

# **Worcester Central School District**

## **COVID 19 REOPENING PLAN \***

**2020-2021**



*\*This document will be updated as new information becomes available.*

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## I. INTRODUCTION

At the Worcester Central School District (WCSD) the physical, social and emotional safety of our students and staff are paramount. We recognize that students cannot learn unless they feel they are in a safe and nurturing school environment. As a result, this document is meant to serve as a guide to the reopening of our school district during the COVID-19 pandemic. It is understood that due to the ever changing nature of this world wide crisis, portions of this framework may have to be altered and adjusted to meet future safety needs and requirements. However, as of the publishing of this document the contents herein either meet or exceed the current Centers for Disease Control and Prevention (CDC), the NYS Department of Health (NYSDOH), and the NYS Governor's executive order guidelines and requirements. The WCSD Reopening Task Force will continue to work diligently to update this plan as necessary in order to maintain the safest learning and working environment at the Worcester Central School District.

Our team utilized the following guiding principles to create this document:

- Prioritize the health and safety of our students, faculty and staff.
- Adhere to state-level and CDC guidelines.
- Prioritize in-person instruction to the extent possible and maximize instructional and learning opportunities for all students.
- Plan with flexibility in mind knowing we will likely need to adjust due to changing conditions associated with the COVID-19 pandemic.

## II. COMMUNICATION and ENGAGEMENT

To help in the creation of our reopening plans, the Worcester Central School District sought feedback and input from various stakeholders. As the plan continues to be a working document and as the COVID 19 situation changes we will continue working with administrators, faculty, staff, students, parents of students, local health department officials and health care providers, employee unions and community partners. We remain committed to communicate all elements and any updates to this reopening plan to students, parents, staff and visitors.

The plan is available to all stakeholders via the district website <https://www.worcestercs.org/Reopening.aspx> and will be updated throughout the school year, as necessary, to respond to local, regional and national circumstances. Efforts have been made to ensure that the plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA.

### Future Communications

- As part of planning for the reopening of school and the new academic year, WCSD has developed a plan for communicating all necessary information to district students, parents, faculty, staff, visitors, education partners and vendors.
- We are committed to establishing and maintaining regular channels of communication and have determined which methods have proven to be the most effective in communications with the various groups in our school community.
- The district will use its existing communication platforms to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene.
- The information shared will be based on state guidance and recommendations from the district's reopening task force.

## Means of Communication

- SchoolMessenger to call, text message families, faculty and staff.
- PowerSchool will assist in communicating student academic progress and student attendance.
- Email for student, staff, faculty, parent and community partner communication.
- Home mailings to assist in families without internet access.
- Signage and training to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.
- Zoom and Google Meet to provide larger audience presentations for students, families and community partners.
- Translation Services will be provided to families as needed.

## School Closures

WCSD is preparing for situations in which we would need to close due to student(s) or staff member(s) testing positive for COVID-19 or a considerable regional increase in COVID-19 cases. We will communicate any closure or modification to the school day as soon as possible.

The district participates in regular meetings with the Otsego County Department of Health. These calls are used to provide communication and updates between the district, other schools in the county, and county officials.

WCSD will also monitor student absenteeism in an effort to identify potential concerns. Furthermore, our school nurse has well-established and reliable communication channels with the New York State and Otsego County DOH.

WCSD may choose to modify operations prior to closing to help mitigate a rise in cases. The district will consult with the local health department, co-directors of nursing, and/or the district's medical doctor when making such decisions.

Administration will regularly monitor student and staff attendance. If absentee rates impact the ability to safely operate school we will initiate protocols to communicate a school closure.

**Worcester Central School District- Considerations for Closure**

The WCSD Considerations for Closure chart will be consulted for decision-making regarding closures. This chart and criteria are a guide for closure decisions and may not determine actual closures. Final decisions regarding any closures are to be determined by the Superintendent, in conjunction with county health officials. The WCSD Plan for Remote Instruction will be followed in the event of any COVID-related closure.

Level of Community Spread based upon regional 7-day infection average (Low – Medium – Substantial)	Criteria 1	Criteria 2	Criteria 3	Criteria 4
Zero students or staff members infected within the building	Zero students or staff members infected within the building	1 student or 1 staff members infected within the building	2-4 students or staff members infected within the building	5+ students or staff members infected within the building
Low/No Spread 5% or less (5 or less cases per 100,000)	Building will remain open.	Consider building closure for up to 72 hours.  Consult County Health Officials.	Consider building closure for up to 5 days.  Consult County Health Officials.	Consider district closure for at least 14 days.  Consult County Health Officials.
Medium Spread 6% to 8% (6 to 8 cases per 100,000)	Building will remain open.	Consider building closure for up to 72 hours.  Consult County Health Officials.	Consider building closure for up to up to 5 days.  Consult County Health Officials.	Consider district closure for more than 14 days.  Consult County Health Officials.
Substantial Spread 9% or more (9 or more cases per 100,000)	Closure of district.  Consult County Health Officials.	Closure of district.  Consult County Health Officials.	Closure of district.  Consult County Health Officials.	Closure of district.  Consult County Health Officials.

### III. HEALTH, SAFETY and FACILITY OPERATIONS

The WCSD plan is created to ensure the health of students, faculty, staff and essential visitors.

#### Safety Protocols and Procedures:

##### Screenings



- Parents, faculty and staff will be responsible for agreeing to a social contract ensuring daily health screenings of all students, faculty and staff.
- Outside visitors will be screened and logged when entering and exiting the campus.
- The social contracts will be inclusive of the following screening questions.
  - A. Have you had any COVID-19 symptoms in the last 14 days?  
*Common Symptoms: Fever, chills, cough, shortness of breath, headache, muscle or body aches, headache, loss of taste and/or smell, congestion, runny nose and/or sore throat, fatigue, vomiting, diarrhea.*
  - B. Have you had a positive COVID-19 test within the last 14 days?
  - C. Have you had close contact with a confirmed or suspected case of COVID-19 case within the last 14 days?
  - D. Has your temperature been verified to be over 100° F degrees?
  - E. Have you traveled from any ‘travel restricted’ states as recognized by NYSDOH in the last 14 days?
- Parents will be required to take their children’s temperature each morning prior to going to school (anyone who has a temperature greater than 100° F will need to stay home from school).
- Staff will be required to take their own temperature each morning prior to coming to school/work (anyone who has a temperature greater than 100° F will need to stay home from school/work).
- Any student or staff member with suspected signs of COVID-19 will be assessed by the school nurse and will be sent home for follow-up with a health care provider; a separate location will be provided for potentially ill students while they await pick-up.

## Face Coverings

- All students, faculty, staff, and visitors are required to wear a face mask that covers the nose and mouth when social distancing is not possible, unless medically unable (documentation must be provided to the District).
- The school nurse and school administration will have a supply of masks for staff and students in the event they forget theirs.
- Students will be permitted to remove their masks during lunch and at planned 'mask breaks' during the school day. Social distancing or barriers must be maintained during these times.
- Information on the proper use, removal, and washing of cloth face masks can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Any parent of a student, or who has a documented medical condition and is incapable of physically wearing a face covering should contact your child's principal prior to attending school.
- The Otsego County Department of Health has indicated that face masks not be gaiters, bandanas or include vents, and are not approved to be worn at WCS. See the diagram below for additional information.

DO choose masks that	DO NOT choose masks that	Special Situations: Children
 <p>Have two or more layers of washable, breathable fabric</p>	 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>	 <p>If you are able, find a mask that is made for children</p>
 <p>Completely cover your nose and mouth</p>	 <p>Have exhalation valves or vents, which allow virus particles to escape</p>	 <p>If you can't find a mask made for children, check to be sure the mask fits snugly over the nose and mouth and under the chin</p>
 <p>Fit snugly against the sides of your face and don't have gaps</p>	 <p>Are intended for healthcare workers, including N95 respirators or surgical masks</p>	 <p>Do NOT put on children younger than 2 years old</p>

### Caution: Gaiters & Face Shields

	<p>Evaluation is on-going but effectiveness is unknown at this time</p>
	<p>Evaluation is on-going but effectiveness is unknown at this time</p>



## Classrooms, Hallways and Communal Spaces

- When possible, classrooms will be configured to allow six feet of space between individuals, or have barriers to assist in social distancing. Masks will be required at all times when social distancing is not possible.
- Markings on the floors and staircases will be implemented for common areas and gathering places to show which direction to travel down a hallway or staircase. One way travel will be the priority.
- Posters reminding students, faculty and staff about social distancing will be placed throughout the buildings.
- School visitors will be restricted to those required to enter campus for essential school business only. Screenings of essential visitors will occur and visits will be logged when entering and exiting the campus.
- Training on proper hand and respiratory hygiene, facial coverings, social distancing and symptoms of COVID-19 will be provided.

## Cleaning

- WCSD has enhanced its cleaning procedures and increased the frequency of cleaning of areas throughout the campus. Our staff will be cleaning on an intensified schedule.
- Our water system has been inspected to ensure that they are safe for use after the prolonged shutdown.
- Our ventilation system has been examined and will be maintained as scheduled to create the optimal building air flow and circulation as required by code.W

## Facility and Operations

- In the event a person (student, faculty or staff) becomes sick or is diagnosed with COVID-19, WCSD will follow CDC and NYSDOH guidelines for reopening.
- School buildings and grounds are closed to all non-school district programs during reopening until further notice.
- Emergency drills will be conducted according to CDC and NYSDOH guidance (face masks and social distancing utilized).

- Student 'in school' gatherings/assemblies will not exceed NYSDOH guidelines.
- Meals will be served in individual portions which may include in classrooms with social distancing and barrier protocols.
- The WCSD building condition survey will be completed as scheduled in 2021.
- The WCSD will conduct Lead-In-Water testing as scheduled and in accordance with NYSDOH regulation 67-4.
- The WCSD has ample toilets and sink fixtures to meet the capacity of the persons in the buildings.
- The WCSD has ample bottle filler stations to meet 1 filler per 100 persons in the school building.

### COVID-19 Testing

Students who experience COVID-19 symptoms at school will be taken to an isolation area and a parent/guardian will be called. Students will be referred to a healthcare provider and provided resources on COVID-19 testing. COVID-19 testing of students and/or staff may also result from the contact tracing protocols outlined below, based on the direction of public health authorities.

In the event that a large-scale testing needs to be conducted at the school, the administration will work with the district physician (Bassett School-Based Health Center) in conjunction with the state and county health departments.

### Contact Tracing

WCSD will notify the New York State and Otsego County Department of Health immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors to the District.

The District will assist in contact tracing by:

- Maintaining accurate staff and student attendance records.
- Keeping student, room and building schedules up to date.
- Maintaining visitor logs with the date, time and what the locations were visited.
- Fully cooperating with the NYSDO and OCDOH's efforts and sharing of information.
- Maintaining confidentiality as required by federal and state laws and regulations.
- School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

### Returning to School After Illness

In the event a WCSD student, faculty and staff member has a confirmed case of COVID19 the following protocols will be implemented:

WCSD will follow CDC and Otsego County DOH (OCDOH) guidance for allowing a student, faculty or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- A student may return to school after they have quarantined for 14 days.
- A staff member may return to work after receiving the results of a negative COVID-19 test.
- A student or staff member has been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least 10 days since the individual first had symptoms

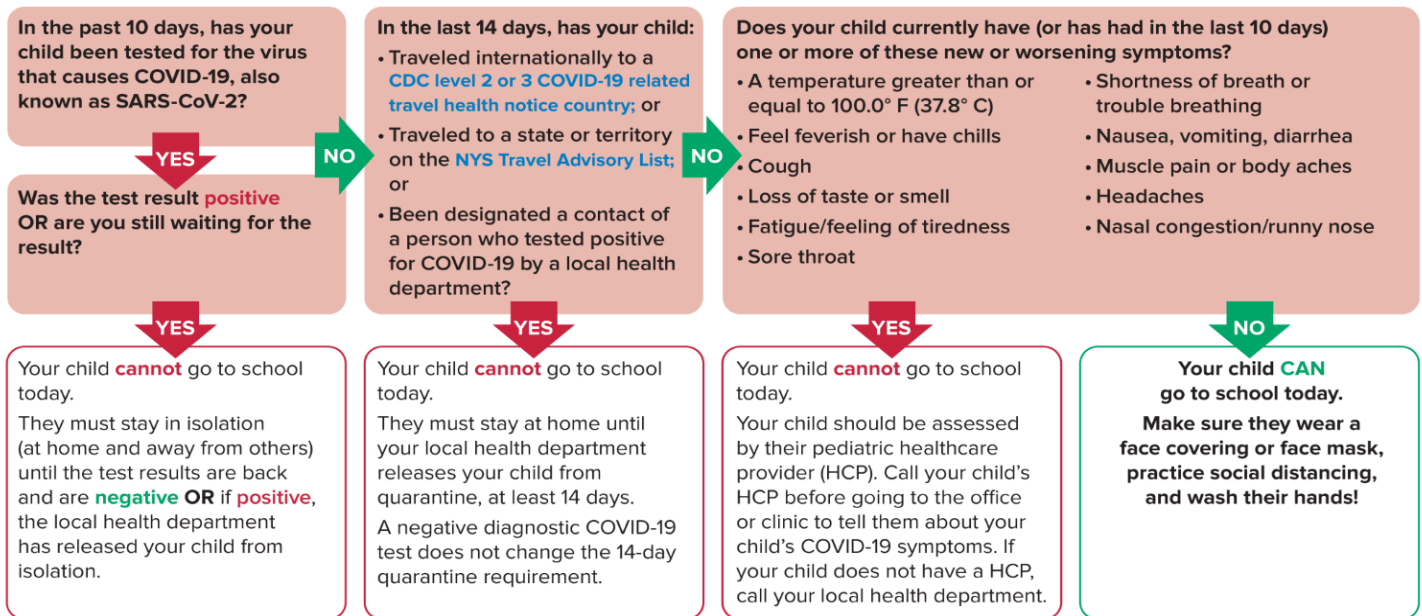
The CDC and OCDOH provides specific guidance for individuals who are on home isolation regarding when the isolation may end.

See the following chart to assist in determining when a student should attend school if ill or return to WCS after being ill.



## NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

### Can My Child Go To School Today?



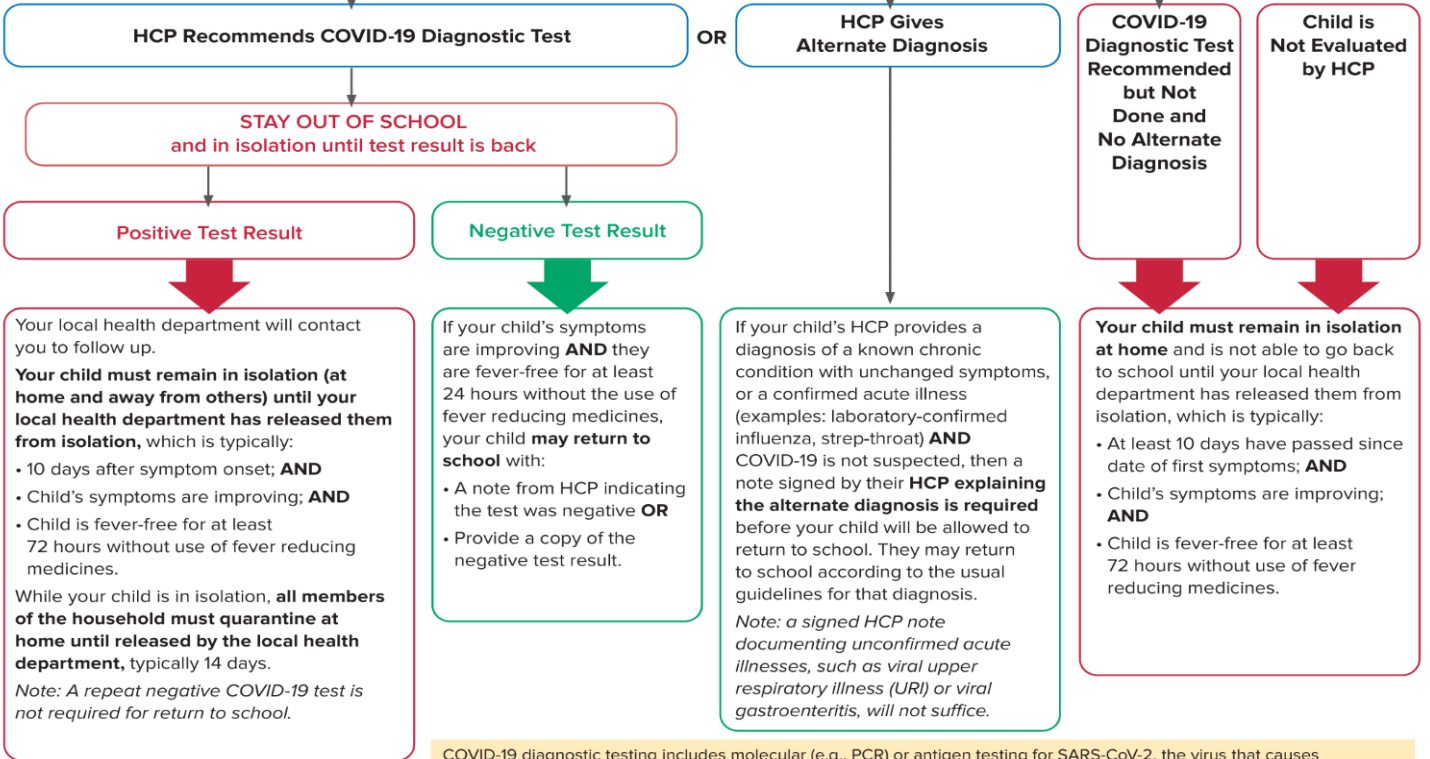
Report absences, symptoms, and positive COVID-19 test results to your child's school.

#### SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:

- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

## My child has COVID-19 symptoms. When can they go back to school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

#### IV. PROMOTING BEHAVIOR THAT REDUCES THE SPREAD of COVID-19

WCSD's Superintendent is the designated COVID-19 Safety Coordinator who, in conjunction with the Reopening Task Force, will ensure to promote behavior to reduce the spread of COVID-19 by:

- Teaching and reinforcing handwashing with soap and water for at least 20 seconds.
- Monitoring and encouraging handwashing to ensure adherence among students, faculty and staff.
- Providing hand sanitizer with at least 60% alcohol for older students, faculty and staff who can safely use hand sanitizer.
- Instructing students, faculty and staff to cover coughs and sneezes with a tissue. Used tissues will be thrown in the trash, and hands washed immediately with soap and water for at least 20 seconds.
- Teaching and reinforcing the use of proper face coverings, social distancing and the signs and symptoms of COVID-19.

## V. STUDENT and STAFF PERSONAL HEALTH

### Screening

WCSD is counting on our students, families, faculty and staff to screen themselves and adhere to the guidelines of the social contract. WCSD is additionally screening students, faculty and staff within our school environment when symptoms are present.

In a joint effort to reduce the spread of COVID-19 in our school community, students, faculty and staff must stay home if:

- They are sick.
- They have recently had close contact with a person with COVID-19.
- They have tested positive for or are showing COVID-19 symptoms.
- They have traveled to a state or country requiring a 14 day quarantine as determined by NYSDOH.

### List of Symptoms

Students and staff may not come to school, or will be sent home if they display any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

This List of Symptoms will be used by all WCSD personnel asked to conduct visual screenings of students. A visual determination by WCSD

personnel of any of these symptoms is sufficient to justify further screening or another action to be taken by the school nurse. If the nurse is not available the student and members of their household that attend WCSD will be required to go home and follow up with their healthcare provider.

Students, faculty or staff presenting symptoms of fever, signs of illness, or a positive screening question response will be sent to a dedicated isolation area located near the health office.

We ask that all families screen students for the List of Symptoms every morning. If any symptoms are found, please self-report to the school and keep the student home. Call the main office at (607) 397-8785.

Students will have the opportunity to make up work missed due to symptoms of COVID-19 without penalty.

At WCSD, we will use the following protocols to minimize the spread of COVID-19.

- Upon arrival at school, students will go directly to their assigned seat in their assigned classroom or the cafeteria for breakfast. Students will not be allowed on campus prior to 7:45 a.m.
- Any student with visible symptoms of a runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100° F will be taken to the health office.
- Parents will be contacted to pick up the student suspected to be ill, as well as any sibling or household members attending WCSD.
- Parents will be contacted to pick up the student suspected to be ill (and any sibling attending WCSD) with the following EXCEPTIONS:
  - If the student has a runny nose and the school nurse/health aide observes that there are no other symptoms, the school nurse/health aide will contact the parent/guardian to inquire as to whether the student has had any other symptoms or there have been any



COVID-19 exposures in the home and if not, the student may return to class.

- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the school nurse/health aide observes that there are no other symptoms, the school nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, the student may return to class.

All student health information will be maintained confidentially. The school nurse shall report information that a student has had a positive COVID-19 test or has become sick with a presumptive COVID-19 case to WCSD administration, the Otsego County Department of Health and the NYSDOH.

#### Classrooms

- Student desks will be positioned as far from one another as possible within the confines of the classroom space available.
- All individual desks will face the same direction rather than facing each other.
- Partitions and barriers will be used in the event social distancing is not possible.
- Masks must be worn in classrooms at all times when social distancing cannot be maintained.
- Teachers will use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

#### Hallways and Staircases

- Hallways will be marked to direct students to stay on one side of the hallway for each direction of travel.
- Where possible, hallways are marked for one-way traffic.
- Staircases will be designated for one-way traffic.

## Communal Spaces (Cafeteria, Bathrooms, Main Office)

### Cafenasium (Cafeteria)

- Lunch will be served in either the cafeteria or classrooms.
- Social distancing and use of barriers will be enforced.
- School-provided lunches will be served on disposable food service items (trays, plates, etc.).
- The cafeteria will be designed for one-way traffic and students will sit socially distant while eating.
- Masks are not required when eating.

### Bathrooms

- Faculty and staff will be encouraged to limit the number of students in a bathroom and reminded to maintain social distancing.
- A cleaning log and enhanced cleaning schedule will be utilized.

### Main Office

- Floor markings designating 6 feet from an office desk will be used to remind visitors of social distancing, with signage directing visitors not to come closer than the tape markings.

### Visitors to School

- Until further notice, except for those individuals essential to the operation of the school, no parents or visitors are allowed without a scheduled appointment.
- There will be no volunteers utilized in classrooms during the COVID-19 health crisis.
- Visitors will be screened using the established screening protocols.

### Student Belongings

- All elementary student belongings will be kept in individual desks, bins or cubbies labeled with each student's name.
- To the extent possible, school supplies will not be shared among students.

- If a supply or piece of equipment must be shared by students (i.e., a pencil sharpener), the item will be wiped down with disinfectant by a staff member after each use.
- There will be no academic or athletic lockers for secondary students until further notice.

#### Field Trips/Assemblies/Extracurricular Activities

- All off-campus field trips are canceled until further notice.
- Teachers will use virtual learning opportunities (such as virtual field trips and tours) to enhance students' educational experiences.
- Entire school-wide assemblies will not be held with students in the same physical location.
- Extracurricular activities may be held virtually.

## VI. CHILD NUTRITION

### Meals Onsite

- Meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.
- WCSD will ensure social distancing between individuals while eating.
- Meals may also be served in alternate areas (e.g. classrooms).
- The sharing of food and beverages (e.g. buffet style meals, snacks) is prohibited, unless individuals are members of the same household.
- Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.
- Students eating in the classroom will have meals delivered.
- In the case of delivered meals, methodologies for preordering and prepaying will be developed.
- Student food allergies will be addressed in a safe manner by providing students with the necessary accommodations.
- Hand sanitizer in accordance with FCNYS 2020 Section 5705.5 will be readily available in common areas, including by the entrance of the cafeteria and any rooms that are used for eating lunch.
- The sharing of food will be discouraged through signage and announcements.
- Cleaning and sanitizing of the cafenadium will be done between cohorts of students or lunch periods by the building custodial staff.
- The Cafeteria Manager & Cook will ensure compliance with Child Nutrition Program requirements.
- Students will be instructed to wash their hands prior to eating any foods or snacks.

### Meals Offsite/Remote

The WCSD understands the importance nutrition plays in the ability to learn. Therefore, we will be offering a meal pick-up option for our remote learning students. If you anticipate needing meals during any remote learning days please contact Joe Calleja at [jcalleja@worcestercs.org](mailto:jcalleja@worcestercs.org).

## VII. TRANSPORTATION

- Students will be required to wear a mask on school buses/vehicles. Students who do not have a mask when boarding the bus will be provided with one. Only students with a documented medical exemption will be permitted to ride the bus without a mask and must sit socially distant from other students.
- School bus drivers and monitors are required to wear a district provided face covering and optional face shield while on the school bus.
- To the extent possible students will sit separately. Siblings and families can sit together.
- Staggered student arrival is under consideration to accommodate for potential transportation seating limitation changes.
- If feasible, parents are encouraged to drive students to and from school or have them walk in order to reduce density on school buses/vehicles.
- Windows and roof hatches will be opened as much as possible for ventilation.
- To the extent possible, students will load the bus starting at the back first, that way students aren't passing others getting to their seats.
- Students will unload from the front to the back so students aren't passing others.
- Students will be assigned seats to assist in social distancing and maintaining family/households.
- Attendance will be taken in the morning and afternoon for contact tracing.
- School buses/vehicles will be kept clean from dirt and debris (sweeping and dusting often).
- High touch areas will be sanitized between runs (seat backs, handrails and walls/windows by the seats).
- All buses/vehicles used to transport students and staff will be cleaned and disinfected daily.
- Students and staff should wash and sanitize their hands prior to boarding the bus. Hand sanitizer will not be permitted on any bus or school vehicle due to its combustible composition.

- Staff (drivers, monitors, mechanics and cleaners) will be provided with personal protective equipment and will be trained (with periodic refresher training) on the proper use of personal protective equipment, social distancing and the signs and symptoms of COVID-19.
- Hand sanitizer will be provided for all staff in their transportation locations such as the office, employee lunch/break rooms and the bus garage. (Hand sanitizer is not allowed on buses).
- Gloves will be provided for any driver or bus monitor who will have direct physical contact with students.
- Any students in specialized programs outside the District will be transported provided their program continues to meet for in person learning.

## VIII. TEACHING AND LEARNING-CONTINUITY OF LEARNING-SCHEDULES

In order to maintain the continuity of learning for our students WCSD has created the following three scenarios: a remote learning environment; a hybrid model consisting of remote and in person learning environments; and a full 'in person' learning model.

### 1) Remote Learning

The remote learning model will provide learning opportunities for students at their homes or an offsite location of their choice. Teachers will use virtual, electronics, textbooks, novels and other teacher-created resources to instruct students. Students will not attend campus for in person instruction. It is important to note that this model will also be implemented in the event of a COVID-19 school closure of any kind when utilizing either of the hybrid or full in person scenarios.

In remote learning the teachers will provide synchronous and asynchronous learning through Google Meet and Google Classroom. Students who do not have internet access will be provided teacher created resources. These materials will be distributed by the WCSD. Learning, communication, and assessment will be conducted telephonically. In either internet delivered instruction or teacher provided resources, lessons will be aligned to the New York State Learning Standards. Students' completed work whether on-line or via teacher created resources will be assessed to determine a student's mastery of the learning standards.

Recommended number of minutes/hours students should spend on a lesson or class per day					
Grade	PreK-1	2	3-4	5-8	9-12
	15 minutes per lesson Not to exceed 90 minutes daily	20 minutes per lesson Not to exceed 120 minutes daily	20-25 minutes per lesson Not to exceed 180 min daily	Approximately 25-30 minutes per lesson/class Not to exceed 4.5 hours daily	Approximately 30-40 minutes per class Not to exceed 6 hours a day

## REMOTE LEARNING PreK-12 SCHEDULE

TIME	Monday, Tuesday, Thursday, Friday	TIME	<i>Mindful Wednesdays</i>
8:05-8:49	Period 1	8:05-11:30	Elementary Check In Hours For Classes, Individual Students and Families
8:52-9:31	Period 2		
9:34-10:13	Period 3	11:30-2:58	Secondary Check In Hours For Classes, Individual Students and Families
10:16-10:55	Period 4		
10:58-11:37	Period 5		
11:40-12:10	Period 6 5-8 Lunch Specials	8:05-11:30 (Secondary Students)	Students will: Make-up work Meditate Physical Activity Plan Week Meet with teachers individually via email, phone, google meet
12:13-12:52	Period 7  HS Lunch		
12:55-1:34	Period 8	11:30- 2:58 (Elementary Students)	
1:37-2:16	Period 9		
2:19-2:58	Period 10		

*K-6 will use individual teacher schedules that will be provided by their class room teacher.*



2) Hybrid Model 1 (\*subject to change) Used October 5th-9th

All students in grades PreK-6 will return to school Monday to Thursday and will be remote on Friday. Students in 7-12 will be hybrid with Cohort A returning Monday and Tuesday (remote Wednesday through Friday). Cohort B will be returning Wednesday and Thursday (remote Monday, Tuesday, and Friday).

NOTE. This schedule will change to Mindful Wednesday if initiated in the future. Friday would become a full academic day for students Pre-K-6 and Cohort B.

Monday	Tuesday	Wednesday	Thursday	Mindful Friday
Elementary: All students PreK- 6 in person.	Elementary: All students PreK- 6 in person.	Elementary: All students PreK- 6 in person.	Elementary: All students PreK- 6 in person.	Remote (Mindful) Learning Day for All Students.  All BOCES students will be transported for their programs.
Secondary Students: <b>Cohort A</b> in person. (Cohort B is remote.)	Secondary Students: <b>Cohort A</b> in person. (Cohort B is remote.)	Secondary Students: <b>Cohort B</b> in person. (Cohort A and All BOCES are remote.)	Secondary Students: <b>Cohort B</b> in person. Cohort A is remote.	

3) Hybrid Model (Alternative 1) \*subject to change

Students attend in person classes at WCSD based on their assigned cohort. Cohort A will attend in person on Monday and Tuesday (remote learning Wednesday to Friday). Cohort B will attend in person on Thursday and Friday (Remote learning Monday to Wednesday). On Wednesdays our building will undergo additional cleaning and sterilizing protocols while all students are remote.

## HYBRID SCHEDULE Alternative 1

Time	Full Days	Remote Days	Times	Mindful Wednesday	
				Elementary	Secondary
8:05 - 2:58	Monday, Tuesday, Cohort A,  Thursday, Friday Cohort B	Thursday, Friday Cohort A (project based, student check-ins)	8:05-11:30	Elementary Virtual Learning/ Google Meets	Office hours and individual student check-in
		Monday, Tuesday Cohort B (project based, student check-ins)	11:30-2:00	Office hours and individual student check-in	Secondary Virtual Learning/Google Meets

**\*Cohorts will be alphabet and families grouped together.**

### 4) Hybrid Model Alternative 2

Students attend in person classes at WCSD on Monday, Tuesday, Thursday, Friday. Wednesday is dedicated for remote learning. Students will have access to teachers during that time via virtual means. During that time our building will undergo additional cleaning and sterilizing protocols.

## HYBRID SCHEDULE Alternative 2

Time	Full Days	Times	Mindful Wednesday	
			Elementary	Secondary
8:05- 2:58	Monday, Tuesday, Thursday, Friday	8:05-11:30	Elementary Virtual Learning/Google Meets	Office hours and individual student check-in
		11:30-2:00	Office hours and individual student check-in	Secondary Virtual Learning/Google Meets

## 5) Full In Person Learning

Students will attend Monday through Friday. All students will have a half day (12 p.m. release) on Wednesdays so that the building can undergo additional cleaning protocols. The schedule on Wednesday will rotate by periods to maximize student learning opportunities.

FULL IN PERSON LEARNING SCHEDULE						
Time	Full Days		Times	½ Day Wednesdays		
8:05 - 2:58	Monday, Tuesday, Thursday, Friday		8:05-9:05	Period 1	Period 4	Period 7
			9:05-10:05	Period 2	Period 5	Period 8
			10:05-11:05	Period 3	Period 6	Period 9
			11:05-12:00	Period 10	Period 10	Period 10

## IX. ATTENDANCE and CHRONIC ABSENTEEISM

Attendance will be collected in a remote or hybrid schedule in order to report daily teacher student engagement.

- Students in PreK-6 have daily will check-ins with teachers.
- Students 7-12 will have daily check-ins with teachers.
- Teachers will record attendance daily in PowerSchool.

Students chronically absent

- Teachers will call and email students and parents to inform them of chronic absenteeism.
- If after 3 attempts or student absences do not improve, school administration and counselor will be notified.
- Written notification will be sent via US Postal Service.
- Administration and/or school counselors will schedule a parent meeting.

## X. TECHNOLOGY and CONNECTIVITY

### Internet and Devices

- The WCSD conducted surveys of students, families and teachers to determine internet and device capabilities.
- Teachers and students in grades 2-12 have been provided devices such as Chromebooks to conduct remote learning.
- The district is purchasing cellular 'mifi' devices to assist teachers and families who do not have internet capabilities.
- The WiFi on the school campus will remain open so that students can access the internet from the school parking lot.
- During remote learning teachers will conduct classes from the school and access the school's high speed internet.

## XI. SOCIAL EMOTIONAL

The WCSD maintains a counselling plan that frequently monitors to address current and anticipated needs of students. The plan is developed and maintained by a team consisting of counselors, the student support service coordinator, a staff development consultant, teachers, administrators, board members and parents.

- Faculty and school counselors have and will continue to provide digital resources, teacher/counselor created materials via US mail or WCSD delivery.
- Counselors will maintain contact with students in person when/if students are in school and via google meet, telephone, email, and US mail.
- The WCSD will continue to utilize a referral process to address mental health, behavioral, and emotional support services and programs.
- System of Care counselors will also assist students and families with community level resources.
- Teachers and staff will receive professional development opportunities through Public SchoolWorks and faculty meetings on how to talk with and

support students during and after the ongoing COVID-19 public health emergency.

- The district will provide support for developing coping and resilience skills for students, faculty, and staff.

## XII. ATHLETICS/EXTRACURRICULARS

- As interscholastic sports and extracurricular activities are an important aspect of student life and the school community, it is our priority to maintain as many offerings as we can.
- Extracurricular activities may be conducted virtually.
- Under current state guidance, interscholastic sports are not permitted. The start of the fall athletic season has been delayed until September 21, 2020, at the earliest. More guidance is expected soon.

## XIII. SPECIAL PROGRAMS

Special Education services provided in person, remote, and/or through a hybrid model, will address the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

- Students in self-contained, special education programs (K-12) may, at times, be onsite during remote learning.
- Students receiving special services (Special Education, Speech, Physical Therapy, Occupational Therapy, etc.) will continue to receive those services either in person or remotely.
- Special Education Teachers will plan with regular education teachers to create learning activities tailored to meet the needs of individual students IEP and 504 plans to the extent possible.
- Special Education Teachers, in remote or hybrid situations, will remain in communication with their students and families via email, phone and Google Meet. Translation services will be provided as necessary.
- Each student will be provided access to the necessary accommodations, modifications, supplementary aids and services, and technology (including

assistive technology) to the extent possible to meet the needs of individual IEP and 504 plans.

- CPSE and CSE meetings will continue virtually via Google Meet or conference call.
- CPSE and CSE committees will continue to meet to monitor student progress and determine the needs and recommendations of students ensuring the understanding of the provisions of services consistent with a student's Individual Education Plan (IEP).
- Related service providers (AIS, OT, PT, SLP, etc.) will continue to provide services to students either in person or remote.

### **Vulnerable Populations/Accommodations**

We recognize that some students, faculty, and staff members are at an increased risk for severe COVID-19 illness, or live with a person who is at an increased risk. It is our goal that these individuals are able to safely participate in educational activities. For students requesting accommodations, please contact your child's principal, Mrs. Jackman grades PreK-6 or Mrs. Leonard grades 7-12 at (607) 397-8785. For staff members, please contact the Superintendent.

## **XIV. BILINGUAL EDUCATION and WORLD LANGUAGES**

Currently the WCSD does not have students identified as ELL. However, any new student who qualifies while the school is in person or hybrid will complete the ELL identification process within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

- The District will provide instructional Units of Study to all newly identified ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.
- The WCSD will maintain regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education.
- The WCSD will provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

## XV. EVALUATIONS and CERTIFICATIONS

### Teacher and Principal Evaluation System

- All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan.

### Certification, Incidental Teaching and Substitute Teaching

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

## XVI. SOCIAL CONTRACT

### SOCIAL CONTRACT RATIONALE

As the Worcester Central School District begins to look forward to reopening in the fall of 2020, the feedback has been that students, families, faculty and staff want learning to be in person as long as it can be done safely. In order to provide in person learning, we will need to have all students, families, faculty and staff agree to safeguards that will provide us with the greatest opportunity for staying open.

The Worcester School Community has a history of coming together in times of need. We know that our greatest strength is our mutual respect and relationships with each other. As a result, we ask each student, family, faculty and staff member to join us in a "social contract". This contract asks us to individually and collectively do our part to protect one another from the coronavirus so that we have the best chance of safely getting our school community back to normal.

To do so, the Worcester Central School District will:

- Clean and disinfect high-touch surfaces multiple times a day.
- Provide hand sanitizer throughout our buildings.
- Provide face coverings to any person entering the school who does not have one.
- Limit access to the school to only students, faculty, staff and essential service providers.
- Train students, faculty and staff in proper hand hygiene practices.

School district personnel and service providers will:

- Daily self screen and stay home from work if they have a fever of 100°F or over, a persistent cough, or other respiratory symptoms.
- Notify the school immediately if they have been exposed to someone with COVID-19, a confirmed positive COVID-19 test, or traveled to a location that has been identified as an outbreak hotspot.
- Wear face coverings at all times when social distancing cannot be maintained.



- Reinforce and model proper hand hygiene practices.
- Limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.

Parents/guardians will:

- Monitor the health of their child on a daily basis.
- Screen students daily and do temperature checks prior to coming to school.
- Not send their child to school if they have a fever 100°F or over, a persistent cough, or other respiratory symptoms.
- Keep their child home and notify the school immediately if their child has been exposed to someone with COVID-19, a confirmed positive COVID-19 test, or traveled to a location that has been identified as an outbreak hotspot.
- Provide a face covering for their child.
- Reinforce proper hand hygiene practices used at school.

Students will:

- Tell their parents/guardians if they are not feeling well.
- Wear face coverings at all times when social distancing cannot be maintained including on the bus.
- Limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.
- Wash their hands each time after going to the bathroom.
- Wash their hands or use hand sanitizer after they touch their mouth or nose.

## WORCESTER CENTRAL SCHOOL DISTRICT SOCIAL CONTRACT

*This contract asks us to individually and collectively do our part to protect one another from the coronavirus so that we have the best chance of safely getting our school community back to normal.*

The Worcester Central School District will:

- Clean and disinfect high-touch surfaces multiple times a day.
- Provide hand sanitizer throughout our buildings.
- Provide face coverings to any person entering the school who does not have one.
- Limit access to the school to only students, faculty, staff and essential service providers.
- Train students, faculty and staff in proper hand hygiene practices.

School district personnel and service providers will:

- Daily self screen and stay home from work if they have a fever of 100°F or over, fever, chills, cough, shortness of breath, muscle or body aches, headache, loss of taste and/or smell, congestion, runny nose and/or sore throat, fatigue, vomiting, diarrhea.
- Notify the school immediately if they have been exposed to someone with COVID-19, a confirmed positive COVID-19 test, or traveled to a location that has been identified as an outbreak hotspot.
- Wear face coverings at all times when social distancing cannot be maintained.
- Reinforce and model proper hand hygiene practices.
- Limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.

Parents/guardians will:

- Monitor the health of their child on a daily basis.
- Screen students daily and do temperature checks prior to coming to school.
- Not send their child to school if they have a fever 100°F or over, fever, chills, cough, shortness of breath, muscle or body aches, headache, loss of taste and/or smell, congestion, runny nose and/or sore throat, fatigue, vomiting, diarrhea.
- Keep their child home and notify the school immediately if their child has been exposed to someone with COVID-19, a confirmed positive COVID-19 test, or traveled to a location that has been identified as an outbreak hotspot.
- Provide a face covering for their child.
- Reinforce proper hand hygiene practices used at school.

Students will:

- Tell their parents/guardians if they are not feeling well.
- Wear face coverings at all times when social distancing cannot be maintained including on the bus.
- Limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.
- Wash their hands each time after going to the bathroom.
- Wash their hands or use hand sanitizer after they touch their mouth or nose.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

Parent Email: \_\_\_\_\_

Parent Phone: \_\_\_\_\_