ill students will be sent home for follow up with a healthcare provider. Steps in this process include:

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- Teacher calls ahead to notify the nurse, and the student brings all his or her supplies.
- (No student reports to the nurse office without a teacher calling ahead to prevent non-urgent visit/ non-medical visit and due to limited space in the nurse office.)
- If the nurse is not available to take the call, the teacher calls the main office, or the student should stay seated 6 feet apart from others with a mask until the nurse is available.
- Nurse screens the student.
- Student with + screen will wait in the isolation rooms, and the nurse will hand them our protocol (Protocol on RTS after illness below)
- Nurse will contact administration and attendance staff.
- Nurse calls home.
- Parents must call MD.
- School requires a note to the nurse to RTS, attendance to notify the nurse if a student has returned without note.
- Nurse contacts parents regarding the mandate for a doctor's note to return, and checks temperature. The student waits in the main office until a note arrives or parents pick up if fever free. If the student has a fever, return to the isolation room.
- Contact DOH for + cases and follow their guidance.
- See sample protocol on page 40 from the [Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools - Reopening Guidance](#).

7. Jamesville-DeWitt requires all students with a temperature, signs of illness, and/or a positive response to the screening questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

- Student with + screen will wait in the isolation rooms or other designated area
- Nurse will contact administration and attendance staff.
- Nurse calls home.
- Parents must call MD.
- School requires a doctor's note to the nurse to RTS, attendance to notify the nurse if a student has returned without note.
- Nurse contacts parents regarding the mandate for a doctor's note to return, and checks temperature. The student waits in the main office until a note arrives. If the student has a fever, return to the isolation room.
- Contact DOH for + cases and follow their guidance.
- See sample protocol on page 40 from the [Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools - Reopening Guidance](#).

Jamesville-DeWitt requires all staff with a temperature, signs of illness, and/or a positive response to the screening questionnaire contact their building administrator or supervisor immediately.

8. Jamesville-DeWitt requires all visitors, guests, contractors, and vendors entering the school to follow all district health screening guidelines.

Screening sheets will be kept, they will be filed in the main office and the secretary will take a temperature, but cannot record the temperature. Signify on the sheet pass or fail (clear or not clear).

Please note that per NYSDOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).

A screening questionnaire determines whether the individual has:

- 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;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
- 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.

9. Each school and/or district reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

Parents/guardians and staff members will be provided resources via email communication from the district and specific buildings 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. Parents/guardians will be instructed that any student with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection should not be present in school. The Centers for Disease Control and Prevention (CDC) keep an up to date list of symptoms of Coronavirus on its [website](#). This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater);
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;

- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; and/or
- Diarrhea.

10. Jamesville-DeWitt provides signage to instruct staff and students in correct hand and respiratory hygiene. The district has printed multiple copies of the posters available through the CDC Toolkit for K-12 schools, for example, [Wash Your Hands](#) and [Stop the Spread](#), for each building and facility.

## Hand Hygiene Plan

Jamesville-DeWitt built in staggered hand washing times for students and staff. We have also increased hand hygiene to include:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
- Use of alcohol-based hand sanitizers (60% alcohol or greater) available in classrooms and common areas in each school and facility;
- hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers;
- Signage near hand sanitizer indicating visibly soiled hands should be washed with soap and water;
- Any staff or students unable to use hand sanitizer are permitted to wash their hands with soap and water.
- Equipping classrooms and other spaces with refillable “buckets” of wipes containing at least 70% alcohol. These wipes are adequate for both hand sanitizing and environmental cleaning/disinfecting as necessary including electronic equipment.

Jamesville-DeWitt provides the following:

- Facilities and supplies for hand washing including soap and water;
- Paper towels and touch free paper towel dispensers where feasible, air dryers have been removed and/or disabled from all buildings;
- No-touch trash cans when possible;
- Alcohol-based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
- Time in the schedule to allow for frequent hand washing; and
- Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.

It is expected that all students and staff should wash or sanitize hands, as follows:

- Upon entering the building and each classroom;
- After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops);
- Before and after snacks and lunch;
- After using the bathroom;
- After helping a student with toileting;
- After sneezing, wiping or blowing nose, or coughing into hands;
- Upon coming in from outdoors; and
- Anytime hands are visibly soiled.

## Respiratory Hygiene Plan

All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. Jamesville-DeWitt provides tissues in each classroom and common areas.

If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands.

Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

11. Jamesville-DeWitt has a written protocol to ensure all persons in school buildings keep social distanced from each other. J-D defines social distancing as keeping a six foot space between yourself and others.

Jamesville-DeWitt has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible. The steps our district is taking include:

- The size of groups/cohorts of students are determined by the number of students who can be in each classroom while maintaining 6 feet social distancing.
- Implementing a staggered arrival plan:
  - Parent drop off will occur before buses are scheduled to arrive
  - Buses will disembark upon arrival at school rather than waiting for common time
- Increased signage, such as that provided by the CDC, [Help protect yourself and others](#), are in place in all buildings
- Additional signage In district building hallways/stairways will be posted with the following information:
  - Divider line on the floor creating one-way directional flows

- o Arrows on floors creating one-way directional flows and indicating the need to maintain social distancing
- o Social Distancing requirements
- o Mask requirements
- Reducing in-school movement where possible: limited passing times at the high school, use of cohorts as much as possible at the middle and elementary schools, special area teachers travel to classrooms at the elementary schools
- Staggered Restroom Plan
- Turning desks to face the same direction in all rooms, including staff members.
- Opening windows to improve ventilation.
- Separating student belongings and limited use of shared supplies to one group of students, clean between use by cohorts of students;

## **Restricted Areas**

Jamesville-DeWitt restricts the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced. We are limiting 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;

Jamesville Elementary, Moses DeWitt Elementary, and Tecumseh Elementary will utilize playgrounds when proper safeguards are in place. We are staggering playground use. We will have students wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.

We have ensured that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.

We are limiting visitors in the following ways:

- Guests will be prohibited from entering the school. Teacher-Parent communication will occur via phone, Zoom, or other technology.
- When dropping off an item for a student, an individual will ring the doorbell to notify the school secretary that an item is being dropped off, sign the log, and exit the area. The school secretary will retrieve the item.
- Delivery people will be prohibited from entering the school. Smaller deliveries from UPS,

FedEx and mail deliveries will be left outside the school and the school secretary will retrieve the items. The custodian will accept larger deliveries away from the general school operations.

- It would be most advantageous to have all repairmen or service providers to access the building after school hours supervised by our custodians. Individuals representing agencies that must enter the building during the school day, such as CPS, will be admitted into the school by the school secretary. The secretary will ask the proper COVID screening questions and take the person's temperature. The individual will sign the visitor log. If determined during the screening process, the visitor is deemed to be lacking necessary face coverings, the district will provide such face coverings.
- The appropriate staff member will escort individuals who must enter the building beyond the office.

12. Jamesville-DeWitt provides accommodations to students in the school community that are medically vulnerable or high-risk groups.

- Students that are medically fragile and unable to attend school in person may opt for an entirely virtual learning experience.
- For families with special needs or students who are medically fragile and may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask it is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Please use the [school district directory](#) to contact the school principal or the Director of Pupil Personnel Services so we can coordinate accommodations for your child.
  - We will coordinate with:
    - school health services personnel
    - special education personnel
    - pupil personnel services and
    - administration
- If you are choosing to not send your child to school, we will provide remote instruction.

13. Jamesville-DeWitt follows guidance from the [NYS Department of Health](#), the [CDC](#) and the [Onondaga Department of Health](#) to take precautions to help protect against the spread of COVID-19 for schools that are authorized to provide in-person instruction in the 2020-2021 school year. All employees, adult visitors, and students will be required to wear a cloth face covering whenever social distancing cannot be maintained.

Jamesville-DeWitt will have adequate supplies of PPE for students and staff that do not bring their own. PPE is acquired through individual purchases with vendors, by working through cooperative purchases through our BOCES, and by collaborating with our local health department.

Jamesville-DeWitt requires all individuals in school facilities and on school grounds 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 classrooms
- In hallways;
- In restrooms; and
- In other congregate settings, including buses.

Jamesville-DeWitt does allow employees to wear their own acceptable face covering; however, employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

Jamesville-DeWitt does allow students to wear their own acceptable face covering

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Mask breaks will be provided throughout the school day but social distancing will be maintained.

Jamesville-DeWitt staff and students are aware that face coverings should not be placed on:

- Children younger than 2 years old;
- 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.

Jamesville-DeWitt provides instructions via direct instruction and with signage from the [CDC Toolkit for Schools](#) to all students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- Face coverings are for individual use only and should not be shared.

Please note: Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member. Supplies of specialized PPE are maintained by the Pupil Personnel Services Office.

14. Jamesville-DeWitt is ensuring we have adequate supplies of PPE through individual purchases with vendors, by working through cooperative purchases through our BOCES, and by collaborating with our local health department.

15. In the event of a confirmed case of COVID-19, Jamesville-DeWitt 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 building administrator shall immediately notify a local public health agency of any disease reportable under the public health law and then notification will be made to the school physician.

Effective February 1, 2020, the 2019-Novel Coronavirus was added to the Public Health Law as a significant threat to public health, and the NYS Commissioner of Health designated 2019-Novel Coronavirus as a communicable disease under 10 NYCRR Section 2.1.

Jamesville-DeWitt requires school staff immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports are made in compliance with FERPA, and Education Law 2-d.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, under the supervision of an adult utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

Upon confirmed receipt of a positive case, Jamesville-DeWitt will take the following steps:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area if possible.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas 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.
- Jamesville-DeWitt refers to the DOH's [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on "close and proximate" contacts
- 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.

To prevent the possible transmission of the virus to others while waiting for transportation home.

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The following steps will be taken:

- Students should be escorted from isolation area to the parent/guardian;
- The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center;
- Symptomatic students or staff members will follow CDC's [Stay Home When You Are Sick](#) guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, a responsible adult will call 911 and notify the operator that the person may have COVID-19;
- Jamesville-DeWitt nursing staff are aware 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. Nurses will notify the parent/guardian if a child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:
  - Fever
  - Abdominal pain
  - Vomiting
  - Diarrhea
  - Neck pain
  - Rash
  - Bloodshot eyes
  - Feeling extra tired

Staff must call for emergency transport (911) following district policies for any student showing any of these emergency warning signs of MIS-C or other concerning signs:

- trouble breathing
- pain or pressure in the chest that does not go away
- new confusion
- inability to wake or stay awake
- bluish lips or face
- severe abdominal pain

If a student or staff member reports having tested positive for COVID-19, a school administrator or his/her designee should notify the local health department to determine what steps are needed for the school community.

### **Return to School after Illness**

Jamesville-DeWitt follows CDC guidance for allowing a student or staff member to return to

school after exhibiting symptoms of COVID-19.

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

## COVID-19 Testing

Jamesville-DeWitt complies with CDC guidance and we do not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.

If you need a COVID-19 test please contact your physician or use information available from the [Onondaga County Health Department](#).

## Contact Tracing

Jamesville-DeWitt cooperates with state and local health department contact tracing. We 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 in the school they visited; and
- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
- Maintaining confidentiality as required by federal and state laws and regulations.

School staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the Onondaga County Department of Health.

16. Jamesville-DeWitt collaborates with our local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

The Superintendent of Schools will consider closing school if absentee rates impact the ability of the school to operate safely or he may choose to modify operations prior to closing to help mitigate a rise in cases. The Superintendent of Schools will consult with the school physician and the Onondaga County Department of Health prior to making such decisions.

17. Jamesville-DeWitt follows the CDC Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary.

Protocol for clearing and disinfecting schools, including high touch surfaces

- Custodians perform full terminal cleaning of every district building nightly. This includes all spaces occupied by students and staff during the day. None of these areas are reoccupied until the following day.
- Periodically but no less than 2 additional times during the day all high touch surfaces in shared spaces such as bathrooms, corridors, stairwells, and shared classrooms are cleaned and disinfected by custodial staff.
- Classrooms will be equipped with refillable “buckets” of wipes containing at least 70% alcohol. These wipes are adequate for both hand sanitizing and environmental cleaning/disinfecting as necessary including electronic equipment.

To help with cleaning and disinfection the district will perform the following:

- Keep accurate attendance records of students and staff members;
- Ensure student schedules are up to date;
- Provide disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19.
- Keep all disinfectants out of the reach of children;
- Maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

Students should not be present nor participate when disinfectants are utilized.

Playgrounds at the elementary buildings will be cleaned per CDC guidance:

## School Health Office Cleaning

Jamesville-DeWitt follows the CDC Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary.

Protocol for cleaning and disinfection of health offices

- Custodians perform full terminal cleaning of the entire building nightly. This includes all spaces occupied by students and staff during the day. None of these areas are reoccupied until the following day.
- Support cleaning provided by custodial staff as necessary during the academic day.
- Health staff will conduct the cleaning of the patient area after each visit. The office will be equipped with refillable “buckets” of wipes containing at least 70% alcohol. These wipes are adequate for both hand sanitizing and environmental cleaning/disinfecting as necessary including electronic equipment.
- Additional wall mounted 70% alcohol are located in each office.
- HEPA Filtration provided in Health offices via a portable device.

18. All schools in the district will conduct the required evacuation drills and lockdown drills during the 2020-2021 school year.

In the event of an emergency, priority will be given to getting to safety and not social distancing.

Safety drills will be conducted with modifications to ensure social distancing. Drills will ensure all students have in-person instruction and practice.

- Evacuation Drills will be conducted on a staggered schedule on a similar day ensuring that all students are provided opportunities to practice
- Lockdown Drills will be conducted without hiding or sheltering. Safely sheltering in place will be taught and modeled.

19. Each school and/or district reopening plan has a written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school’s charter).

Not applicable.

20. Each school and/or district reopening plan must designate a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

**District: Peter Reyes, Assistant Superintendent, [preyes@jd.cnyric.org](mailto:preyes@jd.cnyric.org), 315-445-8300**

**High School: Paul Gasparini, Principal, [pgasparini@jd.cnyric.org](mailto:pgasparini@jd.cnyric.org), 315-445-8340**

**Middle School: Andy Eldridge, Principal, [aeldridge@jd.cnyric.org](mailto:aeldridge@jd.cnyric.org), 315-445-8360**

**Jamesville Elementary School: Marcy Baker, Principal, [mbaker@jd.cnyric.org](mailto:mbaker@jd.cnyric.org), 315-445-8460**

**Moses DeWitt Elementary School, Mary Sylvester, Principal, [msylvester@jd.cnyric.org](mailto:msylvester@jd.cnyric.org), 315-445-8370**

**Tecumseh Elementary School, Takinma Killins, Principal, [tkillins@jd.cnyric.org](mailto:tkillins@jd.cnyric.org), 315-445-8320**

## ► Facilities

1. Each school and/or district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.

Not Applicable.

2. Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

Building Condition Survey not required until 2024.

Visual inspection Survey will be completed prior to due date, which is 3/1/2021

3. Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.

Lead-in-water testing will be conducted as required by the Director of Facilities and the Department of Health.

4. Each school and/or district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.

Alcohol-based hand sanitizers will meet all fire code requirements.

5. Each school and/or district reopening plan which includes the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.

Not Applicable.

6. Each school and/or district reopening plan must ensure that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.

Not Applicable.

7. Each school and/or district reopening plan which includes new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation.

Not Applicable.

8. Each school and/or district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.

Not Applicable.

9. Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.

Minimum standards are met.

10. Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.

Minimum standards are met.

11. Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.

- All HVAC equipment is evaluated for performance to assure functioning as designed
- Every supply air vent district-wide is run in the 100% open outside air position. The highest-rated MERV (minimum efficiency reporting value) filters on hand will be utilized when equipment is no longer able to run 100% outside air. Some classroom univents handle MERV 8, all other equipment MERV 13.
- Exhaust ventilation systems district-wide will run 16 hours/day
- HEPA Filtration provided in Health offices via a portable device.

12. Each school and/or district reopening plan must ensure that all project submissions only dedicated to "COVID-19 Reopening" will be labeled as such.

Not Applicable.

13. Each school and/or district reopening plan which includes the use of plastic separators must comply with the 2020 BCNYS Section 2606.

Not Applicable.

## Child Nutrition

1. Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.

For students learning that will be out of school as part of the hybrid model:

- Three days of Breakfast & Lunch will be provided on Tuesday at the end of the day for students not attending Wednesday, Thursday and Friday.
- Three days of Breakfast & Lunch will be provided on Friday at the end of the day for students not attending Monday, Tuesday, and Wednesday.
- These meals will be delivered to classrooms at the end of the day on Tuesday & Friday. Students will be responsible for transporting the meals home. Students will be charged under F/R/P status for each Breakfast & Lunch provided.
- Parents will communicate needs for take home meals via [emergencymeals@jd.cnyric.org](mailto:emergencymeals@jd.cnyric.org).

For students in attendance:

- Breakfast served each day
  - Assorted Breakfast Breaks including Milk. (as per menu)
  - Student roster completed by teacher daily.
  - Roster and left over meals picked up daily.
  - Students will be charged under F/R/P status
- Lunch served each day
  - Limited Choices (as per menu)
  - Student roster completed by teacher daily.
  - Students will be charged under F/R/P status.

For students learning remotely:

- We will provide two meals each day, Monday-Friday, for students enrolled in the SFA.. Grab and go breakfast and lunch will be available from 11:00 A.M. to 1:00 P.M. at the following locations:
  - Jamesville Elementary, 6409 East Seneca Turnpike, Jamesville, NY 13078,
  - Moses DeWitt Elementary, 201 Jamesville Road, DeWitt, NY 13214,
  - Jamesville-DeWitt High School, 6485 Edinger Drive, DeWitt, NY 13214.

Please email [meals@jd.cnyric.org](mailto:meals@jd.cnyric.org) to make arrangements for meals if you are unable to pick up at the locations and times provided.

2. Each school and/or district reopening plan must address all applicable health and safety guidelines.

- Protocol for clearing and disinfecting schools, including high touch surfaces
  - Custodians perform full terminal cleaning of every district building nightly. This includes all spaces occupied by students and staff during the day. None of these areas are reoccupied until the following day.
  - Periodically but no less than 2 additional times during the day all high touch surfaces in shared spaces such as bathrooms, corridors, stairwells, and shared classrooms are cleaned and disinfected by custodial staff.
- Tray lines will either not be used or Safe social distancing will take place when in serving lines
- Pin Pads will not be used
- Dividers will be installed at point of purchase

3. Each school and/or district reopening plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

Our elementary students will eat in classrooms. Students/families are accustomed to not bringing nut products to school for snack when they are a member of a nut-free classroom. A request will be made of families to refrain from sending snacks or lunches that contain nut products if they are in a nut-free class, however, in order to protect students with nut allergies, any student who brings a lunch that contains an allergen will eat in the cafeteria with a buddy.

4. Each school and/or district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

Jamesville-Dewitt built in staggered hand washing times for students and staff. We have also increased hand hygiene to include:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
- Use of alcohol-based hand sanitizers (60% alcohol or greater) available in classrooms and common areas in each school and facility;
- We provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers;
- We have signage near hand sanitizer indicating visibly soiled hands should be washed with soap and water; and
- Any staff or students unable to use hand sanitizer are permitted to wash their hands with soap and water.
- Classrooms will be equipped with refillable “buckets” of wipes containing at least 70% alcohol. These wipes are adequate for both hand sanitizing and environmental cleaning/disinfecting as necessary including electronic equipment.

It is expected that all students and staff should wash hands, as follows:

- Before and after snacks and lunch;
- After using the bathroom;
- Upon coming in from outdoors; and
- Anytime hands are visibly soiled.

Signage from the [CDC Toolkit for Schools](#) are posted in cafeterias.

5. Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

- Custodians perform full terminal cleaning of every district building nightly. This includes all spaces occupied by students and staff during the day. None of these areas are reoccupied until the following day.
- Cafeterias will be cleaned after each group of students.
- All high touch surfaces in shared spaces such as bathrooms, corridors, stairwells, and shared classrooms are cleaned and disinfected by custodial staff.

6. Each school and/or district reopening plan must ensure compliance with Child Nutrition Program requirements (if the school is its own SFA – for charter schools that are part of a district’s SFA, the plan must ensure communication with the district regarding food serve requirements).

All students will have access to reimbursable meals that are compliant with the School Breakfast Program and the National School Lunch Program.

7. Communication with families will occur through:

- Parent letter, Application, Menus and FAQ will be posted on the district site on 8/18.
- Parent letter, Application, Menus and FAQ due to each building on 8/18 so it can be added to Welcome Back information
- Continued communication to families via take home meals
- All communication will be made available to families through multiple means in the languages spoken by families.

8. Whether eating in classrooms or cafeterias, students will be required to maintain at least feet of separation. Lunch monitors will supervise this requirement.

## **Transportation**

Jamesville-DeWitt is committed to providing transportation to our students that is clean and safe. The plan below outlines the steps being taken to adhere to guidance provided by the DOH and the CDC.

**1. Work areas**

- a. Transportation staff will limit time working in close proximity of each other
  - i. Staggering times/work areas to prevent possible exposure
  - ii. Staff will wear appropriate face coverings if distancing is not possible
- b. Signs will be placed on entrance doors informing anyone coming into the building that face coverings are required
  - i. People without face coverings will be offered a covering or not allowed inside
  - ii. Vendors will be asked to make an appointment when possible before visiting
  - iii. Deliveries will be accepted only at the mechanic's office door
  - iv. Staff/visitors will be encouraged to wash hands/use sanitizer if sharing of any object is to take place
- c. Common work areas will be disinfected at least once daily by custodial staff and more frequently if needed.
  - i. Staff will be instructed to enter through the front of the building, individually, fill out the self-health form, get route information, and exit through the side door. All other communication will be made via the phone or radio.

**2. Training**

- a. Staff will attend the annual training meeting before the start of the school year, where they will be given instruction on:
  - i. Proper use of PPE
  - ii. Restrictions on sanitizers being carried on buses
  - iii. Proper cleaning of surfaces
  - iv. Safety during interaction and communication with students

**3. Illness**

- a. Staff will be asked to stay home if they are experiencing illness and to report their illness to the director/dispatcher ASAP

**4. Operation of bus**

- a. Drivers and attendants will be required to wear facemasks at all times when students or other staff are present. Face Masks and gloves will be provided and available for use on each bus.
- b. Drivers will be required to wipe down all high touch surfaces between routes.
- c. Deep cleaning of all bus surfaces will be done once daily by staff using a Hydrogen Peroxide solution.
- d. Attendance sheets will be given to the driver to keep track of students on the bus for each route. This will be used for tracing purposes in the event we have an ill student or staff member.

- e. While picking up students, students without masks will be offered one by the driver or bus attendant.
- f. Students refusing to wear a mask will be seated at a further distance from other students
  - i. The driver will notify dispatch by radio
  - ii. Dispatch will contact the building principal to let them know a student will be arriving without proper PPE
  - iii. The principal will address the situation with the student and follow up with the transportation office with further transportation recommendations
- g. Students will have assigned seats and will be seated 1 child per seat unless they are sitting with a student from the same household.
- h. Students will be assigned seats according to their stop location to help limit students passing by each other.
  - i. Back to front-loading – front to back unloading.

## Social Emotional Well-Being

Transitioning back to school after experiencing both the pandemic and societal reaction to systemic racism and police brutality is going to be challenging for our students and staff. It is imperative that we plan thoughtfully and deliberately to create a healthy and safe learning environment.

1. District-wide and building-level comprehensive developmental school counseling program plans will be developed under the direction of certified school counselor(s) and then reviewed and updated to meet current needs.

- Quarterly Counseling Committee meetings- this includes a stakeholder group of social workers, counselors and psychologists (K-12), Assistant Superintendent of Student Services, and Director of Pupil Personnel Services.
- Continuous review and revision of the counseling plan occurs building and district wide based on student needs and NYSED requirements.
- Update Crisis Intervention Plans (grades 5-12).

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

- Members of the Counseling Committee will address the identified student and family needs such as; loss of parental employment, housing, food, trauma and staff needs

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- Collection and review of data for continuous improvement (i.e. attendance, academic, student/parent qualitative/narrative data, discipline data, formative SEL/Second Step data, BIMAS progress monitoring data).
- Both qualitative and quantitative data will be used to inform the Counseling Committee to enhance the school counseling program plan and meet the needs of all student's.

3. Each school and/or district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

- Development of a district SEL/Mental Health and Wellness Website- The focus is to communicate and provide families with helpful information and resources around SEL/MH. The main page will open to a video on SEL and *why* SEL is so important to the health and learning of students. Sub categories of information includes;
  - Second Step- what is Second Step and free videos for families to watch
  - Positivity Project currently at the secondary level
  - Fun activities families can do at home to build SEL competencies with their child
  - Resources- outside resources for families including agencies to assist with Mental Health concerns
  - Good Reads for students and Good Reads for parents- both of these categories offer recommendations on SEL children's books and ones parents would gain information from. We are using recommendations from Tokinma to ensure equity and are inclusive of all cultures.
  - Trauma- this includes resources and incorporates all forms of trauma inclusive of how incidents of George Floyd have dramatically affected students and adults
  - Lessons and embedded work on establishing relationships and community
  - Talking to Your Child about COVID-19. There is a lot of misinformation. This link would provide guidance for families
  - Home/school communication

4. Each school and/or district reopening plan addresses 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.

- Multi-tiered systems of support
- Trauma Informed Practices
- Restorative Practice
- Community Building
- BIMAS- Behavior Intervention Monitoring System
- School Psychologists and School Counselors trained in the Columbia Assessment
- SEL- Second Step
- Positivity Project
- Youth Mental Health and First Aid

- Culturally Responsive Practices/Equity and Access
- On-line Virtual Training in SEL/ and the adult

## School Schedules

1. Jamesville-DeWitt has created three reopening plans. Decisions on which plan to use will be informed by health and safety standards and the most up to date guidance from the New York State Department of Health. The district may change which plan is in place based on changing circumstances and guidance from Health officials. The three plans include:

- IN-PERSON: full-time, no social distancing requirement
- HYBRID: blend of in-person and remote learning, social distancing required
- REMOTE: all students learning remotely, maximum social distancing

The HYBRID model was developed with consideration given to the needs of students, families, and staff as well as the realities of available space, staffing, and student enrollment in our schools. Information received from families and staff were used extensively to create this model. The unique needs of students are taken into account when determining how often they should receive in-person and remote learning.

- All kindergarten and first grade students will be in-person, full time, following social distancing guidelines.
- Students in grades 2-12 will be assigned to groups as follows:
  - Group A: Attend school Monday and Tuesday, Remote on Wednesday, Thursday, Friday
  - Group B: Attend school Thursday and Friday, Remote on Monday, Tuesday, and Wednesday,
  - Group C: Some special education students and English language learners will attend school on Monday, Tuesday, Thursday, and Friday, Remote on Wednesday.
  - Group D: Some special education students will attend school Monday-Friday,
  - Group E: Parents may choose to have students learn remotely

If COVID-19 cases develop, the district may consider restricting access within school facilities and across school grounds, particularly in affected areas to avoid full school closures. In such instances, the district may choose to temporarily move classes where an individual has tested positive for COVID-19 to remote format until all contacts can be identified, notified, tested, and cleared. To maximize in-person instruction, The HYBRID model was created to decrease density and congregation in school facilities and on school grounds.

These plans will be shared with families and staff through multiple communication channels throughout the month of August and into the school year to keep everyone informed and up to date.

## ► Attendance & Chronic Absenteeism

1. Each school and/or district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.

- Every classroom teacher will be required to take and report daily attendance into the student management system (SchoolTool).
- All Teachers with assigned Google Classrooms or conducting remote learning will be responsible for recording daily student engagement.
- Teachers are expected to report concerns of students not present for remote lessons or disengaged to the principal and social worker after they have made contact with the students parent or guardian sharing their concerns.
- Principals and school counselors will regularly review student attendance reports
- Interventions will be implemented at the school level to ensure regular attendance and to address concerns related to chronic absenteeism.
- Student attendance will be reported to SIRS per state regulations.

## ► Technology & Connectivity

1. Each school and/or district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.

The [district sent a survey](#) in July asking, *Would your student need to borrow a Chromebook if remote instruction is in the plan for the 2020-2021 school year? And Is internet access a concern for your family if remote instruction is in the plan for the 2020-2021 school year?* Information gleaned from this survey will be used to ensure that the district has inventory of devices and hot spots available for families and staff.

2. Each school and/or district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.

Follow up with families and staff will be conducted in August to identify specific needs. Distribution of devices and hot spots will occur prior to the start of school. [Additional tech support can be requested through a link on our district website.](#)

3. Each school and/or district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to

devices and/or high-speed internet.

See above plan to supply students with necessary technology.

## ► Teaching & Learning

Jamesville-DeWitt has created three reopening plans. Decisions on which plan to use will be informed by health and safety standards and the most up to date guidance from the New York State Department of Health. The district may change which plan is in place based on changing circumstances and guidance from Health officials. The three plans include:

IN-PERSON: full-time, no social distancing requirement

HYBRID: blend of in-person and remote learning, social distancing required

REMOTE: all students learning remotely, maximum social distancing

IN-PERSON Plan most resembles *typical* school yet is modified to include less social distancing and modified COVID-19 protocols as guidance from the DOH and CDC allow.

HYBRID is a blend of in-person and remote learning with social distancing required when students are in school. When students are in school they will be scheduled in a *typical* school day using instructional practices aimed to support student progress toward state standards. When students are learning remotely as part of the hybrid model, they will engage using the following tools:

Learning Management Platform to be used

K-4: Google Classroom

5-8: Google Classroom

9-12: Google Classroom

Communication/class meeting software to be used:

K-4: Zoom

5-8: Zoom

9-12: Zoom / Google Meets

REMOTE is when all students learn remotely. The remote learning plan:

Learning Management Platform to be used

K-4: Google Classroom

5-8: Google Classroom

9-12: Google Classroom

Communication/class meeting software to be used:

K-4: Zoom

5-8: Zoom

9-12: Zoom / Google Meets

Online learning schedule:

K-4 General Ed & Special Ed:

- Combination of Asynchronous and Synchronous instruction:
  - A weekly assignment schedule and pre-recorded instruction will be posted on Google Classroom on the first day of the week
  - If teacher deems appropriate, paper learning materials will be delivered the first day of the week
- Daily Class meeting
  - Address SEL (ie. Morning Meeting)
  - Provide learning expectations for the day
  - Provide synchronous instruction
  - Classes that occur live will be recorded on Zoom and students will be encouraged to view the saved video if they cannot attend live
- Office Hours-time for additional support
  - Daily, minimum of 30 minutes
    - All students are able to participate
    - Individual students will be provided with support based on their particular question or concern
    - Students who attend can wait in the cue or be assigned a time to return to the meeting
    - Additional individual remediation when warranted

K-4 Special Area:

- Combination of Asynchronous and Synchronous instruction:
  - A weekly assignment schedule and pre-recorded instruction will be posted on Google Classroom on the first day of the week
  - If teacher deems necessary, paper learning packets will be delivered the first day of the week
- Using a 6-day cycle, provide pre recorded instruction posted on Google Classroom
- Office Hours-time for additional support
  - Daily, minimum of 30 minutes
  - All students are able to participate
  - Individual students will be provided with support based on their particular question or concern
  - Students who attend can wait in the cue or be assigned a time to return to the meeting
  - Additional individual remediation when warranted

5-8: Combination of Asynchronous and Synchronous instruction:

- Asynchronous Instruction:
  - Assignment schedule posted weekly on first day of the week for the week
    - Schedule lists what assignments will be used for grade and which will be used formatively
    - Assignments posted daily
  - Feedback on assignments one day after the due date.
  - Gradebook is updated weekly.
  - Classes that occur live will be recorded on Zoom and students will be required to play the saved video if they cannot attend live
- Synchronous Instruction:
  - Assignments will be posted weekly on the first day of the week for the week of school.
    - Schedule lists what assignments will be used for grade and which will be used formatively
    - Assignments posted daily
  - Feedback on assignments one day after due date
  - Gradebook updated weekly
  - Classes will occur live according to the master schedule at least two times per week with attendance expected

9-12:

- Posting notes, work, and general assignments:
  - Teachers should post notes, work, and updates once a day by 9:00 a.m. The ABCD schedule should be followed (as outlined below). That is, teachers should post on A/C days or B/D days.
  - Use the scheduling feature in Google Classroom or a calendar in order to give clear expectations for due dates on student work.
  - Students should be given tasks daily. Assignments do not need to be a daily requirement.
- Video conferencing with a class:
  - Live class sessions must occur on the day and time that your class meets (i.e. 2nd period A/C between 9:24 - 10:47 a.m).

Other communication/notification systems to be used:

K-12:

- Screencastify for recording and presenting lessons
- Kami - PDFs (free version vs purchase)
- Flip Grid - performance-based feedback and assessment

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- Email
- Remind / ClassDoJo

### Teacher availability

#### K-4 Teachers:

- Daily, 8:30-3:30
- All staff will use either Remind or ClassDoJo for teacher-parent communication

#### Counselor/SW/Psychologists:

- Daily, 8:30-3:30
- Weekly Tele counseling sessions based on:
  - Teacher/Parent concern
  - Performance data

#### 5-8:

- Teacher will conduct office hours daily (2 hours)
- Counselor/SW/Psychologists will provide an ad hoc group through tele counseling as well as individual counseling based on Teacher/Parent and student performance data.

#### 9-12:

Teachers should be available for a set amount of time during their regularly scheduled periods. We are looking at modifying the class schedule to reflect the best meeting times for teachers and students.

### Assessment tools/strategies:

#### K-4:

- Learning Packets - collection of student work
- Work submitted via Google Classroom or Google Forms
- Online resources such as Zearn, Raz Kids, ReadWorks, etc.
- Zoom calls - individual assessments, reading, math, etc.
- Flip Grid may be used for performance-based assessment

#### 5-8:

- There should be two weekly summative assessments for students to demonstrate learning for each class that would typically meet each day. Classes that typically meet every other day would be required to have two summative assessments every two weeks.
  - Google Classroom
  - Google forms
  - Performance based assessments - with rubric
  - Third party assessment programs such as Zern, kahoot, etc..

9-12: Work submitted via google classroom and//or forms graded next day (Gradebook updated)

- Summative assessments
- Zoom calls - individual assessments
- Performance based assessments (PE, ART, Music, PBL) - with rubric
- Platforms such as Kahoot

## ▶ **Special Education - Required Notices**

1. Each school and/or district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

- Should a parent/guardian or the district's Pupil Services Team (PST) refer a child for an initial evaluation the district will comply with the 60-day timeline once parental consent is received.
- Any student due for a re-evaluation/triennial shall receive those evaluations pending parent consent. Any and all face-to-face evaluations, staff and students shall follow DOH and CDC safety protocols (i.e. masks, social distancing, protective gloves, face shields).
- Any student identified as a student with a disability between the ages of 3-21 shall be provided a Free and Appropriate Education at public expense. FAPE may be provided consistent with the need to protect their health and safety and health and safety of individuals who provide them with their education, specially designed instruction and related services.
- Students with disabilities will wear PPE/masks during school hours unless the mask would impair the student's health, or mental health or where such covering would present a challenge, distraction or obstruction to education services and instruction.
- High needs students with disabilities will be given high priority in the delivery of face-to-face services whenever possible, protective health and safety measures will be implemented.
- Should a student be deemed eligible for special education programs and services an IEP will be developed based on the student's need and school is open.
- Students with disabilities shall receive special education and related services in accordance with their IEP to the greatest extent possible. Flexibility with the mode and manner of IEP implementation has been provided by the state due to the COVID 19 outbreak. Some services may not be delivered in the same manner they are typically provided as the health and safety of students is a priority.

## Jamesville-DeWitt School District

- Services will be provided in person while schools are open. Should the district move to remote or a hybrid model virtual instruction and tele-therapy will be provided to meet the individual needs of all students with disabilities.
- To provide continuity of learning and delivery of special education services students will be provided with technology should remote learning occur.
- Should instruction be delivered remotely, assistance by staff shall be provided to students and family should they need assistance with technology.
- Students with disabilities shall have equal access to the same opportunities as general education students.
- For high-risk medically fragile students who are unable to attend school, online/virtual instruction and on-going communication between student and school.
- Students with disabilities who are parentally placed within any of the seven non-public schools within the Jamesville-DeWitt CSD shall continue to receive their special education services per the IEP.
- To ensure the safety of students and staff during face-to-face instruction, both individuals will be expected to wear masks and maintain social distancing. Should students and staff need more direct contact (OT, PT) additional PPE equipment will be provided (i.e. gloves, face shields).
- Staff will be instructed on proper cleaning protocols.
- CPSE/CSE meetings inclusive of annual reviews will be conducted via Zoom to ensure the safety of all participants. Annual reviews will be conducted to plan for student's continuation of special education programs and services. Program reviews, initial eligibility and re-evaluation meetings will all be conducted via Zoom and in accordance with regulations.
- For students requiring out of district placement, the district will coordinate with the outside placement to ensure the student receives their required programs and services in compliance with the student's IEP to the greatest extent possible face to face, or through a hybrid model.
- Despite the district's best efforts some students with disabilities may have experienced a loss of skills during the school closure. In these instances CPSE/CSE must make individualized determinations whether and to what extent compensatory services are to be provided once school reopens.
- Should a student's needs be so complex they are unable to receive special education programs and services via virtual model (FAPE cannot be met) the Committee must consider compensatory services once school reopens.

2. Each school and/or district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.

- Jamesville-DeWitt provides special education services in compliance with Least Restrictive Environment (LRE). Continued provision of services in accordance with LRE practices will continue. Consideration will be given to each component of the NYSED

Continuum of services in meeting the needs of the student. Parents are participants in the development of the student's IEP. Parent concerns will be addressed and noted on the IEP. Parents will be provided with the IEP outlining the programs and services offered and provided to the student. Staff will be expected to document daily their delivery of services in working towards a student's IEP goals. Related service providers will also maintain daily notes during face to face and during remote learning. Staff will check in with families and gather information regarding the student's progress and needs from the parents perspective should remote/hybrid learning occur.

- Staff will continue to collect data in person and remotely, should learning be delivered virtually. On-going progress monitoring of students goals and learning will be kept by staff the data collected will be used in making determination of services and student progress.
- Should schools close and remote instruction occur, documentation of services must include continuity of learning activities, and the IEP services provided to the student.
- Progress monitoring reporting will be provided to parents on a quarterly basis.
- Formative assessments and qualitative information on students with disabilities will be maintained in the same manner as general education students. Staff will be expected to provide this data to CPSE/CSE and parents prior to any committee meeting.
- Information to parents will be provided in their preferred language.
- Interpreters will be provided for families if needed during CPSE/CSE meetings.
- A communication protocol for each student with disabilities will be established. The protocol will identify the who, how and when communication with the parent will take place.

3. Each school and/or district reopening plan addresses meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

- Information will be provided in the parents preferred language.
- Interpreters will be provided to families in their preferred language for any/all meetings inclusive of CPSE/CSE.
- The Office of Pupil Personnel Services website will provide parents with important information regarding up to date special education information.
- Should parents request electronic communication of their Prior Written Notice, meeting notice and procedural safeguards the district will provide electronically per parent request. Parents will continue to receive their Procedural Safeguards Notice and Prior Written Notice when identification, evaluation, a change in placement or provision of FAPE to the student takes place.

4. Each school and/or district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program

providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

- A child referred to CPSE or transitioning out of Early Intervention (EI) to CPSE will be evaluated for preschool special education services in accordance with Part 200 Regulations. Evaluations will be conducted face to face and in compliance with DOH guidelines and NYSED regulations. Should a closure occur evaluations would be conducted virtually. Per Federal Regulatory Amendment July 13, an initial psychological may be waived during a closure. Preschool students with disabilities shall continue to have access to the special education programs and related services due to COVID 19.
- If unable to provide face-to-face related services, tele-therapy should be provided.
- Parents will be informed should services move to virtual learning.
- The district will communicate with 4410 providers seeking information on the providers contingency plans should learning move to virtual learning.
- The Office of Pupil Personnel Services will have on-going communication with the 4410 providers and Department of Health to ensure access for preschool students with disabilities.
- Should schools close and remote instruction occur the district expects 4410 providers to continue to provide FAPE. FAPE may be provided consistent with the need to protect their health and safety and health and safety of individuals who provide them with their education, specially designed instruction and related services.
- Services provided face to face and virtually during any closure must be documented and provided to the district when making individual determinations as to whether compensatory services are needed under applicable standards and due to loss of skills during remote learning.
- Jamesville-Dewitt participates in recurring meetings with 4410 providers. The Office of Pupil Personnel services will communicate expectations regarding the delivery of services to preschool students with disabilities.

5. Each school and/or district reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

- Determination of the necessary accommodations, modifications, supplementary aides, services and technology will be identified on the student's IEP. Implementation of each shall be provided face to face and virtually. Should remote instruction occur students will receive their special education programs and related services to the greatest extent possible but may not be provided in the same mode and or manner as face to face .
- Technology in the form of chrome books, AAC communication devices and forms of Assistive Technology For students with AAC and AT identified on their IEP, they will

have access to the devices and software during face to face instruction and virtually to ensure access to special education programs and services.

- A member of the students educational team will reach out to the student's parent/family member to respond to questions and concerns related to technology and access.

## ► Bilingual Education & World Languages - Required Notices

1. Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

In accordance with Parts 117 and 154 of the Regulations of the Commissioner of Education, the district administers the Home Language Questionnaire (HLQ) to all newly enrolled students. If the home language is other than English or if the student's native language is other than English, the New York State LEP Identification Process which outlines screening, initial assessment, program placement, and annual assessment is followed. Each student will also be annually assessed using the NYSESLAT to measure academic progress.

The Central Registrar is responsible for administering the HLQ. TESOL certified teachers conduct interviews and, if necessary, administer the NYSITELL. Students registering with an IEP may have second language acquisition needs and therefore may take the NYSITELL with testing accommodations if determined appropriate. LEP students are placed in appropriate programming levels.

COVID Specific Protocols: Students that were identified as potential ELL students by TESOL teachers and the HLQ in the spring of 2020 received ELL services through the spring regardless of if the NYSITELL was administered. All of these students and new registrants will be administered the NYSITELL within the first 30 days of returning to school or within 10 days of registration if they register after the school year begins. This will be accomplished utilizing the remote learning day (Wednesday) of each week to administer NYSITELL screenings. Time before or after school will be used if we are unable to complete the screenings on our remote learning day.

2. Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on

their most recently measured English language proficiency level during in-person or hybrid instruction. [Units of Study and Staff Requirements: ENL \(K-8\)](#) [Units of Study and Staffing Requirements: ENL \(9-12\)](#) [Additional Units of Study and Staff Requirements for TBE](#) Former ELLs at the Commanding level of proficiency within two years of exiting ELL status are to continue receiving Former ELL services in the form of Integrated ENL or other Former ELL services approved by the Commissioner under Part 154-2.3(h) during in-person or hybrid learning.

In accordance with Part 154, our free-standing ESL program is aligned to the New York State Standards. In grades K-4 the ESL teacher and Building Principal create schedules for students based on their current levels of proficiency to align with the required units of study. In grades 5-8 the ESL teacher and Building Principal create schedules for students based on their current levels of proficiency, also. Both push-in and pull-out models are utilized K-8.

In accordance with Part 154, our free-standing ESL program is aligned to the New York State Standards. In grades 9-12, 1.0 ESL teacher and the Building Principal create schedules for the students based on their current levels of proficiency to align with the required units of study. Typically, push-in, pull-out, and team teaching models are utilized 9-12.

The emphasis of instruction is designed to develop the four language skills, as specified by the NYS English language arts learning standards, key ideas and performance indicators, to ensure students meet and pass the required 3-8 grade NYSTP assessments and Regents Examinations. The suggested reading materials at all grade levels compiled by the NYSED Office of Bilingual Education are included in the district's ESL program materials. These goals are to use English to communicate in social settings, achieve academically in all content areas, and in socially and culturally appropriate ways. Instructional strategies such as Cognitive Academic Learning Approach, Cooperative Learning and Multiple Intelligences Approach are used to provide students with opportunities, appropriate to their level of English proficiency, to develop, rehearse, refine and apply the skills necessary to

- Use English to participate in social interactions
- interact in, through, and with spoken and written English for personal expression and enjoyment.
- use learning strategies to extend their communicative competence
- Use English to interact in the classroom
- Use English to obtain, construct, and provide subject matter
- Use appropriate learning strategies to construct and apply academic knowledge
- Use appropriate language variety, register, and genre according to audience purpose and setting
- Use nonverbal communication appropriate to audience, purpose, and setting
- Use appropriate learning strategies to extend sociolinguistic and sociocultural competence.

COVID Specific Protocols: In the HYBRID model the Units of Study will continue to be provided via five days per week. In person instruction will take place on Monday, Tuesday, Thursday, and Friday and remotely on Wednesday.

3. Each school and/or district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

The District shall notify, in English and in the appropriate native language, the parent(s) or guardian(s) of a student designated as ELL/MLL of the student's placement in the ELL program. Parents will be informed that there is no provision to opt out of ELL services.

The District will hold multiple orientation and information sessions for the parents of ELL students on the State Standards and assessments, school expectations and general program requirements. Translators and or information written in the home language will be provided by the District.

The District will work with the R-BERN, NYSED, and BOCES for technical support to appropriately and timely inform parents of ELL/MLL students of school-related activities and information pertinent to the education of their children. Activities will include but are not limited to website links and use of other technology to enhance communication.

COVID Specific Protocols: Communication will continue to be provided in both English and the student/family's home language. Additionally, teachers will provide weekly check-ins with students/families to communicate new information and assess their needs.

#### **4. Additional COVID related information:**

- The district is providing teachers with training through The Metro Center on the Culturally Responsive Sustaining Education Framework. This work will be used to augment curriculum to support our traditionally marginalized populations, including ELL/MLL.
- ELL teachers will have designated time on Wednesdays to collaborate with other staff about curriculum and best practices for supporting ELL/MLL students
- Students in grades K-1 are returning five days per week. Students in grades 2-12 are returning on a 2 day in person, 3 day remote learning schedule. In recognition that ELL/MLL students are a more vulnerable population, they are returning on a 4 day per week in person, 1 day per week remote learning schedule
- Chromebooks have been ordered to ensure all ELL/MLL students will have a 1:1 device experience. Remote internet devices have been purchased for students as well
- All ELL/MLL students will receive our universal screener for social emotional support. Appropriate follow up and rescreening will occur based on aforementioned teacher check in.

## **► Teacher & Principal Evaluation System - Required Notices**

1. Each school and/or district reopening plan must ensure that all teachers and principals are

evaluated pursuant to the LEA's currently approved APPR plan (or, for charter schools, the school's charter), including any variance applications approved by the Department.

All teachers and principals will be evaluated using the currently approved APPR plan.

## **► Certification, Incidental Teaching, & Substitute Teaching - Required Notices**

1. Each school and/or district reopening plan must ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.

All Jamesville-DeWitt teachers and teaching assistants hold valid and appropriate certificates for their respective assignments. Though it is each professional's responsibility to maintain their certification, the district monitors this with assistance from the NYS Education Department.