



# Wilson Central School District

## COVID-19 Reopening Plan

2020-2021



374 Lake Street  
Wilson, NY 14172



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## Introduction: Message from the Superintendent:

Dear Wilson Families,

The Wilson Central School District's primary commitment is to the students and families we serve. Our priority must be keeping them safe. When the 2020-2021 school year begins, our on-campus school will look much different than previous years, due to COVID-19 and the health and safety measures that continue to evolve. This Reopening Plan will define clear guidance for the reopening of Wilson Elementary Schools and Wilson Middle/High School. It also aligns with the regulations developed in collaboration with the NYSDOH and the NYS Education Department. The areas outlined in this plan represent the myriad of considerations the Wilson Central School District will address to reopen schools safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students is a priority and therefore we have addressed this within our plan.

This comprehensive plan includes procedures that will be followed in the following schools:

Wilson Universal Prekindergarten [Wilson UPK Homepage](#)


St. Peter's Lutheran UPK [St. Peter's Lutheran UPK Homepage](#)

Wilson Elementary School [WES Homepage](#)

Wilson Middle High School [MS Homepage/HS Homepage](#)

To be clear, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (<https://www.cdc.gov/>), the New York State Department of Health (<https://health.ny.gov/>), and the New York State Education Department (<http://www.nysed.gov/>).

The planning process for return to school began in late April of 2020 and has culminated into the following document. Please know that this document and our plan to return to school is not something that is set in stone as, with little to no notice, we may be required to change our direction and alter our path moving forward. The goal of this plan is to return to school in the most normal fashion possible, while doing this in the safest way we can. You will notice that we have included three different methods for providing instruction as circumstances may change that will require us to utilize one method over another. This plan clarifies what each could look like depending on the situation at any individual point in time.



At the time of publishing this document to the district website on July 31, 2020, it is the intention of the Wilson Central School District to open the school to students on September 8, 2020, with students attending in a hybrid manner with Grades 6-12 in-person daily, Grades UPK-5 in-person daily for Designated Special Classes, or fully remotely, depending on the desire of each family. It should further be noted that it is our intention to slowly increase our in-person instruction in the fall to the greatest extent possible, as long as it is safe to do so for our students and staff.

It is also possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus, and the response to the disease in our community will be at the forefront of decision making as we move to open our schools.

Timothy P. Carter, Superintendent, will serve as the district's COVID-19 Coordinator. I will serve as the central contact person for schools and stakeholders, families, staff, and other school community members, and will ensure the district is in compliance and following the best practices per state and federal guidelines. If you have any questions please contact 716-751-9399. Leave a message if no one answers and we will get right back to you.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, the CDC, the NYSED, and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

Sincerely,

*Timothy P. Carter*

Timothy P. Carter

Superintendent of Schools

## Guiding Principles

1. Ensuring the safety and well-being of all students and employees.
2. Promote equity and accessibility to learning for all students.
3. Provide instructional delivery systems to meet the needs of all students.
4. Foster positive relationships and interactions.

## Assurances

To help create our reopening plan, the Wilson Central School District sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions, and community groups. Engagement efforts included online surveys, virtual forums/meetings, and one-on-one conversations.

## Contributors

Timothy P. Carter, Superintendent of Schools

Carolyn Oliveri, Business Administrator

Todd Harmon, Director of Facilities

Sue Bell, Food Service Director

John Diodate, Elementary School Principal

Scott Benton, Middle School Principal

Paul Galgovich, High School Principal

Jeffrey Roth, Athletic Director

Bonnie Simpson, Technology Facilitator

Amanda Schaus, Director of Special Education and Student Services

Margaret Thompson, Wilson Teachers Association President

Linda Hurley, Wilson Board of Education Member

Paul Nowatka, BOCES Safety Coordinator

Erika Sidell Schultz, St. Peter's UPK Coordinator

Christopher Carlin, Wilson Board of Education Member

Jonathan Schultz, Niagara County Director of Emergency Services

Patrick Vanderbeck, Niagara County Sheriff's Office

Michael Wheeler, Parent Representative



Brian Baker, MS/HS Art Teacher

Mary Canfield, WES Nurse

Suzanne Dean, MS/HS Nurse

Nicole Leslie, Niagara University Administrative Intern

Karin Mauer, HS Science Teacher

Rebecca Meyers, MS Special Education Teacher

Robert Clare, WES Facilities

Sandra Walch, WES, MS, and HS Nurse

Candace Clark, Parent & MS/HS PTSA President

## PROVISIONS

### I. Communication:

#### A. Parent/Guardian/Household Communication:

- a. The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff, and visitors. The plan is available to all stakeholders via the district website at [wilsoncsd.org](http://wilsoncsd.org) and will be updated throughout the school year, as necessary, to respond to local circumstances. As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors, education partners, and vendors. The district will use our existing communication modes – including phone calls, letters, text messages, email, and social media outlets – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements, and options related to school operations throughout the pandemic.
  - i. Universal PreK (same as elementary)-
    1. Families will receive the updated student handbook, have access to the Class Dojo app, school and classroom newsletters, BlackBoard Connect voice/text/email messages, school emails, phone calls, and any other means of traditional communication used by school personnel.
  - ii. Elementary-
    1. Families will receive the updated student handbook, have access to the Class Dojo app, school and classroom newsletters, BlackBoard Connect voice/text/email messages, school emails, phone calls, and any other means of traditional communication used by school personnel.
  - iii. Middle/High School
    1. Families will receive the updated student handbook, school newsletters, BlackBoard Connect voice/text/email messages, school emails, phone calls, and any other means of traditional communication used by school personnel.
- b. The District's designated COVID-19 Safety Coordinator is the Superintendent of Schools; however, the health and safety of our students and staff is everyone's responsibility. Any questions or concerns should follow the District's normal chain of communication. Students and/or parents should first contact the teacher or building administrator. Staff should direct concerns to their immediate supervisor. The building principals in collaboration with the building nurses are the building-base coordinators for student and staff issues.

**B. Community Communication:**

- a. Community members will find updated Wilson CSD information on the school website: <https://www.wilsoncsd.org/> and on the district-run social media outlets.
- b. Additional modes of stakeholder engagement will continue to be disseminated throughout the school year. These will include, but are not limited to:
  - i. Parent surveys
  - ii. Students surveys
  - iii. Teacher surveys
  - iv. Community surveys
  - v. Administrative work groups
  - vi. Teacher/Administrator work groups
  - vii. Health Professional/Administrator work groups
  - viii. Staff/Administrator work groups
  - ix. Town Hall Meetings with Teachers, Staff and Parents
- c. Parent handouts will be provided to all parents via the District mass notification system.

**C. Staff/Teacher Communication:**

- a. Universal PreK (same as elementary)
  - i. All faculty and staff will receive important information via voice/text/email messages through the BlackBoard Connect app, the Class Dojo app, school email, PA announcements, and Google Classroom.
- b. Elementary
  - i. All faculty and staff will receive important information via voice/text/email messages through the BlackBoard Connect app, the Class Dojo app, school email, PA announcements, and Google Classroom.
- c. Middle/ High School
  - i. All faculty and staff will receive important information via voice/text/email messages through the BlackBoard Connect app, school email, PA announcements, and Google Classroom.

**D. Translation of Communication:** All communication with families will be provided in their home language. If additional translations are required, please contact the Student Services Director, Amanda Schaus at [aschaus@wilsoncsd.org](mailto:aschaus@wilsoncsd.org) or call 716-751-9341 ext.162.

**E. Family/Community Feedback:** The District will continue to maintain the [COVID-19 webpage](#) for updates regarding the coronavirus pandemic. This page will include a place for parents/students to provide information and feedback to the District.

**F. Training and Signage:** The District has acquired signage and identified highly visible areas to display the signage for staff, students, and visitors for hand hygiene, respiratory hygiene, social distancing, COVID-19 signs and symptoms, and the proper use of personal protective equipment (PPE). Training videos and/or virtual presentations will be used for continuous review of the precautions above regularly. These sessions may be completed



virtually or in-person by students, staff, parents, and visitors through the Wilson CSD website or other technology resources.

## II. Health, Safety, and Wellness

- A. As per the NYSED Guidance for reopening schools, the District will continuously monitor safe building capacity, the amount of available PPE, and the local hospital capacity (as determined through consultation with the Niagara County Health Department). This will assist the District in making decisions about in-person instruction, a hybrid model, or the need for 100% distance learning.

The health and safety of our students, our staff, and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH), and the New York State Education Department (NYSED). The following protocols and procedures will be in place in all district schools for the 2020-21 school year, should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator at [tcarter@wilsoncsd.org](mailto:tcarter@wilsoncsd.org) or 716-751-9341 ext. 120.

For more information about how health and safety protocols and training will be communicated to students, families, and staff members, visit the Communication/Family and the Community Engagement section of our reopening plan.

To ensure employees and students comply with communication requirements, the Wilson Central School District will:

- a. Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- b. Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
  - Website
  - Email
  - Social media
  - Print copy mailings
  - Voice and/or video messaging
  - Traditional media outlets
- c. Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the worksite, school, or area; including deliveries that are performed with appropriate PPE or through contactless means.
- d. If a worker or staff member tests positive for COVID-19, the school district must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or

visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations

**B. Facility Entry:** To ensure all faculty, staff, students, and visitors comply with physical distancing requirements, anyone within the Wilson Central Schools facilities will practice social distancing expectations:

- a. Where feasible, entry and egress in and out of all buildings will be limited to a single location.
- b. If applicable, a single point entry and single point egress will be identified to minimize cross traffic. All entry to the buildings will occur through the main entrance to a check-in point at the reception area.
- c. A face covering must be worn by all individuals, students, staff, and visitors on Wilson Central School District property when social distancing cannot be maintained.
- d. Proper face coverings include, but are not limited to, a surgical mask, cloth mask, balaclava, or bandana and must completely cover the individual's mouth and nose.
- e. A plastic face shield alone is not an acceptable face covering.
- f. All individuals may choose to utilize their own face covering, however, face coverings can and will be provided by the Wilson Central School District daily.

**C. Health Checks** - Prior to entering all Wilson Central School District locations, individuals must complete a medical screening questionnaire. This questionnaire is accessible through the Wilson CSD website at [wilsoncsd.org](http://wilsoncsd.org) which provides a direct link to the survey using either an iPhone, Android phone, or personal computer.

- a. Staff should complete this screening prior to arriving at work via the electronic submission form.
- b. Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor and school building nurse immediately and await further instruction.
- c. Parents will be required to take their own child's temperature(s) and complete a health screen prior to entering the bus and/or arriving on campus.
- d. Visitors will have their temperatures taken upon arrival at each building front entrance, and complete a health screening form.
- e. Any student, staff, or visitor who refuses to have his or her temperature taken or complete a health screen will be denied entrance to the facilities.
- f. All asymptomatic students will be signed in and accounted for through our usual attendance roll.
- g. For multiple individuals entering the building simultaneously, they will be required to stand at the marked out locations.
- h. Only after all individuals have been accounted for and are wearing proper face coverings, will access to the building be granted.

- i. Should a person fail the medical screening, specific procedures should be followed. Please reference the Suspect or Confirmed COVID-19 Case section for guidance.
- j. Medical screening clearance will be done at the time of attendance. Any student not completing the medical screening will be sent to the nurse to have a medical screen completed.

**D. Healthy Hygiene Practices:**

- a. Hand Hygiene-
  - i. The District has installed 60% or greater alcohol-based hand sanitizing dispensers throughout each building which will give students and staff the availability to practice best hand hygiene procedures. The dispensers are located in each classroom, office, entrance/exit, gym, auditorium, cafeteria, and any place deemed to be a high-touched surface area that needs a hand hygiene station because of the lack of soap and water. Each station has signage saying that hand sanitizer is not effective on highly soiled hands and that they need to wash their hands properly with soap and water.
  - ii. Each building has multiple sink areas that are located in restrooms, locker rooms, classrooms, and kitchens that can be used for handwashing stations. These areas will have all the necessary supplies (paper towels, soap, water, and garbage can) that are needed to properly wash hands throughout the day. They will be checked daily to ensure all supplies are replenished as needed. Proper handwashing signs will be posted near all handwashing stations.
  - iii. The Wilson Central School District will be encouraging proper hand hygiene practices to all staff and students daily. Students will be guided by teaching staff on proper techniques and the students will be given sufficient time to perform hand hygiene procedures throughout the day. Any student that cannot use alcohol-based hand sanitizer because of health reasons, will be allowed to wash their hands with soap and water when necessary.
  - iv. Proper handwashing signage will be posted throughout buildings
  - v. Hand hygiene includes:
    - 1. Signage encouraging hand washing and correct techniques;
    - 2. Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
    - 3. Adequate facilities and supplies for hand washing including soap and water;
    - 4. Use of paper towels dispensers where feasible (hand dryers are not recommended as they can aerosolize germs);
    - 5. Extra time in the schedule to encourage frequent hand washing.

vi. Students and staff should wash their hands as follows:

1. Upon entering the building and classrooms;
2. After sharing objects or surfaces;
3. Before and after snacks and lunch;
4. After using the bathroom;
5. After helping a student with toileting;
6. After sneezing, wiping, blowing the nose, or coughing into hands;
7. Anytime hands are visibly soiled;
8. When hand washing is not available, use a hand sanitizer;

b. Respiratory Hygiene:

- i. The District will make available respiratory supplies to each area of the buildings when needed. Each classroom has open trash cans so that the disposal of tissues can be done in a sanitary manner. Students will be directed by staff to wash hands or use hand sanitizer after sneezing, coughing, or handling dirty tissues. All trash cans will be emptied every day or multiple times a day if needed.
- ii. Proper Respiratory Hygiene signage will be posted throughout the buildings.

E. **Social Distancing**: All individuals on Wilson Central School District premises must maintain social distancing and wear a proper face covering when social distancing cannot be maintained.

- a. Proper social distancing (physical distancing) is defined by the Center for Disease Control (CDC) as a six (6) foot separation between individuals. When social distancing is practiced, such as in an isolated office or large meeting space, the individuals may remove their face covering. However, in common areas, such as breakrooms, hallways, offices, or bathrooms, a face covering must be worn.
- b. Ensure six (6) foot distance between personnel, unless safety or core activities (e.g., instruction, moving equipment, using an elevator, traveling in common areas) of the work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, personnel must wear acceptable face coverings.
- c. Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings. If an area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- d. Social distance separation will be using tape or signs that denote six (6) feet of spacing in commonly used and other applicable areas on the site (e.g., cafeteria, clinic, health screening stations, and reception areas).
- e. In-person gatherings will be limited as much as possible and we will use tele- or video conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.



- f. Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

#### **F. Space Design and Capacities:**

- a. General Office Area
  - i. All offices will be limited to 50% of the rated occupancy for the space. Offices must normally maintain a minimum of 150 sq. ft. per individual.
  - ii. Where applicable all offices and small spaces will be limited to one (1) individual at a time.
  - iii. In a multiple occupant office, occupancy will be reduced to 50% normal load in addition to maintaining at least 6ft. of separation between individuals.
  - iv. Additional protective barriers such as polycarbonate screens or curtains will be utilized to create a physical separation without hindrance to egress or airflow.
  - v. Workstations will be reconfigured so that employees do not face each other, or partitions established if facing each other cannot be avoided.
  - vi. Face coverings should be worn in these multiple use office settings.
  - vii. Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual's supervisor.
  - viii. Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference in lieu of in-person meetings, whenever possible.
  - ix. If in-person meetings are essential, participation is limited to current local, state, and federal guidelines.
- b. Conference Rooms-
  - i. Will be limited to in-person meetings (refer to NYS guidance), if virtual meetings are not feasible.
  - ii. If meetings are to occur in person, they will be conducted in a quick manner.
  - iii. Social distancing among participants will be required.
  - iv. Lingering and socializing before and after meetings should be discouraged.
- c. Break Rooms and Lunch Rooms-
  - i. Breakroom use is discontinued if a minimum of 6 ft. separation cannot be maintained when consuming food or drink.

- ii. Staff are advised to take their lunch and breaks in their private offices or classrooms, in their vehicles, or outside at the picnic tables throughout the campus.
  - iii. If staff wish to take breaks together they must do such in a large space or outside, where at minimum 6ft. of separation can occur.
  - iv. Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks will be replaced with alternatives when possible.
  - v. Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.
- d. Copier Rooms/Areas-
- i. Congregating in copier rooms/areas is discouraged.
  - ii. Cleaning supplies will be provided at copier stations.
  - iii. Staff are encouraged to wipe down touch surfaces post and prior use.
- e. Elevators-
- i. One person in an elevator at a time unless safety and core activity require additional personnel support.
  - ii. Personnel must wear acceptable face coverings when in common use areas.
  - iii. Elevators will be frequently disinfected.
- f. Restrooms-
- i. The Wilson School District will not be reducing the number of toilet or sink fixtures for reopening. The District will limit the number of students who enter the restrooms based on the square footage of the area.
  - ii. In special circumstances where a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable personal protective equipment including a face covering, and when medically applicable, the student will be wearing a proper face covering as well.
- g. Hallways/Stairwells
- i. Where feasible, hallway traffic may be limited to a single flow direction.
  - ii. Where a single flow direction is not applicable, bi-direction traffic will be permitted.
  - iii. Directional flow will be identified by indications on the floor/stairs.
  - iv. Adequate distancing will be obtained between all individuals.
  - v. All individuals must also allow for adequate space between each other when traveling in the same direction.

#### h. Classrooms

- i. Occupancy in each classroom will be specific and determined based on the overall square footage of the space.
- ii. Each student, teacher, and support staff will receive no less than 6 ft. of separation from others.
- iii. Additional considerations will be taken into account for space utilized for classrooms and teaching material unless a barrier is provided.
- iv. Overall class sizes may be reduced to accommodate all safety parameters.
- v. Students, teachers, and support staff will be required to wear proper face coverings.
- vi. Where possible, special area teachers, special education teachers, related service providers, and teacher aides will travel and push into the classroom to provide instruction and services. Services provided in the hallways are discouraged.
- vii. Restrict items in the classroom to that of necessary use.
  1. Remove any unnecessary furniture.
  2. Remove or limit the use of all soft covered surfaces that cannot be properly cleaned and disinfected.
    1. Bean bag chairs
    2. Upholstered couches or chairs
    3. Area rugs
    4. Reconfigure space to ensure social distancing.
    5. Tables will be limited to one individual at a time where applicable.
    6. Desks should be arranged to not face each other.
    7. Small reading nook use should be discontinued unless:
      - (a) limited to one person at a time.
      - (b) Cleaned and disinfected routinely

#### i. Nurse Stations-

- i. All students and staff are required to wear appropriate face coverings.
- ii. Nurses will use N95 Respirators at all times.
- iii. Nurses must receive proper training and fit test N95 Respirators prior to use.
- iv. Where applicable, nurse stations have been reconfigured to:

1. Maintain social distancing of no less than 6ft.
2. Create “sick” and “well” zones.
3. Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
4. Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation.
5. Physical separation will be achieved by utilizing:
  - (a) Individual exam rooms
  - (b) Polycarbonate barriers
  - (c) Retractable dividing curtain walls.

j. Isolation Room/s-

- i. Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce the risk of transmission.
- ii. A separate room will be utilized where applicable.
- iii. Where applicable, separate, independent room/s with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.
- iv. Where excess space is not available. Nurse stations will be equipped with dividing curtains allowing for both a physical divide and at minimum 6ft. of separation.
- v. These rooms have been identified in each building
  1. Wilson Elementary School - Nurse’s Clinic Isolation Room
  2. Wilson Middle/High School - Nurse’s Clinic Isolation Room

k. Secure Vestibule/Reception areas-

- i. Where practical in each school building including Elementary, Middle, and High, the front secure vestibule will serve as the primary location for accounting for all individuals entering and exiting the building.
- ii. Floor demarcations have been installed to indicate where visitors shall stand to maintain social distance.
- iii. Reception areas room seating will be adequately spaced to provide at minimum of 6ft. of separation.
- iv. Frequently touched materials have been removed.

l. Computer Labs

- i. The use of shared space and equipment use will be limited where feasible.
- ii. Blocks of computers will be sectioned off to ensure social distancing is maintained.



- iii. Tables of computers will be reconfigured to not face each other or a polycarbonate barrier will be installed to create a physical barrier.
  - iv. Cleaning and disinfection of computer labs and keyboards will be frequent.
  - v. Keyboards should be wiped and disinfected before and after each use.
  - vi. Students should be instructed to wash or sanitize hands prior to and after touching the keyboards along with other frequently touched surfaces.
- m. Library Spaces
- i. Remove or limit the use of all soft covered surfaces that cannot be properly cleaned and disinfected.
    - 1. Bean bag chairs
    - 2. Upholstered couches or chairs
    - 3. Area rugs
    - 4. Reconfigure space to ensure social distancing.
    - 5. Tables will be limited to one individual at a time where applicable.
    - 6. Desks should be arranged to not face each other.
    - 7. Small reading nook use should be discontinued unless:
      - (a) Limited to one person at a time.
      - (b) Cleaned and disinfected routinely
    - 8. Borrowing of materials such as books may need to be discontinued if adequate disinfection cannot be achieved.
    - 9. Create directional traffic flow patterns between bookcases to ensure social distancing

**G. Personal Protective Equipment (PPE) and Face Coverings:**

According to Executive Order 202.17 and guidance from the NYSDOH any individual who is over the age of two (2) and able to medically tolerate a face-covering will be required to cover their nose and mouth with a mask or cloth face-covering when in public places and unable to maintain, or not maintaining, social distance. Face coverings are strongly recommended at all times by the NYSDOH except for meals and instruction when appropriately social distancing is practiced.

- a. The Wilson Central School District will require faculty, staff, and students to wear appropriate PPE or cloth face coverings whenever social distancing cannot be maintained.
- b. Employees and students with healthcare provided documentation stating they are not medically able to tolerate face covering will not be required to do so.

- c. The Wilson Central School District will provide an acceptable face covering to employees and students if they forget their own and will maintain an adequate supply in case of need for replacement.
- d. The District's Facilities Director and School Nurses will continually monitor the supply of PPE and will order required supplies to ensure acceptable stock is on hand in case of need.
- e. Staff and students will be educated in proper donning, doffing, and storing of PPE verbally, virtually, electronically, and through signage.

#### **H. Management of Ill Persons:**

- a. All students, staff, and parents must immediately notify the school nurse (via phone or email) when they receive positive COVID-19 test results.
  - i. The school nurse, upon notification of a positive case, will immediately contact the Superintendent of Schools.
  - ii. Upon notification, the Superintendent will contact the Niagara County Department of Health to determine the next steps for the district, which could include the closure of the building(s) or other responses as directed by the Niagara County Department of Health. CDC guidelines as well as NCDOH directives will be utilized to ensure proper quarantine and isolation precautions are initiated and maintained.
  - iii. The District has developed a protocol for the Management of Ill Persons and COVID 19 which will direct many of the actions taken by the school district. ([Link to Management of Ill Persons](#) and [COVID 19 Flow Chart](#))
  - iv. The District has established protocol for staff and students returning to school after COVID-19. This protocol will be strictly monitored through communication with the building administrators, nursing staff, Superintendent of Schools, Niagara County Health Department, and families/households. ([Link to Return to School After COVID-19 Protocol](#))
  - v. The Wilson Central School District will follow CDC and NYSDOH guidance for allowing students or staff members to return to school after exhibiting symptoms of COVID-19.
  - vi. The local school districts have a longstanding partnership with the Niagara County Department of Health. Niagara County has four (4) hospitals in the jurisdiction: Kaleida DeGraff Memorial Hospital, Niagara Falls Memorial Medical Center, Mount Saint Mary's Hospital and Eastern Niagara.  
  
Hospital - Lockport. Local hospital capacity may be found at: [https://profiles.health.ny.gov/hospital/bed\\_type/Total+Beds](https://profiles.health.ny.gov/hospital/bed_type/Total+Beds). Regarding medical surge bed availability, the local school districts may work with the Niagara County Department of Health and local hospital partners for situational awareness as needed.

## I. Cleaning and Disinfection :

- a. The District has developed a cleaning program for the COVID-19 pandemic. The District has formed these procedures by following the guidance set forth by the Center for Disease Control and The New York State Department of Health. All cleaning and disinfection will be completed by using protocols developed by those agencies. The cleaning and disinfectant products that are used within the District are approved by The US Environmental Protection Agency (EPA) against COVID-19. These products specifically are identified to work against COVID-19 and other viruses and bacteria.
- b. The District will be monitoring disinfecting procedures in written form. The buildings are broken up into sections that each custodial staff will be responsible for. The High School/Middle School has six sections and the Elementary School has three. After the custodial staff is done cleaning and disinfecting their assigned areas, they will date, time, and sign a district map near their pertaining area. There will be a new map sign off sheet available daily.
- c. All facilities staff have been trained on the CDC and NYSDOH cleaning and disinfecting procedures for COVID-19. The custodial staff has read and signed that they understand these procedures. The District has made available to the staff a binder that has the daily cleaning routine for the building. This list breaks down general areas and the frequency of cleaning and disinfection. Also contained in the binder is a sheet that tells how long COVID-19 lives on surfaces and all the information on procedures and cleaning products from the CDC, NYSDOH, and EPA. The staff also has a reference chart available to them to see what areas they are responsible for and how to determine what areas and items need to be cleaned, disinfected, or both.
- d. Disinfecting supplies that are approved by the EPA will be distributed through the buildings to all staff for their working areas whether it is an office or classroom. Staff will be trained on the use of the disinfectant and any PPE, if needed, to apply it.
- e. The Director of Facilities and the building Head Custodians will be responsible for the implementation and oversight of all cleaning and disinfecting procedures. Any cleaning concerns by students, staff, or parents will be directed to the Facilities Department and be remedied immediately if possible or within an acceptable time frame.
- f. The Wilson Central School District will constantly monitor any changes from the CDC and NYSDOH about cleaning and disinfecting procedures. The District will adjust accordingly as any new information is released.

### III. Facilities

#### A. General Health and Safety:

- a. The Wilson Central School District will follow all guidance related to health and safety. The District will meet all of the social distancing, cleaning of frequently touched spaces, and space-related change requirements as explained in this reopening plan.

#### B. Fire Code Compliance:

- a. The District, as of now, is not planning any changes or additions in the reopening process. If in the future changes or additions need to take place to any of the District buildings for the reopening procedures, the Wilson Central School District will meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Code. The District will submit the proposed changes to the Office of Facilities Planning for review and approval before any alterations take place.

#### C. Doorways:

- a. All stair and corridor door closers in the Wilson Central School District have automatic hold opens which automatically release during a fire alarm. The function, position, and operation of these doors will remain unchanged.

#### D. Emergency Drills:

- a. The Wilson Central School District will continue with standard operations and procedures for emergency drills. When conducting Fire Drills and Lockdown Drills the District will follow social distancing/respiratory hygiene protocols. We will do this by “stay in place” lockdown drills where students and staff will stay at their desks during the drill. To simulate an actual drill, the staff will explain where the students would go in the classroom if it was a real emergency situation. Fire drills will be held by keeping six feet distancing requirements at all times when possible and wearing masks during the exiting of the building, during the time staff and students are outside the building, and entering back into the building. These changes to the emergency drill procedures will be added to the District’s Fire Safety Plans.

#### E. Inspections:

- a. The District is currently in the middle of the Building Conditions Survey process. The onsite work will be completed by the end of July and we will be receiving the end report by late September to mid-October. The survey will be finished in 2020

#### F. Lead Testing:

- a. The District is in the process of the lead testing requirements for 2020. 95% of the District’s outlets have been tested before the buildings were considered by NYSDOH to be vacant for an extended period of time. The last 5% of outlets will be tested as soon as the building resumes normal operations. All of the results will be posted and available as soon as school resumes.

#### G. Changes to Space and/or Alterations:

- a. There are no plans right now to expand square footage to the District by building additions, leasing space, or buying/renting transportable classroom units or tents.

If in the future the Wilson School District decides to add square footage by one of these methods, the District will follow all of the requirements set by NYSED's Office of Facilities Planning.

#### **H. Plumbing Facilities and Fixtures:**

- a. Toilet and Sink Fixtures:
  - i. The Wilson School District will not be reducing the number of toilet or sink fixtures for reopening. The District will limit the number of students who enter the restrooms based on the square footage of the area. We will be following all cleaning and disinfecting guidelines from the CDC and NYSDOH to facilitate frequent cleaning in these rooms.
- b. Drinking-Water Facilities:
  - i. The Wilson School District will not reduce the amount of drinking fountains throughout the buildings. Each of the Facility's drinking fountains has two functions. The fountains have a bottle filling station and a bubbler. The bottle filling stations will be in full function and the drinking fountain bubbler will be disconnected to comply with sanitary requirements. Students and staff will be able to obtain drinking water through the filling stations. If staff or students need a container for the water, the district will provide one.
  - ii. Water systems will be flushed in buildings that have been unoccupied before students return.

#### **I. Ventilation:**

- a. The Wilson School District will maintain adequate ventilation that is required by code in all of the District buildings. The building ventilation system is controlled by a software system (Continuum) that lets us monitor all building air handling equipment 24 hrs. a day. The District is in the process of having Day Automation, a contractor who oversees the Building Control System, go through programming to make any changes possible to let more fresh air into the buildings. During this process, rebalancing will take place if needed. All staff will be directed to open windows and internal doors to maximize fresh airflow and circulation to produce better air quality.

## **IV. Nutrition**

- A. **Access-** Wilson CSD families will receive a free and reduced-price meal application and all applicable information on the first day of student attendance. The information is also posted on the district website. [Wilson CSD Food Service](#). If students do not return we will mail the information. The information is available through USDA in many translated foreign languages. Each foreign language packet downloaded from USDA contains a letter to households, a free and reduced price application and instructions, a notice to households of approval/denial of benefits, a notice of Direct Certification, a verification selection letter to parents, and a verification letter of results and adverse action. These can be downloaded from USDA's web site at <https://www.fns.usda.gov/school-meals/translated-applications>.
  - a. All communication concerning Child Nutrition will go through the District Food Service Director. [Family/Household Communication](#)

- b. All students attending school onsite will have access to reimbursable breakfast and lunch meals in the cafeteria. Meals will be provided at the cost at which the child has been approved through the free/reduced meal application, online direct certification, or full price for those who do not qualify.
- c. Offsite students can pick up reimbursable meals at Wilson Elementary School and Wilson High School. Meals will be provided at the cost at which the child has been approved through the free/reduced meal application, online direct certification, or full price for those who do not qualify.
- d. Each reimbursable meal served will follow SBP and NSLP guidelines. This will be documented through menus, production records, and daily cashier reports.
- e. Families will be notified of available meals through menus. The menus will be sent home and posted on the district website. [Wilson CSD Food Service](#) The payment methods, which are cash, check or online prepayment will be posted on the menu and on the Wilson Central School district website. Prepayments will be strongly encouraged through mailings and on the district website. A la carte sales will be available in the serving line and families will be notified on the menu and district website. Students may bring meals from home. Visitors will not be permitted in the cafeteria during meal service.
- f. For information on students with Disabilities/Food Allergies go to the following: [WCSD Food Service Allergies](#)

**B. Distribution -**

- a. The students will come through the line, wearing masks, where they will be given the meal of their choice by the server. The server will also put the utensil packet on the tray. The student will approach the cashier who will hand them a carton of milk if they want it, as well as any ala carte items they choose. Condiment pcs will be handed out by the cashier. The student will use their ID card to scan into their account or the cashier will look them up and enter purchases. Once the student's transaction is over, they will exit the serving line and take their place in the cafeteria, 6 feet apart from each other. Occupancy in each cafeteria will be specific and determined based on the overall square footage of the space. They can remove their masks once seated. The student will remain seated until the period is over. At that time they will put the mask back on and proceed to the exit. There they will throw out their garbage as they exit. Entrances and exits will be clearly marked to ensure proper distancing and single direction flow. Students may be placed in alternative areas as needed. These areas will follow the same guidelines as the cafeteria.

**C. Safety and Sanitation-**

- a. The cafeteria is outfitted with hand sanitizing stations at every doorway. The students will be encouraged to utilize them upon entering and exiting. The floors will be marked with directional arrows, as well as 6' markers in the serving line area. The monitors will discourage the sharing of items. When the students leave the cafeterias, the monitors will clean and disinfect all frequently touched surfaces with Oxivor Cleaner, a Covid-19 approved agent. The serving lines and cashier areas will be cleaned and disinfected after each line by the food service staff.

**D. Food Service Staff-**

- a. An updated SOP will be available in the cafeteria office.
- b. The food service staff will have sanitation training prior to the first day of attendance, as well as training on District policies and protocol for health and safety. Gloves, masks, hats, and aprons will be provided. Only food service staff and maintenance staff will be permitted in the food service areas. Additional training on policy and procedures will be performed as needed. The staff members will check-in prior to arriving with the online Covid Daily Check-In online. The cashiers and monitors will be outfitted with masks, face shields, gloves, and disposable aprons. All other food service staff will wear masks and follow sanitation guidelines.

**E. Vendors and Suppliers**

- a. Vendors will be contacted about deliveries and sanitation during deliveries.

**F. Meal Service- NYSED will be notified of all necessary waivers needed for operation.**

- a. Onsite- See above
- b. Offsite-
  - i. Reimbursable meals distributed for offsite consumption will be picked up at a clearly marked, designated location. The meals will be placed, for pick-up, on a table. They will be recorded by the food service worker into the POS on a laptop. Families will be encouraged to prepay online. The worker will be outfitted with masks, face shields, gloves, and disposable aprons. For those unable to access meals at the distribution sites, alternate plans will be made.

## V. Transportation

**A. Mandates-**

- a. Wilson will continue to transport any student that falls under McKinney-Vento, who is in foster care, has a disability, or has been placed by the CSE at a particular location. We will also transport students per parents request to a non-public school and/or charter school within the legal limits of the law (as long as there is room on the bus and the distance is 15 miles or less). This will occur even if the Wilson Central School District is conducting classes remotely.

**B. Masks and Social Distancing:**

- a. Students who are able to, are required to wear a mask at all times on a bus. Students who do not have a mask will be provided a disposable mask by the driver upon entering the steps of the bus. There will be situations that a student will not be able to wear a mask due to their disability. They will not be forced to wear a mask nor will they be denied transportation. We will ensure any such student will be appropriately socially distanced from others.
- b. Students will be socially distanced on the bus when it is practical to do so. The District will load the bus from the back and students from the same household will be required to sit together. Everyone else will sit one to a seat if practical but there will be times two to a seat will be the only way to get them to school.

Routing of the students will occur in August, once there is a determination of which families prefer to drive their children to school in 2020-21.

- c. Students will be trained on how to properly wear their PPE, social distancing, and the signs of COVID-19. Videos will be provided for them to watch and sign off that they have completed them prior to the first day of school.

**C. Cleaning and Disinfection:**

- a. Wilson school contracts its transportation with Students of America (STA), otherwise known as Ridge Rd. Buses will be cleaned and disinfected, with an approved COVID-19 killing agent, at least once a day. High touch surfaces such as railings, tops of the seats will be wiped down between the AM and PM runs. STA will provide a monthly log to the District having each bus driver sign off on the cleaning and disinfecting for each day. When the temperature is above 45 degrees the hatch on the school bus shall be opened or a few windows opened to increase airflow on the run.

**D. School Bus Staff:**

- a. PPE shall be provided to all transportation staff by the transportation company, STA. STA will properly train their staff on the proper use of such protective equipment, signs of COVID-19, and proper social distancing.
- b. All staff on the bus will have a face covering on at all times with the option of a face shield. If an adult on the bus must have direct contact with a student they will have disposable gloves on.
- c. STA will set up a health screening of all staff on the buses which shall be performed each morning prior to staff members reporting to work.
- d. School buses and the adults on the buses shall not be equipped with hand sanitizer on them, due to the combustible composition of the product. An adult on the bus (driver, monitor, or attendant) will not be allowed to carry a personal supply of hand sanitizer on the bus. I have contacted STA and let them know it is mandatory that hand sanitizer is available for the staff on the bus, and in offices, break rooms, and garages.

**E. Students on Transportation:**

- a. Students should be health screened (see the Health Screening section of this document) prior to them entering the bus every morning.
- b. Students must wear a mask correctly on the bus at all times, meaning over their mouth and nose. Loading and unloading
- c. We plan on loading the students onto the bus from the back forward so no students are passing each other as they get on. To unload the bus from the direction of the driver we will do one seat at a time from front to back. As the students exit the bus the principals and possible additional staff if needed will be reminding them to maintain appropriate social distancing from each other. We may have to consider unloading one bus at a time. This will take considerably more time therefore the unloading may have to take place earlier than in previous years.



**F. Pupil Transportation Routing:**

- a. We understand that at any point during the school year we may be on full distance learning, yet we still have an obligation to our students that attend non public schools or out of District placements. If these placements are provided in person instruction we will continue to transport them to their locations to the extent we are obligated under NYS law.
- b. Wilson Central School District realizes the importance of athletics and vocational education for students at BOCES. If the students are in a strictly remote learning environment by choice, the District will transport students to BOCES or their athletic event leaving on a bus from the school. The student will have to get transportation to the school to take the bus.

## VI. Social Emotional Well-Being

**A. District-wide Comprehensive Counseling Plan:**

- a. [Wilson Comprehensive School Counseling Plan](#)

**B. Building-based Comprehensive Counseling Plan:**

- a. Building Based Counseling Plans are included in the District Comprehensive School Counseling Plan.

**C. Shared Decision Making Team:**

- a. The District Shared Decision Making Team has been established in the Wilson Central School District for several years. This team is made up of staff, students, parents, and administrators. This team works collaboratively to assess and review all aspects of student services and staff/student/family communication. The SDT (Shared Decision Making Team) meets monthly to review new or updated plans and policies in order to improve and enhance the lives of the Wilson community.

**D. Resources and Outside Referrals:**

- a. The Wilson Central School District works collaboratively with multiple outside organizations to enhance and support the social emotional needs of our students, staff, and families. The Student Services Department connects students and families with resources and outside support on a daily basis. The Wilson Central School District has partnered with Orleans Niagara BOCES to provide students, staff, and families with a Behavior Specialist and a Mental Health Counselor from New Directions.

**E. Professional Development:**

- a. The Wilson Central School District provides their staff with opportunities and resources for professional development focused on social emotional health, trauma informed instruction, behavioral supports in the classroom, social-emotional learning, and enhancing parent/student/staff relationships. For the 2020-2021 school year, the Wilson Central School District has partnered with Dr. Darryl Tonemah to provide in-district professional development focused on understanding how trauma affects the brain, identifying stress in yourself and your students, and strategies to support students through the COVID-19 closures.

## VII. School Schedules

### A. In-person Instruction:

#### a. Elementary-

The daily schedule will be followed with in-class instruction, specials, and lunch with some students remote learning and some students in-person based upon parent preference. All students will have a transparent Velcro-mount student desk divider.

#### b. Middle School-

The daily schedule will be followed with in-class instruction, specials, and lunch with some students remote learning and some students in-person based upon parent preference.

#### c. High School-

The daily schedule will be followed with in-class instruction, specials, and lunch with some students remote learning and some students in-person based upon parent preference.

### B. Hybrid Instruction:

#### a. Elementary

The students will be broken up into two cohorts A and B:

1. Cohort A will be in person Monday and Tuesday and remote instruction Wednesday, Thursday and Friday.
2. Cohort B will be in person Thursday and Friday and remote Monday, Tuesday, and Wednesday.
3. Deep cleaning will occur on Wednesday and Friday evening.
4. Possible opportunity for common planning time on Wednesday.

The daily schedule will be followed with in-class instruction, specials, and lunch. This will include a live, synchronous online component for the students that are at home using a school device. Real-time conferencing will be used for communication between the teachers and students who are online.

#### b. Middle School-

The students will be broken up into two cohorts A and B:

1. Cohort A will be in person Monday and Tuesday and remote instruction Wednesday, Thursday, and Friday.
2. Cohort B will be in person Thursday and Friday and remote Monday, Tuesday, and Wednesday.
3. Deep cleaning will occur on Wednesday and Friday evening.
4. Possible opportunity for common planning time on Wednesday.

The daily schedule will be followed with in-class instruction, specials, and lunch. This will include a live, synchronous online component for the students that are at home using a school device. Real-time conferencing will be used for communication between the teachers and students who are online.





















c. High School-

The students will be broken up into two cohorts A and B:

1. Cohort A will be in person Monday and Tuesday and remote instruction Wednesday, Thursday, and Friday.
2. Cohort B will be in person Thursday and Friday and remote Monday, Tuesday, and Wednesday.
3. Deep cleaning will occur on Wednesday and Friday evening.
4. Possible opportunity for common planning time on Wednesday.

The daily schedule will be followed with in-class instruction, specials, and lunch. This will include a live, synchronous online component for the students that are at home using a school device. Real-time conferencing will be used for communication between the teachers and students who are online.

### Hybrid Instructional Model

HYBRID MODEL Weekly Learning Plan					
Slide number	Monday	Tuesday	Wednesday	Thursday	Friday
COHORT A A-L					
COHORT B M - Z					
COHORT C 12:1:1 & PreK - 5					
COHORT D Digital					
			Enhanced Deep Cleaning		Enhanced Deep Cleaning

Cohort A- Student last name beginning with A-L

Cohort B- Student last name beginning with M-Z

Cohort C- 12:1:1 & PreK-5

Cohort D- Digital

*\* District will make every effort to accommodate families who live in the same household with different last names.*

**C. Remote Instruction:**

a. Elementary-

The daily schedule will be followed with online class instruction, specials, and lunch. The teachers will be live online instructing students at home who are using a school device to stay connected. Real-time conferencing will be used for communication between teacher and student. Students' instruction will be a mix of synchronous and asynchronous instruction.

b. Middle School-

The daily schedule will be followed with online class instruction, specials, and lunch. The teachers will be live online instructing students at home who are using a school device to stay connected. Real-time conferencing will be used for communication between teacher and student. Students' instruction will be a mix of synchronous and asynchronous instruction.

c. High School-

The daily schedule will be followed with online class instruction, specials, and lunch. The teachers will be live online instructing students at home who are using a school device to stay connected. Real-time conferencing will be used for communication between teacher and student. Students' instruction will be a mix of synchronous and asynchronous instruction.

## VIII. Budget and Fiscal

- A. The District realizes the financial impact of this pandemic and is taking steps to prepare the District to deal with an impact that could last for several years. Reserve funds have been budgeted to balance the budget in 2020-21 and adjustments will be made going forward to limit the budget's dependency on such funds to balance. There will be a need for the use of reserves as we all recover from the financial impact of this pandemic.
- B. The Business Administrator will be applying for the CARES Act funding and understands the requirement to provide equitable services to non-public schools. The District has one non-public school in District and this school only provides prekindergarten classes. The Business Administrator will also complete the waiver from the minimum instructional hours required for both the 2019-20 and 2020-21 school years. We recognize that the 180 days of session requirement is still instituted for 2020-21.
- C. Flexibility in the use of reserve funds and the allowance of increases in equipment codes for re-opening and maintaining buildings would be beneficial. The State also increasing the allowable percentage of unassigned fund balance a District is allowed to keep would also be a helpful gesture of flexibility to Districts.
- D. We have reviewed our tax collection process and we will no longer be able to provide in person tax collection. Our partner for many years, Key Bank, has informed us they will not be able to collect in person for us. This is understandable as branches remain closed

to walk in and are only operating via the drive thru. Drive thrus have long wait times already conducting the business customers need daily and having taxes paid through the drive thru would only increase wait times. Our taxpayers have always had the option to mail payments in through our lockbox services with M&T bank. A receipt is returned to each customer mailing in their payment. The District will make sure we communicate on various platforms this change in procedure to our community.

## IX. Attendance and Chronic Absenteeism

### A. Daily Attendance Collection

- a. Attendance would be recorded as it always has, according to District Policy.
  - i. Elementary-
    1. Daily during the morning as “homeroom attendance”.
    2. Period-by-period for ELA, math, social studies, science to register “seat time” as per State Ed.
    3. Attendance in specials (art, music, and physical education) and related services (occupational therapy, speech/language, AIS, etc.) will also be taken daily on a period-by-period basis.
  - ii. Middle School:
    1. Daily during homeroom.
    2. Period-by-period for ELA, math, social studies, science to register “seat time” as per State Ed.
    3. Attendance in specials (art, music, and physical education) and related services (occupational therapy, speech/language, AIS, etc.) will also be taken daily on a period-by-period basis.
  - iii. High School:
    1. Daily during homeroom.
    2. Period-by-period for ELA, math, social studies, science to register “seat time” as per State Ed.
    3. Attendance in specials (art, music, and physical education) and related services (occupational therapy, speech/language, AIS, etc.) will also be taken daily on a period-by-period basis.

### B. Daily Engagement Report

- a. Daily reports will continue to be communicated with parents and guardians via an automated call through BlackBoard Connect with a report generated by PowerSchool.
  - i. Elementary-
    1. Attendance will be updated prior to 10:00AM when the call is generated and sent out to families.
  - ii. Middle School
    1. Attendance will be updated at approximately 9:00AM when the call is generated and sent out to families.
  - iii. High School
    1. Attendance will be updated at approximately 9:00AM when the call is generated and sent out to families.

**C. Homeschooling:**

- a. Parents/Guardians/Households who have chosen homeschooling as their choice for instruction for the 2020-2021 school year must submit a letter of intent to Mr. Scott Benton. Once the letter of intent has been received and reviewed, the family/household must submit an IHIP (Individualized Home Instruction Plan) and have the plan approved by administration and the Superintendent. Quarterly reports and a final assessment must be submitted yearly. See the NYSED link for New York State home school regulations [Part 100.10](#).

**D. Charter and Non-public:**

- a. Parents/Guardians/Households may choose to enroll their child(ren) in charter or non-public schools.

**E. Drop out:**

- a. The Wilson District will actively engage all students and provide interventions and support in order to reduce the number of students considering the option of dropping out of school. Any student considering dropping out of school must meet with their school counselor and school administrator to discuss their options, needs in order to improve in-school outcomes, and resources for success.

**F. Students Identified in Need of Additional Academic Supports:**

- a. Students struggling to maintain acceptable engagement and interaction with instructional staff, particularly in the case of hybrid and distance learning models, will be closely monitored. When needed, the teacher and/or administrator will reach out to the family of such students to determine what obstacles are present and how best to assist in promoting and ensuring student involvement.

## X. Technology and Connectivity-

Access to technology is essential for the successful roll-out of this plan. The Wilson Central School District has been committed to ongoing planning and implementation of district technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and computers.

**A. Devices**

- a. Every student PreK - Grade 12 within the district will be provided with a student Chromebook, which will be assigned to them and used throughout the year. These will be distributed to Middle School and High School students during the month of August at the High School. They will be distributed to the Elementary students sometime during late August through September, depending on when these new devices are received on site. Information regarding the details of the process will be shared with students and families through the use of our mass notification system and posted on the district website and social media. All NYSED guidelines will be followed during the deployment of devices.
- b. All teachers and teacher aides have been provided with a district-owned device that they can use both on-campus and at home.

- c. The district will conduct and/or maintain an inventory of equipment and other assets. We will oversee which students, families, and staff have district assets in their possession.
- d. The district will procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.

## **B. Accessibility**

- a. Resident Broadband Accessibility Information:
  - i. The Wilson Central School District recently gathered data and asked teachers and families to identify their level of access to devices and high-speed broadband from their residence. While some of the information we received was helpful in a general sense, the information was only returned by a percentage of those surveyed (less than half). It was of limited use. The question of accessibility is as crucial as it is urgent for planning purposes. Therefore, the district will make the assignment and receipt of a student device conditional upon completion of a form.
    - 1. Student Chromebooks will not be assigned to a student *until* a parent has completed the information needed regarding internet access.
    - 2. Parents will be able to complete this form online as of July 24th prior to pickup *or* district staff will assist in completing the form on site.
- b. District-Provided Internet Service
  - i. The district fully recognizes that there are students who do not have access to the internet in their homes. It is a district priority to do everything possible to make sure that every student can fully participate in his/her instruction regardless of the model in which the school is engaged at any given time.
    - 1. Hotspots- The district has a limited number of filtered mobile “hotspot” devices that provide a safe, simple wireless internet connection. Families who indicate they are unable to access the internet at their home will be contacted by district staff to determine how best to assist them. Depending upon the individual circumstances and availability, a hotspot may be provided.
    - 2. District WIFI Access- The district will also install two outdoor (parking lot) access points; one at the elementary school and one at the Middle School/High School campus. Students will be able to join the district network to work on school assignments. This will benefit students not only during times of hybrid or distance models of instruction, but will also be helpful when school is meeting “in-person,” or after hours for meetings, events, etc.

### C. Multiple Mode of Learning

- a. Hybrid Instruction - The ability for Wilson Instructional Staff to be prepared for hybrid model of instruction is, to a large degree, dependent upon two factors: hardware and training (training information is seen in section D: Professional Development).
  - i. The type of equipment that each teacher currently has does vary to some degree. The technology staff has evaluated the circumstances in each classroom. Each teacher will be supplied with whatever additional hardware is needed to teach both synchronously and asynchronously in a hybrid teaching model, allowing teachers to engage with both student cohorts: those receiving “in-person” instruction and those receiving “virtual” instruction. Generally speaking, this includes some combination of:
    1. A method of screen-share
    2. Interactive board
    3. Document camera
  - ii. Ancillary devices can allow for engagement with students while retaining their ability to share or cast drawings, notes, documents etc. These will be provided as well, and include these examples:
    - a. Laptop
    - b. Desktop
    - c. Tablet
    - d. Webcam/Microphone
- b. Remote Instruction - There would likely be two scenarios under which remote learning would take place, which impacts the role of technology.
  - i. Combination Classroom/Home
    1. Teachers are positioned in their classrooms while students are in their homes
    2. Teachers will be prepared with proper hardware and training, to teach remotely with little or no change in technology from their hybrid environment.
  - ii. Off-Campus Entirely
    1. Under this scenario, the technology department will need to pull from all available resources in the district and be more creative in establishing configurations for each instructor.
      - a. Most importantly to note in this circumstance is that *all teachers* will have the ability to teach remotely at home with little “down time”. This applies to both synchronous and asynchronous instruction. The goal is to *optimize* the setup for each teacher.
      - b. Many teachers will have the ability to share/cast their screen/whiteboard/overheads etc., by simply taking their district devices home with them.
      - c. In instances where some devices cannot be relocated to teacher residence (i.e. interactive boards), the technology



department will assist by providing additional workstations where available - we do have a substantial number of them to do so if needed. Note that, even without such additional devices, instruction is not precluded. Such configurations are optimal. Optimal is our goal.

**D. Professional Development** - The commitment to provide professional development in a variety of ways allows staff to learn how to utilize technology tools and resources to develop innovative instructional methods. During the COVID pandemic, this has expanded broadly and quickly to include safe, reliable, and effective means of offering distance learning solutions for staff and students alike.

a. Resources

i. Professional Development is offered to the Wilson Central School District teachers and staff in an on-going growth process. Their needs are what drive our professional development offerings. Resources for professional development include:

1. BOCES Curriculum Developers
2. Content Specialists
3. CSLO Technology Specialists
4. Erie1 BOCES RIC Support
5. O-N BOCES Support
6. Webinars
7. Turn-key trainings from district staff and Technology Facilitator
8. Training from individual software companies

**E. Technology Support:**


a. Providing technology support for staff and students has always been a priority in Wilson CSD, and without question, this priority has only increased in significance with each progressing year. This year, more than any other, the district is keenly aware of the significant role technology will play in daily instruction, and by extension, the vital need for responsive technology support for not only staff and students, but parents as well.

i. Support Staff

1. The district employs two full-time staff (Technology Facilitator and Microcomputer Specialist), part of whose job is to provide regular support to staff and students in the district. As mentioned, this year support will extend to parents as well as it relates to their child's/children's educational pursuits.
2. Being in close proximity to co-workers and students, many members of the District Technology Committee often field questions on some of the most common support issues, such as printing issues, internet connectivity and software/application functionality.

ii. On-Campus Staff and Student Support

1. There are a variety of ways in which staff can seek and receive support from the technology department.

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- a. Service Incident Request - all staff is encouraged to use this centralized service to submit requests for support. This incident list is reviewed constantly throughout the workday, and is used to log progress toward the resolution of a technology issue.
  - b. Email Request - all staff can email members of the technology department to request service.
  - c. Phone Support - there are three phone extensions staff can reach out to for support.
  - d. In-Person Request - the technology department is located in the high school, so it is not uncommon that staff and students visit in-person for assistance, particularly for matters that are time-sensitive. While staff located at the Elementary School do not have this type of access, they do have access to the cell phone of the Technology Facilitator for such urgent issues.
  - e. Remote Access - members of the technology department are able to remotely access nearly all staff devices to provide immediate assistance when needed.
2. Off-campus support
    - a. All methods of support referenced above are available to staff while off-campus, with the obvious exception of in-person visit. It is important to note that when school is in-session on campus, it is general practice in most cases that *teachers/staff* request support for students on their behalf. When instruction moves off-campus to a distance learning model, all three roles - staff, student, parent - can act as agents to secure support.
      - i. Wilson CSD Help Line - this general helpline was established during the original school shutdown during March-June of 2020. It is published on the district website, and shared through multiple social media venues. It is also included regularly in outgoing messages to families. This helpline is monitored throughout the day and can be used to seek not only technology support, but as a resource to find other support and information as well.
      - ii. Prior to the start of the 2020 school year, the district will establish an on-line support request form that can be used to issue a support request by parents. As with the helpline, information and access to this will be posted on multiple public-facing platforms.
      - iii. Teachers and other staff are encouraged to reach out to members of the technology department any time they are made aware of an issue with a student or

parent regarding technology. Being those with the most consistent interaction with the students, teachers play a vital role in acting as liaisons between their students and the technology team.

- iv. When health and safety guidelines allow, the technology staff may arrange, by appointment, in-person assistance to anyone needing it who is making use of a district-owned device.

## **F. Data Privacy and Security**

- a. The Wilson Central School District is committed to protecting the privacy and security of student, teacher, and administrative data. In accordance with New York Education Law § 2-d, the District ensures the following:
  - i. A student's personally identifiable information cannot be sold or released for any commercial purposes.
  - ii. Parents have the right to inspect and review the complete contents of their child's education record.
  - iii. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
  - iv. A complete list of all student data elements collected by the State is available for public review at [Student Data Inventory](#), or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.
  - v. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be submitted using the form available at the following website [Improper Disclosure Form](#).
  - vi. If the District is made aware of a possible breach in student, staff, or administrative data, the involved parties will be notified and the District will complete an investigation of the breach including but not limited to: submission of a written report to NYSED Office of Information and Reporting Services, written report to the NYSED Chief Privacy Office, support from the Erie 1 BOCES Chief Privacy Officer, and guidance from District legal representatives.
  - vii. Anyone who feels their privacy and security has been compromised should immediately contact Amanda Schaus, District Data Protection Officer at [aschaus@wilsoncsd.org](mailto:aschaus@wilsoncsd.org) or by phone at 716-751-9341 ext. 162.

## XI. Teaching and Learning

### A. Continuity of Learning Plan:

#### a. In-Person Instruction-

- i. Upon reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart. In some locations transparent Velcro-mount student desk dividers may be used.
- ii. Parents that want to have their child stay home for remote instruction either because of an underlying health condition or not wanting to return because of COVID-19 must communicate this request in writing through the [School Reopening form](#) or by phone to the building principal.
- iii. Accommodating a six-foot radius around students will necessitate the identification of additional rooms and common-area spaces that can be converted into classrooms.
- iv. All instruction will continue to be aligned to the New York State Learning Standards.
- v. At the elementary level, when practical, our schools will minimize the movement of students. This potentially means having students eat lunch in their classroom instead of the cafeteria and eliminating assemblies, field trips and other large-group activities. Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom.
- vi. Social Distancing for Certain Activities: The District is responsible for ensuring that a distance of twelve (12) feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g. singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g. participating in physical education class).
- vii. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.
- viii. To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, to reduce their exposure to additional students.
- ix. For information on school schedules, visit the School Schedules section of our reopening plan.

#### b. Hybrid/Blended Instruction

- i. Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, our district has developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment. Instruction will not only focus on "core" subject areas to the exclusion of elective courses.

- ii. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.
  - iii. As noted previously, student schedules will remain the same whether the instruction is in person or remote so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.
  - iv. Remote learning opportunities for secondary students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While the recording of live lessons is still essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning regularly.
  - v. To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.
  - vi. Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content. We will use our traditional grading rubric based on levels of competency/mastery, which can then be aligned to numeric bands (for GPA purposes).
- c. Remote Instruction
- i. All faculty will use the same applications: Google Meet and Google Classroom (G Suite) to deliver virtual learning as the home base for virtual learning.
  - ii. All virtual learning will be composed of a combination of asynchronous and synchronous learning to meet the 180 minutes of instruction per week.
  - iii. Asynchronous learning will be independent learning that will be delivered in different forms which include, but are not limited to:
    - 1. Video Direct Instruction where teacher pre-records lessons
    - 2. Combination of short video with several problems to be completed before the in-person learning time.
    - 3. YouTube video, or other pre-recorded presentations which include but are not limited to: Google Slides, PowerPoint, Castle Learning, Examgen, etc.
  - iv. Synchronous learning is when a student works directly with a teacher in a real-time setting. It will be provided by required meetings between the teacher and individual students or small groups of students to provide deeper levels of learning. This will be delivered in different forms which include, but are not limited to: in-person instruction and virtual instruction such as Google Meet.
  - v. All virtual learning activities will be considered to be "real" instruction which will be subject to grading. Posts, assignments, meetings, and

activities are subject to due dates where a penalty can be determined if the due date is not met.

- vi. The Wilson Central School District is committed to providing excellent education even in the virtual classroom and will continue to work with faculty and students to achieve excellence.

**B. Aligned with NYS Learning Standards:**

- a. All teaching at WCS is aligned with the NYS Learning Standards and will continue to do so during the 2020-2021 school year.

**C. Equity:**

- a. Equity is at the heart of all school instructional decisions. All instruction in our district will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students. Such opportunities will be aligned with state standards. Our teaching and instructional plans outline routine, scheduled times for students to interact and seek feedback and support from their teachers. Our plan is centered on Instruction and academic programming that includes regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in-person, remote, or hybrid).

**D. Regular/Substantive Interaction with Certified teachers:**

- a. The Wilson Central School district will provide for regular school attendance tracked through Power School.
- b. Teachers will be working to the extent possible to provide for office hours where students and parents can ask and get answers to questions.
- c. Teachers will keep and review records of parents and students for office hours and reach out to parents and students who are not engaging.
- d. To the extent possible the Wilson Central School District will ensure that all reopening plans provide for a program that includes regular substantive interactions between teachers and students whether delivered in-person, remotely, or through a hybrid model of instruction.

**E. Clear Communication Plan:**

- a. Our teaching and learning plan includes a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information will be accessible to all, available in multiple languages, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone) in an effort to assure learning for all.

## XII. Early Learning

### A. Agreement with CBO - meets DOH guidelines

- a. The District and CBO attest that they have measures in place to ensure they will follow health and safety guidelines outlined in the NYSED Reopening guidance and required by the New York State Department of Health. The District and CBO will ensure they share a common Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction

### B. Certified teacher

- a. Primary instruction should be delivered by a certified teacher.
- b. For flexibility and to comply with social distancing requirements for the 2020-21 school year, another staff member can oversee students during learning centers in an alternate learning space so the lead teacher can provide primary instruction to students.

### C. Class size

- a. For classes with 18 or fewer students, 1 teacher and 1 paraprofessional are required to be in the classroom. To provide flexibility and to maintain social distancing requirements, in the 2020-21 school year, districts may choose to offer smaller Pre Kindergarten class sizes with only 1 certified teacher in the room.

### D. Cohort models

- a. Responsible parties should enact measures to prevent intermingling between cohorts, to the extent possible, and make reasonable efforts to ensure that the cohorts are fixed – meaning containing the same students – for the duration of the COVID-19 public health crisis.

### E. Kindergarten and Prekindergarten Screening

- a. Prekindergarten and Kindergarten screening should be done as soon as possible, following guidance from the New York State Department of Health.
- b. Districts have until December 1, 2020, to complete the screening of new students. Students who were screened by the district as a Prekindergarten student under regulations, do not have to be screened in Kindergarten.
- c. To allow for flexibility, in the event schools are closed due to COVID-19, any student entering the District for the first time or who is re-entering the District with no prior screening record after December 1, 2020, should be screened as soon as practicable.
- d. To the greatest extent possible, the Emergent Multilingual Learner Language profile to assess home language exposure should be administered to newly enrolled Prekindergarten students as soon as practical.

### G. Limited volunteers and visitors

- a. The District will limit the number of volunteers and unnecessary visitors to Prekindergarten classrooms.
- b. The District will clearly communicate to volunteers and visitors any protocols that must be followed prior to entering pre kindergarten classrooms.


- c. While in prekindergarten classrooms, volunteers and visitors should follow all the health guidelines and protocols as set forth by the Department of Health, the District, and eligible agencies (including CBOs).
- d. Disability service providers for preschoolers must follow all DOH guidelines prior to entering a classroom.

### XIII. Special Education

#### A. FAPE Provided

- a. Due to the health and safety requirements that will be in place when school resumes, special education services may be provided differently during the 2020-21 school year as compared to previous years. As stated in the [U.S. Department of Education's March 21 Supplemental Fact sheet](#), "School districts must provide a free and appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services to these students." While further guidance is forthcoming, the topics listed below are meant to support building and district special education teachers in their planning for the new school year.
- b. Procedural Safeguards
  - i. [NYSED Procedural Safeguards](#)
  - ii. [OSEP Q&A for Procedural Safeguards during COVID-19](#)
- c. Promoting Inclusive Services and the Least Restrictive Environment
  - i. When determining classroom setups to accommodate physical distancing requirements, the District will factor in the additional special educators and related service providers who will need to enter the classroom to provide services for students with disabilities in the least restrictive environment.
- d. Staffing, Specialized Safety Supplies/PPE, and Training
  - i. The District will follow the procedures and protocols for staffing, specialized safety supplies/PPE, and training required by the DOH and CDC.
- e. Considerations for Specific Populations of Students
  - i. Special considerations must be given for students with high-risk medical conditions, students who are deaf or hard of hearing, and preschool-age students.
- f. Considerations for Preschool-Age Students
  - i. Preschool-age students with disabilities are particularly in need of in-person services so that they can develop the socialization, motor, and communication skills that are vitally important at this age. The Wilson Central School District will work with Niagara County to increase and improve in-person instruction for this age group but should also be prepared to adjust to remote services if necessary.



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- g. Delivery of IEP Services
- i. Each student with a disability will be provided the special education and related services identified in the student's individualized education program (IEP). FAPE may be provided consistent with the need to protect the health and safety of students with disabilities and those individuals providing special education and related services to students. During the COVID-19 pandemic, the District may not be able to provide all services in the same manner they are typically provided. For additional information, please see [Questions And Answers On Providing Services To Children With Disabilities During The Coronavirus Disease 2019 Outbreak - March 2020](#). In its March 21, 2020 guidance titled [Supplemental Fact Sheet Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities](#), the U.S. Department of Education (USDE) encouraged schools and parents to effectively collaborate to determine how supports and services can be provided in-person and creatively in mutually agreed upon plans in order to meet the needs of the child. Additionally, that guidance indicated the provision of FAPE may include, as appropriate, special education and related services provided through distance instruction provided virtually, online, or telephonically. In planning for continuity of learning, the districts must consider ways of ensuring that the planned activities are accessible to students with disabilities, including English Language Learners with disabilities. Consideration will be given to including strategies to ensure that students with disabilities have equal access to the continuity of learning and receive educational benefits that are comparable to those received by others in the program and modified, or separate, aids and services necessary to provide access to students with disabilities. Where technology itself imposes a barrier to access or where educational materials simply are not available in an accessible format, educators will meet the child's needs with equally effective alternate access to the curriculum or services provided to other students.
- h. Monitoring Student Progress
- i. Teachers must continue to issue Progress Reports at least as often as report cards or progress reports are provided for students without disabilities. Educators and service providers must collect data, whether in-person or remotely, and use this data to monitor each student's progress and develop Progress Reports.
- i. Transition Services
- i. Although in-person participation in community-based programs and inclusive concurrent enrollment programs at institutions of higher education may be limited at this time, Wilson will continue to make efforts to develop plans collaboratively with community-based providers, colleges, parents/guardians, and students so that students can access as much programming as possible.
- j. Initial Evaluations, Reevaluations, and IEP Team Meetings

- i. Schools and districts should continue to follow the directions on meeting special education timelines as described in NYSED's [Supplement #1 - Provision of Services to Students with Disabilities During Statewide School Closures Due to Novel Coronavirus](#) (4/27/2020).
- k. Communication with Families
  - i. Educators and service providers must communicate with parents and guardians to discuss the provision of IEP services during this challenging time. Ongoing communication will help educators, related service providers, and parents/guardians develop a comprehensive plan for students to receive high quality individualized instruction and related services.
- l. Case Managers
  - i. Every special education student will have an assigned case manager who will be the primary contact for students and parents regarding individualized education services, academic support needs, accommodations and modifications, and to assist with connecting students and families to staff for additional assistance. The student's case manager will be responsible for providing services on the student's IEP, progress monitoring, communicating with staff and parents, and working collaboratively with the general education teachers to consult and support the general education curriculum.
- m. Related Service Providers
  - i. Related services providers will provide related services indicated on the student's IEP and communicate regularly with the special education and general education teacher. They will progress monitor students, communicate with parents, and collaborate with special education teachers and general education teachers about how to incorporate skills into the classroom/online instruction.
- n. Parent Engagement
  - i. Parent participation and engagement with the educational process, provision of services, and engagement in the CSE/CPSE communication and procedure process are critical to the success of students with disabilities.
  - ii. Regular communication between parent/guardian and teachers is essential to the success of all students. See the Parent/Household Communication section of the Reopening Plan.
- o. CSE/CPSE Meetings
  - i. For the 2020-2021 school year, all CSE and CPSE meetings will be held using Google Meet - a web-based video conferencing application. Parents/Guardians will continue to receive the mandated paper invites in addition to invitations through email. If parents/guardians are unable to participate by video conference, phone conferencing will be available.
  - ii. In-person CSE/CPSE meetings will be scheduled as needed or at parent/guardian request following the CDC and DOH protocol to reduce the spread of COVID-19.

- p. Access to Accommodations, Supplementary Aids and Services, and Technology
  - i. The District will provide the accommodations, supplemental aids and services, and technology indicated on a student's IEP consistent with the need to protect the health and safety of students with disabilities and those individuals providing special education and related services to students.
- q. Documentation of Programs and Services
  - i. The Wilson Central Special Education Department and providers will be keeping record/logs of programs and services provided. These logs will include attendance, student engagement, and the student's progress toward IEP goals. A record of instruction and services, record of formative, summative, and standardized assessments, as well as progress monitoring documentation, a record of school-family collaboration, and the provision of compensatory services records will be maintained.

## XIV. World Languages

### A. ELL Identification Process in 30 days

- a. The District will be required to complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during the summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.
- b. The initial screening process will be followed in person for new entrants following the District's safety protocols.
- c. New entrants must be provisionally placed in an ELL program while awaiting the NYSITELL results, as is feasible.
- d. Former ELLs at commanding proficiency (within 2 years of exiting ELL status) will continue to receive former ELL services in the form of an Integrated ENL or other former ELL services.

### B. Units of Study (in-person and hybrid)

- a. Provision of required instructional Units of Study must be provided to all ELLs based on their most recently measured English Language proficiency level during in-person or hybrid instruction.
  - i. Due to the cancelation of the 2020 NYSESLAT, schools must determine new methods to measure ELL levels of proficiency. Options include local informal progress monitoring tools and the MLS.

### C. Family/Household Communication

- a. Maintain regular communication with the parents/guardians and other family members of ELLs to ensure that they are engaged in their children's education during the reopening process.
- b. Provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

- c. The District will provide professional learning opportunities for our District staff that support best practices and equitable instruction for ELLs as well as general education and special education students to help address learning gaps caused by COVID-19 school closures.

## XV. Staffing and Human Resources

### A. Teacher/Principal Evaluation System:

- a. The existing 3012-d APPR plan for evaluating teachers and the MPPR plan for evaluating principals will continue to be in effect for the 2020-2021 school year. These plans have been approved by NY State Ed and will continue to be used as written. The one formal (two formal for non-tenured teachers and administrators) and one informal observation will occur should students be in the classroom, online virtually, or a combination of both.

### B. Certification

- a. All teachers will hold valid and appropriate certificates for teaching assignments, except where otherwise allowable under the Commissioner's regulations or Education Law.

### C. Incidental Teaching:

- a. The Wilson Central School District will only utilize incidental teaching assignments in emergency situations. Incidental teaching, governed by Part 80.5-3 of Commissioner's Regulations, occurs when a teacher is assigned to teach a subject outside of the teacher's certification area for a period not to exceed five classroom hours a week. Such an assignment may only take place when the district can document that no certified or qualified teacher is available after extensive recruitment.

### D. Substitute Teaching

- a. The District understands the need for certified substitute teachers whenever possible. Certified substitutes do see planned absences further out than non-certified. We will continue to make it a priority to have a certified substitute, or a substitute working on certification, utilized in the area they are certified or seeking certification.
- b. We will continue to track our substitute teachers who do not hold a valid teaching certificate, and are not working toward a certification, but hold a high school diploma or equivalent, so we know when they have worked 40 days. We understand that they are able to continue to 90 days in District if an appropriate search to have a certified substitute is taking place first.

## XVI. Athletics and Extracurricular Activities

- A. Interscholastic Athletics- As a result of the COVID-19 pandemic, districts have delayed the Fall sports start date until Monday, September 21. With NYS approval for the opening of schools in September and with appropriate social distancing, PPE usage, and cleaning and disinfection of equipment, the following will be implemented:
  - Cancel NYS Fall Regional and State Championship events

- Waive seven-day practice rule
  - Maintain current practice requirements
  - Encourage geographic scheduling for games & contests
  - Schools would have the option, if permitted by state officials, to offer off-season conditioning workouts.
- B. Wilson CSD In-person Learners/Full Remote Learners/ Hybrid Model Learners are eligible to participate in interscholastic athletics as a bona fide student of Wilson CSD, taking at least 4 subjects including Physical Education.
- C. If the Fall sports season is interrupted or impacted by the COVID-19 crisis (i.e. state official guidance, school closings, cancelation of high-risk sports, etc.) then a condensed season plan will be implemented. This plan takes into consideration the competitive and interactive aspects of each sport and would include the following, with the stipulated dates being *tentative*.
- D. Season I (Winter Sports)
- a. Dates: Jan. 4-Mar. 13 (Week 27-36) 10 Weeks
  - b. Note: tentative dates sports:
    - i. Basketball (girls & boys)
    - ii. Wrestling\*
    - iii. Competitive cheer\*
 

*\* Because of the high-risk nature of wrestling and competitive cheer, sports may have to be moved to Season II or season III.*
- E. Season II (Fall Sports)
- a. Dates: Mar. 1-May 8 (Week 35-44) 10 Weeks
  - b. Note: tentative dates sports:
    - i. Football
    - ii. Cross country (girls & boys)
    - iii. Field hockey
    - iv. Soccer (girls & boys)
    - v. Volleyball (girls)
 

*Note: Weather will have an impact on outdoor sports in some parts of the state in March and potentially early April.*
- F. Season III (Spring Sports)
- a. Dates: Apr. 5-Jun. 12 (Week 40-49) 10 Weeks
  - b. Note: tentative dates sports:
    - i. Baseball
    - ii. Softball
    - iii. Golf (girls & boys)
    - iv. Lacrosse (boys)
    - v. Tennis (boys)
    - vi. Outdoor track & field (girls & boys)
- G. Extracurricular Activities: At this time all extracurricular clubs and activities are postponed until further notice.