

FRANKLINVILLE CENTRAL SCHOOL DISTRICT



2020-2021 REOPENING PLAN

JULY 2020

ACKNOWLEDGEMENTS

Dedicated members of the Franklinville Central School District (CSD) community served as contributors 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 not only to the outstanding educational experience of our students, faculty, and staff, but also for making the health and safety of our education community their top priority during the COVID-19 global pandemic. The Reopening Planning Committee members represented our large organization, including members from each of our collective bargaining units, parents, faculty, staff, and administration.

Franklinville CSD Reopening Planning Committee:

Christopher Swiatek	Superintendent of Schools
Diane Soulvie	Board of Education Member
Joshua Wilcox	Parent
Claire Slavinski	Parent
Scott Rudnicki	Director of Pupil Services & Instruction
Donna Howard	Business Official
Tori Rosetti	School Nurse
Jennifer Sisson	Elementary School Teacher, Union President
Julia Spencer	High School Teacher
Jeff Colburn	Food
Ted Wing	Transportation
Dustin Brisky	Building and Grounds
Thomas Riddoch	Elementary School Principal
Robert Hirsch	Middle/High School Principal

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1. FRANKLINVILLE CSD – CONTACT INFORMATION

COVID SAFETY COORDINATOR

Donna Howard

(716) 676 - 8059

DISTRICT OFFICE CONTACT INFORMATION:

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District Clerk	Francessca Keeling	

SUPPORT SERVICES OFFICE CONTACT INFORMATION:

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Sr Account Clerk	Angie Schadt	
Transportation Director	Ted Wing	(716) 676-3500
Building and Grounds	Dustin Brisky	
Food Director	Jeff Colburn	

PUPIL PERSONNEL SERVICES & INSTRUCTION OFFICE CONTACT INFORMATION:

Director	W. Scott Rudnicki	(716) 676-8001
Secretary	Diane Fox	
CSE Chairperson	Bonny Carr	
School Psychologist	Meghan Russell	

MIDDLE / HIGH SCHOOL CONTACT INFORMATION:

Principal	Robert Hirsch	(716) 676-8069
Secretary	Victoria Warner	
Secretary	Taffi Irwin	
High School Counselor	Michael Healy	
Middle School Counselor	Cindi Rhoades	

ELEMENTARY CONTACT INFORMATION:

Principal	Thomas Riddoch	(716) 676-8003
Secretary	Tara Bowers	
Secretary	Carol Farrand	
Elementary Counselor	Jennifer Layton	

2. PRACTICES AND EXPECTATIONS OF FACULTY, STAFF, STUDENTS, AND VISITORS

The health and safety of our faculty, staff, students, and visitors to Franklinville CSD is our top priority. We believe Franklinville CSD plays a key role in educating and communicating with our educational community about everyday actions that are best known to prevent the spread of COVID-19. While Franklinville will perform daily screening, increased cleaning and disinfection, and management of persons that become ill in our care, there are three central activities all people entering our facilities and events will be expected to participate in order to keep everyone as safe as possible; social distancing, wearing personal protective equipment, and giving increased attention to personal hygiene practices. While these three practices are mentioned throughout our plan, they are mentioned here to give importance to their practice and guide everyone in setting these as our norms as we come together within our facilities.

These practices and expectations comply with guidance from:

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York's School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency ([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K%20to%20Grade%2012%20Schools%20MasterGuidance.pdf))

Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors (SED Assurance: Health and Safety 11)

To ensure all faculty, staff, students, and visitors comply with physical distancing requirements, anyone within Franklinville CSD will practice social distancing expectations:

1. All faculty, staff, students, and visitors must follow all posted signage regarding social distancing practices and expectations.
2. All faculty, staff, students, and visitors will refrain from physical contact with one another to the greatest extent possible.
3. Ensure 6 ft. distance between any employee, student, or visitor, unless safety or core function of work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
4. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
5. Social distancing markers are posted throughout our facilities.
6. Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
7. All other deliveries will be received through our main entrances and follow screening and safety protocols of visitors.

Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors (SED Assurance: Health and Safety 13)

To ensure all faculty, staff, students, and visitors comply with protective equipment requirements, each agree that they will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding PPE practices and expectations.
2. Franklinville CSD will provide employees and students with an acceptable face covering at no-cost and have an adequate supply of coverings in case of replacement.
3. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
4. Training will be provided to all staff members and students on the proper use of face coverings including:
 - a. How to Wear Face Covering Appropriately
 - b. How to Put on/Remove Face Covering
 - c. How to Properly Remove a Face Covering
 - d. Proper Care of Face Coverings
5. Face coverings must be worn at all times, especially when social distancing is difficult or impossible to practice.
 - i. Students must wear face coverings at all times. Students may remove face covering during instruction if they are seated and while eating meals, or with the permission of their teacher. The only exception to the mask requirement is that students whose physical or mental health would be impaired by wearing a mask are not required to do so. This will be handled on a case-by-case basis or according to a student's Individual Education Plan (IEP).
 - ii. Faculty and staff wear face coverings at all times. Faculty and staff may remove face coverings when social distancing is being practiced. Frequently provide mask breaks to students, but only do so when social distancing practiced or when everyone in the classroom is seated or stationary.
 - iii. Visitors are required to wear face coverings at all times, unless otherwise instructed by a Franklinville CSD district level staff member.
6. When in contact with shared objects or frequently touched areas, gloves will be provided; employees, students, and visitors are encouraged to wash hands before and after contact.
7. Touching of shared objects and surfaces is discouraged.
 - a. Examples of some frequently touched areas in schools: Classroom desks and chairs, Lunchroom tables and chairs, Door handles and push plates, Handrails, Kitchen and bathroom faucets, Light switches, Handles on equipment (e.g., athletic equipment), Buttons on vending machines and elevators, Shared telephones, Shared desktops, Shared computer keyboards and mice, Bus seats and handrails, etc.
8. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects
 - a. First, clean the surface or object with soap and water
 - b. Then, disinfect using an EPA-approved disinfectant
 - c. If an EPA-approved disinfectant is unavailable, you can use or 70% isopropyl alcohol solutions to disinfect

Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors

To ensure all faculty, staff, students, and visitors comply with hygiene and cleaning requirements, Franklinville CSD will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage hygiene and cleaning practices and expectations (*SED Assurance: Health and Safety 10*).
2. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
3. Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
4. Provide teachers and therapists with student safe cleaning products to clean room surfaces throughout the day.
5. Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
 - a. Proper hand washing techniques
 - b. Use of hand sanitizer
 - c. Respiratory etiquette, including covering coughs and sneezes
 - d. Proper use of face coverings
 - e. Encourage staff to stay home when sick
6. Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering
7. Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed
8. Require that hand washing take place before and after consuming food (*SED Assurance: Child Nutrition 4*).

Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors

(*SED Assurance: Health and Safety 5, 8*)

To ensure all faculty, staff, and students comply with daily screening requirements, Franklinville CSD will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding daily screening practices and expectations (*SED Assurance: Health and Safety 10*).
2. Implement a daily screening protocol, either electronically for faculty and staff, or on paper for students and visitors that document answers to the following questions:
 - a. Have you experienced any COVID-19 symptoms in the past 14 days?
 - b. Have you had a positive COVID-19 test in the past 14 days?
 - c. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
 - d. Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
 - e. Have you had your temperature taken today?
 - f. If you have taken your temperature today, was it over 100°F?
3. If any person answer “yes” to question **a** through **e** or “no” to question **f**, additional immediate screening will be required.

4. Immediate digital notification is sent to Franklinville CSD District Level Staff if any faculty and staff member answers “yes” to any question.
5. Thermometers will available at Franklinville CSD location for additional screening if required or if temperature readings were not able to be conducted before entering a Franklinville CSD facility.
6. It is important that parents, staff and students know the symptoms of COVID-19 so you can monitor your own health and assist in monitoring the health of others around you; i.e., your family, your colleagues, students, visitors, etc. The Centers for Disease Control and Prevention keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19: *(SED Assurance: Health and Safety 9)*:

- 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
- Diarrhea.

Observe students, other staff members, and visitors for signs of any type of illness such as *(SED Assurance: Health and Safety 9)*:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue, and/or irritability
- Frequent use of the bathroom

3. FRANKLINVILLE CSD PLAN FOR IN-PERSON LEARNING

At the heart of the reopening of Franklinville CSD programs for in-person instruction are faculty, staff, and student safety while providing a quality learning experience for our students. All Franklinville CSD student-based programs will ensure that applicable New York State Learning Standards will be met when the plan for In-Person Instruction is implemented. ***Franklinville CSD anticipates the ability to deliver all approved programs when student return to in-person instruction:***

- ***without the need for reductions of student or staff populations*** (SED Assurance: Health and Safety 1);
- ***without significant modification to instruction, schedules, program offerings*** (SED Assurance: School Schedules 1; Special Education 2);
- ***and without modification to permanent facilities*** (SED Assurance: Facilities 1, 2, 5-8, 10-12).

All instruction will be delivered in a manner that allows all faculty and students to strictly adhere to:

- Franklinville CSD Practices and Expectations of Faculty, Staff, Students, and Visitors;
- Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors;
- and Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors.

The in-person instruction plan complies with all guidance from:

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York's School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency ([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf))

Special Education

Franklinville CSD Special education programs and services provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum. Our highly qualified faculty and staff will provide a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. Franklinville CSD considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. Franklinville CSD administration, faculty, and staff will implement all guidelines from SED stated in the *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools* document.

FAPE (SED Assurance: Special Education 1)

Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP's will be implemented. If necessary, we will reconvene the CSE to meet about the child's needs and IEP.

Parent Engagement (SED Assurance: Special Education 3)

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. All communication with parents will be in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

Collaboration with CSE on IEP Implementation (*SED Assurance: Special Education 4*)

Continued collaboration with district CSE and CPSE will occur.

Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology (*SED Assurance: Special Education 5*)

Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back the CSE. These services will be provided in general education or special education classes as indicated on a student's IEP.

Instructional Support Services Itinerant Teaching Faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

Bilingual Education and World Languages

CA BOCES does provide itinerant teacher services to component districts for English Language Learners and does not anticipate any changes to the services provided as a result of the COVID-19 pandemic (*SED Assurance: Bilingual Education and World Languages 1, 2*).

Facility Capacity

All instruction within our programs will be delivered in a manner that is compliant with social distancing and PPE measures for all faculty, staff, and students. Close examination of physical space within our facilities has taken place to comply with guidelines from the State Education Department (*SED Assurance: Health and Safety 1*).

COVID Maximum Occupancy signage will be placed outside each room location using the above ratios. Due to the changing and sometimes unpredictable nature of our enrollment, classroom capacities will be closely monitored by faculty, administration, and the COVID-19 Safety Coordinator to allow from social distancing at all times. If classrooms reach capacity, "spillover rooms" will be available to accommodate all students. 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.

Franklinville CSD does not anticipate changes or additions to facilities but will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the state Energy Conservation Code and will submit such changes to OFP if the need arises (*SED Assurance: Health and Safety 1*).

Social Distancing

All faculty and staff will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors** (*SED Assurance: Health and Safety 11*). Movement within classrooms will be limited as much as possible. To the extent possible, student cohort interactions with others will remain consistent as possible.

Teaching faculty and staff in host districts will follow these guidelines and protocols in addition to those implemented by the host district where instruction is delivered.

All faculty and staff should immediately communicate with their supervisor with questions or concerns.

PPE and Face Coverings

All faculty will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **“Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors”** (*SED Assurance: Health and Safety 13, 14*).

Face coverings/masks and other PPE can be obtained, at no cost, at any Franklinville CSD locations.

As often as possible, faculty will provide mask breaks to students at times during instruction ONLY when ALL students are seated at least 6-feet apart. Any movement within the classroom during a mask break will result in the need for everyone in the class to replace their face covering/mask.

PPE will be available to all students and staff at ratios stated within Reopening Guidance from the State Education Department.

Operational Activity

Seating arrangements, and labs/shop spaces will be analyzed and adjusted to meet social distancing guidelines. When social distancing cannot be followed, overflow spaces will be utilized. Remote learning will be implemented based on immediate response to COVID-19 policies issued by DOH, NYSED, and governor of NYS.

Teaching faculty and staff in host districts will follow these guidelines and protocols in addition to those implemented by the host district where instruction is delivered.

Facility Operations

Since the start of the pandemic, Franklinville CSD facilities have remained open to essential employees. Our buildings and grounds have continued operations with increased cleaning and disinfection in used office areas and have continued cleaning and maintenance procedures.

As we move forward, all Franklinville CSD facilities will continue to:

- be cleaned and disinfected following NYS Department of Health Guidelines;
- comply with the 2020 Building Condition Survey and Visual Inspection (*SED Assurance: Health and Safety 2*);
- and conduct required school safety drills so that social distancing is practiced: fire code compliance, doorways, emergency drills (*SED Assurance: Health and Safety 18*), inspections, and lead testing (*SED Assurance: Facilities 1-3*).

Franklinville CSD anticipates the ability to deliver all approved programs when student return to in-person instruction and without modification to permanent facilities (*SED Assurance: Facilities 1, 2, 5-8, 10-12*). Hand sanitizer is in place throughout all our facilities and in compliance with FCNYS 2020 Section 5705.5 (*SED Assurance: Facilities 4*).

Franklinville CSD does not anticipate any new building construction and temporary quarter project due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 6* if the need arises.

Franklinville CSD does not anticipate opening any new facilities for leasing due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 7* if the need arises.

Franklinville CSD does not anticipate the need for temporary or permanent use of tents due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 8* if the need arises.

All drinking fountain bubblers have been temporarily turned off to minimize viral spread, but all fountains have water bottle fillers that will remain active (*SED Assurance: Facilities 9*).

Some toilets and sinks in restrooms have been temporarily turned off to all for proper social distancing (*SED Assurance: Facilities 10*).

Franklinville CSD will maintain adequate, code required ventilation as designed within all our facilities (*SED Assurance: Facilities 11*).

Franklinville CSD does not anticipate any new building construction due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 12* if the need arises.

Hygiene, Cleaning, and Disinfection

Facilities Cleaned by Franklinville CSD Buildings and Grounds Department (*SED Assurance: Health and Safety 17*)

- See **Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors.**
- All facilities cleaned and maintained by the Franklinville CSD Buildings and Grounds Department are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control.
- Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, etc.
- High touch surfaces should be cleaned and disinfected more frequently though each day.
- Required PPE is provided to all Buildings and Grounds Department staff as they clean.
- Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Routine scheduled maintenance and cleaning and/or changing heating/air conditioning system filters will be maintained throughout all facilities and at all times.

Extracurriculars

Assemblies and other congregate events will be suspended until future guidance is given or unless social distancing and PPE protocols can be firmly practiced. All student events hosted by our programs canceled during the upcoming school year for in-person attendance. Some events may take place online.

If events are offered in conjunction with component districts, social distancing and PPE will be required. Events may be offered only to students and coaches to minimize the density of population at the event locations. Franklinville CSD will confer with the Cattaraugus County Health Department for assistance and guidance as decisions are made.

Before and Aftercare Programs

Franklinville CSD will not provide before and after care programs for students. Franklinville CSD does not anticipate operating before and aftercare programs due to the COVID-19 pandemic but will comply with *SED Assurance: Health and Safety 19* if the need arises.

Vulnerable Populations

The unknown vulnerabilities of our faculty, staff, and students (*SED Assurance: Health and Safety 12*) will be handled on a case-by-case basis with support from our District Office Personnel. Accommodations, where appropriate, will be provided when and where needed. Faculty and staff will be trained in vulnerabilities outlined in guidance provided by the State Education Department and are asked to notify their supervisor with questions and concerns, and/or to develop an accommodations plan.

Franklinville CSD acknowledges that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. Schools will need to make accommodations and be able to accommodate the needs of these students in the school community.

Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
 - chronic lung disease or moderate to severe asthma
 - serious heart conditions
 - immunocompromised
 - severe obesity (body mass index [BMI] of 30 or higher)
 - diabetes
 - chronic kidney disease undergoing dialysis
 - liver disease
 - sickle cell anemia
 - children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Students with Special Needs:

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. As these students transition back to the school environment, our trained teaching staff will plan and coordinate with the following so that a healthy transition is made:

- school health services personnel
- special education personnel
- pupil personnel services and
- administration.

Additional PPE for staff caring for such students will be provided on a case-by-case basis. Staffing assignments will be examined to provide the lowest teacher-to-student ratios possible.

Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

English Language Learners:

Instructional Support Services (ISS) from CA BOCES provides ELL itinerant teachers to support our learners. ELL itinerant teachers will follow protocols and procedures of Franklinville CSD and host district of each student where services are provided. Special PPE (i.e., clear face coverings/masks so that mouth and face structures can be seen, clear dividers between teacher and students, etc.) will be provided as needed so that this population of students can receive an educational experience that aligns with the Blueprint for English Language Learners. Our itinerant staff will work with this small population to develop personal approaches to learning on a case-by-case basis. Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

Transportation

Bus transportation to and from all locations and programming is provided.

Franklinville CSD has divided the transportation routes into 2 bus runs. Cleaning staff will board the bus to wipe down high contact spots in between runs. Buses will be wiped down twice in the morning, once in the afternoon, and after the final run will return to the bus garage for a thorough cleaning at the end of the school day (*SED Assurance; Transportation 1,2*).

All buses will be assigned a bus monitor or teacher aide to assist with the bus runs in the morning. Drivers, teacher aides, and monitors will follow protocols of the operating district.

Bus monitors will:

- not carry personal bottles of hand sanitizers (*SED Assurance; Transportation 3*);
- must wear a face covering along with optional face shield (*SED Assurance; Transportation 4,5*);
- will follow all CA BOCES protocols, including training for COVID-19 symptoms, social distancing, and PPE (*SED Assurance; Transportation 6-8*);
- must wear gloves (*SED Assurance; Transportation 10*);
- Staff are required to complete a digital sign-in before reporting to work each day. For staff that do not have the technology capability before work, daily screening will be required before entering bus or facility (*SED Assurance; Transportation 11*).

Due to the nature of our programming, geography of our region, and differing bell-schedules at districts, students already naturally arrive at all programs and locations at staggered times. This will assist in social distancing expectations during student drop-off and pickup at all programs and locations.

Students on the buses will be required to wear masks if they are physically and mentally able and (*SED Assurance; Transportation 12*). All Students that do not have masks will be allowed to board the bus and will be provided a mask as they enter the bus (*SED Assurance; Transportation 13, 14, 15*).

Students will be trained and given proper guidance in the use of masks, and social distancing procedures on the bus (*SED Assurance; Transportation 16,17*).

Transportation will be provided to students attending nonpublic, parochial, private, charter schools or students whose Individual Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if Franklinville CSD is not (SED Assurance; Transportation 18).

Food Services

All Students enrolled in Franklinville CSD (In-person, hybrid, or remote learning) will have daily access to school meals that meet all applicable health and safety guidelines.

Students in Franklinville CSD schools will be eating meals in their classroom or sitting with their designated cohort while practicing social distancing protocols at their desks. All classrooms are equipped with sinks that will be utilized for proper hand hygiene before and after eating each meal. Students will be trained in the proper hand hygiene techniques (SED Assurance; Child Nutrition 1,2,3,4). Students with allergies that require a separate space will be seated in a flow-over classroom or use cafeteria for their meals. Franklinville CSD will ensure full access to meals that are fully compliant with Child Nutrition Program requirements (SED Assurance: Child Nutrition 1, 2, 6).

If lunches are consumed in locations other than cafeterias, classroom staff will be made aware of any food allergies a student may have.

In all situations, faculty, staff, and students will be expected to wash hands before and after each meal (SED Assurance: Child Nutrition 4).

Franklinville Elementary School: Students at this location will receive breakfast and lunch on a staggered schedule, to allow for social distancing, then take meals to homerooms or other acceptable spaces for consumption. Students will properly social distance while consuming food (unless a physical barrier is provided). Food allergies will be carefully monitored by all faculty and staff (SED Assurance: Child Nutrition 3, 8). Staff will disinfect eating surfaces before and after consuming food. (SED Assurance: Child Nutrition 5).

Franklinville Secondary School: Students at this location will receive breakfast and lunch on a staggered schedule, to allow for social distancing, then take meals to homerooms or other acceptable spaces for consumption. Students will properly social distance while consuming food (unless a physical barrier is provided). Food allergies will be carefully monitored by all faculty and staff (SED Assurance: Child Nutrition 3, 8). Staff will disinfect eating surfaces before and after consuming food. (SED Assurance: Child Nutrition 5).

Mental Health, Behavioral, and Emotional Support Services and Programs

EAP (Employee Assistance Program) is available to all employees. The existence of this service is communicated to all faculty and staff often and is widely used (SED Assurance: Social Emotional Well-Being 3).

The use of Restorative Practices and Trauma Informed Care are very prevalent and always encouraged at Franklinville CSD. Many faculty and staff are training in these practices and implement them in classroom across our organization. It is through these practices that all voices in our educational community are heard. It is expected that these practices will continue (SED Assurance: Social Emotional Well-Being 4).

Social Workers and Counselors are available for all students throughout the day. Staff are trained to deescalate students using a primarily hands-off approach. Physical restraints will continue to be utilized as a last resort. Staff will wear appropriate PPE whenever possible.

All Franklinville CSD students have access to school counselors within our facilities, as well as those provided by their home district. As always, we will remain in high communication with home districts regarding student needs and will engage with the home district in implementation of their comprehensive developmental school counseling program plans when asked to do so (SED Assurance: Social Emotional Well-Being 1). Franklinville CSD will establish an Advisory Council, a collaborative working group comprised of families, students, BOE members, teachers, community members, certified school counselors and other PPS staff, to meet annually regarding our comprehensive developmental school counseling program. (SED Assurance: Social Emotional Well-Being 1 & 2).

All Franklinville CSD coursework will continue to be taught by appropriately certified teachers *while the in-person instruction plan is implemented* (SED Assurance: Certification 1).

Certification

Instructors who are required to hold a NYS professional license for a particular content area (i.e., health sciences, barbering, appearance enhancement) will maintain such license without lapse. Flexibility is allowed for other staff to supervise student groups in a non-laboratory/clinical setting to better adhere to social distancing guidelines. All requirements will be met for those programs in fields such as health sciences where specific curricula and/or clinical hours are mandated by other state agencies.

APPR, Observation/School Visits, and SLOs

As required by the New York State Education Department, the Franklinville CSD APPR Plan will be fully implemented during the 2020-21 school year while the in-person instruction plan is implemented (SED Assurance: Teacher and Principal Evaluation System 1). 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 In-Person instruction model, documented in eDoctrina, and submitted to the State Education Department according to the Franklinville CSD APPR plan and Education Law 3012-d.

Communication

The **Franklinville CSD Plan for In-Person Instruction** will be posted on the organizational website. Signage expressing expectations and practices have been posted throughout our facilities; including adherence to CDC and DOH guidance regarding the use of PPE (specifically acceptable face coverings) when social distancing cannot be maintained (See **Franklinville CSD Plan for In-Person Instruction**).

All Franklinville CSD faculty and staff will receive training on expectations and practices before locations and programs reopen.

Franklinville CSD faculty and staff will communicate with students and families (in the language spoken in the home) about preparing for the upcoming year, which will include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene, as well as the following areas:

- programs and services offered to students with disabilities and the provision of services that meet the requirements of the IDEA;
- how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology;
- and maintenance of regular communication with parents/guardians of English Language Learners to ensure that they are engaged in their children's education during the reopening process and provide all

communications for parents/guardians of English Language Learners in their preferred language and mode of communication.

- *(SED Assurance: Communication/Family and Community Engagement 2-5; Health and Safety 3; Child Nutrition 7; Special Education 3; Bilingual Education and World Languages 3; Teaching and Learning 5)*

(SED Assurance: Communication/Family and Community Engagement 2-5; Health and Safety 3; Child Nutrition 7; Special Education 3; Bilingual Education and World Languages 3; Teaching and Learning 5)

4. FRANKLINVILLE SCHOOL DISTRICT PLAN FOR HYBRID LEARNING

All Franklinville CSD student-based programs will ensure that applicable New York State Learning Standards will be met when the plan Hybrid Instruction plan is implemented. ***Franklinville CSD anticipates implementing a Hybrid schedule that is able to reduce the number of people in the school while meeting instruction through a mixed environment of in-person and remote instruction.***

Students' in a classroom would be divided into 2 groups (A/B). Students from the same family, services, and individual student needs have been taken into account when creating the two different groups.

- ***Population of students would be reduced by 50% in the buildings on any particular day.***(SED Assurance: Health and Safety 1);
- ***Group A would attend school on Monday and Tuesday; Group B on Thursday and Friday. Students would have remote learning as follow-up to the in-person instruction that occurs on the days for their assigned group.*** (SED Assurance: School Schedules 1; Special Education 2);
- ***and without modification to permanent facilities*** (SED Assurance: Facilities 1, 2, 5-8, 10-12).

Instruction will be delivered in a manner that allows all faculty and students to strictly adhere to:

- Franklinville CSD Practices and Expectations of Faculty, Staff, Students, and Visitors;
- Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors;
- and Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors.

The Hybrid instruction plan complies with all guidance from:

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York's School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency ([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K%20to%20Grade%2012%20Schools%20MasterGuidance.pdf))

Special Education

Franklinville CSD Special education programs and services provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum. Our highly qualified faculty and staff will provide a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. Franklinville CSD considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. Franklinville CSD administration, faculty, and staff will implement all guidelines from SED stated in the *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools* document.

FAPE (SED Assurance: Special Education 1)

Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP's will be implemented. If necessary, we will reconvene the CSE to meet about the child's needs and IEP.

Parent Engagement (SED Assurance: Special Education 3)

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. All communication with parents will be in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

Collaboration with CSE on IEP Implementation (SED Assurance: Special Education 4)

Continued collaboration with district CSE and CPSE will occur.

Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology (SED Assurance: Special Education 5)

Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back the CSE. These services will be provided in general education or special education classes as indicated on a student's IEP.

Instructional Support Services Itinerant Teaching Faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

Bilingual Education and World Languages

CA BOCES does provide itinerant teacher services to component districts for English Language Learners and does not anticipate any changes to the services provided as a result of the COVID-19 pandemic (*SED Assurance: Bilingual Education and World Languages 1, 2*).

Facility Capacity

All instruction within our programs will be delivered in a manner that is compliant with social distancing and PPE measures for all faculty, staff, and students. Close examination of physical space within our facilities has taken place to comply with guidelines from the State Education Department (*SED Assurance: Health and Safety 1*).

COVID Maximum Occupancy signage will be placed outside each room location using the above ratios. Due to the changing and sometimes unpredictable nature of our enrollment, classroom capacities will be closely monitored by faculty, administration, and the COVID-19 Safety Coordinator to allow from social distancing at all times. If classrooms reach capacity, "spillover rooms" will be available to accommodate all students. 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.

Franklinville CSD does not anticipate changes or additions to facilities but will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the state Energy Conservation Code and will submit such changes to OFP if the need arises (*SED Assurance: Health and Safety 1*).

Social Distancing

All faculty and staff will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors** (*SED Assurance:*

Health and Safety 11). Movement within classrooms will be limited as much as possible. To the extent possible, student cohort interactions with others will remain consistent as possible.

Teaching faculty and staff in host districts will follow these guidelines and protocols in addition to those implemented by the host district where instruction is delivered.

All faculty and staff should immediately communicate with their supervisor with questions or concerns.

PPE and Face Coverings

All faculty will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **“Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors”** (*SED Assurance: Health and Safety 13, 14*).

Face coverings/masks and other PPE can be obtained, at no cost, at any Franklinville CSD locations.

As often as possible, faculty will provide mask breaks to students at times during instruction ONLY when ALL students are seated at least 6-feet apart. Any movement within the classroom during a mask break will result in the need for everyone in the class to replace their face covering/mask.

PPE will be available to all students and staff at ratios stated within Reopening Guidance from the State Education Department.

Operational Activity

Seating arrangements, and labs/shop spaces will be analyzed and adjusted to meet social distancing guidelines. When social distancing cannot be followed, overflow spaces will be utilized. Remote learning will be implemented based on immediate response to COVID-19 policies issued by DOH, NYSED, and governor of NYS.

Teaching faculty and staff in host districts will follow these guidelines and protocols in addition to those implemented by the host district where instruction is delivered.

Facility Operations

Since the start of the pandemic, Franklinville CSD facilities have remained open to essential employees. Our buildings and grounds have continued operations with increased cleaning and disinfection in used office areas and have continued cleaning and maintenance procedures.

As we move forward, all Franklinville CSD facilities will continue to:

- be cleaned and disinfected following NYS Department of Health Guidelines;
- comply with the 2020 Building Condition Survey and Visual Inspection (*SED Assurance: Health and Safety 2*);
- and conduct required school safety drills so that social distancing is practiced: fire code compliance, doorways, emergency drills (*SED Assurance: Health and Safety 18*), inspections, and lead testing (*SED Assurance: Facilities 1-3*).

Franklinville CSD anticipates the ability to deliver all approved programs when student return to in-person instruction and without modification to permanent facilities (*SED Assurance: Facilities 1, 2, 5-8, 10-12*). Hand

sanitizer is in place throughout all our facilities and in compliance with FCNYS 2020 Section 5705.5 (*SED Assurance: Facilities 4*).

Franklinville CSD does not anticipate any new building construction and temporary quarter project due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 6* if the need arises.

Franklinville CSD does not anticipate opening any new facilities for leasing due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 7* if the need arises.

Franklinville CSD does not anticipate the need for temporary or permanent use of tents due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 8* if the need arises.

All drinking fountain bubblers have been temporarily turned off to minimize viral spread, but all fountains have water bottle fillers that will remain active (*SED Assurance: Facilities 9*).

Some toilets and sinks in restrooms have been temporarily turned off to all for proper social distancing (*SED Assurance: Facilities 10*).

Franklinville CSD will maintain adequate, code required ventilation as designed within all our facilities (*SED Assurance: Facilities 11*).

Franklinville CSD does not anticipate any new building construction due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 12* if the need arises.

Hygiene, Cleaning, and Disinfection

Facilities Cleaned by Franklinville CSD Buildings and Grounds Department (*SED Assurance: Health and Safety 17*)

- See **Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors.**
- All facilities cleaned and maintained by the Franklinville CSD Buildings and Grounds Department are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control.
- Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, etc.
- High touch surfaces should be cleaned and disinfected more frequently though each day.
- Required PPE is provided to all Buildings and Grounds Department staff as they clean.
- Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Routine scheduled maintenance and cleaning and/or changing heating/air conditioning system filters will be maintained throughout all facilities and at all times.

Extracurriculars

Assemblies and other congregate events will be suspended until future guidance is given or unless social distancing and PPE protocols can be firmly practiced. All student events hosted by our programs canceled during the upcoming school year for in-person attendance. Some events may take place online.

If events are offered in conjunction with component districts, social distancing and PPE will be required. Events may be offered only to students and coaches to minimize the density of population at the event locations. Franklinville CSD will confer with the Cattaraugus County Health Department for assistance and guidance as decisions are made.

Before and Aftercare Programs

Franklinville CSD will not provide before and after care programs for students. Franklinville CSD does not anticipate operating before and aftercare programs due to the COVID-19 pandemic but will comply with *SED Assurance: Health and Safety 19* if the need arises.

Vulnerable Populations

The unknown vulnerabilities of our faculty, staff, and students (*SED Assurance: Health and Safety 12*) will be handled on a case-by-case basis with support from our District Office Personnel. Accommodations, where appropriate, will be provided when and where needed. Faculty and staff will be trained in vulnerabilities outlined in guidance provided by the State Education Department and are asked to notify their supervisor with questions and concerns, and/or to develop an accommodations plan.

Franklinville CSD acknowledges that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. Schools will need to make accommodations and be able to accommodate the needs of these students in the school community.

Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
 - chronic lung disease or moderate to severe asthma
 - serious heart conditions
 - immunocompromised
 - severe obesity (body mass index [BMI] of 30 or higher)
 - diabetes
 - chronic kidney disease undergoing dialysis
 - liver disease
 - sickle cell anemia
 - children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Students with Special Needs:

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. As these students transition back to the school environment, our trained teaching staff will plan and coordinate with the following so that a healthy transition is made:

- school health services personnel
- special education personnel
- pupil personnel services and

- administration.

Additional PPE for staff caring for such students will be provided on a case-by-case basis. Staffing assignments will be examined to provide the lowest teacher-to-student ratios possible.

Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

English Language Learners:

Instructional Support Services (ISS) from CA BOCES provides ELL itinerant teachers to support our learners. ELL itinerant teachers will follow protocols and procedures of Franklinville CSD and host district of each student where services are provided. Special PPE (i.e., clear face coverings/masks so that mouth and face structures can be seen, clear dividers between teacher and students, etc.) will be provided as needed so that this population of students can receive an educational experience that aligns with the Blueprint for English Language Learners. Our itinerant staff will work with this small population to develop personal approaches to learning on a case-by-case basis. Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

Transportation

Bus transportation to and from all locations and programming is provided.

Franklinville CSD has divided the transportation routes into 2 bus runs. Cleaning staff will board the bus to wipe down high contact spots in between runs. Buses will be wiped down twice in the morning, once in the afternoon, and after the final run will return to the bus garage for a thorough cleaning at the end of the school day (*SED Assurance; Transportation 1,2*).

All buses will be assigned a bus monitor or teacher aide to assist with the bus runs in the morning. Drivers, teacher aides, and monitors will follow protocols of the operating district.

Bus monitors will:

- not carry personal bottles of hand sanitizers (*SED Assurance; Transportation 3*);
- must wear a face covering along with optional face shield (*SED Assurance; Transportation 4,5*);
- will follow all CA BOCES protocols, including training for COVID-19 symptoms, social distancing, and PPE (*SED Assurance; Transportation 6-8*);
- must wear gloves (*SED Assurance; Transportation 10*);
- Staff are required to complete a digital sign-in before reporting to work each day. For staff that do not have the technology capability before work, daily screening will be required before entering bus or facility (*SED Assurance; Transportation 11*).

Due to the nature of our programming, geography of our region, and differing bell-schedules at districts, students already naturally arrive at all programs and locations at staggered times. This will assist in social distancing expectations during student drop-off and pickup at all programs and locations.

Students on the buses will be required to wear masks if they are physically and mentally able and (*SED Assurance; Transportation 12*). All Students that do not have masks will be allowed to board the bus and will be provided a mask as they enter the bus (*SED Assurance; Transportation 13, 14, 15*).

Students will be trained and given proper guidance in the use of masks, and social distancing procedures on the bus (SED Assurance; Transportation 16,17).

Transportation will be provided to students attending nonpublic, parochial, private, charter schools or students whose Individual Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if Franklinville CSD is not (SED Assurance; Transportation 18).

Food Services

All Students enrolled in Franklinville CSD (In-person, hybrid, or remote learning) will have daily access to school meals that meet all applicable health and safety guidelines.

Students in Franklinville CSD schools will be eating meals in their classroom or sitting with their designated cohort while practicing social distancing protocols at their desks. All classrooms are equipped with sinks that will be utilized for proper hand hygiene before and after eating each meal. Students will be trained in the proper hand hygiene techniques (SED Assurance; Child Nutrition 1,2,3,4). Students with allergies that require a separate space will be seated in a flow-over classroom or use cafeteria for their meals. Franklinville CSD will ensure full access to meals that are fully compliant with Child Nutrition Program requirements (SED Assurance: Child Nutrition 1, 2, 6).

If lunches are consumed in locations other than cafeterias, classroom staff will be made aware of any food allergies a student may have.

In all situations, faculty, staff, and students will be expected to wash hands before and after each meal (SED Assurance: Child Nutrition 4).

Franklinville Elementary School: Students at this location will receive breakfast and lunch on a staggered schedule, to allow for social distancing, then take meals to homerooms or other acceptable spaces for consumption. Students will properly social distance while consuming food (unless a physical barrier is provided). Food allergies will be carefully monitored by all faculty and staff (SED Assurance: Child Nutrition 3, 8). Staff will disinfect eating surfaces before and after consuming food. (SED Assurance: Child Nutrition 5).

Franklinville Secondary School: Students at this location will receive breakfast and lunch on a staggered schedule, to allow for social distancing, then take meals to homerooms or other acceptable spaces for consumption. Students will properly social distance while consuming food (unless a physical barrier is provided). Food allergies will be carefully monitored by all faculty and staff (SED Assurance: Child Nutrition 3, 8). Staff will disinfect eating surfaces before and after consuming food. (SED Assurance: Child Nutrition 5).

Mental Health, Behavioral, and Emotional Support Services and Programs

EAP (Employee Assistance Program) is available to all employees. The existence of this service is communicated to all faculty and staff often and is widely used (SED Assurance: Social Emotional Well-Being 3).

The use of Restorative Practices and Trauma Informed Care are very prevalent and always encouraged at Franklinville CSD. Many faculty and staff are training in these practices and implement them in classroom across our organization. It is through these practices that all voices in our educational community are heard. It is expected that these practices will continue (SED Assurance: Social Emotional Well-Being 4).

Social Workers and Counselors are available for all students throughout the day. Staff are trained to deescalate students using a primarily hands-off approach. Physical restraints will continue to be utilized as a last resort. Staff will wear appropriate PPE whenever possible.

All Franklinville CSD students have access to school counselors within our facilities, as well as those provided by their home district. As always, we will remain in high communication with home districts regarding student needs and will engage with the home district in implementation of their comprehensive developmental school counseling program plans when asked to do so (SED Assurance: Social Emotional Well-Being 1). Franklinville CSD will establish an Advisory Council, a collaborative working group comprised of families, students, BOE members, teachers, community members, certified school counselors and other PPS staff, to meet annually regarding our comprehensive developmental school counseling program. (SED Assurance: Social Emotional Well-Being 1 & 2).

All Franklinville CSD coursework will continue to be taught by appropriately certified teachers *while the in-person instruction plan is implemented* (SED Assurance: Certification 1).

Certification

Instructors who are required to hold a NYS professional license for a particular content area (i.e., health sciences, barbering, appearance enhancement) will maintain such license without lapse. Flexibility is allowed for other staff to supervise student groups in a non-laboratory/clinical setting to better adhere to social distancing guidelines. All requirements will be met for those programs in fields such as health sciences where specific curricula and/or clinical hours are mandated by other state agencies.

APPR, Observation/School Visits, and SLOs

As required by the New York State Education Department, the Franklinville CSD APPR Plan will be fully implemented during the 2020-21 school year while the in-person instruction plan is implemented (SED Assurance: Teacher and Principal Evaluation System 1). 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 In-Person instruction model, documented in eDoctrina, and submitted to the State Education Department according to the Franklinville CSD APPR plan and Education Law 3012-d.

Communication

The **Franklinville CSD Plan for In-Person Instruction** will be posted on the organizational website.

Signage expressing expectations and practices have been posted throughout our facilities; including adherence to CDC and DOH guidance regarding the use of PPE (specifically acceptable face coverings) when social distancing cannot be maintained (See **Franklinville CSD Plan for In-Person Instruction**).

All Franklinville CSD faculty and staff will receive training on expectations and practices before locations and programs reopen.

Franklinville CSD faculty and staff will communicate with students and families (in the language spoken in the home) about preparing for the upcoming year, which will include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene, as well as the following areas:

- programs and services offered to students with disabilities and the provision of services that meet the requirements of the IDEA;

- how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology;
- and maintenance of regular communication with parents/guardians of English Language Learners to ensure that they are engaged in their children’s education during the reopening process and provide all communications for parents/guardians of English Language Learners in their preferred language and mode of communication.
- *(SED Assurance: Communication/Family and Community Engagement 2-5; Health and Safety 3; Child Nutrition 7; Special Education 3; Bilingual Education and World Languages 3; Teaching and Learning 5)*

(SED Assurance: Communication/Family and Community Engagement 2-5; Health and Safety 3; Child Nutrition 7; Special Education 3; Bilingual Education and World Languages 3; Teaching and Learning 5)

5. FRANKLINVILLE SCHOOL DISTRICT PLAN FOR REMOTE LEARNING

Operational Activity

In the event of a single or multiple program closure, the Franklinville CSD Plan for Remote Instruction (Continuity of Learning Plan) will be implemented for impacted programs (*SED Assurance: Teaching and Learning 1*). This plan will represent how Franklinville CSD will implement remote instruction within a model of closure where all Franklinville 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 (*SED Assurance: Teaching and Learning 1*). 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 Franklinville CSD student-based programs will ensure that applicable New York State Learning Standards will be met when the CA BOCES Plan for Remote Instruction is implemented (*SED Assurance: Teaching and Learning 2*) in a manner where regular substantive interaction occurs between students and their teachers (*SED Assurance: Teaching and Learning 3*).

The Franklinville CSD Remote Instruction Plan complies with all guidance from:

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York's School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency ([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K%20to%20Grade%2012%20Schools%20MasterGuidance.pdf))

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

FAPE (*SED Assurance: Special Education 1*)

Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP's will be implemented. If necessary, a request to convene a CSE meeting will be made to the student's home district.

Parent Engagement (*SED Assurance: Special Education 3*)

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. All communication with parents will be in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

Collaboration with CSE on IEP Implementation (*SED Assurance: Special Education 4*)

Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place.

Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology (*SED Assurance: Special Education 5*)

Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back the CSE. These services will be provided in general

education or special education classes as indicated on a student's IEP. A survey of internet access and availability of technology will be done. These things will be provided, to the extent possible, to students lacking them.

If possible, Franklinville 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 (*SED Assurance: Teaching and Learning 3*), course scheduling and content coverage will be highly coordinated and planned well before unanticipated closures take place.

If possible, Franklinville 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.

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. 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.

Remote Attendance

Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via PowerSchool and/or ClearTrack even while receiving instruction in a remote learning environment, according to SED guidance (*SED Assurance: Attendance and Chronic Absenteeism 1*). 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. The Instructional Support Services (ISS) itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

Certification

All Franklinville CSD coursework will continue to be taught by appropriately certified teachers *while the remote instruction plan is implemented* (*SED Assurance: Certification 1*).

Instructors who are required to hold a NYS professional license for a particular content area (i.e., health sciences, barbering, appearance enhancement) will maintain such license without lapse. All CTE laboratory/clinical instruction

and supervision will be delivered by the appropriately certified CTE teacher. Flexibility is allowed for other staff (under the guidance of the CTE teacher) to supervise student groups in a non-laboratory/clinical setting to better adhere to social distancing guidelines. All requirements will be met for those programs in fields such as health sciences where specific curricula and/or clinical hours are mandated by other state agencies.

Appr, Observation/School Visits, and SLOs

As required by the New York State Education Department, the Franklinville CSD APPR Plan will be fully implemented during the 2020-21 school year while the remote instruction plan is implemented (*SED Assurance: Teacher and Principal Evaluation System 1*). 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 Franklinville CSD APPR plan and Education Law 3012-d.

6. FRANKLINVILLE CSD PLAN FOR MONITORING AND TRACKING HEALTH CONDITIONS

Screening for Faculty and Staff

All faculty and staff will follow **Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**.

Daily reminders to sign-in and out of Franklinville CSD facilities will be generated as employees log into the Franklinville CSD computer network (*SED Assurance: Health and Safety 5*).

All staff will have their temperature taken on a daily basis as they enter their assigned building (*SED Assurance: Health and Safety 5*).

No Contact Thermometers will be utilized at the work locations.

All staff will be trained to know and recognize possible symptoms of COVID-19 and what to do when they believe someone (student or staff) is experiencing symptoms.

Screening for Students

All students will follow **Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**.

For students that are transported to Franklinville CSD location by bus from their home will have their temperature taken as they enter the bus. The students will be allowed to enter Franklinville CSD facilities without further screening.

Students that self-transport to Franklinville CSD locations, rather than using district provided buses, will enter buildings at Main Entrances and will be screened at the entrance. Students will sign in, answer COVID-19 screening questions, and have their temperatures taken.

Screening for Visitors

All visitors will follow **Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors** (*SED Assurance: Health and Safety 8*).

Access to Franklinville locations will be limited to only essential visitors. All visitors will participate in self-monitoring check for symptoms of COVID-19 by completing the sign-in and sign-out of Franklinville CSD locations. All visitors will be required to take their temperature before entering Franklinville locations. No Contact Thermometers will be utilized at all Franklinville CSD locations (*SED Assurance: Health and Safety 5*).

Testing Protocols

Faculty, staff, students, and visitors entering Franklinville CSD locations will be screened using common questions (*SED Assurance: Health and Safety 5*). Every person will attest to the following questions:

1. Have you experienced any COVID-19 symptoms in the past 14 days?
2. Have you had a positive COVID-19 test in the past 14 days?
3. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
4. Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
5. Have you had your temperature taken today?
6. If you have taken your temperature today, was it over 100?

If any person answer “yes” to questions 1 through 4 and 6 or “no” to question 5, additional immediate screening is required.

Immediate notification is sent to Franklinville CSD District Level Staff if any staff member answers “yes” to any question.

Testing Responsibility

Franklinville CSD will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The Safety Coordinator, Director Level Staff, and/or supervisors may make general recommendations to parents and staff members to seek medical advice from their primary care physician.

The Franklinville CSD COVID-19 Safety Coordinator, along with all District Level Staff, receives electronic notification of digital screening results so that appropriate supervisors can be immediately contacted to determine if intervention is needed with any employee that fails screening procedures. Employees receive immediately instructions to contact their supervisor and to NOT enter Franklinville CSD facilities.

Front desk receptionists will serve as frontline observers of screening of self-transporting students and visitors and will deny entry to any person that fails screening procedures or will be taken to an isolation area for parent pick-up. The COVID-19 Safety Coordinator will be notified by District Office Staff or front desk receptionists if any person fails screening procedures. The Safety Coordinator will work with the appropriate County Health Departments if COVID-19 is suspected. Those that fail screening procedures will not be allowed entry into Franklinville CSD facilities.

School Nurses in each Franklinville CSD facility will be key responders if any faculty, staff, students, or visitors are in need of medical care while in our facilities.

Early Warning Signs

The COVID-19 Safety Coordinator and the School Nurse will regularly confer with County Health Departments for guidance on regional infection rates. Franklinville CSD will follow all state guidance if the Western New York region's (Allegany, Cattaraugus, Chautauqua, Erie, and Niagara Counties) 7-day infection average meets the state determined threshold of 9%.

The COVID-19 Safety Coordinator and the School Nurse will monitor daily the 7-day average infection rate for Western New York and for Cattaraugus and Allegany Counties (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCovid-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>). Franklinville CSD will follow guidance from our County Health Departments and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.

Other internal early warning signs that will be closely monitored are faculty, staff, and student absences related to COVID-19, more local infection rate data, and other information from the Allegany and Cattaraugus Counties Departments of Health.

Franklinville CSD will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

Franklinville CSD faculty and staff will be trained to instruct parents/guardians to observe signs of illness in their child that require staying home from school (*SED Assurance: Health and Safety 9*).

7. FRANKLINVILLE CSD PLAN FOR CONTAINMENT

School Health Offices (*SED Assurance: Health and Safety 4*)

Students and staff with symptoms of illness must be sent to the health office within Franklinville CSD. Students and staff with symptoms of illness that are located in a Host District must follow protocols for that location. For staff located in leased facilities (office space) with symptoms of illness must communicate immediately with their supervisor and their health care provider.

Within Franklinville CSD owned and operated facilities, the school nurse (and School Medical Director) will assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat (*SED Assurance: Health and Safety 4, 6*).

If the school nurse is not available, schools will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. Administrators will work collaboratively with school nurses to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, text, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

Isolation (SED Assurance: Health and Safety 4)

Franklinville CSD will follow Education Law § 906:

Whenever a student in the public schools shows symptoms of any 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, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, 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 administration or the COVID-19 Safety Coordinator. Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality.

If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart.

Franklinville CSD have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies (SED Assurance: Health and Safety 7).

School nurses and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions which includes the use of appropriate PPE.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

Office staff located in a leased facility are directed to:

- contact their supervisor immediately by phone as soon as symptoms are suspected;
- minimize movement within the facility and exit the facility as soon as possible via a route that minimizes exposure to other office colleagues;
- contact your primary care physician.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

Collection (SED Assurance: Health and Safety 15)

The Franklinville CSD administrators and COVID Safety Coordinator will coordinate efforts, in conjunction with county health officials, to communicate directly with student guardians and request they be seen by a health care provider. Collection locations will vary depending on location and will be determined to maintain confidentiality and minimize potential exposure to others.

Parents will be instructed to call the school upon arrival for student pick-up and will be instructed NOT to enter school facilities.

Infected Individuals (SED Assurance: Health and Safety 15,16)

Franklinville CSD will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

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 ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

All discharges from isolation and return to school/work will be conducted by the COVID-19 Safety Coordinator and the local health departments.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

Exposed Individuals

Franklinville CSD will follow CDC guidance for allowing a student 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:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

Hygiene, Cleaning, and Disinfection (SED Assurance: Health and Safety 17)

The CDC and NYSDOH recommends, and Franklinville CSD will implement the following:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area;
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.

- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

Contact Tracing

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.

Franklinville CSD will cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department. The Franklinville CSD COVID-19 Safety Coordinator will, solely, assist public health departments in knowing who may have had contact at school

Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Communication

The **Franklinville CSD Plan for Containment** will be posted on the organizational website.

Containment communications will be coordinated by the COVID-19 Safety Coordinator.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

8. FRANKLINVILLE CSD PLAN FOR CLOSURE

Closure Triggers

Franklinville CSD offers programming at two owned buildings. 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 programs, at or within one of our host districts, 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, Franklinville CSD district level staff, and our COVID-19 Safety Coordinator.

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

Considerations for single or multiple program closures are:

- levels of community spread using the 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>);

- and levels of faculty, staff, and student absence due to COVID-19 infection or potential infection within one or more CA BOCES programs or within a host district.

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

Franklinville CSD facilities and programs will close if the Western New York 7-day infection rate average is greater than 9%. This determination will be made by state officials.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

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 program closure, the **Franklinville CSD Plan for Remote Instruction** and elements of the **Franklinville CSD Plan for Containment** will be immediately implemented.

Closure Communication

Franklinville CSD has well established methods of closure that will be implemented in the event any one or multiple programs must close during the 2020-21 school year. Much like our closures for inclement weather and other emergencies, Franklinville CSD will inform faculty, staff, students, component districts, and community via mass communication methods; television, radio, phone, text, etc. Closure communications will be coordinated by the COVID-19 Safety Coordinator and the CA BOCES Communications Department.

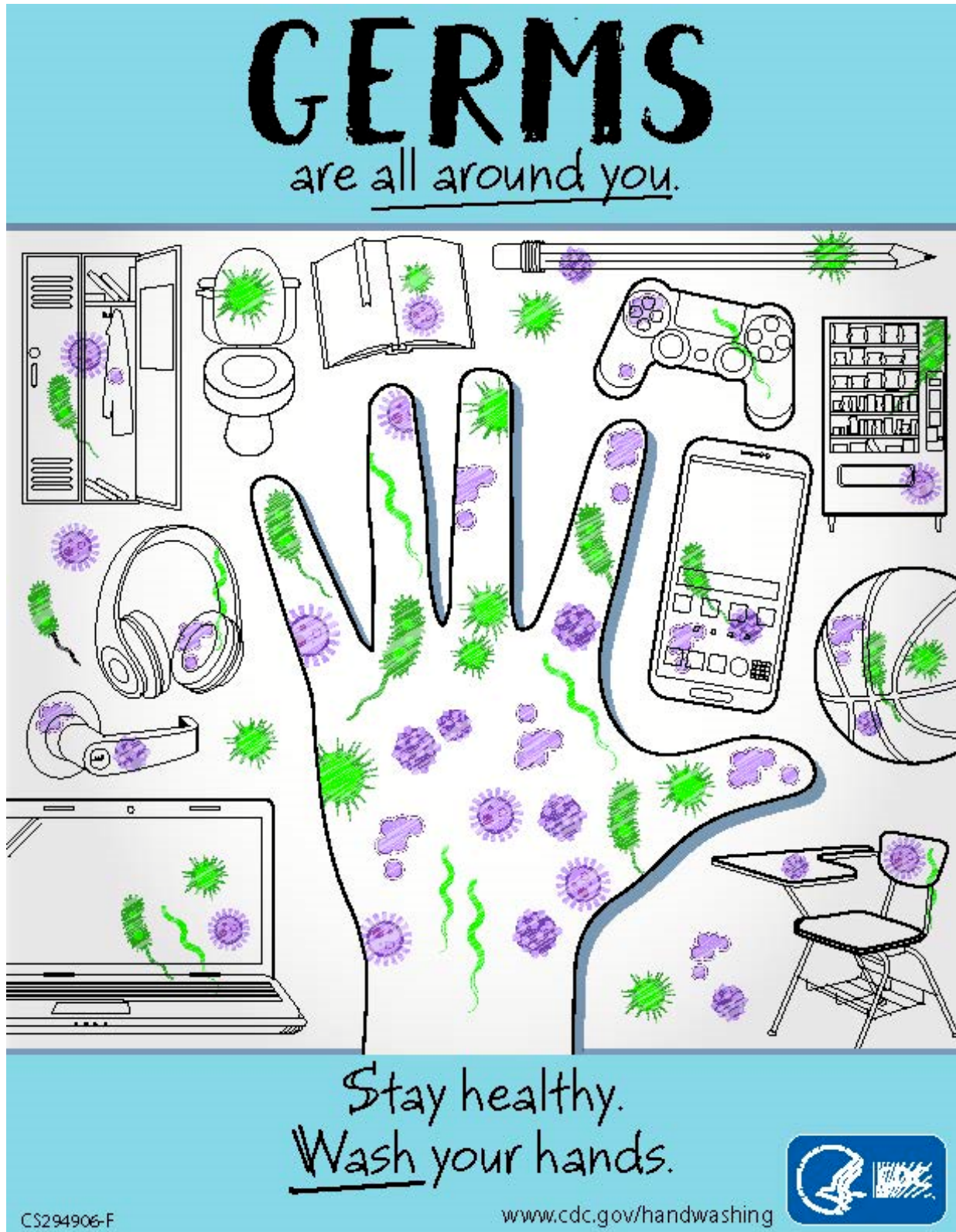
The **Franklinville CSD Plan for Closure** will be posted on the organizational website.

APPENDICES

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Appendix F - SIGNAGE: Hand washing Poster for the Elementary School





Appendix H - Signage: Hand washing Poster in the Work Place

**CLEAN
HANDS KEEP
YOU HEALTHY.**

Wash your hands with soap
and water for at least

20 SECONDS.

**LIFE IS BETTER WITH
CLEAN
HANDS**

www.cdc.gov/handwashing

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This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

DEPARTMENT OF HEALTH & HUMAN SERVICES
CDC

Appendix I - Signage: Hand washing Poster for Parents / Community

**LEAD
BY EXAMPLE**

Wash your hands and
teach kids to scrub
hands for at least
20 SECONDS.

LIFE IS BETTER WITH
**CLEAN
HANDS**

www.cdc.gov/handwashing

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Appendix J - Signage: Hand Washing “Health is in Your Hands” Poster



