Wellsville CSD Continuity and Remote Instruction Plan

Wellsville Central School District
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Table of Contents

Acknowledgements

Dedicated Wellsville CSD staff members contributed to the Reopening Plan *(SED Assurance: Communication/Family and Community Engagement 1; Health and Safety 2; Social Emotional Well-Being 2)*. Many thanks for their expertise and dedication to the outstanding educational experience of our students, faculty, and staff and for making the health and safety of our education community their top priority during the COVID-19 global pandemic. The Reopening Taskforce members represented the diversity of our large organization, including members from each of our collective bargaining units, parents, faculty, staff, and administration.

Wellsville CSD COVID-19 Reopening Taskforce Members

- David Foster; District Superintendent
- Emily Peavey; School Business Executive & District COVID-19 Safety Coordinator
- Mary VanEtten; Director of Special Education
- Kathleen Agnello; Director of Curriculum, Instruction & Technology
- Mary Ellen O'Connell; Secondary School Principal
- Jason Mank; Secondary School Assistant Principal
- Aaron Brubaker; Secondary School Assistant Principal
- Elizabeth Sinski; Elementary School Principal
- Nate Kewley; Elementary School Assistant Principal
- Veronica Curcio Medler; Family and Community Resource Coordinator
- Erica Aftuck; Teacher and Athletic Director
- Eric Miller; Maintenance Supervisor
- Bob Myers; Food Service Supervisor
- Dave Saunders; Transportation Supervisor
- Jamie Bump; Teacher- WEA Co-President
- Dan Allen; Teacher- WEA Co-President
- Kathy Holla-School RN-CSEA Member
- Heather Hoffman-School RN-CSEA Member
- Zahi Kassas MD-School Physician
- Kris Green-School Board Member and Parent
- Shelley Chaffee; Teacher

Introduction

Schools and education organizations are faced with unprecedented challenges due to the global pandemic caused by COVID-19. In the midst of the pandemic, schools were forced to close their doors to students and transition to remote learning. Over the course of the pandemic school looked different than it ever had before.

As we enter the 2023-2024 school year, educators have to plan for various modes of instruction. The purpose of this plan is to offer some certainty during uncertainty. That is, favoring and preferring in-school instruction and making our planning transparent and what will be the protocols we use to keep the children and adults in our schools safe?

As this plan evolved, we viewed ourselves as a school with students, teachers, support staff, classrooms, and offices. Additionally, we addressed our unique context as an essential partner to the Wellsville community.

The following plan is Wellsville CSD's response to our employees, customers, and community to ensure the students and adults who are in our educational care are provided with the quality education and services they expect from us in an environment that is safe and remains flexible in our rapidly changing world context. Provided herein are Wellsville CSD protocols: Practices and Expectations for Faculty, Staff, Students, and Visitors; Plan for In-Person Instruction; Plan for Remote Instruction; Plan for Monitoring and Tracking Health Conditions, Plan for Containment, and Plan for Closure.

Wellsville CSD Plan for Remote Instruction (Continuity of Learning Plan)

Operational Activity

In the event of a single or multiple program closure, the Wellsville CSD Plan for Remote Instruction (Continuity of Learning Plan) will be implemented for impacted programs. This plan will represent how Wellsville CSD will implement remote instruction within a model of closure where all Wellsville CSD programs and locations are closed, or within a hybrid model where one or more programs or locations are closed. Regardless of the number of programs or locations that are closed, the following plan will be implemented. Our organization learned in the Spring of 2020 that our faculty and staff must be prepared for closure at any moment. This plan will assist in preparing for closure well before actual closures take place and to deliver online remote instruction as soon as needed.

All Wellsville CSD student-based programs will ensure that applicable New York State Learning Standards will be met when the Wellsville CSD Plan for Remote Instruction is implemented in a manner where regular substantive interaction occurs between students and their teachers.

Like in our in-person instruction plan, Wellsville CSD will perform the following within our remote instruction plan:

FAPE
Students' programs will be individualized to meet their needs. To the greatest extent possible, student IEP's will be implemented.

Parent Engagement
Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school social workers will provide additional support.

Collaboration with CSE on IEP Implementation
Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place.

Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology
Students who require accommodations, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred to the CSE. These services will be provided in general education or special education classes as indicated on a student's IEP.

If possible, Wellsville CSD faculty and staff may be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow our instructors access to all the teaching tools of their classroom; i.e., technical equipment, higher-end video conferencing equipment, classroom manipulatives, texts, records, etc.

Course Scheduling, Content Coverage, Grading

In order to deliver instruction in a remote manner that adheres to New York State Learning Standards and where regular substantive interaction occurs between students and their teachers, course scheduling and content coverage will be highly coordinated and planned well before unanticipated closures take place.

If possible, Wellsville CSD faculty and staff may be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow our instructors access to all the teaching tools of their classroom; i.e., technical equipment, higher-end video conferencing equipment, classroom manipulatives, texts, records, etc.

Elementary School
- **Scheduling** – A fully in-person, remote and hybrid version of the schedules will follow the regular classroom and special area (Art, Library, Music & Physical Education) student day. Full in-person courses will occur in a classroom cohort fashion, to promote social-distancing requirements and limit student exposure to multiple students; when necessary to promote instruction, adults will move from room to room. Students will transition to special area courses under the direction of an adult and maintain social distance. The hybrid model will incorporate online videos, educational apps, and teacher directed at-home learning sessions for students in large or small group settings. Students who attend in-person, remote or hybrid instruction will report to school 5 of 5 days per week for instruction. Special area courses will be scheduled in a trimester fashion, to reduce the use of student shared materials; all students will continue to have exposure to all special area courses throughout the school year.
- **Content** – Curriculum content will be delivered within the curriculum scope and sequence, without interruption regarding closure.
- **Grading** – Standard grading processes for trimesters will be practiced in remote instruction and recorded in e-school.

Secondary School
- **Scheduling** – **In-person, remote** and **hybrid** versions of the schedules will all follow the regular 9 period day. The hybrid model will incorporate a combination of in-school classes, online video conference classes and teacher directed at-home learning sessions for all students. **Hybrid-**For grades 7-12, in order to meet social-distancing requirements, our school population will be split into two teams (team Wellsville and team Lions). These teams will alternate in-school and at-home learning over 4 days per week. Students and families will have a set schedule of in-person days. The 5th day of instruction will consist of online classes via Zoom. 6th grade students will report to school 4 of 5 days per week for in-person instruction. The 5th day of instruction will be via zoom with teacher supported at-home learning sessions.

Team Wellsville Grade 7-12	Monday A-Day	Tuesday B-Day	Wednesday A-Day	Thursday B-Day	Friday A-Day
	In School	At Home Learning	Zoom	In School	At Home Learning
Team LIONS Grade7-12	Monday A-Day	Tuesday B-Day	Wednesday A-Day	Thursday B-Day	Friday A-Day
	At home learning	In School	Zoom with all classes	At home learning	In School
Grade 6	Monday A-Day	Tuesday B-Day	Wednesday A-Day	Thursday B-Day	Friday A-Day
	In School	In School	Zoom Connections At-home learning	In School	In School

- **Remote Learning** will follow the regular 9 period schedule and instruction will be delivered daily via zoom. Both classroom instruction and office hours will be available for all students. **In-school Instruction** will follow the regular 9 period schedule and instruction. When social distancing cannot be followed, overflow spaces will be utilized If students exceed the COVID-19 room capacity. These rooms will be connected to the main classroom via video conference equipment and students will be monitored within these spaces according to SED guidelines.
- **Content** – Curriculum content will be delivered within the curriculum scope and sequence, without interruption regarding closure.
- **Grading** – Standard grading processes will be practiced in remote instruction and recorded in e-School.

Technology

Technology device needs and online access for all faculty, staff, and students has been, or is currently being, assessed. Both device and online access is at the heart of our remote instruction plan. Wellsville CSD is technology rich. Our faculty, staff, and students are well accustomed to online learning, technical tools, and numerous instructional platforms while they are in school and we will take every step necessary to transition those levels of technology access into the home, if needed.

Assessing Technology Need
- **Families** – Student information sheets will be mailed to students with self-addressed stamped envelopes so that contact information can be collected, along with the student's access to personal computing devices and home internet. This information will be confidentially shared within eSchool so that all faculty are knowledgeable of access. To the extent possible, MiFi

devices will be provided to faculty and staff on a case-by-case basis. For students who do not have the ability to access internet, alternative methods of instruction will be provided. This may include, work packets, flash drives with work and videotaped instruction, phone calls, and box deliveries of supplies as well as other alternatives as appropriate.

- **Students with Disabilities** –To the extent possible, MiFi devices will be provided to faculty and staff on a case-by-case. For students who do not have the ability to access internet, alternative methods of instruction will be provided. This may include, work packets, flash drives with work and videotaped instruction, phone calls, and box deliveries of supplies, as well as other alternatives as appropriate.

Both Wellsville campuses have been outfitted with signal boosters to allow Internet access from the parking lots and nearby green space to allow for even greater student and community access to the internet at no cost. All faculty and staff, have unlimited access to tools and content referenced in the **Wellsville CSD Staff Page** https://www.wellsvilleschools.org/domain/79.

Remote Attendance

Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via ESchool and/or Cleartrack even while receiving instruction in a remote learning environment, according to SED guidance. All faculty and staff will **ensure substantive daily interaction** (daily remote instruction, online participation, phone calls, emails, or other activities) with students; and clearly communicating information about instructional plans with parents and guardians. All attendance policies will remain in place during remote learning.

Initiating an educational neglect or Person in Need of Supervision (PINS) proceeding should be a last resort.

Certification

All Wellsville CSD coursework will continue to be taught by appropriately certified teachers *while the remote instruction plan is implemented*.

Flexibility is allowed for other staff (under the guidance of their teacher) to supervise student groups in instances where no direct instruction is being provided.

APPR, Observation/School Visits, and SLOs

As required by the New York State Education Department, the Wellsville CSD APPR Plan will be fully implemented during the 2023-24 school year while the remote instruction plan is implemented. Each

educator's evaluation must include at least one required student performance measure (SLO for teachers; SLOs or an input model for principals). Observations/School Visits will be conducted within our remote instruction model, documented in My Learning Plan, and submitted to the State Education Department according to the Wellsville CSD APPR plan and Education Law 3012-d.

Wellsville CSD Plan for Closure

Closure triggers

Wellsville CSD offers programming at two campuses (Elementary School and Secondary School) as well as a separate non-instructional transportation facility. Closure of programming will be taken very seriously, considering multiple factors that include: presence of or potential presence of COVID-19 within one of our campuses, absentee rates of faculty, staff, and students, as well as determinations made by the NYS Department of Health, State Education Department, Local departments of health, Wellsville CSD district level staff, and our COVID-19 Safety Coordinator.

All decisions for closure of any program will be made by the Wellsville CSD Superintendent, in conjunction with local departments of health, Wellsville CSD district level staff, and the COVID-19 Safety Coordinator.

Considerations for single or multiple program closures are:
- levels of community spread using the COVID-19 Western New York 7-day infection average (https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-DailyTracker?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n); or Allegany County infection average https://forward.ny.gov/percentage-positive-results-county-dashboard
- and levels of faculty, staff, and student absence due to COVID-19 infection or potential infection within one or more Wellsville CSD campus.

The Superintendent will use the **Wellsville CSD Considerations for Closure** charts as a guide when considering location and/or program closures, but this guide or the content of this plan may not be the sole determinant in closure. Any closures will be officially made by the Superintendent.

Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs[1] that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

Another consideration for program closures may include absentee rates of faculty, students, and staff. Wellsville CSD programs will remain open only if absentee rates are at acceptable levels to operate our programs safely and according to DOH and SED regulations.

The major consideration for program closure is the suspected presence of the COVID-19 virus within our facilities. In this case, the Wellsville CSD COVID-19 Safety Coordinator will collaborate with district level staff and county health officials to determine if a program location must close.

Closure Operational Activity Considerations

Any changes to the operational activities of our facilities and programs will be determined by the COVID-19 Safety Coordinator, district level staff, county health officials, and component district leadership.

In the event of any building closure, the **Wellsville CSD Plan for Remote Instruction** and elements of the **Wellsville CSD Plan for Containment** will be immediately implemented.

Closure Communication:

Wellsville CSD has well established methods of closure that will be implemented in the event one or both buildings must close during the 2023-24 school year. Much like our closures for inclement weather and other emergencies, Wellsville CSD will inform faculty, staff, students, off-site instructional districts, and community via mass communication methods; television, radio, phone, text, etc. Closure communications will be coordinated by clerical staff and the COVID-19 Safety Coordinator.

The **"Wellsville CSD Plan for Closure"** will be posted on the organizational website.

Wellsville CSD Plan for Training Our Staff

We know the effectiveness of our plans require all within our community to be adequately trained. The following outline will be used for all faculty and staff training to guarantee consistency across our large

and diverse organization. All staff will be trained using the following outline before in-person instruction begins.

Employees should take the following steps to protect themselves at work:
- Follow the policies and procedures of Wellsville CSD related to illness, cleaning and disinfecting, work meetings, etc.
- Stay home if sick, except to get medical care.
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails.
- Avoid handshaking, fist bumps, high fives, etc.
- Minimize handling/sharing cash, credit cards, and mobile or electronic devices when possible.
- Avoid all non-essential travel.

Maintain social/physical distancing
- Practice social/physical distancing at all times but especially while on district premises.
- Keep six (6) feet away from other persons, and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness.
- Preparing your classroom for social distancing:
  - Any furniture configuration must fully comply with the 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Code;
  - Arrange student seating and workspace so that social distancing can be practiced;
  - Arrange student seating and workspace so that all students face in the same direction;

Personal responsibility
- Take your temperature at home each day. Contact your supervisor immediately if your temperature is above 100°F.
- Avoid touching eyes, nose, and mouth.
- Cough/sneeze into a tissue you dispose of immediately or into the crook of your elbow, not into your hands.
- Practice personal hygiene protocols at all times but especially while on district premises.
- Personal hygiene:
  - Employees should wash their hands often with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol if soap and water are not readily available (especially during key times when persons are likely to be infected by or spread germs): After blowing one's nose, coughing, or sneezing; Before, during, and after preparing food; After using the toilet; After touching trash; Before and after the work shift; Before and after work breaks; After touching objects that others have handled.

Wear and Care of Face Coverings/Masks
Watch this video: https://www.youtube.com/watch?v=MdIRk2D7OD8
- Wear a mask that properly covers your mouth AND nose as much as possible, especially when social distancing is impossible.
- Implement the "Wear It While Walking" rule as much as possible.

- If you encounter someone not properly wearing a mask: say something, step back, and notify your supervisor for assistance if needed.
- Masks are provided but you may use personal masks (ones brought in from home) instead of ones provided as long as they fit properly, cover your face AND nose, look professional, and are cleaned regularly.

Should cloth face coverings be washed or otherwise cleaned often? How often?
Yes. Multi-use Face Covering/masks should be washed daily.

How do you safely sterilize/clean a cloth face covering?
- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering.
- If face covering/masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask.
- Face coverings must be completely dry before wearing.

How do you safely remove a used cloth face covering?
Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask. Be sure not to touch the outside of the mask when removing.

Hand hygiene
Watch this video: https://www.youtube.com/watch?v=d914EnpU4Fo
- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place.
- Use hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol, if soap and water are not available. Additionally, employees should:
    - Wash hands or use 60% ethanol or 70% isopropyl alcohol hand sanitizer after putting on or taking off the face covering
    - Wash your hands frequently with soap and water or use 60% ethanol or 70% isopropyl alcohol hand sanitizer
    - Practice hand hygiene protocols at all times but especially while on district premises
- It is Required that hand washing take place before and after consuming food by all faculty, staff, and students.

Do Not Come to Work if:
- You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider
- You have been in close contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider unless cleared by your health care provider, the District COVID safety officer or the Department of Health.

You feel sick :

- o Contact your physician or other healthcare provider to discuss your medical condition
- o Notify the building office and your direct and/or department supervisor immediately

If you feel sick while at work:
- If you start to feel sick when at a building, contact your supervisor immediately and limit your movement within facilities.
- Be sure to tell your supervisor what you were doing and where you were in the building before you became ill, as the devices and locations must now be considered potentially contaminated
- After notification, leave the building
- Contact your physician or other healthcare provider to discuss your medical condition

Know the symptoms :
It is important that you know the symptoms of COVID-19 so you can monitor your health and assist in monitoring the health of others around you, i.e., your colleagues, your students, visitors, etc. The Centers for Disease Control and Prevention keeps an up-to-date list of symptoms of Coronavirus on its website. This list is not all-inclusive, as some individuals may display no symptoms.   The following are listed as the most common symptoms of COVID-19:
- Fever or chills (100°F or greater);
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore Throat;
- Congestion or runny nose;
- Nausea or vomiting; and
- Diarrhea.

Observe students, other staff members, and visitors for signs of any type of illness such as:
- Flushed cheeks;
- Rapid or difficulty breathing (without recent physical activity);
- Fatigue, and irritability; and
- Frequent use of the bathroom.

Students and staff exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school should contact the parent/guardian to come pick up their ill child or send the staff member home.

Social Emotional Well-Being of yourself, your colleagues, and your students:
Staff will be provided information on how to best educate and support students in coping with the additional stressors that COVID-19 may pose.

Standard Operating Procedures:

- Review and abide by Standard Operating Procedures related to your duties.
- Contact your supervisor with questions.