



Candor Central School District  
Reopening Plan - Draft #2 (8.14.2020)

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# Remote Learning

## **District Information**

- Prior to the start of school each student will be assigned a Chromebook.
- Video tutorials for technology tools will be available for parents on the district website prior to the start of school and throughout the year as needed.
- A technology helpline (via phone and email) has been established and will be maintained throughout the school year for students and families.
- Students choosing the remote learning option will be required to continue remote learning for the duration of the marking period.
- Families that do not have access to the internet will be provided with hotspot access, access to district wifi, and/or hard copies of instructional materials.
- Daily participation of remote learning by students is required. Chronically absent or disengaged students will be referred to the District's Student Support Team and will be addressed through building attendance procedures.

## **Elementary**

- Google Classroom will be the primary educational platform.
- Online teachers will be assigned a cohort of remote learning students. (Online teachers have yet to be assigned.)
- Online teachers will create individual student schedules in coordination with families.
- Student attendance and participation will be tracked daily.
- Student work will be graded.
- Remote learning will consist of a combination of teacher directed lessons and activities, videos, projects, small group virtual instruction and other supporting materials and resources.
- Virtual meetings will be utilized as necessary.

## **Jr-Sr High School**

- Google Classroom or Schoology will be the educational platforms used based on teacher preference.
- Student class schedules will be created as they have been in the past.
- Content area teachers are responsible for the delivery of instruction, helping with content specific questions, and grading of assignments.
- Weekly assignment schedules will be available on the CCSD website to assist students and parents with organizing their work time.
- Remote learning will consist of a combination of teacher directed lessons and activities, videos, projects, small group virtual instruction and other supporting materials and resources. All students, both remote learners and in-person, will be assigned identical assignments.
- Grading policies will be the same for remote and in-person instruction.
- Daily communication with teachers will be available during school hours to all

students.

- Teacher mentors will be assigned to each remote learning student to take daily attendance, help assist students with questions, and troubleshoot student challenges.
- Attendance and grading will be required for all students.
- Remote learning students are eligible to participate in extracurricular sports if available and the student meets the Academic Accountability Program Guidelines.

## Screening/Testing

(Text in *italics* refers to language taken from the NYSED Reopening Guidance document.)

- Parent/Guardian Home Health Screening Requirement:
  - *A health screening for students and staff must be conducted each day before coming to school. Health screenings for students by parents and guardians prior to school is preferred as an attestation of student health.*
- Most common symptoms of COVID-19 include:
  - *Fever or chills (100 degree Fahrenheit fever or greater); cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; and/or diarrhea.*
- Attestation of student health consists of answering “No” to the following four questions:
  - *Has your child knowingly been in close contact in the past 14 days with anyone who has tested positive for COVID-19 or who had symptoms of COVID-19?*
  - *Has your child tested positive for COVID-19 in the past 14 days?*
  - *Has your child experienced any symptoms of COVID-19, including a temperature of greater than 100 degrees Fahrenheit in the past 14 days?*
  - *Has your child travelled internationally or from a state on the [NYS Travel Advisory List](#) in the past 14 days?*
- Written instructions and videos on performing student illness screenings at home will be provided to all parents/guardians prior to the school year.
- The School Nurse in each building will be the designated COVID-19 resource person.
- Students and staff that develop symptoms of illness during the school day will be sent to the Health Office.
- Isolation and dismissal of any student or staff member will occur if fever or other symptoms of COVID-19 are present and cannot be explained by a chronic health condition. (ex. Asthma or allergies...)

- Each school building will designate a separate room from the Nurse's Office for isolating ill persons. Symptomatic students will be discharged to their parents or guardians as soon as possible.
- The Candor CSD neither initiates nor oversees COVID-19 testing.
- The District will consult with and collaborate with the Tioga County Department of Health if there is a documented case of COVID-19 by a student or staff member and if positive cases of COVID-19 increase beyond an acceptable level.
- The school will follow all CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.
  - ***If a person is diagnosed by a healthcare provider to NOT have COVID-19 they can return to school: (1) once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours; (2) if they have been diagnosed with another condition and has a health care provider written note stating they are clear to return to school.***
  - ***If a person IS diagnosed with COVID-19 or does not get a COVID-19 test, they should not be at school and should stay home until they are released by the Health Department or their Health Care Provider. Documentation must be provided to school before students are allowed to return.***
- Mandatory health screenings and attestations for all staff will be conducted and collected daily.

## Contact Tracing

Contact tracing is the process of identifying all people who've had exposure to someone who tested positive for COVID-19.

- The district will follow all CDC and NYSED guidelines and procedures for contact tracing and take direction from the state and local health departments.
- The health department is responsible for notifying individuals who have tested positive for COVID-19 or may have been in contact with the affected individual.
- Student and class schedules have been created in each building to limit student contact and enable effective contact tracing if necessary.
- The district will:
  - keep accurate attendance records of students and staff members;
  - ensure student schedules and bus rosters are up to date and available to health department officials;
  - keep a log of any necessary visitors (eg. contractors, service providers) which includes date, time and where in the school they visited;
  - assist the local health department in tracing all contacts of the individual at school; and
  - maintain confidentiality of all students and staff as required by federal and state law and regulations.

## Communication/Family and Community

### Engagement

- The Candor Central School District reopening plan will be posted on the school district web page, printed in the District Newsletter (August 2020) and sent to each school district parent or guardian through School Messenger as an email attachment.
- The district utilized committee meetings and surveys to guide the planning process.
- School Messenger messages will be sent to all District parents and guardians, directing them to the District webpage, when updates to the reopening plan occur.
- All questions, comments or concerns regarding the Candor Central School District reopening plan can be directed to the Office of the Superintendent by phone at 607-659-5010 or by email at [JKisloski@candorcs.org](mailto:JKisloski@candorcs.org)
- You may also use the following contact information for specific questions or concerns:

Elementary School-	607-659-3935
High School-	607-659-5020
Transportation-	607-659-3115
Food Services-	607-659-7227
Special Education-	607-659-7727
Technology-	<a href="mailto:TechHelp@candorcs.org">TechHelp@candorcs.org</a>

## School Schedules

### School Schedules (In Person Learning)

- In order to reduce class sizes and promote social distancing of students, CCSD will operate on an A.M. / P.M. schedule Monday through Thursday.
- An alphabetical split based on students' last names will be utilized to create A.M. / P.M. cohorts. Consideration of households and families will be given when scheduling students for in-person instruction. However, maintaining an appropriate balance between A.M./P.M. class sizes are a priority for health and safety reasons.
- Student schedules will be communicated with families one week prior to the start of school.
- A.M. students will receive breakfast at school and sent home with a bagged lunch.
- P.M. students will receive lunch at school and take home breakfast food for the following day. Additional breakfast and lunch food will be sent home with students on Thursdays.
- Fridays, with the exception of holiday weeks, will be online learning days for all students.

- In both buildings, the A.M. cohort will attend approximately 8:00 a.m. - 10:30 a.m. The P.M. cohort will attend approximately 12:15 p.m. - 2:45 p.m.
- PreK - Grade 12 combined bus runs will occur each day. The morning run will be designed to bring all A.M. cohort students to both buildings for an approximate 8:00 a.m start time. The afternoon run will be scheduled to bring all P.M. cohort students to both buildings at approximately 12:15 p.m. each day.
- Schedules have been created to provide instructional and social-emotional support for all students while limiting movement and transitions within the building.
- A.M. cohort students will be expected to continue their learning online during the afternoons and on Fridays. The same is true for P.M. cohort students, utilizing their mornings and Fridays for online learning.

## **Elementary School Schedule (Monday-Thursday)**

### **Daily Schedule (Elementary)**

<b>AM Schedule</b> 8:00 a.m. - 10:30 a.m. First half of alphabet	<b>PM Schedule</b> 12:15 p.m. - 2:45 p.m. Second half of alphabet
<b>All Students</b>	
<ul style="list-style-type: none"> <li>● Student Arrival/Meal/Classroom Meeting (Approximately 30 minutes)</li> <li>● Specials and/or Intervention every other day (Approximately 30 minutes)</li> </ul>	
<b>Grades PreK-4</b>	
<ul style="list-style-type: none"> <li>● Approximately 60 minutes of ELA Instruction daily</li> <li>● Approximately 30 minutes of Math Instruction daily</li> <li>● Science and Social Studies will be integrated into other content areas</li> </ul>	
<b>Grades 5-6</b>	
<ul style="list-style-type: none"> <li>● Approximately 30 minutes of instruction for each content area daily (ELA, Math, Science/Social Studies)</li> </ul>	

**\*Fridays are an online learning day for all students.**

### **Advantages of this schedule:**

- Small cohorts with minimal transition limits student and adult interactions.
- Allows for extended cleaning opportunities during midday transition and Fridays.
- Provides for consistent in-person support from teachers and ongoing assessment of learning.
- When students are seated and socially distanced they can take their masks off.
- Specials and intervention will continue to be provided.
- All students have access to breakfast and lunch on a daily basis.
- Allows staff to develop and maintain relationships with students.
- Children will receive consistent social-emotional support throughout the week.

## **High School Schedule (Monday - Thursday)**

All students, both remote learners and in-person, will receive equitable instruction and assignments through the building's learning management systems (Google Classroom or Schoology). However, students who attend school in-person will have the opportunity to ask questions and receive additional detailed instruction regarding online learning concepts and content, which is often difficult to provide in the remote learning environment.

The first half of the alphabet will come to school in the morning, and the second half in the afternoon. We will run one period each day, which will be repeated in the morning and afternoon. Below is a rough draft of the schedule:

### **Daily Schedule (Jr-Sr High)**

<b>AM Schedule</b> <u>First half of alphabet &amp; PM BOCES</u>	<b>PM Schedule</b> <u>Second half of alphabet &amp; AM BOCES</u>
8:00 - Pick up breakfast & go to appropriate class period 9:30 - Supported work time within classroom 10:30 - Pick up lunch and go to bus	12:15 - Pick up lunch & go to appropriate class period 1:45 - Supported work time within classroom 2:45 - Pick up breakfast and go to bus

\*\*A student's daily (Period 1-9) schedule will be spread out over a 2-week period:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Week 1</b>	Period 1	Period 2	Period 3	Period 4	Online Learning
<b>Week 2</b>	Period 5 or 6*	Period 6 or 7*	Period 8	Period 9	Online Learning

\*students will not attend their lunch period

### **Advantages of this schedule:**

- Class sizes will be relatively small, and single class scheduling will keep hall traffic to a minimum.
- Students will be able receive daily, direct support from teachers.
- Attending school 4 days a week will allow students to get back on a "regular" school schedule.
- Two hour transition period midday allows for virtual office hours for students working from home, a lunch period for teachers, and classroom cleaning and preparation as needed for PM classes.
- Fridays, being a "virtual learning" day, allows teachers time for assisting with online instruction and preparation for the next week of online instruction.
- Reduces time with masks on for students and promotes social distancing.



## Teaching & Learning

- Teachers will be expected to use online platforms to share instructional lessons and materials that can be used for in-person, remote and hybrid models of instruction.
- All instruction will be prioritized in accordance with NYS Learning Standards at each grade level and content area.
- Standards-based report cards will continue to be used for Grades PK-6 to communicate student progress to families, once per trimester.
- Regular marking period reporting for Grades 7-12 will be shared with families regarding student progress.
- The district's reopening plan provides for daily interaction between students and school staff whether in-person or remotely.
- Equity of instruction is inherent in the district schedule, that there will be daily contact with each student.
- A technology helpline (via email) has been established and will be maintained throughout the school year for students and families.
- Students and families will continue to have in-person, email, and/or GoogleMeet contact with district staff.
- Instruction will be provided by a certified teacher to the greatest extent possible.
- Contact information for instructional staff will be provided to families for use in the case of any questions.
- The PreK- 6 instructional emphasis will be on in-person learning with support and enrichment materials provided through GoogleClassroom.
- The grade 7-12 instructional emphasis will be on online learning with support and enrichment provided through weekly classes.
- Conferencing and office hours will be provided for all students throughout the week.
- Attendance and grading will be required for all students.
- For logistical reasons (transportation, food services and scheduling) students choosing online learning are required to continue online learning through the end of each marking period.
- Extracurricular activities for the 2020-2021 school year are still in question as we await further guidance.

## Technology & Connectivity

- The school district will survey all families and staff to determine their level of access to devices and high-speed internet.
- All students will be provided with a Chromebook.
- Families will be surveyed to determine home internet connectivity. Families that do not have access to the internet will be contacted to determine how the district can help provide internet service or curriculum materials. This could include school owned hotspots with content filtering, access to district WiFi or hard copies of instructional materials.
- All teachers will be provided with a Chromebook or a similar device.
- Each school is equipped with high speed internet which extends to parking areas at each school building. This includes guest WiFi access with content filtering to ensure compliance with all state and federal laws.
- Live video conference software (Google Meet) will be used to communicate with students for instruction and support where appropriate and for parents/guardians when needed for meetings with Administrators or the Special Education department.
- The district continues to provide professional development for teachers and leaders regarding effective online/remote learning experiences.
- The district will continue the use of its email helpline to assist families and staff with technology needs.
- If technology is not accessible, other methods will be implemented to allow students to learn and demonstrate mastery of learning standards.

## Attendance & Chronic Absenteeism

- For in person instruction, homeroom and classroom attendance will be taken through the District's student management system, School Tool, for grades PreK - 12.
- For online instruction, assigned teachers will take and record daily attendance and student engagement.
- Chronically absent or disengaged students will be referred to the District's Student Support Teams and will be addressed through building attendance procedures.
- The attendance of compulsory age students will be reported to state education (SIRS) as required.

- The district will continue to follow all other attendance reporting requirements.

## Health & Safety / Facilities

- The district has reviewed and considered the number of students and staff allowed to return in person based on: six feet social distancing, use of face coverings, availability of safe transportation, and local health care capacity.
- The School Nurse in each building will be the designated COVID-19 resource person.
- Students and staff with symptoms of illness will be sent to the Health Office. Isolation and dismissal of any student or staff member will occur if fever or other symptoms of COVID-19 are present and cannot be explained by a chronic health condition. Mandatory follow up with a health care provider is required prior for reentry to school. The school will follow all CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.
- Each school building will designate a separate room from the Nurse's Office for isolating ill persons.
- Written instructions and videos on performing student illness screenings at home will be provided to all parents/guardians. Temperature screenings by parents and guardians prior to school is preferred as an attestation of student health.
- Staff and students will not be required to have COVID-19 viral testing prior to arriving on campus; however, testing of staff will be encouraged.
- Visitors will not be allowed on school grounds. Contractors, vendors or necessary guests will be screened for illness prior to entry of any school building.
- Healthy hygiene practices will be taught and retaught regularly regarding hand and respiratory hygiene, proper face covering, PPE and social distancing. Healthy hygiene practice signage and posters will be displayed in all highly visible areas of the District.
- All students and staff are required to wear appropriate face coverings (eg. face masks) and maintain appropriate social distancing. Face shields without masks are not allowed. If students or staff do not have individual face covering, a mask will be provided for them by the District.
- The District will increase ventilation with outdoor air to the greatest extent possible and all doors and windows will remain open to the extent practicable.
- The District will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by the DOH and the CDC. Cleaning logs that include the date, time and scope of cleaning and disinfection will be maintained by the District.
- All required safety and security measures (ex. Fire safety, building security emergency drills, hand sanitizer installation, Lead water testing, inspections...) will be conducted and balanced with efforts to prevent the spread of COVID-19.
- All students will need to provide their own supplies for school, in accordance with individual teacher requests.

## Transportation

- The district will continue to follow routine transportation expectations and requirements in a safe and effective manner.
- Parents will be required to ensure their child is not experiencing signs and symptoms of COVID-19 including a fever of 100 degrees prior to boarding school transportation.
- Individuals must wear acceptable face coverings at all times on school buses (e.g. entering, exiting and seated).
- One student per seat will be assigned; however, siblings or children who reside in the same household will be seated together.
- To help maintain the face covering and social distance requirements an aide will be assigned to each bus.
- Buses will be disinfected between the a.m. and p.m. runs and again after the final p.m. run.
- When temperatures are above 45 degrees, school bus roof hatches and windows will be slightly opened to provide air flow.
- School staff who must have direct physical contact with a child must wear gloves.
- Families are encouraged to transport their own children to help reduce density on buses.

## Nutrition

- The District's student registration procedures provide updated information regarding student's food allergies.
- Cleaning of classrooms will occur between AM & PM classes and classroom meals.
- All meals served will comply with the Child Nutrition Program requirements.
- Students will be socially distanced during mealtime.
- Students may bring food from home, but this food cannot be shared with others.

# Special Education

The district will provide a free appropriate public education to all students with disabilities through a combination of models of instruction that take into consideration the academic, health and safety needs of those students.

## Instruction

- The district has a hybrid schedule planned for students in special education programs for the 2020-2021 school year and will implement contingent scheduling models if the situation warrants. Dependent on the severity of need and amount of related therapies, some students with special needs may have in-person attendance more than others based on individual needs.
- All students will be ensured access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) in all settings to the extent practicable.
- The Committee on Special Education (CSE) and the Committee on Preschool Special Education (CPSE) will collaborate to address the provision of services.
- Initial and Reevaluation Assessments will be conducted in-person and/or remotely in order to meet the deadline requirements outlined in Part 200.
- Programs and services will continue to be accessible in IEP direct. Progress monitoring and progress reports will be saved in the IEP Direct system.
- Online learning platforms and/or hard copy files when appropriate, are kept for each student to keep examples of formative assessment and ongoing work that demonstrate student progress. These will be maintained and available to families and CSE chairs for discussion about student programming.
- Students with disabilities will participate in coursework at their appropriate grade levels, adhering to the NYS learning standards, while taking into consideration additional, individual needs as specified on their IEPs.
- Students with disabilities will be given access to participate and progress in the general education curriculum. Whenever indicated on the IEP, students are able to participate in general education coursework through mainstream opportunities (remote or in-person) to access coursework with their grade level peers.
- Behavioral intervention plans and strategies to address individual goals will be adjusted as needed in all settings. Student case managers maintain documentation related to remote instruction on student contact logs and share with all team members working with students regarding student needs for return to in-person Instruction, if needed.

- Documentation of all services will be kept to further inform future decisions about compensatory services. Staff will progress monitor in alignment with IEP goals in order to evaluate effectiveness of programming.

### **Communication**

- The district service providers (speech therapist, physical therapists, occupational therapist...) will keep and maintain IEP progress notes. Service providers will communicate progress in order for the CSE to be consistently aware of student progress.
- The teachers and service providers will work directly with families to communicate how instruction will be given and to offer suggestions when families have difficulty during remote instructional periods.
- Student participation and communication with parents will be documented daily by utilizing a student contact log. All communications with parents and guardians will be in their preferred language or mode of communication.
- There will be ongoing virtual meetings for parents and families to provide necessary training and updates needed to assist students.
- The district ensures that students are being delivered special education and related services to the greatest extent practicable as identified on the IEP. Staff members are expected to provide the same level of contact time with students whether in-person or remote. In the event of remote instruction, this same level of contact time will be expected from staff members, whenever the family can maintain that level of participation.

### **Off Site Placements**

- The district's students who attend TST BOCES, BT BOCES, William George Agency, Binghamton University or any other off site programs will attend an in-person or virtual instructional model as outlined by the off site placement in which the student attends.

### **Outside Providers**

- Mandatory health screenings and attestations for all staff will be conducted and collected daily. This will include the district's outside providers.
- Service providers will work directly with families to ensure that the necessary supplementary aides, equipment and services needed by each student is available, whether inside the school walls or while learning from home.

### **Compensatory Services**

- Compensatory services will be reviewed and documented on student contact log as well as progress monitoring of each IEP goal depending on student need.

## Social-Emotional Well-Being

- The district maintains a comprehensive developmental school counseling plan that meets the current needs of students.
- Building and District Student Support Teams and Instructional Support Teams are in place and meet regularly to address mental health, behavioral, and emotional needs.
- The district will utilize counselors and social workers to provide resources and referrals to address mental health, behavioral, and emotional support services and programs to the extent practicable.
- Professional development will be provided to staff before the start of the school year on talking to and supporting students regarding COVID-19.
- The elementary and junior-senior high school daily schedules include opportunities for intentional social and emotional learning.

## Bilingual Education & World Languages

- The district will continue to use the ELL identification screening process for all students enrolling in the district.
- The district will provide the appropriate Instructional Units of Study to all ELLs based on their most recent English Language proficiency level.
- The district will continue to maintain regular communication with families of ELLs to ensure engagement with their child's education in their preferred language and mode of communication.

## Staffing & Human Resources

- Pursuant to Education Law 3012-d, the district will fully implement its currently approved APPR plan.
- The district will ensure that teachers, leaders, and pupil personnel service professionals hold a valid certificate for their assignment.
- The district can utilize incidental teaching when determining how to staff classrooms.
- Staff certifications will be reported to SIRS as required.