

# Cornwall Central School District



## 2020 Reopening Plan

September 5, 2020

Revised April 11, 2021

(Revisions based on updated guidance from CDC & NYSDOH)

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## Introduction

The Cornwall Central School District's primary commitment is to the students and families we serve. Our highest priority must be keeping them safe. When the 2020-2021 school year begins, on-campus school will look much different than previous years due to COVID-19 and the health and safety measures that continue to evolve. This School Reopening Plan will define clear guidance for the reopening of our 5 schools and aligns with the regulations developed in collaboration with NYS Department of Health and the NYS Education Department.

The areas outlined in this plan represent the myriad considerations our district will address to reopen schools safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students is also a priority and therefore we have addressed this within our plan.

This plan includes procedures that will be followed in the following schools:

Cornwall-on-Hudson Elementary School - <https://cohes.cornwallschools.com/>

Cornwall Elementary School - <https://ces.cornwallschools.com/>

Willow Avenue Elementary School - <https://waes.cornwallschools.com/>

Cornwall Central Middle School - <https://ccms.cornwallschools.com/>

Cornwall Central High School - <https://cchs.cornwallschools.com/>

To be clear, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of decision making as we move to reopen our schools.

Mr. Terry Dade, Ms. Megan Argenio, and Mr. Harvey Sotland will serve as the district's COVID-19 Coordinators. They will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED. We strongly believe the

services and protocols described throughout this plan are in the best interest of our students, families, staff, and community.

## **Guiding Principles**

The development of this plan was guided by and grounded in the following guiding principles:

1. Safeguarding the health and safety of students and staff;
2. Providing the opportunity for all students to access education in the fall;
3. Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
5. Fostering strong two-way communication with partners, such as families, educators, and staff;
6. Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure; and
7. Supporting and celebrating diversity in our schools and school district as we provide education is essential.

## **Communication/Family and Community Engagement**

To help inform our reopening plan, the Cornwall Central School District has sought feedback and input from stakeholders, including administrators, faculty, staff, parents/guardians of students, local health department officials and health care providers, employee unions and community groups, and school board members. Engagement efforts included online surveys, virtual forums/meetings, in-person meetings and one-on-one conversations.

The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website at [https://www.cornwallschools.com/apps/pages/index.jsp?uREC\\_ID=455795&type=d](https://www.cornwallschools.com/apps/pages/index.jsp?uREC_ID=455795&type=d), and will be updated throughout the school year, as necessary, to respond to local circumstances.

As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication modes, as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

## Communication Goals:

- To encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to NYSED, CDC, and DOH guidance regarding the use of acceptable face coverings - a face mask or face covering which covers the nose and mouth at all times except for meals and designated mask breaks.
- To provide regular updates about health and safety, scheduling, and all other information faculty, staff and families should be aware of.
- To provide information to families through a wide array of platforms including mail, email, telephone calls, text messaging, social media and website postings.
- To provide information on how families can access technology and receive technical support to assist with utilization and maintenance of equipment.

The Cornwall Central School District will develop communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. We will utilize communication methods used by the district to inform the school community. Information will be dispersed in a variety of platforms that include:

- District website
- Call list/ROBO Call
- Email blast
- Online training
- Correspondence (letters) to homes
- Social media accounts used by district
- School Board Meetings

Clear messaging will be prepared and consistently communicated before re-entry, on the first day, during the first week, throughout the first month, and continuously throughout the year. Minimum monthly communication will provide information on the following topics:

- Who to contact with questions, concerns or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.
- The facts as we currently know them (NYSDOH, CDC).
- The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home.
- Constant reminders for students and staff to stay home if they feel sick.
- Encourage and implement social distancing in bathrooms, break rooms, hallways, etc. Installing social distancing markers on the floors, etc.
- Practice proper hand hygiene.
- Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Educating the school community on district policies/procedures, including how to properly wear and dispose of face coverings.

Prior to reducing social distancing to 3 feet, the following measures were taken to communicate and solicit feedback from stakeholders:

- Received a significant number of emails and statements to the Board from parents and teachers beginning in February 2021, specifically asking questions and providing feedback for increasing in-person instruction for students;
- Letters to community and staff regarding potential pivot to increased in-person instruction were sent on numerous occasions in February, March and April 2021.
- Survey administered to community on February 25, 2021; specific question asked, *“IF the requirement of masks and 6 feet social distancing are modified by NY state to masks and social distancing to the greatest extent possible, I would be interested in having my child(ren) return to school for additional in-person instruction.”*
- We received over 1,200 responses and 82% said yes. It is important to note that the district also gave families the option to choose full time remote instruction should we pivot to 5 days of in-person instruction. Less than a dozen families, that were not already medically remote, chose this option.
- Elementary principals held staff meetings during the week of April 5-9 to discuss the pivot to full time in-person and allowed opportunities for questions;
- The revised CCSD Reopening Plan was sent to NYS and OCDOH, and the revised plan was posted on the CCSD website on April 11, 2021
- At the very first opportunity following receipt of updated guidance from the state, the district made parents and staff aware that they should feel free to send any and all feedback regarding this revised reopening plan to the Superintendent and/or the Board of Education.

Per the updated guidance from the state, the above shows that the Cornwall Central School District has met the following expectation: ***“Ultimately, the school/district’s decision to move to shorter physical distances will come down to a local community’s risk tolerance based on its unique circumstances.”***

## Health and Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place in all Cornwall Central School District schools for the 2020-21 school year. Anyone with questions or concerns should contact our COVID-19 Safety Coordinators, Mr. Terry Dade, Ms. Megan Argenio, and Mr. Harvey Sotland.

For more information about how health and safety protocols and trainings will be communicated to students, families and staff members, visit the *Communication/Family and Community Engagement* section of our reopening plan.

To ensure employees and students comply with communication requirements, the Cornwall Central School District will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
  - Website
  - Email
  - Social media
  - Print copy mailings
  - Voice and/or video messaging
  - Traditional media outlets
- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If anyone who has contact with the facility, or a person within the facility tests positive for COVID-19, the school district will immediately notify the Department of Health (DOH) at 845-291-2330. The Cornwall Central School District will follow the contact tracing protocols as set forth by state and local jurisdictions, including notification of potential contacts, such as students, staff, and visitors who might have had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

#### **Facility Entry**

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. If applicable, a single point entry and single point egress will be identified to minimize cross traffic. All entry to the buildings will occur through the main entrance to a check-in point at the security station. The high school will utilize multiple entrances at arrival due number of students.
- While on or within Cornwall Central School District property, all individuals, students, staff, and visitors must wear a face covering.
- Proper face covering includes, but is not limited to, a surgical mask, cloth mask, balaclava or bandana and must completely cover the individual's mouth and nose.
- A plastic face shield alone is not an acceptable face covering.
- All individuals may choose to utilize their own face covering, however face coverings can and will be provided by district staff daily should anyone forget to bring their own.

#### **Daily Health Screening**

- Prior to entering all Cornwall Central School District locations, individuals must complete a health screening questionnaire. This questionnaire is accessible through the SNAP Health portal. Information has been sent out to parents and staff to log in.
- Staff must complete this screening prior to arriving at work via the electronic submission form.
- Screening is strongly recommended to be conducted remotely. Parents have been sent a reminder letter stating that their child will need to be picked up from school should they fail to complete the screener prior to their child's arrival to school.

- Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone with symptoms response that changes from a NO to YES during the day, must contact their supervisor immediately and await further instructions.
- Visitors will have their temperatures taken upon arrival.
- Students will be signed in and accounted for as without fever/symptoms and able to attend school through attendance roll.
- Should a person fail the medical screening, specific procedures will be followed. Please reference the Suspected or Confirmed COVID-19 Case section for further information.

### **Social Distancing**

- All individuals on Cornwall Central School District premises must maintain appropriate social distancing when practicable.
- Appropriate social distancing is defined as a three (3) feet separation between students.
- Six (6) feet is required distancing between adults and between students and adults.
- Six (6) feet of distance is required when eating meals or snacks, or drinking, or other times masks must be removed.
- Six (6) foot distance between personnel must be maintained, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings.
- Social distance separation will be facilitated using tape or signs that denote appropriate spacing in commonly used and other applicable areas on the site (e.g., clock in/out stations, health screening stations, reception areas).
- In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

### **Personal Hygiene**

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools will plan time in the school day schedule to allow for hand hygiene.

- Hand hygiene includes:
  - Signage encouraging hand washing and correct techniques;
  - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
  - Adequate facilities and supplies for hand washing including soap and water;
  - Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can aerolize germs);
  - Use of no-touch/foot pedal trash can where feasible;
  - Encourage frequent hand washing.
- Students and staff should wash hands as follows
  - Upon entering the building and classrooms;



- After sharing objects or surfaces;
- 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;
- Anytime hands are visibly soiled;
- When handwashing is not available use a hand sanitizer;
- Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
  - Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
  - Placement of sanitizer dispensers should be located near entrances and throughout common areas.

### **Visitor and Vendor Practices**

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face coverings and will have restricted access to our school buildings.

#### **Visitors**

- All visitors must wear proper face covering prior to entering any CCSD building.
- All visitors will check in at Security for temperature screening and to fill out the SNAP COVID-19 health screening. The visitors must sign in with their identification through the (Raptor) system for a visitor badge. This will indicate to all other Security locations that the visitor has been screened.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- All visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All visitors will be accompanied by a staff member.
- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.
- At the end of each day, the receptionist/designee must scan the sign-in/out documents and send them individually to the district office. Each document must be named indicating the location and date, following this format: **LOCATIONMMDDYYYY.pdf**.

#### **Vendor**

- All vendors wear proper face covering prior to entering any building.
- All vendors must report to the security desk for temperature screening and to fill out the SNAP COVID-19 health screening. The vendors must sign in with their identification through the Raptor system for a visitor badge. This will indicate to all other Security locations that the vendor has been properly screened.
- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via virtual meetings when possible.

- All vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All vendors will be accompanied by a staff member.
- Should a vendor become ill while on campus, they must alert the staff member they're visiting to report the issue and then immediately seek medical attention.
- At the end of each day, the receptionist/designee must scan the sign-in/out documents and send them individually to the district office. Each document must be named indicating the location and date, following this format: **LOCATIONMMDDYYYY.pdf**.

## **Training**

The Cornwall Central School District will train all personnel on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted during four Superintendent Conference Days which were frontloaded to the beginning of the year for training and preparation.

Our 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, social distancing, and respiratory hygiene. Additional training will be provided in:

- Prevention of disease spreads by staying home when they are sick;
- Proper respiratory etiquette, including covering coughs and sneezes;
- Limiting the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures and hand hygiene between use.
- Provide employees and students with up-to-date education and training on COVID-19;
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

## **Signs and Messages**

Signs will be posted in highly visible locations (eg. school entrances, restrooms, common areas) that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing a face covering.

## **When Students Eat in Classrooms**

- Make sure teachers are aware of food allergies in their classroom, much like we do during a typical school year with anything involving food.
- Discuss cleaning of desks before and after meals in accordance with health and safety protocols.

## **Space Design and Capacities**

### **General Office Area**

- Where applicable all offices and small spaces will be limited to one (1) individual at a time.
- In a multiple occupant office, occupancy will be reduced in addition to maintaining at least 6ft of separation between all individuals.
- Additional protective barriers such as polycarbonate screens or strip curtains will be utilized to create a physical separation without hindrance to egress or airflow.
- Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided

- Face coverings must be worn in these multiple use office settings.
- Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual's program supervisor.
- Where possible additional shifts will be added to reduce the number of employees in the worksite at one time.
- We will limit tasks requiring large amounts of people to be in one area.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, we will consider limiting the number of attendees depending on local, state, and federal guidelines.

### **Conference Rooms**

- We will limit in-person meetings, if virtual meetings are not feasible.
- If meetings are to occur in person, they will be conducted in an efficient manner.
- Social distancing and face coverings among participants will be required.
- Lingering and socializing before and after meetings will be discouraged.

### **Break Rooms and Lunch Rooms**

- Breakroom use is discontinued if a minimum of 6 ft. separation cannot be maintained when consuming food or drink.
- Staff will be advised where to take their lunch and breaks.
- Staggered break schedules may be utilized to assist with separation concerns.
- If staff wish to take breaks together they must do such in a large space or outside, where at minimum 6ft. of separation can occur.
- Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks will be replaced with alternatives where possible.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

### **Copier Rooms/Areas**

- Congregating in copier rooms/areas is discouraged.
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior use.

### **Elevators**

- One person in an elevator at a time, where possible. Students will ride with a staff member.
- Personnel must wear acceptable face coverings when in common use areas.
- Elevators will be frequently disinfected.

### **Restrooms**

- Occupancy of all bathrooms, regardless of size, will be limited.
- Individuals must knock before entering a bathroom to ensure there is no other occupant present.
- In special circumstances where a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable personal protective equipment including a face

covering and when medically applicable, the student will be wearing a proper face covering as well.

- Signage will be posted on entry indicating one person, or significantly limited occupancy at one time.

### **Hallways/Stairwells**

- Where feasible hallway traffic may be limited to single flow direction.
- Where single flow is not applicable, bi-direction traffic will be permitted.
- Directional flow will be identified by indications on the floor/stairs/walls.
- Adequate distancing will be obtained between all individuals with appropriate signage and/or markings where practicable.
- All individuals must also allow for adequate space between others when traveling in the same direction where practicable.

### **Classrooms**

- Occupancy in each classroom will be specific and determined based on the overall square footage of the space.
- Each student, teacher and support staff will maintain at least 6 ft. of separation from others.
- Additional considerations will be taken into account for space utilized for classrooms and teaching materials.
- Overall class sizes will be reduced to accommodate all safety parameters.
- Students, teachers and support staff will be required to wear a proper face covering.
- Where possible, special teachers and PPS staff will travel to the classroom to provide instruction.
- Restrict items in the classroom to that of obvious use.
  - Remove any soft surfaces that are difficult to disinfect such as:
    - Area Rugs
    - Soft fabric chairs

### **Nurse Stations**

- All students and staff are required to wear appropriate face coverings.
  - N95 Respirator use for nurses should be limited to situations of suspected COVID-19
  - Nurses must receive proper training and fitment of N95 Respirators prior to use.
- Where applicable, nurse stations have been reconfigured to:
  - Maintain social distancing of no less than 6ft.
  - Create “sick” and “well” zones.
    - Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
    - Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation.
  - Physical separation will be achieved by utilizing:
    - Individual exam rooms
    - Polycarbonate barriers
    - Retractable dividing curtain walls.
- Isolation Room/s

- Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce risk of transmission.
- A separate room or area separate from others will be utilized where applicable.
- *Reference the Isolation Room/s section for additional information.*

### **Isolation Rooms**

- Where applicable, a separate room with a door in close proximity to the exterior, or an area separate from others will be utilized for quarantining individuals who present with symptoms representative of COVID-19.
- Where excess space is not available. Nurse stations will be equipped with dividing curtains allowing for both a physical divide and at minimum 6ft of separation.
- These rooms have been identified in each building.

### **Security Vestibule/Reception areas**

Security Stations will remain at all main entrances of each building.

- Where a multi- entrance design is used for arrival and dismissal, additional staffed posts will be utilized.
- They will serve as the primary location for accounting for all individuals entering and exiting the building.
- Polycarbonate barriers will be installed to protect all individuals.
- Signs will be installed to indicate where visitors shall stand to maintain social distance.
- Reception areas have had seating removed or adequately spaced to provide at minimum of 6ft of separation.

### **Computer Labs**

- The use of shared space and equipment use will be limited where feasible.
- Blocks of computers will be sectioned off to ensure social distancing is maintained.
- Tables of computers will be reconfigured so as to not face each other or a polycarbonate barrier will be installed to create a physical barrier.
- Cleaning and disinfection of computer labs and keyboard will be frequent
  - Keyboards should be wiped and disinfected before and after each use.
  - Keyboard covers may be utilized to aid in the cleaning and disinfection process.
- Students will be instructed to wash hands prior to and after touching the keyboards along with other frequently touched surfaces.

### **Library Spaces**

- Remove all soft covered surfaces that cannot be properly cleaned and disinfected.
  - Bean bag chairs
  - Upholstered couches or chairs
  - Area rugs
- Reconfigure space to ensure social distancing.
  - Tables will be limited to one individual at a time where applicable.
    - Polycarbonate barriers may be installed to create a physical barrier.
  - Desks should be arranged so as to not face each other.
  - Small reading nook use should be discontinued unless:
    - limited to one person at a time.

- Cleaned and disinfected routinely
- Borrowing of materials such as books will be revised in accordance with safety protocols.
- Create directional traffic flow patterns between bookcases to ensure social distancing.

### **Engineering Controls**

- Alcohol based hand sanitizer will be available in each entry, all corridors, and each classroom.
- Bathrooms
  - Limited to one occupant or significantly limited occupancy at a time.
  - Automatic hand dryer use will be discontinued.
  - Touchless soap dispensers are in place at each sink.
  - Touchless paper towels dispensers have been installed wherever possible.
  - Entry doors to gang bathrooms will be left open where applicable to reduce the need to handle
- Vestibules/Reception Areas
  - Polycarbonate barriers will be installed to provide protection for district staff and individuals presenting
    - Barriers have been designed in accordance with New York State Fire Code
- Water Fountains
  - As required by New York State Code a potable water supply will be provided per 150 occupants, but not less than one source per floor.
  - To reduce cross contamination the bubbler/drink spout has been removed or disabled.
  - Automatic/touchless bottle filling equipment is installed in place of the drink spout wherever possible.
  - Additional bottle filler stations will be installed where necessary.
  - These appliances will be routinely cleaned and disinfected as described in the Cleaning and Disinfection Section.
- Corridor doors will all be affixed open using electromagnetic hold-open devices to minimize the need to touch doors.

### **Ventilation and Filtration**

The Cornwall Central School District will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- Modifications to the Building Management Systems to allow fresh air dampers to introduce more outside air.
- Air handling systems have been inspected for function with higher MERV rated filters.
  - Where applicable filters will be exchanged for MERV rating ranging from 8-13.
- Spaces where fresh air is limited due to original building systems, fresh air will be introduced through open windows, doors, and other means necessary.
  - Options for replacement and modification to existing systems will be considered.
- Fan motors speeds will be increased where applicable to ensure volume and flow of 15cfm minimum.
- More frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems.
- Air filters are scheduled be replaced every three months from the start of the new school year.

- CCSD will increase ventilation with outdoor air to the greatest extent possible (ex. Opening windows and doors) while maintaining health and safety protocols.

### **Cleaning and Disinfection**

The Cornwall Central School District will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The district will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual’s use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often.

For more information about how cleaning and disinfection information will be communicated to students, families and staff members, visit the Communication section of our reopening plan.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and be appropriate for the surface.

### **Suspect or Confirmed COVID Cases**

- *Emergency Response* - Students and staff with symptoms of illness will be sent to the health office. A school nurse is available to assess individuals, as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient.
- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, face coverings (e.g., cloth or surgical mask) will be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. Students will be escorted from the 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.

Other considerations include:

- 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;
  - 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 used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas;
  - Once the area has been appropriately cleaned and disinfected it can be reopened for use;
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- *Notification* - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.



## Contact Tracing

*Public Health Officials assume the task of contact tracing, once notified.*

To ensure our district and its employees comply with contact tracing and disinfection requirements, we will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health, in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

## Return to School after Illness

The Cornwall Central School District has established protocols and procedures, in consultation with the Orange County Health Department, about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The district will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

## Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process in the Cornwall Central School District will include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the Orange County Health Department. Establishing a decision-making tree at the district level.
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Implement, as needed, short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
  - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.
  - Opening outside doors and windows to increase air circulation in the area.
  - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
  - Communicating as soon as possible with staff, parents, and students.
- Using DOH guidance/procedures for when someone tests positive.
  - In consultation with the Orange County Health Department, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the local DOH.
  - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
  - Additional close contacts at school outside of a classroom should also quarantine at home.
- Closing of schools could be a regional decision.
  - 7 metrics - NYS Dashboard
    - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average
    - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and PPE are not available

## Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2020

New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

The Cornwall Central School District plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

Upon reopening, the district plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

The following actions will be taken as needed:

- Work with engineers to establish proper filtration requirements.
- Alterations to the configuration of existing classrooms or spaces or the introduction of temporary and/or movable partitions, the change will be submitted to OFP for review.
- For offsite facilities, communication with the project manager at NYSED Office of Facilities Planning (OFP) and a Temporary Quarters (TQ) Project submission.
- Tents, both temporary and permanent are regulated by code and must be submitted for a building permit.
- Minimum number of toilet fixtures that must be available for use in a building is established in the building code.
- Drinking Water Facilities: Reduce number of drinking fountains available, in order to facilitate frequent cleaning. However, drinking fountains are a code required plumbing fixture. One fountain is required for each one hundred occupants.
- Maintain adequate, Code required ventilation (natural or mechanical) as designed.
- If other air cleaning equipment (e.g. new technology) is proposed, submit to OFP for review and approval.

### **Emergency Response Protocols & Drills**

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled. These drills will be reviewed and practiced with each cohort group.

### **Emergency Response Protocols**

- Shelter-In-Place
- Hold-In-Place
- Fire drills & Evacuation
- Lockout
- Lockdown

### **Shelter-In-Place**

Areas will be identified in each school that will be used for the Shelter-in-Place along with areas that cannot be used due to certain types of environmental hazards (i.e.: high winds, tornado, etc.).

Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place;
- Use of face coverings throughout the event may be considered;
- If 6 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event;
- Plan to have extra face coverings on hand in the event that a person does not have one;
- Listen for updates and respond accordingly.

### **Hold-In-Place**

Hold-In-Place protocols will be the same the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place;
- Use of face coverings throughout the event may be considered;
- If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event;
- Plan to have extra face coverings on hand in the event that a person does not have one;
- Listen for updates and respond accordingly.

### **Evacuate**

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders;
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times;
- Plan to have extra face coverings on hand in the event that a person does not have one;
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building;
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings in the event a face covering becomes unusable and hand sanitizer;
- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event.

### **Lockout**

Lockout protocols will be the same, besides maintaining six (6) feet of space between students and staff in the area.

### **Lockdown**

During a Lockdown, there will be a violation of the six (6) foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight;

- Face coverings should be worn during the event at all times;
- Plan to have extra face coverings on hand in the event that a person does not have one;
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event.

## Child Nutrition

All schools in the Cornwall Central School District will follow School Food Authority (SFA) policies when communicating about school meal services, eligibility, options and changes in operations. All communications will be provided through a variety of communication methods including our district website, social media, emails, and robocalls.

The Cornwall Central School District has identified Amy Bishopp, Director of Food Services, as the contact person to receive and respond to communications from families and school staff. Families will be reminded in food service communications during the summer and periodically that they can submit a new application for free and reduced-price meals any time during the school year. Applications are available in each school building, on our website and through email or regular mail as needed. Phone in and in-person support to complete the application is available from our Director of Food Services.

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

### **Meals Onsite**

For students and staff onsite, meals will be served either in the cafeterias or in classrooms – always while maintaining appropriate social distancing. Students and staff do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced. When necessary, translucent dividers will be used on the cafeteria tables.

The sharing of food and beverages is prohibited, unless individuals are members of the same household. All meals will be in compliance with the Child Nutrition Program requirements. Meals will be prepared in the school kitchens, and those delivered to student classrooms will be packaged in single use disposable containers. Health and safety guidelines will be followed to ensure proper hygiene and to protect students with food allergies. Students and staff will have the opportunity to wash their hands before and after eating, as well as have hand sanitizer available to them in the classroom and common areas. Specially designated garbage cans will be available in those classrooms used for meals and students will have disinfecting wipes for their desks. Each of these measures will be communicated to the students by staff in their classroom.

### **Meals offsite/remote**

For those students who are part of the free and reduced lunch program, meals will be provided. Other students identified through community outreach and school support staff (eg. social workers) as needing a meal when learning offsite/remotely, will be provided meals as well. The district will prepare and provide each of these students with a take-home meal for those days learning

offsite/remotely. The actual means of providing these meals will be decided by district's implementation team, who will also ensure adherence to the current anti-shaming regulations.

## Transportation

The Cornwall Central School District will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable, **unless they are members of the same household. Responsible parties will maximize the distance between students on school buses when possible. Per updated NYSDOH guidance, windows and bus roof vents will be opened for the duration of the routes to increase air circulation and ventilation.**

Students who are able will be required to wear masks and social distance on the bus to the extent practicable; however, students whose physical or mental health would be impaired are not required to wear a face covering, but must be appropriately socially distanced. Members of the same household may be **seated directly next to one another**. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

All buses that are used every day by districts and contract carriers will be cleaned/ disinfected once a day. High touch areas will be wiped down after each AM and PM run.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

Whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students with Individualized Education Plans that place them out of district whose schools are meeting in in-person sessions.

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

### Bus Cleaning and Disinfecting

- All buses used each day will be cleaned and disinfected daily at the bus depot of West Point Tours (WPT), with a focus on high touch areas, and in between all AM and PM runs if scheduled for multiple routes.
- Daily cleaning will entail:
  - All trash removed
  - Floors swept and dust mopped
  - Walls and windows cleaned
- High touch surfaces will include:
  - Bus seats and seat backs
  - Seat belts

- Door handles and handrails
- Driver operator area
- Cleaning and disinfecting products approved by the EPA will be used according to instructions.
- Eating and drinking will be prohibited on the bus.
- Buses will be inspected to ensure cleaning/disinfecting protocols are followed.
- All cleanings and inspections will be documented in a log.

#### **Bus protocols for a reported case of Covid -19 on a school bus**

- District Office administration will be notified.
- The district will then notify building administration, and a plan will be implemented to contact parents of students on that bus.
- The bus will be taken out of service for 24 hours before the bus can be used again after a report of COVID-19. The bus will be disinfected following CDC guidelines.

#### **Transport**

- As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school.
- Students must wear a mask on the bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering.
- Students should maintain appropriate social distancing on the bus to the extent practicable.
- Students who do not have a mask can NOT be denied transportation.
- Students who do not have masks will be provided one by the district.
- Students with a disability which would prevent them from wearing a mask will not be compelled to do so or denied transportation.
- Members of the same household may be seated directly next to one another.
- Parents and legal guardians will be encouraged to drop off or walk students to school to reduce density on buses.

#### **Training (District and Contractor Personnel)**

All district and contractor personnel will receive training in the following areas:

- Personal Protective Equipment (PPE)
- Exposure Control/Bloodborne Pathogen (BBP)
- COVID Awareness
  - New cleaning Protocols (buses, transportation center)
  - Handwashing
  - Face Covering (sizing, use, wear & care)
  - Personal Health and Hygiene
  - Special working conditions with face coverings (eg. strenuous activity)

#### **Required Personal Protective Equipment (PPE) for Transport**

- Disposable gloves (only when needed to assist a student)
- Face Covering/Mask
- Face Shield (if applicable)

### **Transportation Communication**

The district will:

- Communicate to parents and students prior to reopening schools that all buses have been thoroughly cleaned and disinfected.
- Communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services.
- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature.
- Remind students/parents/guardians that social distancing requirements extend to the bus stop.
- Communicate with administration multiple routing scenarios for different instructional scheduling options (split session, alternating days, and hybrid option).

### **Density Reduction, Social Distancing, and Bus Capacity**

- As a density reduction strategy, responsible parties will maximize the distance between students when possible, with all students wearing masks.
- Siblings or those that live in the same household to sit together.
- Additional adult supervision (monitors) will be provided on buses, where necessary, to manage social distancing.
- Students shall wear face masks at all times while in transit.

### **Routing**

- The Cornwall Central School District has special computerized routing software to develop multiple routing scenarios and cost/feasibility data for administration to analyze different instructional scheduling options such as:
  - Split sessions
  - Alternating days
  - Hybrid schedules – some grade levels in person learning at school buildings, other grade levels virtual remote learning
- Limit student movement between bus routes
  - Discontinue allowing students to ride different buses on different days of the week unless parent or guardian makes plausible requests.

### **Loading/Unloading & Pickup/Drop-off**

- During morning pickup, buses will be loaded from back to front to maximize social distancing. Doing so at the end of the day is not possible due to various constraints.
- Adjustments will be made by building administration for unloading and entry, and loading and departure, so as to ensure social distancing.

### **Out of District Transportation**

- All out of district transportation will follow similar protocols as described above.



### **Parent Drop-off/Pickup Traffic Flow**

- Not an issue in a remote learning scenario.
- Not an issue in a hybrid/blended scenario. While more parents will drive their children, only half the student body will be attending each day.
- A full in-person learning scenario would easily double the number of parent drop-offs/pickups each day. Under the current guidelines for social distancing, each school building will be able to handle this increase in parent vehicles. Each building has various options available to modify their traffic flow/patterns/volume to ensure both a safe and efficient student drop-off/pickup. Under any of these various options, additional resources needed would be minimal with little to no impact on the budget.

### **Drivers**

- It is anticipated that no more than 10% of WPT's drivers may not return for various reasons. With WPT's continuous open hiring process, there is no anticipated driver shortage.

### **Miscellaneous**

- Additional bike racks will be provided at each school to accommodate a potential increase in students riding their bikes to school.
- At the present time, no changes to school building start times are deemed necessary to facilitate any changes needed.
- WPT's financial condition remains strong, with no concern of going out of business due to COVID-19.
- As crossing guards are the responsibility of towns and villages, if an uptick in students walking to school should occur such that it creates a safety issue for students, town and village officials will be contacted to discuss putting them in place.

## **Social Emotional Well-Being**

In planning for our reopening in September, the Cornwall Central School District has formed task force teams to examine the guidance provided by the Department of Health and NYSED for our re-entry in the Fall. Our work is grounded in our beliefs that the most equitable opportunities for educational success relies upon the comprehensive support for students and families provided in our schools with our professionals and the systems of support we have built. These supports include academics as well as the social and emotional well-being of our students. We are committed to prioritizing social emotional well-being - not at the expense of academics, but in order to create the mental, social and emotional space to access rigorous academic content with confidence. In support of this belief, a Social-Emotional Learning team was created consisting of certified teachers, certified school counselors, licensed mental health professionals, social workers, community members and school administrators. This task force team was created to develop a comprehensive plan, to support students and staff for the 2020-2021 school year.

The supports and protocols include a means to identify and actively support student and staff well-being and mental health concerns through a range of pre-determined tactics to be employed by

those dealing with difficult situations. This plan will also focus specifically on how to best support students and staff in a blended learning model scenario, which includes a mix of both in-person and virtual classroom instruction. This plan includes considerations for teams to rapidly transition between face-to-face and continuous remote learning, which may be required based on the pandemic.

Research shows the importance of mental and emotional well-being for students and staff, which has both psychological and ultimately academic outcomes. We know, after this prolonged closure, many of our students and staff will require social-emotional supports to help them reengage at work and at school. As a District, our commitment is to create emotionally and physically safe, supportive and engaging learning environments promoting all students' social and emotional well-being and development. The pandemic has elevated the role of leaders in creating the conditions necessary to help students practice empathy, create social bonds across distance and adapt to new learning experiences. Counselors, school based health programs, and wrap around supports will play an extremely important role in the adjustment period when buildings reopen and access to school counselors and school-based health programs will be invaluable supports to our students.

Before school resumes, school administrators, teachers and mental health practitioners will meet to create an asset map of already existing foundational assets within school districts and community-based organizations, and build upon them. In addition, it will be critical to determine students who might be at risk for needing mental health supports. Thus, the Cornwall Central School District administered a Social Emotional Supports survey to families (also teachers and students) this summer to gather data to inform our work. School counselors and administrators will be equipped with tools and information needed to see each child through a social emotional lens. We remain committed to supporting all students and maintain our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students. Supports will include resources from counselors, social workers, school psychologists and community mental health and wellness assets. Supporting the whole child will include identifying and delivering responsive SEL supports, including mental health check-ins, planning and goal setting, opportunities for self-reflection, and social interactions as applicable, which are already being implemented in our district. Additionally, all district employees have access to the Employee Assistance Program (EAP) which offers many free services including face-to-face and virtual counseling. Information about all social-emotional supports will be made widely available to the Cornwall Central School District community through the district webpage. We are committed to developing/making accessible family/caregiver-appropriate social and emotional learning (SEL) content to be utilized during all phases of our reopening.

Our SEL plan will also mirror the CASEL Roadmap Back plan, which includes the following 4 SEL Critical Practices:

- 1) Take time to cultivate and deepen relationships, build partnerships, and plan for SEL
- 2) Design opportunities where adults can connect, heal and build their capacity to support students
- 3) Create safe, supportive, and equitable learning environments that promote all students social and emotional development
- 4) Use data as an opportunity to share power, deepen relationships, and continuously improve support for students, families and staff.

[CASEL Roadmap Back Plan](#)

Transitions are important every year, and they will be even more important this fall returning from continuous remote learning to in-person instruction in buildings or a phased in approach to in-person instruction. We will support transitions in a culturally responsive manner and engage students, families, and communities in the process of identifying needs and supports. Transitions take many forms and include returning to school in the fall, moving from one grade band to another, or dealing with the varying emotional needs as a result of the health pandemic.

The following considerations guided our planning:

***Emotional reactions to coming out of quarantine may include***

- Mixed emotions, including relief after quarantine;
- Fear and worry about your own health and the health of your loved ones;
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19;
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious;
- Guilt about not being able to perform normal work or parenting duties during quarantine;
- Other emotional or mental health changes.

**Addressing Social-Emotional Health**

- Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families;
- Explore the use of Restorative Practices (use of healing/restorative circles for both staff and students)
- Assist in adequate training for staff/faculty as requested to assist them in understanding:
  - Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making;
  - The warning signs for quarantine related mental health needs;
  - How to access crisis support and other mental health services.

## School Schedules

Please see the Teaching and Learning section of our reopening plan for details regarding the schedule for hybrid and remote learning.

## Attendance, Attendance Reporting and Chronic Absenteeism

**Attendance and Attendance Reporting**

All schools in the Cornwall Central School District will take daily attendance whether school opens in September in-person, hybrid, or remote. Attendance policies and procedures will be communicated with families and students prior to the start of the school year or if the instructional model changes during the year. Communication will take the form of building level parent letters/newsletters, robocalls, emails, text messaging, and social media. Teachers will record daily attendance in our

student management system based on the required daily scheduled student contact and engagement. Daily reports will be generated to identify students who are absent and/or chronically absent. Contact with the families will be made daily to determine reasons for absence and needs or barriers the student may have to participate in daily lessons.

### **Chronic Absenteeism**

While there is no one-size-fits all approach to addressing chronic absenteeism, the Cornwall Central School District is committed to providing interventions to prevent and address chronic absenteeism. We recognize that many factors will influence student attendance, including health-related and mental health concerns, and that these factors may be greatly impacted by the instructional models provided; in-person, hybrid, and remote.

The Cornwall Central School District will address chronic absenteeism in the following manner:

1. Nurture a culture of attendance
  - Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction;
  - Explain the importance of attendance to the entire school community;
  - Track daily attendance, tardies, and student engagement in one central, secure location with a tool that helps us quickly see how these data points impact student behavior.
2. Early Identification and Intervention
  - Regularly monitor attendance data and communicate with parents about concerns as they arise;
  - Use data to identify which students are at risk, so we can intervene before isolated absences become chronic absenteeism;
  - Establish intervention plans to address concerns.
3. Create a more positive school culture and a focus on engaging instruction
  - Evaluate and address our students' engagement in learning;
  - Provide teachers and school leaders with multiple levels of support to help students stay more engaged;
  - Help students achieve positive social and emotional character development, while reinforcing the behaviors that our district values;
  - Use goal-based incentives and rewards to motivate attendance and positive student behaviors where age appropriate.

## **Technology and Connectivity**

Access to technology is essential for the successful roll-out of this plan. The Cornwall Central School District has been committed to ongoing planning and implementation to ensure equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and devices.

1. The district administered a Digital Equity survey in June 2020 which asked teachers and families to identify their level of access to devices and high-speed broadband from their residence. The district will continue to assess the ongoing needs of our families and staff for technology and connectivity (survey, interviews, school outreach, etc.). In the event students

and/or teachers do not have access, the district will take the necessary steps to meet their needs where plausible.

2. The district will continue to maintain an inventory of equipment and other assets. This will include identifying which students, families, and staff have district assets in their possession.
3. The district will procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.
4. The district will continue to identify professional learning needs for teachers and continue to support their development of skills and pedagogy in a virtual learning environment.
5. The district will develop a protocol for parents/students/teachers to report technical issues that might be experienced during remote learning. These protocols will be communicated to stakeholders to inform them in advance of how to gain assistance in such cases.

The Cornwall Central School District will provide all students with access to learning materials and resources in multiple formats, wherever possible. Further, the district will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards in remote or blended models through the use of both synchronous (i.e. Google Meet or other web conferencing tool) and asynchronous technologies (i.e. Google Classroom or other LMS). The district will also develop opportunities to connect with families to educate them on how to use the technologies and connect to the instructional activities.

## Teaching and Learning

In an effort to assure high-quality teaching and learning a continuity of learning plan has been developed for the 2020-21 school year. This plan considers two models of instruction: 1) Hybrid Model and 2) Remote Model. Beginning on April 12, 2021, the elementary level will move to five days of in-person instruction. Cohort C Medically Remote students and families opting into a fully remote model for the remainder of the school year will stream into their classrooms daily, while the remaining elementary population will attend in-person, daily. Our plan assures that Instruction is aligned with the New York State Learning Standards and assures equity as well as quality for all learners.

All instruction in our district will be designed so that whether it is delivered in a hybrid model, fully remote model or fully in-person, there are clear, comprehensive, and accessible learning opportunities for our students. Our teaching and instructional plan outlines routine and scheduled times for students to interact and seek direct feedback and support from their teachers. Our plan is centered on instruction and academic programming which includes regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., hybrid or remote). Our teaching and learning plan includes a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information will be accessible to all, available in multiple languages, widely disseminated, and will include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone) in an effort to assure learning for all.

The school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the district will focus these in-service days on providing support to staff in the areas of social-emotional health, technology integration and re-designing lesson plans to support remote learning.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels. Summer planning includes professional development in the areas of: Setting up your Google Classroom for September. Posting in Google Classroom so that it is uniform in what students can see and to create ease of access for them. Digital tools for blended learning, flipped classroom and, using all Zoom functions. Additional PD will focus on the use of the document camera and screen castify as a recording and streaming tool, as well as how to set this technology up in your home for teachers to work remotely, if needed.

In a hybrid or remote model, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, specified cohorts of Special Education students, and ENL students.

Assessing student learning gaps or areas of need will be critical. Formative assessment before and during a unit of instruction to assess student understanding of pre-requisite skills will be common practice. Additionally, a focus on teacher pacing, aligned grade level and department level expectations and a focus on NYSED Power Standards will be key in moving all students forward. Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study. Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

### **100% In-person Instruction**

Due to the Center for Disease Control (CDC) and New York State Department of Health (NYSDOH) guidelines, we will not be able to successfully reopen with 100% in person instruction while practicing the safety protocols that have been established. Therefore, we will plan to open with a hybrid model for instruction. Beginning on April 12, 2021, the elementary level will move to five days of in-person instruction. Cohort C Medically Remote students and families opting into a fully remote model for the remainder of the school year will stream into their classrooms daily, while the remaining elementary population will attend in-person, daily.

### **Hybrid Instruction**

In accordance with guidance from the NYSDOH and the New York State Education Department (NYSED) the Cornwall Central School District will reopen with a hybrid instructional delivery model this fall. In this model students receive direct, live instruction two days a week and remote, pre-recorded instruction three days a week. The hybrid model will involve students coming into school on either Tuesdays and Thursdays (A-K Students) or Wednesdays and Fridays (L-Z Students.) All students will work remotely on Mondays, as well as the opposite days to their in person schedule. In this

model students are in person for two days a week and working remotely for three days a week. Students in the following Special Education Cohorts will attend in person Tuesday - Friday: 15:1, 15:1:1, 12:1:1, NYSAA 12:1:4 and 8:1:3 students. All ENL students will also attend in person Tuesday - Friday.

While in class, students will follow their regular schedule and receive direct, live instruction from our teaching across content, specials, electives and labs. This schedule allows for Advanced, Accelerated, Electives and Specials to continue as in previous years, but with half the amount of face to face contact. This schedule also allows for consistency in regard to Special Education, 504, ENL and AIS services. Currently we are working on appropriate incorporation of direct, live instruction for Band, Chorus, and music classes, while adhering to the safety protocols. When students work remotely three days a week, they will follow a specified schedule of pre-recorded carry over lessons from the direct instruction received. This may include flipped classroom work, review work, extension of previously taught material, project based opportunities. All material covered on remote learning days will be incorporated while students are receiving direct, in-person instruction on the opposite days.

Our goal is to maintain as much of a balanced curriculum for our students, to the extent possible while adhering to all safety guidelines. Upon reopening, the number of students in each of our classrooms will be reduced by half to adhere to the guidance given and to ensure proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart. Accommodating a six-foot radius around students will necessitate the identification of additional rooms and common-area spaces that can be converted into classrooms. To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

While planning for Career and Technical (CTE) instruction, whether in-person, remote or hybrid models, the Cornwall Central School District has collaborated with Orange-Ulster BOCES to ensure high school instructional plans are aligned. OUBOCES has developed models that ensure NYS learning Standards, applicable industry certification requirements, clinical and work based learning hours have been met. In addition, their plans follow all NYS/DOH health and safety guidelines and social distancing.

Our schools will minimize the movement of students. This may potentially mean having students eat lunch in their classroom instead of the cafeteria and eliminating assemblies, field trips and other large-group activities. If spacing allows, students will attend Special-Area subjects (e.g., art, music, physical education) in the regular setting. However, if spacing requirements cannot be met, these subjects may be pushed into the classroom. Whenever possible students will utilize outside space for physical education instruction. **We will adhere to 6 feet between students when engaging in physical activity.**

Stakeholder communication in this process will be consistent and often. Our CCSD webpage has been updated to include a "Reopening 2020" tab for ease of access to information for our community: [https://www.cornwallschools.com/apps/pages/index.jsp?uREC\\_ID=455795&type=d](https://www.cornwallschools.com/apps/pages/index.jsp?uREC_ID=455795&type=d)

**July 24, 2020** – CCSD Superintendent of Schools, Mr. Terry Dade, emailed the CCSD Community with our initial opening framework and schedule. This will allow families to begin planning for childcare, as well as to gain more insight on the work our Re opening Task Force has completed to determine this path.

**July 29, 2020** - CCSD Superintendent of Schools, Mr. Terry Dade, presented to the Board of Education and the CCSD Community via Zoom platform, on the draft plan.

**July 31, 2020** – CCSD Draft Plan is submitted to NYSED for review

**Integration Committee Team Meetings** scheduled for: August 3, 10, 17, 24 and 31. CCSD Community will receive communication of changes made to the Draft Plan and how this impacts each stakeholder. The Draft Plan will be continually updated on the District webpage, for ease of information access.

### **Full Remote Instruction**

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, our district has developed a full remote model and schedule that can continue as is in a fully remote environment.

If we had to move to full remote learning, the same schedule would be followed from the hybrid model, just remotely, to allow for ease of movement between the models at any given time. For example, students who are Tuesday/Thursday students would log into Google Classroom and receive direct, live instruction those two days a week and pre-recorded instruction three days a week, on the opposite days. The difference is that all of the above would be taking place remotely. As with the hybrid model, expectations, and schedules for full remote learning will be developed and shared within the next few weeks. In both models however, Mondays would be dedicated to cleaning and disinfection of our schools, as well as teacher planning and recording of remote lessons that will take place throughout the week, and ongoing professional development to support the success of these models.

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

While planning for CTE instruction, whether in-person, remote or hybrid models, the Cornwall Central School District has collaborated with Orange-Ulster BOCES to ensure high school instructional plans are aligned. OUBOCES has developed models that ensure NYS learning Standards, applicable industry certification requirements, clinical and work based learning hours have been met. In addition, their plans follow all NYS/DOH health and safety guidelines and social distancing.

## **Athletics and Extracurricular Activities**

### **Interscholastic Athletics**

As a result of the COVID19 pandemic, districts have delayed the Fall sports start date until Monday, September 21. This is aligned with NYSPHSAA and section 9. With NYS approval for the opening of



schools in September and with appropriate social distancing, PPE usage, and cleaning and disinfection of equipment, the following will be implemented:

- Cancel NYS Fall Regional and State Championship events
- Waive seven-day practice rule to enable greater opportunities for local participation
- Maintain current practice requirements
- Encourage geographic scheduling for games & contests
- Schools would have the option, if permitted by state officials, to offer off-season conditioning workouts.

If the Fall sports season is interrupted or impacted by COVID-19 crisis (i.e. state official guidance, school closings, cancelation of high-risk sports, etc.) then a condensed seasons plan will be implemented. This plan takes into consideration the competitive and interactive aspects of each sport and would include the following, with the stipulated dates being tentative.

- **Season I (Winter Sports)**
  - Dates: Jan. 4-Mar. 13 (Week 27-36) 10 Weeks
  - \*Note: tentative dates Sports: basketball (girls & boys), bowling (girls & boys), gymnastics, ice hockey (girls & boys), indoor track & field (girls & boys), skiing (girls & boys), swimming (boys), \*wrestling, \*competitive cheer. \* Because of the high risk nature of wrestling and competitive cheer, sports may have to be moved to Season II or season III.
- **Season II (Fall Sports)**
  - Dates: Mar. 1-May 8 (Week 35-44) 10 Weeks
  - \*Note: tentative dates Sports: football, cross country (girls & boys), field hockey, soccer (girls & boys), swimming (girls), volleyball (girls & boys), Unified bowling. Note: Weather will have an impact upon outdoor sports in some parts of the state in March and potentially early April. Girls Tennis moved to Season III.
- **Season III (Spring Sports)**
  - Dates: Apr. 5-Jun. 12 (Week 40-49) 10 Weeks
  - \*Note: tentative dates Sports: baseball, softball, golf (girls & boys), lacrosse (girls & boys), tennis (girls & boys), outdoor track & field (girls & boys), Unified basketball.

## **Extracurricular Activities**

The Cornwall Central School District has been able to allow extracurricular activities to resume while some may be in a modified format.

## **Special Education**

The Cornwall Central School District's reopening plan provides a framework to ensure all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of students, families, and staff, our plan is

designed to enable transitioning between in-person, remote, and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist. While most students in the district will receive “live instruction” 2 days per week, we have prioritized our highest need special education students to receive “live instruction” 4 days per week. In the hybrid model “live instruction” is synonymous with in-person instruction. In the remote model “live instruction” is synonymous with synchronous instruction. On the days students are not scheduled for live instruction, they will be provided with asynchronous instructional videos, assignments, and learning activities designed to assist students in progressing toward learning objectives and IEP goals.

- **Out of District:** Students placed in out-of-district special education programs (BOCES, Center for Discovery, Green Chimneys, etc.) will receive their services in accordance with the program’s reopening plan. The Cornwall Central School District will ensure students receive transportation to and from their program on the days designated for in-person instruction.
- **In-District Special Classes:** Students with disabilities who require a highly specialized program in-district will participate in remote/asynchronous instruction on Mondays and will receive live in-person/synchronous instruction on Tuesdays, Wednesdays, Thursdays and Fridays. These programs include:
  - 12:4:1 & 8:1:3 Alternately Assessed Special Classes @ CCHS, CCMS, & COH
    - CBI, SUCCESS, ASPIRE, MAPS
  - 15:1 Subject Based Secondary Special Classes @ CCHS & CCMS
    - ELA, English, Math, Science, and Social Studies
  - 12:1:1 & 15:1:1 Multi-Grade Elementary Special Classes @ CES
    - Grades K-1, Grades 1-2, Grades 3-4
- **Students with IEPs participating in General Education Programs:** Students with disabilities who participate in less restrictive programming will follow the same schedule as their general education peers (Last Names A-K = live instruction Tuesday/Thursday, Last Names L-Z = live instruction Wednesday/Friday). On the days of remote instruction, special education teachers / case managers will plan asynchronous instruction, activities, and assignments aligned with student IEP needs/goals, including ensuring access to necessary accommodations, modifications, and supports. These programs include:
  - Integrated Co-Teaching for ELA, English, Math, Science, & SS @ CCHS & CCMS
  - Resource Room (incl. Specialized Reading) @ CCHS, CCMS, CES, COH, & WAES
  - Consultant Teacher Services for ELA and/or Math @ CES, COH, WAES
- **Related Services:** Speech/Language Therapy, Occupational Therapy, Physical Therapy, Counseling, and Vision Services will be provide at the same frequency as recommended on the student’s IEP using a combination of in-person, synchronous, and asynchronous methods. Live (in-person/synchronous) services will be prioritized based on individual student needs/goals and will be scheduled to the extent practical within the hybrid and remote models and
- **Evaluations:** Initial evaluations, reevaluations, and supplemental evaluations recommended by the CSE will be conducted in-person in accordance with the timelines set forth in regulation. Evaluators will adhere to health and safety protocols. If a face-to-face evaluation cannot be conducted safely, the evaluator will determine on a case-by-case basis the appropriateness and feasibility of conducting a remote evaluation and the resulting recommendation will be documented in writing. If the evaluation cannot take place the parent will be asked to mutually extend the timeline for the evaluation and the evaluation will be scheduled when face-to-face evaluations can resume safely.

- **Progress Monitoring:** Within the hybrid model, student progress will be monitored in accordance with the schedule and method specified in the student's IEP goals on the days they attend in-person instruction. If the district changes to fully remote instruction, progress monitoring will be conducted to the extent practical while following health and safety guidelines and may need to be modified on an individual basis to include remote observation and/or anecdotal information from the student's caretaker.
- **Compensatory Services:** The current plan allows for the delivery of FAPE while moving fluidly between in-person, remote, and hybrid instructional models. However, if progress monitoring data shows a stagnation or regression in skills despite the district's best intentions, efforts, and creative solutions, the CSE/CPSE will convene to make individualized determinations about the need for compensatory services and/or a change in IEP serves recommendations.

The Cornwall Central School District will maintain records to document the implementation of each student's IEP and communications with parents. The Cornwall Central School District recognizes this documentation is important for demonstrating compliance in offering a Free Appropriate Public Education (FAPE) and is also helpful information for the Committee on Special Education (CSE) to consider when making recommendations specific to student Individualized Education Programs (IEPs). The same documentation tools will be utilized within the remote, in-person, and hybrid models.

- **Recommended Services:** The programs and services recommended by the CSE will be documented in the student's IEP using a web-based program that can be accessed within the school building or remotely.
- **Contingency Plan:** IEPs will continue to be written for full time in-person instruction. The District's website will include a link to the District's contingency plan outlining how IEP services will be provided in a hybrid model or remote model. Individualized contingency plans will be developed by the CSE on a case-by-case basis when deemed necessary due to the student's unique needs or circumstances.
- **Program Implementation:** Teachers will take student attendance daily via a web-based portal that can be accessed within the school building and remotely. These attendance records will serve as documentation of the dates when the program is offered.
- **Provision of Related Services:** Related service providers will mark attendance and complete related service logs for each related service offered or provided using a web-based program that can be access within the school building and remotely.
- **Parent Communication:** Communication with parents and school-family collaboration will be documented electronically via email, a web-based contact log linked to the student's IEP document, and/or utilizing staff-created logs that can be updated, saved, and shared electronically.
- **Progress Monitoring:** Each teacher and related service provider will maintain a record of baseline assessments, progress monitoring data, and the results of formative, summative, and standardized assessments they provide to each student on their roster/caseload.

The Cornwall Central School District is committed to providing meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of IDEA. Further, we will maintain regular communication with

parents/guardians to ensure that they are engaged in their children's education throughout the reopening process.

- **CSE/CPSE Meeting Participation:** Parents will be provided the opportunity to participate in Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) via Google Meets via phone or video conference regardless of whether meetings are conducted in-person or remotely. Providing this option during the mandatory closure increased the already high parent participation rate.
- **Case Manager:** Each student will be assigned a case manager to provide parents with a single point of contact to serve as the liaison between the parent and the student's teachers, related service providers, and administration. This communication will occur via phone, email, and/or approved communication apps. Parents will be provided the opportunity to participate in face-to-face meetings using Google Meets.
- **Progress Reports:** Parents will receive written reports of how their child is progressing toward annual IEP goals according to the schedule outlined in the student's IEP. These will be provided in the parents preferred language of communication via US Mail. If district offices are required to close these reports will be provided via email.
- **Written Communications:** Written district communications related to the reopening plan and other educationally related information will be sent in electronic format to allow for the use of Google Translate to ensure parents are informed and can meaningfully participate.
- **Phone Communications:** The District will continue to utilize an over the phone translation service to ensure parents can meaningfully participate in oral conversations using their preferred language of communication.

The Cornwall Central School District will plan and support 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.

- **Meeting Participation:** CSE and CPSE members will participate in CSE/CPSE meetings in-person or remotely via Google Meets phone conferencing and video conferencing.
- **IEP Access:** All professional staff (including general education teachers) responsible for educating the student will have electronic viewing access of the student's most current IEP, including present levels of performance, program, goals, supplementary aides, program modifications, test accommodations, etc.
- **Collaboration:** Collaborative communication will be supported electronically / remotely via Google Docs, email, phone, and video conference
- **Case Manager:** Each student will be assigned a case manager who will act as a liaison between staff, parents, administration, and the CSE to communicate student progress and provide information and clarification as needed related to the services recommended on the IEP

Special education programs and services of the Cornwall Central School District provide equity and access for students with disabilities to participate and progress in the general education curriculum. The Cornwall Central School District will 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. While not all formats allow for maximum benefit to students, these programs and services can be provided in all formats (in-person, hybrid, or remote).

- **Technology Access:** The district will provide (loan) necessary instructional technology (e.g. a chromebook) to any student in the Cornwall CSD, including students with disabilities, who does not have personal access to such technology in their home
- **Assistive Technology:** Students with IEPs recommending assistive technology will be permitted to utilize the assistive technology device/service in both the in-person school setting as well as the remote/home setting.
- **Accommodations/Supplementary Aids/Modifications:** Special Education Teachers and Case Managers will provide differentiated assignments/lessons and/or ensure the student has access to the necessary accommodations, modifications, or supplementary aids and services in order to access and benefit from their remote instruction, including but not limited to text-to-speech and speech-to-text software.

## Bilingual Education and World Languages

The Cornwall Central School District provides world language instruction in Spanish and French 7-12 and English as a New Language (ENL) instruction for ELLs/MLLs K-12. We utilize OU BOCES technical assistance for World Language Instruction 7-12 and K-12 ENL instruction. We also utilize the Hudson Valley Regional Bilingual Educational Resource Network (HV-RBERN) for assistance related to all facets of ENL Instruction. This assistance will continue to be provided in all formats (live-person, hybrid, or remote).

Support of English language learners (ELLs) will be comprehensive, high-quality, and culturally responsive. If we reopen using in-person or hybrid instruction, we will 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 the 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 will resume for all students within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

Our district is committed to comprehensive, high-quality, and culturally responsive instruction for ENL students. We will provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. While most students in the district will receive in-person instruction two days per week within our hybrid model, we have prioritized our ELLs to receive in-person instruction four days per week. ELLs will receive remote instruction on Mondays and will attend in-person instruction Tuesdays – Fridays. This schedule will provide English language immersion, meet the required instructional Units of Study, and allow for extra support and teacher-contact for content area courses.

Further, we will maintain regular communication with the parents/guardians and other family members of ELLs to ensure they are engaged in their children's education during the reopening process which includes telephone contact, text messages, social media, emails and regular mail. We

will provide all communications for parents/guardians of ELLs in their preferred language and mode of communication. We make an effort to send communications electronically to easily allow for the use of Google Translate. We also utilize OU BOCES regional translation service and we contract with Language Line Solutions to translate real-time oral conversations as well as written documents.

The Cornwall Central School District will provide professional learning opportunities for our district that support best practices and equitable instruction for ELLs as well as general education students to help address learning gaps caused by the COVID-19 school closures. The district also has access to the OUBOCES and HVRBERN Professional Learning Catalogs to support teachers to assure ENL and world language instruction is personalized and research-based.

In order to assure that students have opportunities to study world languages we are prepared to teach Spanish and French in the live in-person, hybrid, or remote format upon reopening. With the support of OUBOCES, we will provide professional learning opportunities to our district and the region that supports best practices in all three formats of instruction and cover equitable instruction for our ELLs, SWDs, and general education students who are studying world languages such as Spanish or French, to help address learning gaps caused by the COVID-19 school closures.

Our district will support our students as they work toward earning the New York State Seal of Biliteracy. We will collaborate with OUBOCES to provide Seal of Biliteracy professional learning. As well, OUBOCES will support assessment options and provide translators for NYS Seal of Biliteracy presentations.

Using the resources available within our own district, as well as those provided through OU BOCES and the HV RBERN, we are well prepared to reopen our schools and serve ELLs, MLLs, and students learning world languages as they expand their skills, knowledge, and facilities with languages.

## Staffing

### **Teacher and Principal Evaluation System**

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan. The Cornwall Central School District will consider whether their currently approved APPR plans need to be revised in order to be consistent with their plans for reopening under an in-person, remote or hybrid instructional model. School leaders will continue to attend annually required Lead Evaluator training.

### **Certification, Incidental Teaching and Substitute Teaching**

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

### **Student Teachers**

Student teachers from a NYSED registered college or university program can serve under the supervision of fully certified teachers in the Cornwall Central School District. Student teachers will follow all of the social distancing, face covering, health status reporting, and other COVID-19

procedures and protocols found in this plan. Student teachers will serve under the supervision of our full-time certified teachers only. At no time will a student teacher be used as a teacher of record.

## Key References

- ***Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency*, available [here](#). (April 9, 2021)**
- [State Education Department Issues Guidance to Reopen New York State Schools](#) (July 16, 2020)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) (July 13, 2020)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health](#) (July 13, 2020)

### Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#)
- (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency.](#)
- (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.](#)
- (June 26, 2020)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)