

RECOVERING, REBUILDING, AND RENEWING: THE SPIRIT OF NEW YORK'S SCHOOLS

RE-OPENING Plan

Ripley Central School District

July 31, 2020



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I. Communication & Family Engagement

Reopening Committee

- The administrative team and the re-opening committee met from June-July 2020 to discuss various options and concerns.
- Surveys were sent out to the community to elicit feedback.

Membership:

William Caldwell, Superintendent Micah Oldham, Principal Julianna Sciolino, Associate Superintendent Michelle Waters, TOSA Lisa Sabella, Teacher / NYSUT local president Adriel Gestwicki, Teacher Doug Norton, Building and Grounds Sara Fisher, Nurse James Morrison, Transportation	Jeanne Hartman, Support Staff/CSEA local president Jennifer Shearer, Nutrition Laura Napoli, Business Office Heather Chess, Parent / Board Member Vicki Mazurkiewicz, Teacher Tobi Xhaxho, Parent Michelle Rowe, Parent Laurie Kozlowski, Administrative Assistant Erika Meredith, Teacher
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Communication Methods

- www.ripleycsd.org
- Phone messages /text messages through Apptegy system
- Social media - Facebook: <https://www.facebook.com/ripleycsd/>, Twitter: @ripleycsd
- USPS mailings
- COVID contact person: William Caldwell, Superintendent, 716-736-7222
- Communications will be translated into district required languages and will also follow ADA compliance

Parent & Student Notification The district will provide guidance to parents and students with regular information related to the following categories:

District level RCS will provide regular communication to families, responsive to directives and up-to-date changes. Communications regarding academic instruction, nutrition, health and safety, technological assistance, and social/emotional support will be shared through various channels. Additionally, should it become necessary logistics of any closures and its implications on our student population will be communicated in various formats. The District utilizes Apptegy to send emails and/or text messages to families. The District will also utilize social media and the press to share information with the community.

School building level The building principal regularly sends communications to families via Twitter, Facebook, and the school's website (RipleyCSD.org). The building principal also sends weekly newsletters.

Teacher level Teachers communicate with families via email and telephone communications. Additionally, teachers utilize SeeSaw and other communication tools. Google Classroom (our Learning Management System), JumpRope (gradebook), and PowerSchool (attendance) are also used to provide insight in student engagement with assignments.

II. Health and Safety

Focused on preventive actions, Ripley CSD has developed the following protocols:

Screenings

DOH Symptom Screening Protocols can be found [here](#).

- **Entry To School**
 - Temperature scanning devices will be at the entry to the school for anyone not arriving on a bus.
 - If at or above 100.0F registers then person(s) will be asked to leave the school grounds.
 - Parents will be encouraged to check their children prior to waiting for the bus or entry to school. Sample of a screening checklist we may use is [here](#).
- **Bus Stop**
 - Students will be handheld temperature scanned prior to entering the bus.
 - Periodic completion of a screening questionnaire will be randomly filled out.
 - If at or above 100.0F registers then student(s) will be asked to return to the home.
- **Adults**
 - Temperature scanning device at the entry to school.
 - Screening checklist required to be filled out daily.
 - If at or above 100.0F registers then adults will be asked to leave the school grounds.
- **Random**
 - If needed, temp scanning devices will be available for random checks throughout the day.
- **Students and Employees Sick at School**
 - Employees and students who are sick should not come to work/school and will be sent home.
 - Employees and students with flu-like [symptoms](#) (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) at school will be immediately separated. Individuals who are sick will be sent home or to a healthcare facility depending on the severity of symptoms.
 - If the school nurse determines that a student or employee is showing symptoms of a communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately. The school nurse or district administration shall immediately notify a local public health agency of any disease reportable under the public health law. The school nurse may make such evaluations of teachers and any

- other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff. • School staff must immediately report any illness of students or staff to the school nurse or building principal in the absence of the nurse.
- All employees will be educated to observe students or other employees for signs of any type of illness such as:
 - Flushed cheeks;
 - Rapid or difficulty breathing (without recent physical activity);
 - Fatigue, and/or irritability; and
 - Frequent use of the bathroom
 - The nurses' office will have an isolation room in addition to their office space. One room for first aid and the other for flu-like symptoms.
 - The girls locker room has been repurposed as the nurse's office
 - The boys locker room will be used for an isolation area with the nurse outside both rooms for monitoring purposes.
 - Symptomatic students who are waiting to be picked up will remain under the visual supervision of the nurse or designated employee who is socially distanced.
 - **On school property: If, at any time, a temperature registers at or above 100.0 F then**
 - Student(s) will be placed in the designated Isolation Room.
 - Procedures as outlined by NYSDOH for notifying parents of next steps to follow fever and symptoms as well as obtaining a formal COVID-19 test will be administered.
 - Parameters for returning after fever has receded will be provided by the health office.
 - Parameters for returning after positive COVID-19 test will be as followed:
 - District will follow CDC state/local public health guidelines for symptom-based return.
 - If there is a COVID-19 case related to a school, the school will be contacted by the NYSDOH in consultation with the local health department. Quarantine, restricted movement, and monitoring should only be directed by local departments of health at the direction of the NYSDOH.
 - *These protocols from the Chautauqua County Department of Health and any updated changes will be followed:*
[Chautauqua County DOH COVID-19 Disease Investigation, Contact Tracing, and Testing](#)

Tracing and Tracking

The [Early Warning Dashboard](#) from the forward.ny.gov website will be used for tracking regional and county COVID-19 cases. This data will serve as a warning sign that the level of COVID-19 transmission is increasing in the area. If the data reaches a concerning level, the Superintendent, in consultation with the Chautauqua County Department of Health, the School Nurses, and the Medical Director, will determine the best case of action for school attendance. This may include decreasing the school population by reducing attendance, moving to remote instruction, or a combination of the above.

The District will collaborate with the Chautauqua County Department of Health to determine the parameters, conditions or metrics (e.g. increased absenteeism or increased illness in the school

community) that will also serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

- COVID-19 Cases
 - For the process when COVID-19 cases are discovered at school, including closing areas of classes where individuals were infected or more broadly the entire school in consultation with the local health department, please see the section above labeled, “Students and Employees Sick at School.”
- Notification
 - The COVID-19 Safety Coordinator or designee will notify the BOCES District Superintendent, the New York State Department of Health, and the Chautauqua County Health Department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facility or on school grounds, including students, faculty, staff, and visitors.
- Tracing Support
 - In order to quickly identify those that may have been exposed and assist the DOH, the District will:
 - Maintain a daily sign-in log for all employees and visitors that contains the following information:
 - Name
 - Date/time of entry/location
 - Phone Number
 - Maintain accurate student attendance records;
 - Maintain accurate bus rosters; and
 - Maintain accurate substitute rosters.
 - The District will ensure that confidentiality will be maintained as required by federal and state law and regulations and that it will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
 - The District will continue to coordinate with the Department of Health and if requested or required will function as a testing site.

Quarantine, Isolation, and Return to School

The District will follow the [DOH Interim Guidance for Private Employees Returning to Work after COVID-10 Infection or Exposure](#):

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms. (The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of

contact between an individual and a person suspected or confirmed to have COVID-19 is unclear)

- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.
- However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:
 1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
 2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
 3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
 4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
 5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.
 - a. If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test results.

Cleaning & Hygiene - Building

- **Evenings**
 - All areas will be routinely cleaned and disinfected by evening staff including high touch areas, bathrooms, door handles, railings, elevator buttons, switches.
 - Rooms will be sanitized using a high-tech disinfectant device.
- **Instructional Classrooms**
 - Adults will clean surfaces using district-provided products during the day.
 - Cleaning staff will clean and disinfect knobs and railing after arrival.
- **Common Areas**
 - Cleaning staff will clean and disinfect high touch areas such as bathrooms, door handles, stair railings, elevator buttons, on a regular daily schedule.

- Students will be taught and reminded to use proper safety and hygiene procedures for using common areas.
- Additional sanitization stations and signage will be placed in common areas.
- Regular sterilization of high traffic areas will be done throughout the day .
- **In-classroom Meal clean-up**
 - Staff will wipe down eating areas.
 - Garbage will be removed from the classroom following eating times.
- **Playgrounds and Outdoor Areas**
 - Students will be asked to apply hand sanitizer prior to/after outdoor use.

Face Coverings

- Anyone that enters the building will be required to wear a NYSDOH approved face covering when not able to socially distance.
- Transportation staff will wear face coverings for the duration of their shift while actively transporting students.
- Food Service staff will wear face coverings when preparing, serving, cleaning up meals
- Students will wear face coverings anytime when not seated in the classroom or are in common areas including while riding the bus.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical or mental health, are not subject to the required use of a face covering; however they must observe social distancing. Medical determinations regarding face coverings will need to be discussed with the school nurse and COVID contact person.
- Students will be asked daily to provide a clean and appropriate face covering.
- Face coverings will be provided for staff.
- Personal face coverings may be worn if preferred.
- Face coverings will be provided for any individual that does not have a face covering or damages/loses face covering.

Training

- All Staff will be trained in recognizing signs and symptoms of illness and in students and staff; proper PPE use (i.e. when to wear vs when not needed), social distancing protocols, and respiratory hygiene.
- Information will be distributed to parents on signs of illness, proper PPE use (i.e. when to wear vs when not needed), social distancing protocols, and respiratory hygiene.
- District/school plan has written protocol at the main entrance desk that will address visitors, guests, contractors, and vendors before entering.
- District will provide accommodations to all students and staff who have indicated they are at high risk or live with a person at high risk. Once identified to the COVID coordinator, a process of vetting this information will be done.

III. Facilities

- Floor stickers will aid in social distancing during arrival and dismissal times.
- All desktop separators will comply with NYS guidelines.
- All instructional and non-instructional areas to meet 6 ft/12 ft guidelines as required.
- RCS will meet or exceed ventilation requirements.
- Mandatory fire and lockdown drills with social distancing according to the existing statutory schedule will continue to be followed.
- Traffic flow within the building will be rerouted to minimize contact with others.
- Signage will be posted near entry and exits.
- Water fountains will be turned off and bottle fillers will be accessible to students.
- New Sanitizer stations and changes to toilet, sink, water fountains will meet guidelines for all classrooms and common areas.
- All regular facilities testing as required by NYSDOH will be conducted as usual.

IV. Nutrition

Access to School Meals

All students enrolled at RCS will have access to school meals each day, whether they are attending in person or learning remotely.

- Students attending in person:
 - Breakfast will be available each morning to be picked up in the cafeteria and taken to their classroom.
 - Lunches will be delivered to the classroom using a pre-order system electronically sent to the kitchen each morning.
- Students attending remotely during an in-person instruction time:
 - Meals will be available for pick-up daily.
- During a hybrid instruction time:
 - Meals will be available for students attending in person to take home and eat on the days they will be learning remotely.
- During a remote instruction time:
 - Meals will be available to be delivered by the school to students' homes.

Communication to Families

RCS will communicate with parents as needed by multiple means of communication, such as:

- RCS website <https://www.ripleycsd.org/>
- Information will be mailed to parents.
- Social media - Facebook: <https://www.facebook.com/ripleycsd/>, Twitter: @ripleycsd

These communications will include:

- Frequently Asked Questions
- Availability of meals during in-person, hybrid and remote instruction times.

Child Nutrition Program

RCS will continue to ensure compliance with the Child Nutrition Program. Our cafeteria manager will be onsite, adhering to all regulations and planning menus that meet the SBP and NSLP meal pattern requirements.

Food Allergies

RCS will continue to protect students with food allergies when providing meals outside of the cafeteria.

- Students will be socially distanced.
- All students will wash their hands thoroughly before and after meals.
- Food packaging will be immediately disposed of and desks/tables will be sanitized.
- Care will be taken in packaging their meal so that there is no cross-contamination.
- Teachers/aides will be trained on food allergies, including the symptoms of allergic reactions and the appropriate responses.
- Students with food allergies may have special modifications for their classroom or meal service. Each situation will be assessed individually.

Health and Safety

RCS will have procedures in place and instruct students on how to wash/sanitize their hands.

- Students will be instructed on the proper way to wash/sanitize their hands.
- Students will wash/sanitize their hands before and after meals.
- Hand washing stations/hand sanitizer will be available throughout the school, and in each classroom.
- Posters will be hung in each classroom showing the proper process and importance of washing hands, sanitizing, wearing a mask, social distancing, and NOT sharing food or beverages.

RCS will require students to social distance while consuming meals.

- Students will eat in their classrooms, where their desk/table will be socially distanced.

RCS will address all health and safety guidelines. We have always practiced exceptional cleaning and sanitizing protocols, our staff has been trained by the Chautauqua County Department of Health and will continue to learn and practice any new protocols the DOH/CDC recommends.

- Frequent hand washing/sanitizing and wearing gloves has always been required, and wearing a face mask will now also be required at all times.
- Plastic barriers will be installed on the serving line to reduce contact between staff and students.
- Food, including entrees, fruits/vegetables, and condiments will be individually packaged or wrapped.
- Food will be put on trays by servers and handed to students.
- No bulk food, family-style serving, or self-serving will be allowed.
- Utensils, napkins and straws will be individually wrapped and handed out with meals.
- No sharing of food will be allowed.

Our staff is working diligently to prepare for a safe and healthy meal experience. We are guided and will follow recommendations by the USDA, NYS Child Nutrition Program, DOH, CDC, and SED.

If you have any questions about the cafeteria/food services, please contact our Cafeteria Manager, Jennifer Shearer at jshearer@ripleycsd.org or 716-736-7233.

V. Transportation

Bus Cleaning Protocols

Using this information and following the most current guidance we have available; the following actions will be taken by the employees of RCS:

- After each bus run, drivers and/or mechanics will clean all touchable surfaces. This includes, but

is not limited to: seats, floors, steps, handrails, windows, and driver compartment.

- After cleaning, the interior will be sprayed (or fogged) with an EPA (Environmental Protection Agency) and CDC approved disinfectant. The bus drivers will ensure that the product is applied correctly and that the proper dwell time (the time it takes for the disinfectant to work) is observed before proceeding to the next step.
- No personal hand sanitizer or hand sanitizer station on buses are allowed per SED law.
- Hand Sanitizers will be provided in the transportation locations (Bus Garage, Driver Room).
- All RCS Transportation staff will be trained on proper PPE usage.
- The bus attendant / monitor will be required to wear a mask or proper face-covering.
- Drivers or monitors who would be in direct contact with a student must wear gloves and face covering.
- Drivers, monitors / attendants must perform self-health assessment prior to arrival to work and answer health checklists.
- Students will be socially distanced by the following measures:
 - No students will sit in the seat directly behind the driver.
 - All students will have assigned seats for contact tracing purposes.
 - One student per seat unless from the same family.
 - Students must wear face covering at all times on the bus.
 - Students who do not have a face covering will NOT be denied transportation the first time (a disposable mask will be supplied by the District). Follow-up on future face covering options will be taken to protect all students transported in the future.
- Proper hand hygiene for all transportation staff is an important infection control measure. Before and after each bus run, all RCS staff will be trained on washing hands with soap and water for at least 20 seconds.
- The bus driver will only be required to wear face covering when a 6' distance is not maintained from others, such as when a student is boarding or disembarking the bus.
- Drivers may wear a face shield only when loading or unloading while stopped.

Any Questions may be directed to: Jim Morrison, Transportation Director, 716-753-5901

VI. Social-Emotional Learning (SEL) & Well-Being

- Through our current daily 30 minute programming named **Crew**, classroom time with a focus on SEL, we will utilize strategies such as restorative circles, relationship building, behavioral meetings, etc. to focus on the non-academic needs of our students.
- Strategies for identifying further supports will be utilized by teachers and referred to our social worker and area professionals.
- Professional development opportunities for faculty and staff include developing coping and resilience skills for faculty and staff will be incorporated into staff meetings.

VII. School Schedules

In-Person Instruction

In-Person Model - 100% of Staff and students will attend school in the physical building for a full day on each scheduled school day and instruction will be delivered in traditionally scheduled

courses/subject areas with established precautions for maintaining health and safety. Social distancing measures will be in place and coverings are to be worn. Using this model, students will be actively involved in the school learning environment. In addition, instructional programs will maintain their current integrity for delivery and content.

Full day, In-person School Schedule - start time/end times will be forthcoming based on transportation routing changes to accommodate safety measures.

Remote Instruction

Remote Model - Students may request remote instruction if they are medically fragile or their family feels it is not safe for them to return to in person instruction. Commitments for in person or remote instruction will be expected for each trimester with changes only due to major life changes (i.e. parent job changes preclude staying home to care for children during voluntary remote instruction).

If the threshold for staying home as determined by the CDC is met or Executive orders are issued by the Governor, Ripley CSD will move to a fully Remote model where all teachers will transition instruction over distance learning.

In the event we cannot provide in-person instruction due to health and safety concerns, neither students nor staff will attend school in the physical building. Instruction will be conducted digitally through online methods. The structure of the classes, expectations for students and teachers, and protocols for taking attendance, delivering lessons and instructional materials, assessing student work, and grading/providing feedback will be explained in the Teaching and Learning section below.

Remote School Schedule - Students will have a blend of synchronous (live) and asynchronous (recorded) learning. Instruction will take place during the regular school day (8:00 am - 3:15 pm) with assignments that may be completed at any time prior to a specific due date. Students will be provided instruction in similar grade groupings with at least one day of one on one "office hours". Office hours will be provided to address educational concerns, remediate, and/or enrich those lessons. This time will also be used to foster relationships and mentoring opportunities which under different circumstances would have happened during regular in-person instruction. The expectation will be for students to be online for their regular class time. Teachers will continue to follow the curriculum and provide explicit instruction virtually.

Expectations for Students

- Participate in all scheduled Zoom meetings (Be present, focused, & engaged).
- Daily attendance will be taken by your teacher.
- Do not schedule work, extracurricular activities, etc. during the school day.
- Complete assigned work by due date.
- Check email daily.
- Utilize a designated place for study and ensure homework assignments are completed (NOT your bed).
- Use your full name and be prepared to have your video turned on if requested.

Expectations for Teachers

- Teachers' workday remains consistent with language in the collective bargaining agreement (7 ¼ hours).
- Regular checks will be conducted for understanding utilizing appropriate methods to support instructional objectives. (This could be regular Zoom meetings with large or small groups, video submissions with feedback from the teacher, virtual class discussions where students comment on classmates' posts, etc.) .
- Attendance and participation in Department meetings, faculty meetings, and committee meetings is required.
- Utilize the See Saw or Google Classroom to communicate with parents (these will be the district supported modes of communication).
- Take attendance daily using PowerSchool or other methods as prescribed by the district.
- Consideration of CDC recommendations is expected when developing lesson plans.

Expectations for Parents

- Participate in teacher meetings to discuss student progress or concerns (by phone or computer).
- Contact teachers if there is an issue or concern.
- Understand that school is in session and the hours that students are required to attend have not changed - attendance will be taken. **Parents will need to report their child's absence during Remote or Hybrid instruction by notifying the teacher.**
- Ensure children attend school regularly and on time including participation in Zoom meetings and teacher phone conferences.
- Provide a place for study and ensure homework assignments are completed.
- Utilize See Saw or Google Classroom as the central source of communication regarding school announcements from teachers.
- Regularly check See Saw or Google Classroom to see what assignments are missing/due.

VIII. Budget and Fiscal

- RCS business office will continue to meet existing state aid reporting requirements based on 180 day instructional calendar and fiscal compliance.
- The district business office will account for expenditures incurred related to COVID-19. Such expenditures will be identified and compiled for appropriate reporting purposes. COVID-19 related expenditures include but are not limited to:
 - Additional hours worked, staffing, supplies, instructional/technology materials, meals, various medical leave

IX. Attendance and Chronic Absenteeism

- Attendance policies for In-Classroom instruction will remain the same as non-COVID related years and follow SED guidelines for attendance.
- If remote instruction is taking place, then attendance will be taken by the assigned remote teacher for all remote sessions where the teacher is delivering live attendance for instructional purposes..
- For those remote sessions that are designated as asynchronous work, then a project/homework will be required and marked as 'present' once the work is submitted.
- Quizzes/assessments can be delivered and assigned and must be submitted on specific days to obtain 'present' attendance for those respective days.
- Teachers will provide a schedule to families for individual/group check-ins to support student learning and ensure attendance is meeting state requirements.

X. Technology and Connectivity

In-person or remotely:

- Grades Pre-K-2 will use See Saw for instructional technology projects.
- Grades 3-6 will use Google Classroom to post assignments, communicate with students and parents, create assessments, and share digital information.

If Remote Model is required:

- All students will be provided with an electronic device for use at home.
- Portable connections to the internet will be solicited for students who do not have a reliable internet connection to receive instruction from home. (survey results, July 2020)
- Guidelines for response time for remote learning emails, discussion board posts, and submitted work will be directed by individual classroom teachers.
- Tech-help protocol for logistical and technical help will be communicated.

XI. Teaching and Learning

The following section describes instructional models, prioritizing standards, academic gaps and interventions, structures and expectations for K-6 hybrid/remote learning, and considerations for supporting diverse learners. RCS will be providing the 180 minutes per week Unit of Study requirement in-person as well as within the remote model.

In-classroom Structures

- Seating per classroom Pre-K-6 as per 6 ft guidelines. Some students will remain in classrooms and some will be in a gymnasium setting.
- Teachers will maintain face coverings when coming within 6 ft of any student or adult.
- Students will maintain face coverings when standing and moving through the classroom but may remove face coverings when seated at the 6 ft distance from other students or adults.

- Attendance policies will be enforced as usual.

Curriculum Delivery & Assessments

- Expediary Learning (EL) instruction and associated assessments will be delivered as usual in person.
- EL has modified their lessons for remote learning if the need arises.
- Evaluating loss of learning when students return is necessary. A Gap Analysis Plan will be developed with teachers to ensure Tier 1 interventions account for any loss of learning. These plans will be worked on throughout the year to allow for flexibility within in person or remote instruction.
- Additional In-person/Remote supports will continue to follow our Response to intervention/AIS plan - [Ripley RTI Plan](#)
- Art teachers will visit classrooms in an “Art in a Cart” model to minimize cohort movement.
- Music teachers will visit classrooms to conduct curricular activities. When projection of voice/certain instruments is required then a 12 feet distance will be implemented.
- Physical Education
 - Outdoor Physical Education will be encouraged as much as possible. When not possible, the large gym will be used with at least 12 feet between students when doing physical activities or curriculum modifications.

Remote Learning Structures

- If Remote Learning is required from the beginning of the school year then instruction will be taught as one grade level using a co-teaching model.
- Transitional Remote Learning - If we start in-person and then need to close in-person structures, temporarily or permanently, then all students in each classroom will be taught virtually by their respective ‘in-person’ teachers.
- Same instructional schedule and time will be followed as an in-person schedule.
- EL Modified Instructional Modules will be posted and taught virtually.
- Keep a regular school schedule with times for course/subject area instruction.
- Attendance will be taken for each remote class.
- Assessments will continue to be given per EL module.
- Ensure targets are being met to provide quality off-site instruction to include regular check-ins with students on daily/weekly/set intervals.
- Students will be provided with additional time and support for assignments, activities, and assessments in consideration of the diverse home experiences for remote learning.
- Using video conferencing (Google Meet, Zoom) software for daily live (synchronous) lesson instruction.
- Online Tools will be used to engage students and visualize learning such as: Interactive Whiteboard (i.e jamboard, padlet, etc)
- Recording each video conference lesson (asynchronous) and storing the saved files to an easily accessible location for sharing with students.
- Providing PDF conversion software instead of requiring printing at home OR providing printed materials or a mix of both.

XII. Special Education

Provision of FAPE: The District has considered IDEA and the needs of our special education students to the fullest extent possible to ensure the provision of a Free and Appropriate Public Education (FAPE). Least Restrictive environment (LRE) has been central in the decision making on an individualized basis to ensure that every student has access to their grade-level standards and makes educational progress.

Communication and Parental Involvement: Parents and students are always encouraged to be a part of the decision making process and attend the CSE meetings. The district will continue to conduct virtual or phone meetings. The district will work with parents to establish a mutually agreeable timeline.

Child Find: Child Find is governed by IDEA, 34CFR.311, Part 200.2 and section 4410 of the New York Regulations of the Commissioner of Education. The district continues to maintain its obligation to locate, evaluate and identify students with disabilities who are in need of special education and/or related services despite the challenges of the impact of school closures. With the health and safety of all individuals in mind the district has implemented a plan for conducting evaluations.

- **Initial Evaluations:**

- Identify evaluation components that may be performed remotely.
- Utilize existing available information that may be appropriate to meet the required components of the initial evaluation and identify any additional information that might be necessary for determination.
- Identify any components of the initial evaluation that requires face to face and work with the parents to conduct the evaluation at a mutually agreeable time, when health and safety measures can be satisfied.
- Classroom observations will be conducted when school is in session.
- In order to reduce delays in evaluations, the district is researching alternative evaluation protocols that can be administered virtually.

- **Transition from CPSE to CSE:**

- Prior to CPSE transition meetings the CSE will determine what evaluative information is needed. This can be in the form of classroom observation, targeted evaluations, teacher/therapist checklists and conversation, as well as parent input.
- Moving forward the district will continue its plan as long as a safe testing/meeting environment can be created. If a safe environment is unavailable or there is a school closure, the district will shift to a remote platform.

Recovery Services: A plan has been developed for assessing student's present levels of performance and regression of skills when students return that includes progress toward IEP goals. A determination of recovery services will be based on whether the student was able to make appropriate progress in light of COVID-19.

Tools for documentation:

- Learning Services Log - a record of contacts and communication
- Progress Monitoring
- If necessary re-evaluation, screening or observations

IEP Implementation: The district has developed a contingency plan to ensure continuity of services to support the IEP in the event of a school closure through the development of specific grade level virtual schedules that address IEP needs.

- Identify Special Education activities that were successful in meeting the unique needs of special education students during remote learning.
- Anticipate additional sensory accommodations or modifications, that may be necessary in the area of social distancing.
- Provide necessary instructional and technological supports to meet the unique needs of students; and documentation of programs, services and communications with parents.
- Plan for positive behavior interventions and supports to be in place before opening.
- Consideration for students who may require continued remote instruction full time due to underlying health conditions and are at risk.

XIII. Bilingual Education and World Languages

RCS will continue to ensure that all:

- ELLs receive appropriate instruction that supports their college, career, and civic readiness, by providing them the required instructional Units of Study in their English as a New Language or Bilingual Education program based on their most recently measured English language proficiency level;
- Identification of ELLs will continue to comply within 30 days of the start of the school year;
- All teachers provide professional learning opportunities related to the instruction and support of ELLs to all educators;
- Communications and translations to parents/guardians will be in their preferred language and mode of communication.

XIV. Staffing and Human Resources

Staff - Certifications

The District will ensure all teachers, school and district leaders, and pupil personnel service professionals hold a valid and appropriate certificate for their assignment. The District will continue to employ substitute teachers for the allowable amount of days, in light of their qualifications and teaching assignment. All staffing regulations as outlined by NYSED will continue to be followed.

Staff - Increased Risk

Employees with health concerns, those considered to have vulnerabilities, and/or staff who are at increased risk for severe COVID-19 illness are encouraged to contact the Superintendent to ensure their health needs are taken into special consideration as needed.

Staff - Evaluations

All evaluations will continue based on the current APPR plan and NYSED requirements.