



ICHABOD CRANE CENTRAL SCHOOL DISTRICT

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2020-2021 School Reopening Plan

Updated May 1, 2021

Effective April 9th, the NYS Department of Health released updated guidance for PK-12 schools during COVID-19. The District Health and Safety Committee reconvened to review and amend this Reopening Plan which was originally developed and approved in August of 2020 based on the new DOH guidance document. In addition, administration along with teacher leaders in all subject areas in both the High School and Middle School reviewed the new guidelines. As a result, grade 7 students who were formerly on a hybrid learning model were transitioned to 4 days of in-person learning effective May 3, 2021 utilizing the 3 foot physical distancing rule. In addition, some adjustments from 6 feet to 3 feet of physical distance between students are also being made to accommodate at-risk students and students requesting to return to in-person learning from full remote instruction in grade K-12 classrooms. However six feet will be maintained between adults and students and this will be utilized only on an as needed basis with the majority of K-12 classrooms maintaining six feet of physical distancing. Finally, physical distancing for music and physical education classes was reduced from 12 feet to 6 feet in all three school buildings.

Introduction

The Ichabod Crane Central School District worked with a cross-section of stakeholders to develop school reopening plans that provide a safe learning environment for students and staff this fall. Stakeholders followed the guidance released by the New York State Education Department and the New York State Department of Health to create a comprehensive plan that centers around the health and safety of our school community to provide equity and access to a quality education while also meeting the social-emotional needs of our students.

The Ichabod Crane Central School District's reopening plans were informed by four school reopening subcommittees as well as a district task force composed of students, parents, educators, staff, Board of Education members, health professionals, and representatives of the Questar Health and Safety Team. The four subcommittees created were Academics; Health and Safety; Operations and Athletics and Mental Health and Social Emotional Wellness. The Health and Safety Committee also worked closely with the Columbia County Department of Health. The committees were established to assist the district by providing feedback into the development of our reopening plans. The committees met each week with over 50 individuals participating in total. Additionally, parents and staff were surveyed to collect and analyze pertinent information to be

considered when developing this plan. Additional building level academic committees were also created with additional teacher leaders to inform the academic planning for reopening.

The committees reviewed a plethora of resources such as CDC guidelines, resources from NYS Department of Health, reopening plans from other states, Questar III documents and guidance provided by the New York State Education Department.

The school district has designated the Superintendent, Suzanne Guntlow as their COVID-19 Safety Coordinator. This individual shall be responsible for the continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

The school district has designated Michelle Warner, Nurse Coordinator as the COVID-19 Resource Person, primary point of contact upon the identification of a positive COVID-19 case, and to be responsible for subsequent communications. This person shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians regarding the COVID-19 public health emergency and the plans being implemented in the school.

The following principles guided the Ichabod Crane Central School District's reopening plans:

- The health, safety, and well-being of our students and adults is our top priority.
- Equity and access for all students within our diverse school population must be a primary consideration for every part of our plan.
- Flexibility to provide in person, remote and a hybrid learning environment as needed so that we are prepared to move from one model to another if regulatory changes occur during the school year.

The Ichabod Crane Central School District's school reopening plans are student-centered with a safe and effective learning environment at its core.

The following is the detailed plan for the Ichabod Crane Central School District.

Communication/Family and Community Engagement

Communication between the district and students, parents and staff as well as fostering family engagement is of utmost importance. Ichabod Crane Central School District has developed a communication plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information via web pages, text and email groups, and/or social media groups or posts. The following information outlines our plans and protocols for communication and community engagement.

The District will:

- Continuously engage all school district stakeholders with the development and refinement of plans. The district has at this point already [surveyed parents/guardians](#) twice in July about reopening concerns and preferences to incorporate in the reopening plan where feasible. Teachers and teaching assistants were also surveyed in June by the district and July by NYSUT.
- Develop a reopening plan that engages all stakeholders. A district-wide task force was created and five sub-committees (Academics; Health and Safety; Operations and Athletics; Communications; Mental Health and Social-Emotional Wellbeing) that consisted of administration, Board members, teachers, parents, health and safety experts, medical professionals and community members. Overall over 75 members of the school community partook in the creation of the reopening plan.
- Preliminary reopening plans were shared via a Virtual BOE meeting presentation on July 29 followed by a question and answer session. Feedback was collected following the presentation and used to revise and inform final planning.
- Post and maintain all school reopening plans on the district website (www.ichabodcrane.org) and have hard copies available at each school in the languages spoken by families. The reopening plan will be posted on the website as both a downloadable PDF and a direct embed.
- Three Building Level Community Forums will be held to share more specific building level plans on August 12 (Primary School and Middle School) and August 13 (High School).
- Voluntary Building Level Staff Forums will be held to share more specific building level plans with employees on August 20.
- The district will continue using various methods of collecting stakeholder feedback going forward and throughout the school year. Tools for collecting feedback will be available in the languages spoken by families.
- Have school reopening information and updates centralized on the district website's [School Reopening Information and Updates](#) page. This page will be consistently updated as relevant new information and changes occur. The link to this page will remain prominently visible on the district website's homepage and also has its own button/icon on the homepage.
- Provide regular updates and communications with students, parents/guardians, staff and visitors via the district's website (www.ichabodcrane.org), automated messaging (email, text messages and phone calls when applicable) and posting on district social media ([Facebook](#) and [Twitter](#)). The district will also periodically reach out to parents/guardians to ensure contact information is up-to-date.
- Share relevant information on district outlets about training and safety protocols, including but not limited to hand hygiene, proper face covering, social distancing and respiratory hygiene.
- Encourage all students, faculty, staff, and visitors through verbal and written communication (e.g. signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained. Have a dedicated email (mwarner@ichabodcrane.org) for any stakeholder COVID-19-related questions, concerns or feedback.
- Will have a designated COVID-19 Resource Person for COVID-19-related questions. This coordinator will be Michelle Warner, Nurse Coordinator and can be reached at the email address above or by phone at 518-758-7575 X4093 during the hours of 7:30 am to 2:30 pm, Monday- Friday.
- Immediately notify the local health department about confirmed COVID-19 cases and work closely with local health department guidelines for contact tracing and coordination as needed.
- All students must be taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper use of face covering, social distancing and respiratory hygiene.

Health and Safety

Schools and districts are required to perform health checks and screenings, per DOH guidance, and recognize signs and symptoms of illness in students and staff; maximize social distancing; manage and isolate ill persons until they can be sent home; instruct students and staff in proper hand and respiratory hygiene; require face coverings; and clean/disinfect the schools in accordance with CDC and DOH guidance.

The district reviewed and considered the number of students and staff allowed to return in person, including the ability to maintain appropriate social distance, PPE and cloth face mask availability, availability of safe transport, and local hospital capacity. The district engaged with school stakeholders and community members when developing this health and safety reopening plan. A district-wide task force was created and five sub-committees (Academics; Health and Safety; Operations and Athletics; Communications; Mental Health and Social-Emotional Wellbeing) that consisted of administration, Board members, teachers, parents, health and safety experts, medical professionals and community members.

All students and staff are required to:

- Wear masks over their nose and mouth at all times except during designated mask breaks.
- Wear a mask to ride the school bus and wear it while entering, exiting, and while seated.
- School bus drivers and aides must wear a mask while driving students to/from school.
- Maintain 6 ft. of social distancing while on school grounds (e.g. common areas such as entrances/exits, lobbies, hallways, etc.).
- Participate in daily health screenings.
- Participate in training provided by the district on proper practices of hand hygiene, respiratory hygiene, and social distancing.

Parents will:

- Be required to take their child's temperature and perform a health self-assessment before leaving home every day.
- Parents must keep their child(ren) home from school if they display a temperature greater than 100.0° Fahrenheit.

The District will:

- Ensure that personnel performing in-person screening activities are properly trained and appropriately protected from exposure.
- Require daily temperature checks for all individuals before entering our schools. No one with a temperature greater than or equal to 100.0° Fahrenheit will be permitted to enter except to be quarantined in a designated, supervised area until the individual(s) can be safely removed from school premises.
- Immediately notify the students' parent/guardian, student's primary care physician, and the district's medical director about potential COVID cases and work closely with local health department guidelines for contact tracing and coordination as needed.

- Consult with the local health department about the requirements for determining when an individual who has tested positive can return to the in-person learning environment.
- Provide each staff member with a cloth mask. Students are expected to come to school with a mask. Disposable masks will be available for anyone without a mask.
- Provide and maintain hand hygiene stations, including handwashing soap, water, and disposable paper towels, as well as alcohol hand sanitizer (60 or more) for areas where handwashing is not feasible.
- Conduct daily cleaning and disinfecting protocols as well as a deep disinfection of all areas of the schools weekly to prepare for different groups of students. All products used will be in compliance with all COVID-19 safety guidelines.
- Ensure regular cleaning and disinfection of restrooms and distancing rules will apply.
- Provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19 that follow CDC guidelines.
- Ensure that shared books and supplies will be minimized and where used, books (e.g., library books, trade books) supplies (e.g., science lab materials) will be disinfected or allowed to remain untouched for 3 days between use (or length specified by CDC).
- Eliminate general visitors to the buildings.
- Eliminate the use of the building by outside organizations.
- Train students, staff, and parents on proper hand hygiene, respiratory hygiene, proper mask wearing and storage, signs and symptoms of COVID-19, and social distancing practices.

Health Checks and Screenings

- Parents, staff, and students will be instructed on the careful observation of symptoms of COVID-19 and how to conduct a health screening.
- Students will have their temperature checked as they board the bus or prior to exiting their vehicle at school when being dropped off. Staff will have their temperature checked at the main entrance prior to being granted entry into the building.
- Any student or staff member that has a temperature of 100.0° Fahrenheit or higher or displays one of the most common symptoms of COVID-19 according to the CDC are not permitted to come to school.
- In addition to a temperature check, all staff, contractors, or vendors are required to complete a screening questionnaire.
- Any student or staff member displaying symptoms will be isolated from others and sent home immediately. Parents/Guardians and the students' primary care physician will be contacted.
- Personal protective equipment will be used for staff members performing temperature checks and health screenings.

Healthy Hygiene Practices

- Healthy hygiene practices will be taught to students and staff during the first week of school.
- Signs will be posted throughout the school building (including entrances, restrooms, cafeteria, classrooms, offices, auditorium, and janitorial staff areas) outlining healthy hygiene practices.
- The district will reinforce proper hand hygiene (cough/sneeze covering) among all students and staff. The following methods will be used:
 - Training (of staff and students) as mentioned above
 - Signs
 - Announcements

- Teacher reinforcement
- Designated time in the schedule for hand hygiene
- The following hand hygiene practices will be used:
 - Traditional hand washing for a minimum of 20 seconds.
 - When hand washing is not available, hand sanitizer (60% alcohol or greater) will be available. Each classroom teacher will have hand sanitizer in their classroom. All offices will also have hand sanitizer available.

Respiratory Hygiene

- The district will reinforce proper respiratory hygiene (cough/sneeze covering) among all students and staff. The following methods will be used:
 - Training (of staff and students) as mentioned above
 - Signs
 - Announcements
 - Teacher reinforcement
- Supplies of tissues and no touch trash cans will be provided.
- Fans are allowed only if a window is open. Fans must be facing either the open window or the open door. Fans must not be blowing directly on students.

Physical (formerly Social) Distancing

- [Updated protocol](#) as of 4/30/2021
- Individuals will keep a physical distance of at least six feet in common areas such as entrances/exits, lobbies, hallways, etc.
- All students and staff must wear an approved face covering at all times. The only exceptions are when eating and during designated mask breaks (which may occur during classroom instruction if six feet of distance can be maintained).
- Physical distancing markers will be posted using tape or signs that denote six feet of spacing in commonly used and other applicable areas. The following areas will be marked:
 - Main Office
 - Serving Line (when applicable)
 - Restrooms
 - Guidance Office
 - Library
 - Auditorium
- Teacher Meetings
 - Meetings are allowed in small groups (up to 20 persons) in classrooms based on the capacity of the classroom. This is not intended for large group meetings in large areas (ie. cafeteria, gym, auditorium, LGI, etc.).
 - Participants do not have to be fully vaccinated in order to participate in an in-person meeting.
 - All participants must maintain six feet of distance and wear masks at all times.
 - Note: There will be no cleaning or disinfection of the room/desks/tables by the custodial department after these meetings.
- Student seating/desks will be placed at least six feet apart, except for Grade 6 and Grade 7 where they will be placed three feet apart.
 - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart
 - Open windows to ensure ventilation
 - Keep classroom doors open to avoid touching handles
- The use of communal use spaces such as cafeterias and auditoriums will be staggered and cleaned

and disinfected in between use.

- Each student's belongings will be separated from others' and in individually labeled containers or areas and it will be ensured that they are taken home and cleaned and disinfected regularly.
- The district will ensure adequate supplies to prevent sharing of high-touch materials (e.g. pens, pencils, erasers, etc.). Students will not share objects.
- All school devices (e.g. laptops, desktops, Chromebooks, iPads, etc.) will be cleaned and disinfected between uses. Disinfecting wipes will be provided for this purpose.
- When participating in Chorus, Band, and Physical Education, individuals will keep a social distance of at least six feet. Any instrument, music, or equipment used will need to be disinfected between classes. Outdoor space will be used as much as possible.
- The use of lockers will be eliminated until further notice.
- Where possible, traditional drinking fountains will be replaced with units with bottle fillers. All drinking water facilities will be cleaned and disinfected regularly.
- The number of students in the restroom will be limited at any given time. Social distancing markers will be used and restrooms will be disinfected frequently throughout the day.
- Students are able to work in groups if they wear masks at all times, do not share objects, and complete hand hygiene before and after the group work.
- Students are permitted to play with toys. Students must complete hand hygiene before and after use. Any toys must be cleaned between cohorts.

Events and Activities

- School events and ceremonies will be able to occur under the following guidelines:
 - Indoor events can occur with a maximum of 2 attendees per student up to 100 people. The indoor space must have a capacity of at least 200 persons. Seating charts must be created, maintained, and submitted for each event.
 - Outdoor events can occur with a maximum of 200 people.
 - One attendee from each attending party must sign in and provide the following contact information:
 - Full name
 - Address
 - Email
 - Phone Number
 - Each attendee must complete a Health Screening complete with a questionnaire and a temperature check.
 - Attendees must maintain a distance of six feet from others at all times, except for members of the same party.
 - Face coverings must be worn at all times. Note: Students may remove their mask briefly for the purpose of a photograph.
 - There must be controlled movement that is planned out in detail in advance.
 - Large scale events (Graduation and Prom) are exceptions to these guidelines. Decisions on the details of these events will be determined by a committee.
- Field Trips may be permitted under the following guidelines:
 - The trip location is outdoors.
 - At least six feet of physical distancing can be maintained.
 - The positivity rates in both Columbia County and the county of the destination are below 3.0% rate (rate used for athletics).
 - Students must be cohorted for the bus ride and the duration of the trip.
 - Face coverings must be worn at all times. If students are outside and appropriately physically distanced, they may remove their masks.

- Detailed plans for all field trips must be submitted to the building principal for approval.
- Multiple day field trips are not permitted at this time.
- Extracurricular activities may now take place in person. All procedures and guidelines must be followed. Careful attendance must be taken and seating charts must be maintained.
- Staff luncheons are acceptable. The use of catering is preferred and the use of homemade food is discouraged. If someone is dispensing the food, that person needs to wear a mask, face shield, and gloves at all times. All persons must maintain at least six feet of distance at all times. Faculty and staff must take their food and eat in their designated lunch location.
- Students/parents may now provide prepackaged snacks for their class. Items need to be brought in at least three days in advance. Food may only be handed out by the staff member and gloves must be worn. All rules for eating meals must be followed.

Medically Vulnerable/High-Risk Groups

- The district will to the best of our ability protect and support staff and students who are at higher risk for severe illness.
- Any parent/guardian or staff member should contact the appropriate building administrator as soon as possible and inform them of the medically vulnerable status. Medical documentation will be required.
- Medical documentation should include:
 - The nature, severity, and duration of the impairment
 - The activity or activities that the impairment limits
 - The extent to which the impairment limits the ability to perform the activity or activities ○ Accommodations recommended by the medical professional and substantiation as to why the requested accommodation is needed
- The district will consult with school health personnel and work together with the students' family or staff member on how to meet the individual needs and provide accommodations that are medically necessary.

Personal Protective Equipment (PPE)

- PPE Requirements: Staff
 - ALL staff must wear an approved face covering at all times. An approved face covering covers the nose and mouth and fits the face snugly. Cloth face coverings (excluding bandanas) are acceptable. The only exceptions are when eating, during designated and appropriate times for mask breaks and/or when alone in a room or office.
 - The district will make available acceptable face covering at no-cost to the employee. Employees will be allowed to wear their own face covering.
 - Employees must wear a face covering unless they are unable to medically tolerate such covering. Employee(s) that are not medically able to wear a face covering will be required to provide documentation from a healthcare provider. If an employee is medically unable to wear a face covering, the district and the employee will work together to determine an appropriate alternative (i.e. face shield, etc.).
 - Alternate PPE (i.e., face shields or coverings that are transparent at or around the mouth) may be used for therapies or interventions that require visualization of the movement of the lips and/or mouths (e.g. speech therapy). These alternate coverings may also be used for certain students (e.g. hearing impaired) that benefit from being able to see more of the employee's face.
- PPE Requirements: Students
 - All students must wear an approved face covering at all times. An approved face covering

covers the nose and mouth and fits the face snugly. Cloth face coverings are acceptable (excluding bandanas). The exceptions are when eating and during designated mask breaks (which may occur during classroom instruction if six feet of distance can be maintained).

- Students are expected to come to school with their own mask or face covering. If a student forgets his or her mask, the district will provide one.
- **Mask breaks will occur multiple times each day as scheduled by the classroom teacher.**
- PPE Needs, Current Supplies, and Ordering
 - The district will provide and maintain adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer, paper towels, tissues, and lined trash receptacles. ○ Staff will complete inspect their area and complete a daily checklist to ensure that they have sufficient supplies each day (face covering, tissues, hand hygiene supplies, cleaning supplies). ● [View the district's Face Mask/Covering Protocol](#)

Aerosol Generating Procedures

- Additional PPE will be used when conducting aerosol generating procedures.
- This PPE consists of gloves, N95 or surgical facemask, eye protection, and a gown. ● This PPE will be used when suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.
- These treatments will be conducted in a room separate from others with the nursing personnel wearing the above PPE. Cleaning of this room will take place between use.

Management of Ill Persons

- Students or staff with symptoms of illness will be sent to the health office to be assessed. Students or staff that exhibit symptoms of COVID-19 that are not explained by a chronic health condition as determined by the school health personnel will be sent to the isolation room until a parent/guardian can pick them up.
- Staff will immediately be sent home and must contact their healthcare provider.

If Students or Staff become Ill with Symptoms of COVID-19 at School

- School staff must immediately report any illness of students or staff to the school nurse.
- If several students or staff are waiting to see the school nurse, they will wait at least 6 feet apart.
- Two rooms will be available for school health personnel - one room for healthy individuals who have injuries or need their medications or nursing treatments and another room for assessing and caring for ill students and staff.
- School nurses and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions which includes the use of appropriate PPE.
- Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.
- Students will be escorted from the isolation area to parent/guardian while wearing a mask.
- Parents must contact their healthcare provider.
- Areas used by the ill person will be cleaned and disinfected.
- School staff will call for emergency transport for any student showing emergency warning signs for Multisymptom Inflammatory Syndrome in Children (MIS-C).

- If a student or staff member reports having tested positive for COVID-19, the COVID-19 Resource Person will notify the local department of health.
- [View the district's Protocol Chart for Symptomatic/Positive COVID-19 Individuals](#)

Return to School After Illness (following CDC and Department of Health Guidelines)

- If not diagnosed with COVID-19 by a healthcare provider, individuals can return to school when:
 - No fever, without use of fever reducing medicines, and felt well for 24 hours
 - If diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.
- If diagnosed with COVID-19, individuals can return to school when:
 - It has been 10 days since the individual first had symptoms
 - It has been 3 days since the individual has had a fever (without using fever reducing medicine)
 - It has been 3 days since individual's symptoms improved, including cough and shortness of breath
- The school may request medical documentation following the display of COVID-19 symptoms in school.

COVID-19 Testing

- Per the New York State Department of Education's guidance to schools for reopening, Recovering, [Rebuilding, and Renewing: The Spirit of New York's Schools](#), "it is strongly recommended that schools comply with CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health. [CDC Interim Considerations for K-12 School Administrators for SARS-CoV-2 Testing](#) Schools should identify who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system) particularly in the event that large-scale testing at the school is needed. Schools wanting to perform COVID-19 testing must apply and be approved as a limited service laboratory (LSL). Please refer to the [instructions and application materials](#), and if applicable, the worksheet for [multiple locations](#)." Therefore, the school district will not be testing individuals. A list of regionally available testing locations is available on the school district website [at this link](#) and further down on this document for individuals that may want to be tested on their own. School district health care professionals will refer symptomatic individuals to their primary care provider (PCP) for testing.
- In the event an individual screens confirmed for COVID-19 symptoms while at school, meaning that they have a fever, or appear symptomatic while at school with any of the [COVID-19 symptoms identified by the CDC](#), they will be placed in an isolation area. For students, parents/guardians will be called to pick the student up from school immediately. Staff members will be asked to leave immediately. Individuals will be referred to their primary care provider (PCP) for evaluation. If the primary care provider (PCP) determines that the symptoms are not COVID-19 related, a note from the primary care provider (PCP) stating such diagnosis must be provided in order to return to school or work. If the primary care provider (PCP) determines that the symptoms are COVID-19 related, testing must occur.
- It is imperative that individuals seek medical evaluation from their primary care provider (PCP) to determine whether or not these symptoms are related to a known or diagnosed condition other than COVID-19 (i.e. ear infection, allergies, etc.).
- At the minimum, [New York State Department of Health Guidelines](#) requires "documentation from a

health care provider following evaluation, negative COVID 19 diagnostic test result and symptom resolution, or if COVID 19 positive, release from isolation.” If an individual tests positive for COVID-19, isolation protocols will be required and release from isolation will be determined by the local health department of residency.

- Any symptomatic student or staff awaiting testing results should self-quarantine and will not be allowed to return to school until released by a negative COVID-19 test result. If an individual is confirmed as positive for COVID-19, isolation protocols will be required for 10 days per CDC guidelines and symptom free for 72 hours, and release from isolation will be determined solely by the local health department of residency. A release letter provided the local health department of residency will be required for the return to school.
- If a confirmed test result occurs, the county of residency will be notified by the laboratory performing the test. Individuals will also be notified by either the initial testing facility or their local health department for negative results. The parents of any student who has tested positive must notify the school district as soon as possible. The district COVID-19 School Resource Person for the school will coordinate with the local health department of residency for contact tracing purposes.
- In the event a student is under mandatory quarantine by the local health department, the school district will provide remote learning options for the student for the length of their quarantine.
- [Full district COVID-19 Testing Plan is located online here](#), along with a listing of Columbia County testing sites.

Contact Tracing

- As noted in the New York State Department of Education's guidance to schools for reopening, [Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools](#), “Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. Schools must cooperate with state and local health department contact tracing. Schools can assist public health departments in knowing who may have had contact at school with a confirmed case by:
 - keeping accurate attendance records of students and staff members;
 - ensuring student schedules are up to date;
 - keeping a log of any visitors which includes date, time and where in the school they visited; and
 - Assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
- Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.”
- In the event an individual is identified as a confirmed case within a school, the local health department will determine a starting date for which the school will need to provide contact tracing information. This date will be 48 hours prior to the individual becoming symptomatic. To this end, the school district will need to keep records that will be made available to the local health department for those who may have been in close contact with the confirmed case. The COVID-19 School Resource Person ([Michelle Warner, Nurse Coordinator](#)) will assist the local health department with questions and information related to identifying close contacts. Any close contacts will be identified by the local health department. Once close contacts are identified, information will be sent by the local health department to

NYSCommCare, as part of the NYS Contact Tracing Program. Close contacts should utilize the NYS Contact Tracing Tool for People Being Tested for COVID-19 worksheet to assist with this process.

- If a student or staff member is identified by the local health department as a contact, they will be contacted by a NYSCommCare and be instructed to quarantine for 14 days. NYSCommCare will communicate with close contacts daily for quarantine surveillance. Any contact identified by the local health department may not return to school until such a time as they are released from mandatory quarantine by the NYSCommCare or the local health department.

School Closures

- School closure decisions will occur in consultation with the local health department.
- This may involve the closure of a classroom or entire facility depending on the quantity of suspected and/or confirmed cases.
- There may be no need to close a school building if the local health department determines that the identified close contacts are excluded from school and the facility may continue normal operations.
- Full closure of a school facility may be necessary in some situations and will be implemented on a case-by-case basis.
- Schools will be closed if the absentee rate impacts the ability of the school to operate safely.

Cleaning and Disinfection

- All buildings will undergo a deep cleaning and disinfection prior to the opening of school.
- All surfaces and/or materials in educational spaces that are difficult to clean and disinfect or that may harbor pathogens will be removed. This includes but is not limited to upholstered furnishings, rugs, stuffed animals, etc.
- School wide cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, and buses. This cleaning will include:
 - Normal routine cleaning with soap and water to decrease how much of the virus is on surfaces and objects.
 - Disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19. Where disinfectants are used, products will be registered with EPA and the NYS Department of Environmental Conservation (DEC).
 - When EPA-approved disinfectants are not available, alternative disinfectants will be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions).
- The district will clean and disinfect each area with the following frequency:
 - Classrooms: Clean daily, disinfect weekly
 - Restrooms: Clean and disinfect daily
 - Cafeterias: Clean daily, disinfect Weekly
 - Libraries: Clean daily, disinfect Weekly
 - Playgrounds: Per CDC guidance (see below)
 - Buses: After each bus run
 - High Touch Surfaces: Five times daily
 - Nurse's Offices: Clean and disinfect daily (see below)
- Cleaning or disinfection of desks in between student use is not required. Students must participate in hand hygiene (use of hand sanitizer) upon entering and upon leaving a classroom. This will be closely monitored.
- The district will maintain logs that include the date, time, and scope of cleaning and disinfection in each

facility or area. These logs will be completed by the custodial staff doing the cleaning and disinfection.

- All custodial staff will be provided with the necessary PPE when cleaning.
- Students will not be present when disinfectants are in use and will not participate in cleaning and/or disinfection activities.
- The cleaning and/or changing of heating/air conditioning system filters will occur quarterly based on run time and environmental conditions.
- Electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., will be disinfected between uses via sanitizing wipes.
- Playgrounds should be cleaned per CDC guidance:
 - require normal routine cleaning, but do not require disinfection
 - high touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.
- Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.
- School Health Office Cleaning
 - School health office cleaning must occur after each use of:
 - Cots
 - Bathroom
 - Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.)
 - Disposable items should be used as much as possible including:
 - Disposable pillow protectors
 - Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.
- High touch surfaces within the school will be cleaned and disinfected frequently throughout the day (e.g., tables, door knobs/handles, light switches, counters, toilets/restrooms, faucets and sinks, drinking fountains, etc.).
- Shared objects will be cleaned and disinfected (e.g., games, art supplies, athletic/gym equipment) between uses by different cohorts of students. Students will perform hand hygiene before and after touching shared objects.
- Ventilation systems have been checked and are operating properly. We are currently utilizing the maximum filtration and ventilation based on our system's capabilities.
- Outdoor air circulation will be increased by opening windows and doors, unless they pose a safety or health risk (e.g. allowing pollen in or exacerbating asthma symptoms) to students using the facility. Outside air circulation has been increased from 15 cubic feet per minute to 30 cubic feet per minute.
- All water systems and features (e.g., drinking fountains, decorative fountains) will be flushed to ensure water quality.
- A continuous log of every person, including employees and students, who may have close contact with other individuals at the school will be maintained. This log should contain contact information, such that all contacts may be identified, traced and notified in the event an individual is diagnosed with COVID-19.
- In the event of a confirmed positive case of COVID-19 in a student or staff member, all cleaning procedures recommended by the CDC will be followed.

Safety Drills

- All mandatory safety drills, including eight evacuation ("fire drills") and four lockdown drills, will

be conducted as required by law.

- Approved face coverings and social distancing will be mandatory during all drills.
- Students will be instructed that if it is an actual emergency that requires evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.
- The district will modify the evacuation drill protocols as follows:
 - The drills will be conducted on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site.
 - The drills will be conducted with all students in the school building on that school day.
 - All students will participate in drills and receive instruction in emergency procedures while they are in attendance in-person.
- The district will modify the lockdown drill protocols as follows:
 - The drills will be conducted in the classroom without “hiding” or “sheltering.”
 - An overview of how to shelter or hide in the classroom will be provided as part of the drill.

Before and After Care Program

- The district’s before and after care program is run by an independent organization, OK Kids, Inc.
- OK Kids, Inc. will follow all COVID-19 procedures and protocols outlined in this document and all reopening plans.

Facilities

Schools and districts are required to promote social distancing while maintaining existing safety requirements designed to protect students. To accomplish this, our schools will change the way they utilize space. Ventilation and filtration requirements will be met or exceeded to support air quality.

The District will:

- Design hallway traffic to be directional with appropriate signage.
- Ensure filtration and ventilation systems meet or exceed minimum requirements.
- Encourage teachers to have windows open and instruct parts of classes outdoors, where practical and feasible.
- Prohibit the use of lockers.
- Reduce the number of materials students need with them on a daily basis.

Fire Code Compliance

- Any changes to facilities will meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code

Doorways

- Doors in stairs and corridors will be held in the open position.
- The function, position, and operation of these doors will remain unchanged.

Emergency Drills

- The district will conduct the required evacuation and lockdown drills while following the CDC and DOH health and safety guidelines.

- Any modifications to the above drills will be included in the Fire Safety Plan.

Inspections

- The deadlines for the Building Condition Survey and Visual Inspections will be met.

Lead Testing Due in 2020

- The required lead testing will occur in 2020 as scheduled.
- The lead testing will be conducted when the building is occupied.

Changes to Space Utilization and/or Alterations

- Substantial changes to space utilization are not occurring.
- Directional signage will be put in place on the floors in the hallways. These will include arrows indicating the direction and flow of foot traffic.
- The use of lockers will be eliminated until further notice.

Space Expansion

- Space expansion is not occurring.

Tents for Additional Space

- Tents are not being utilized.

Plumbing Facilities and Fixtures

- The number of toilet and sink fixtures will meet the minimum standards of the NYS Building Code.
- The district will not be constructing any temporary plumbing facilities.
- Where possible, traditional drinking fountains will be replaced with units with bottle fillers. All drinking water facilities will be cleaned and disinfected regularly.

Ventilation

- Adequate, code required ventilation will be maintained.
- Ventilation systems have been checked and are operating properly.
- Outdoor air circulation will be increased by opening windows and doors, unless they pose a safety or health risk (e.g. allowing pollen in or exacerbating asthma symptoms) to students using the facility. Outside air circulation has been increased from 15 cubic feet per minute to 30 cubic feet per minute.
- Teachers will be encouraged to have windows open and have class outside as much as possible.
- The district is installing higher efficiency filter media where the HVAC equipment allows.

Child Nutrition

Schools and districts must provide all enrolled students with access to school meals each school day whether school is in-person or remote; address all applicable health and safety guidelines; ensure compliance with NYSED Child Nutrition Program requirements as well as USDA guidelines; and communicate with families through multiple means, in the languages spoken by those families.

The District will:

- Communicate food service availability and options with families through multiple means in the language spoken by families via the district website, text messaging, email and social media. The Food Service Director, Todd DiGrigoli, will be identified to receive and respond to all communications pertaining to food services. This will determine the need for meals on days when students are not on campus.
- Deliver to students not on campus in conjunction with the transportation department scheduling.
- Train staff on district policies and protocols specific to health and safety procedures and guidelines.
- Review, and retrain staff as needed on standard operating procedures for food service.
- Cross train food services staff to perform essential activities in the event of key absences or emergency situations.
- Provide all students enrolled with access to school meals each school day, including those in attendance and those learning remotely.
- Include measures to protect students with food allergies by providing meals in spaces outside the cafeteria.
- Ensure all desks are cleaned and disinfected prior to the next group of students arriving for meals.

Hand Hygiene

- Students will wash their hands or be provided with hand sanitizer (if a hand washing station is unavailable) prior to eating.
- Sharing of food and beverages will be prohibited.

Meal Service

- Breakfast will be served off the bus in a “grab and go” pre-packaged manner while following appropriate social distancing and allowing for eating in classrooms.
- Lunch will be “to go” style with a single, prepackaged option each day. Lunch will be served in both classrooms and in the cafeteria utilizing desks instead of tables. Social distancing of six feet will be maintained at all times.
- Grades K-5 will have lunches delivered to the classroom for their assigned lunch period.
- Grades 6-12 will either eat meals in the classroom or in the cafeteria using student desks to ensure social distancing.
- Students will be supervised during meal times and prohibited from sharing food and beverages unless members of the same household.
- Hand sanitizer & disinfectant wipes will be available in all classrooms and cafeterias for proper hand hygiene and desk cleaning.
- Parents/guardians will be encouraged to set up and utilize a MySchoolBucks account to minimize cash transactions.
- Counting & Claiming will be taken via class rosters or by scanning students' ID card with a handheld scanner.
- All students will have an ID card that can be scanned at the point of service to eliminate having to touch a pin-pad.
- No self-serve options. This includes utensils & napkins.
- All students with food allergies will have individualized health care plans.

Meal Service During Full Remote Learning

- Family outreach in both English & Spanish with emails, texts and district social media platforms to notify families of meal services offered.
- Deliveries will be made on Monday & Wednesday.

- Deliveries will be made utilizing the transportation department.

Transportation

Schools and districts must provide transportation services to all students with consistency and equity. Districts are required to ensure that school buses have regular disinfection measures. Students are to be trained about the wearing of masks and social distancing on the bus, at stops, and at loading/unloading times.

- Masks will be required on school buses. Students must wear a mask provided from home to ride the school bus and wear it while entering, exiting, and seated. Each bus will have a supply of extra masks available for students entering the bus.
- School bus drivers and aides must wear a mask while driving students to/from school.
- Parents/guardians must screen their child(ren) for fever/signs of COVID prior to getting on the bus; sick students must be kept home.
- Mobile temperature scanning devices will be utilized on all large buses. Small buses with attendants will perform manual screening prior to entrance onto the bus.
- Students will be assigned seats for appropriate social distancing based on age and pick-up location.
- Members of the same household/family will be assigned seating together regardless of grade. Older students will be placed at the front of the bus.
- Parents are encouraged to drive their children where feasible.
- Staggered school arrival times and dismissal procedures will likely be necessary. This will be communicated to families prior to the start of school.

School Bus Occupancy

- Bus routes will be designed as close to 33% capacity with no route designed with greater than 50% capacity to the extent possible.
- Students without masks will be provided a mask at the bus stop. If a student refuses to wear a mask without providing medical exemption documentation he or she will be denied entry to the bus. Students with a medical exemption will be assigned a bus adhering to CDC social distancing guidelines.
- Seating assignments will be strictly enforced as per NYSDOH guidance.

Driver/Monitor

- All transportation department employees must pass Health Survey and Temperature checks prior to coming on duty.
- Drivers, monitors and attendants will be provided all necessary PPE to perform their duties safely. A mask will be worn at all times while performing safety sensitive functions on the school bus. Gloves will be worn if direct contact is required or anticipated on the school bus.
- Drivers will be encouraged to wash hands frequently throughout the day.

Cleaning and Sanitizing

- Each bus will have all high traffic areas properly cleaned between each bus run.
- Each bus utilized in the school day will be sanitized at least once daily.

Social-Emotional Well Being

Schools and districts must prioritize social emotional well-being - not at the expense of academics, but to

create the mental, social, and emotional space for academic learning to occur.

The district will utilize a tiered approach of health interventions to assess students' mental health needs as outlined in the attached graphic: [ICC MTSS Mental Health](#)

- Tier I Support: The district will provide Peaceful Classroom training K-12 for all teachers. This is a curriculum designed to teach problem-solving skills, understanding stress responses, learning different types of thinking, building emotional resilience and mindfulness.
- Tier II Support: Counselors and psychologists will implement Peaceful Kids, a program that targets small counseling groups based on Peaceful Classroom training and the need of a higher level of support.
- Tier III Support: The district will utilize the following to identify individual needs and develop the proper interventions:
 - Data from COVID-19 (March through June) to identify students that should be assessed in September based on engagement and social-emotional needs
 - Parent survey can be found here: [Student Mental Health Survey](#)
 - Teachers monitoring of students social-emotional wellness and identification of at risk students

Support for Faculty/Staff, Students, Parents

- Time dedicated during the first week of school to orientation for K-12 students to familiarize students with school and new protocols.
- Mindfulness activities will be implemented school-wide each day.
- Counselors and psychologists will visit all classes in September to inform students of their role in the school and how to access them.
- A "How to be Successful with Distance Learning" guide will be shared with all students and families.
- Counselors and psychologists will provide office hours for students and parents.
- Training will be provided for parents on how to identify students who may need social-emotional support.
- There will be an increase in time of therapy dogs in classrooms
- Counselors will provide support for students/teachers with the "Mind-Up" curriculum. This will provide supplemental mindfulness activities, curriculum to address regulating stress and emotion, ideas for forming relationships and acts of kindness.
- The School Resource Officer will provide support for parents and students on internet safety in terms of the impacts on mental health. This will include a mandated video for all students to watch prior to signing out their chromebook.

Trauma-informed and Trauma-skilled

- All staff will be trained on how to identify and respond to students struggling with trauma

Communication of Available Resources

- The district will update and maintain the mental health and counseling resource page on the district website. This will include:
 - Available support resources for parents and teachers (e.g. - trauma, mental health, homelessness, isolation, depression, grief, etc.)
 - A district-wide and building-level comprehensive developmental school counseling program plan

- Bulletin boards in hallways will include positive messages and hand-outs for students on how to access supports.

Establishing and Maintaining Connections with Students and Families

- Training will be provided for families on distance learning and how to use technology and software.
- The district will provide an "Orientation to Living in the COVID World of School" (videos, pictures shared of what the classrooms/school will look like, cleaning process, riding the bus)
- Each school will plan a virtual Welcome Back open house to inform families about reopening plans, what school will look like and how they can help contribute to a healthy and safe environment.

School Schedules

It is our priority to provide each student with an education that is equitable, fair, appropriately challenging, and aligned to the NYS learning standards. Additionally, we recognize that an important aspect of education is the relationships that our students develop with peers and staff within our school community. From conversations with stakeholders and the feedback acquired through our surveys, we recognize that returning to school in-person is important for all members of our school community and a necessary part of our educational program.

Due to the updated (April 2021) CDC and Department of Health Guidelines combined with the size of our facilities, we are unable to return to full K-12 in-person daily instruction while still remaining in compliance. However, we will be able to return all students to in-person instruction in some capacity. We have developed plans for full in person instruction for students in kindergarten through seventh grade with a hybrid model for students in grades 8-12. We have also prepared plans for full remote instruction should the need arise for all students in grades K-12.

As we navigate the challenges and constant changes produced by the COVID-19 pandemic, we will continue to develop ways to provide our students with a rich and well-rounded education in the safest manner possible. Below are the updated instructional models that we are implementing effective May 3, 2021

District Hybrid Model

Grades K-5: Full In-Person Model

- Students are placed in cohorts and will be present for in-person instruction each day. By following recommended safety guidelines, including (6 foot) physical distancing, all students can return to school for a full day of learning.
- In some instances, 3 feet of physical distancing may be utilized between students in K-5 classrooms in order to accommodate fully remote students requesting to return back to in-person learning for May/June. Six feet will be maintained between adults and students and this will be utilized on an as needed basis with the majority of K-5 classrooms maintaining six feet of physical distancing.
- Additional classroom sections will be added to kindergarten through fifth grade in order to meet safety requirements. This will generate the need to create new K-5 class lists for the 2020-2021 school year.
- Recess will be built in for all students each day with only their classmates.
- Teachers will maximize opportunities for outdoor learning (i.e.) nature walks, instruction outdoors, Story Time, structured games, etc.

- Special area classes (specifically Physical Education and Music) will be reduced from twelve feet of physical distance to six.

Grades 6-7: Full In-Person Model

- Students will return to four days of in-person instruction through the end of the 20-21 school year.
- Physical distance may be reduced from six feet to three when needed. Six feet will be maintained between adults and students and this will be utilized only on an as needed basis with the majority of 6-7 classrooms maintaining six feet of physical distancing.
- Special area classes (specifically Physical Education and Music) will be reduced from twelve feet of physical distance to six.
- Physical distancing for lunch will be maintained at 6 feet.
- Masks will be worn at all times.

Grade 8: Hybrid Model

- Due to a restriction in space as well as scheduling challenges, we are unable to accommodate all grade 8 students back in-person.
- In-person instruction for grade 8 will run on an alternating basis where students attend school for 2 consecutive days in a week (either Monday/Tuesday or Thursday/Friday). For this, students will be split up into either 'Group A' or 'Group B'. These same groups will be utilized for fully online instruction (see below - '*Fully Online Instruction*'). ***Every effort will be made to keep children in the same families together in designated groups (A or B).
- Priority will be given to returning as many at-risk students (Academic, Social-emotional, or otherwise) to 4 days/week in person instruction as needed following all current health and safety guidelines. In order to accommodate as many of these at-risk students as possible, physical distancing may be reduced from 6 feet to 3 feet as needed. Six feet will be maintained between adults and students and this will be utilized only on an as needed basis with the majority of classrooms maintaining six feet of physical distancing.
- When not in school for in-person instruction (Monday-Tuesday for Group B and Thursday-Friday for Group A), students will be expected to participate through virtual instruction in the following ways:
 - Following a live stream of the teacher's class
 - Watching a recorded video of the class for that day
 - Completing independent work/assignments that will substitute for missed work.
- Since Grade 8 will be rotating classes when necessary, Wednesdays will be used for cleaning and disinfecting the buildings. Academically, this time will be utilized as follows:
 - During the morning, students will engage in learning experiences such as targeted small group instruction, group work, assessments, additional help and review.
 - During the afternoon, students can work on assignments and projects. Wednesday afternoon will be providing staff the opportunity for collaboration, professional development, lesson development and connecting with parents and students.
- Student expectations on virtual days will be determined by the teacher based on what will work best for the specific course and what is being learned.
- Faculty and staff will monitor and support all students in a reasonable and appropriate manner.
- Teachers will provide synchronous, live instruction to both students at home and to students on campus on days of hybrid instruction.
- Students are required to virtually check-in to every period or block via Google Meet.

Grades 9-12: Hybrid Model

- Due to a restriction in space, reduction of class size to accommodate all students in grades 9-12 is not possible.
- In-person instruction for grades 9 -12 will run on an alternating basis where students attend school for 2 consecutive days in a week (either Monday/Tuesday or Thursday/Friday). For this, students will be split up into either 'Group A' or 'Group B'. ***Every effort will be made to keep children in the same families together in designated groups (A or B).
- High School students will follow their typical block schedule and attend classes for Day 1 on the first day of in-person instruction and attend classes for Day 2 on the second day. For example:
 - Group A students will come to school for in-person instruction on Monday-Tuesday. Monday will be Day 1 and Tuesday will be Day 2
 - Group B students will come to school for in-person instruction on Thursday-Friday. Thursday will be Day 1 and Friday will be Day 2.
- When not in school for in-person instruction (Monday-Tuesday for Group B and Thursday-Friday for Group A), students will be expected to participate through virtual instruction in the following ways:
 - Following a live stream of the teacher's class
 - Watching a recorded video of the class for that day
 - Completing independent work/assignments that will substitute for missed work.
- Since Grades 9-12 will be rotating classes when necessary, Wednesdays will be used for cleaning and disinfecting the buildings. Academically, this time will be utilized as follows:
 - During the morning, students will engage in learning experiences such as targeted small group instruction, group work, assessments, additional help and review.
 - During the afternoon, students can work on assignments and projects. Wednesday afternoon will be providing staff the opportunity for collaboration, professional development, lesson development and connecting with parents and students.
- Student expectations on virtual days will be determined by the teacher based on what will work best for the specific course and what is being learned.
- Faculty and staff will monitor and support all students in a reasonable and appropriate manner.
- Priority will be given to returning as many at-risk students (Academic, Social-emotional, or otherwise) to 4 days/week in person instruction as needed following all current health and safety guidelines. In order to accommodate as many of these at-risk students as possible, physical distancing may be reduced from 6 feet to 3 feet as needed. Six feet will be maintained between adults and students and this will be utilized only on an as needed basis with the majority of 9-12 classrooms maintaining six feet of physical distancing.
- Teachers will provide synchronous, live instruction to both students at home and to students on campus on days of hybrid instruction.
- Students are required to virtually check-in to every period or block via Google Meet.

Hybrid Model "View" (Grades 8-12)

8-12 Hybrid Model				
Monday	Tuesday	Wednesday	Thursday	Friday

Group A Students in school for in-person instruction	Group A Students in school for in-person instruction	No 6-12 students in buildings. A.M.: Students will be participating in online learning: <ul style="list-style-type: none"> • Small group instruction • Additional support for at-risk students P.M.: Staff <ul style="list-style-type: none"> • Professional Dev. • Team Meetings • Dept. Meetings • Communication with parents 	Group A Students at home on remote instruction	Group A Students at home on remote instruction
Group B Students at home on remote instruction	Group B Students at home on remote instruction		Group B Students in school for in-person instruction	Group B Students in school for in-person instruction

Fully Remote Model

In the event that we must provide instruction in a “full remote model”, whether that is due to the State or Department of Health mandate, we are prepared to quickly and effectively transition our instructional approach.

[View the complete Ichabod Crane Remote Learning Plan document here.](#)

Grades K - 3

If the situation arises in which all students are not able to attend school, the following will be the plan for full online instruction.

- Students in K-3 will remain with their assigned class/teacher for full reopening.
- Students in K-3 will maintain a full school day schedule which would include live Google Meets with the teacher in both ELA and Math groups, daily.
- Students in K-3 will continue viewing teacher guided instructional videos via Seesaw and are responsible to complete follow up activities as assigned by the teacher.
- Students will be expected to follow a structured school day schedule from 7:40 am -2:40 pm each day as indicated below.

Mon.	Tues.	Wed.	Thurs.	Fri.
7:40 - 8:00 am Morning Announcement from Principal	7:40 - 8:00 am Morning Announcement from Principal	7:40 - 8:00 am Morning Announcement from Principal	7:40 - 8:00 am Morning Announcement from Principal	7:40 - 8:00 am Morning Announcement from Principal
8:00 - 9:30 am ELA Video and activity *RS/Phonics and comprehension skill (Frontloading from RS pacing guide)	8:00 - 9:30 am ELA Video and activity *Guided Reading Groups *Google Meet (30 minutes per	8:00 - 9:30am ELA Video and activity *Guided Reading Groups *Google Meet (30 minutes per	8:00 - 9:30 am ELA Video and activity *Guided Reading Groups *Google Meet (30 minutes per	8:00 - 9:30 am ELA Video and activity *Google Meet/RTI (30 minutes per groupX2)

	groupX2)	groupX2)	groupX2)	
9:45 - 10:15 am Daily Writing	9:45 - 10:15 am Daily Writing	9:45 - 10:15 am Daily Writing	9:45 - 10:15 am Daily Writing	*Fun Friday Activities (Social/emotional activities)
10:15 - 10:45 am Independent Reading	10:15 - 10:45 am Independent Reading	10:15 - 10:45 am Independent Reading	10:15 - 10:45 am Independent Reading	9:45 - 10:15 am Daily Writing
11:00 - 12:30 pm Math Video and activity Google Meet (30 min.per group x 2)	11:00 - 12:30 pm Math Video and activity Google Meet (30 min.per group x 2)	11:00 - 12:30 pm Math Video and activity Google Meet (30 min.per group x 2)	11:00 - 12:30 pm Math Video and activity Google Meet (30 min.per group x 2)	10:15 - 10:45 am Independent Reading
12:30 - 1:00 pm Lunch	12:30 - 1:00 pm Lunch	12:30 - 1:00 pm Lunch	12:30 - 1:00 pm Lunch	11:00 - 12:30 pm Math Google Meet/RTI (30 min. per group x 2)
1:00 - 1:30 pm Support Services Google Meet	1:00 - 1:30 pm Support Services Google Meet	1:00 - 1:30 pm Support Services Google Meet	1:00 - 1:30 pm Support Services Google Meet	12:30 - 1:00 pm Lunch
1:00 - 1:45 pm Teacher Open Office Time	1:00 - 1:45 pm Teacher Open Office Time	1:00 - 1:45 pm Teacher Open Office Time	1:00 - 1:45 pm Teacher Open Office Time	1:00 - 1:30 pm Support Services Google Meet
1:45 - 2:25 pm Special	1:45 - 2:25 pm Special	1:45 - 2:25 pm Special	1:45 - 2:25 pm Special	1:00 - 1:45 pm Teacher Open Office Time
2:30 - 2:40 pm Closing Announcements	2:30 - 2:40 pm Closing Announcements	2:30 - 2:40 pm Closing Announcements	2:30 - 2:40 pm Closing Announcements	1:45 - 2:25 pm Special
				2:30 - 2:30 pm Closing Announcements

Grades 4 - 8

- Students and teachers will follow their regular schedules and will attend classes virtually.
- Instruction will be provided through a variety of formats including large and small group instruction in Google Meet, Google Classroom, online videos, and additional learning applications.

Grades 9-12

- Students and teachers will follow their Day 1 / Day 2 schedules and will attend virtual classes. A modified schedule will be provided to students and staff that allows for short breaks from screens during each block. Students will be expected to attend class virtually following a specific time schedule.
- Instruction will be provided through a variety of formats including large and small group instruction in Google Meet, Google Classroom, online videos, and additional learning applications.

Remote Instruction for Parent/Guardians who Opt Out of the District Hybrid Plan

- The Fully Remote Model will be available for individual students who opt not to return in-person, and for all students in the event of future classroom or school closures due to Covid-19 infections, safety related staffing shortages, or weather related safety issues. It is anticipated that the district will have the ability to have all full remote learning students taught by Ichabod Crane faculty.

Budget and Fiscal Matters

Schools and districts must continue to meet existing state aid reporting requirements. Additionally, the content of data submissions, such as attendance data, will remain consistent with past practice, except where modified by law, regulation or executive order. Ichabod Crane Central School District will continue to track COVID-19 related expenses, seek additional funding where possible and strive to make all purchases in the most economical means possible in order to meet the increased needs.

Attendance and Chronic Absenteeism

Schools must collect and report daily teacher-student engagement or attendance whether the setting is in person, remote or hybrid. School policies and procedures must focus on the academic consequences of lost instructional time and address absences before students fall behind in school.

- Student and staff attendance will be taken daily.
- Attendance will be closely monitored in conjunction with the district's Attendance Policy and any appropriate NYS guidance.
- Each building's Child Study Team will meet regularly and keep a digital log of student and parent contact and interventions.
- Contact by a teacher, counselor or school administrator will be made with students who are exhibiting a pattern of absenteeism.

Technology and Connectivity

Access to computing devices and high-speed internet are essential for educational equity. Ichabod Crane is committed to ensuring all students have access to both a device and internet access in all grades regardless as to whether learning is in-person, remote or a hybrid model.

District Plan to Provide Devices and Internet Access to Students and Staff

- In third through twelfth grade, students will be assigned and provided with a Chromebook and internet access as needed.
- In kindergarten through second grade, the district will provide a device and internet access as needed during any period of remote only learning.
- Ichabod Crane will provide a three pronged approach to ensuring that students and teachers have access to the Internet.
 - Installation of outdoor wireless access points - Wireless access points have been installed at key locations to provide a wide range of access in district parking lots.

- Community Internet Resources - The district is working with local internet providers to provide low cost access to families that currently do not have Internet access.
- Internet MiFi Devices - Devices that provide internet access will be connected to and can only be accessed on the district-issued Chromebook for school related activities only. Internet access will be limited and closely monitored.

Remote Learning Instructional Software

- The district has an assessment procedure to streamline the number of different applications/web sites that students will be expected to utilize.
- The assessment determines the effectiveness of the application/web site, security considerations (Ed Law 2D) and resources required to adequately support the application/web site.

Professional Development for Staff and Families

- The district will continue to support staff and families through professional development on the use of remote learning technologies (I.E. Seesaw, Google Classroom, Security, Chromebook usage and care, etc).
- The district will provide a professional development website for parents, faculty and students to provide “How to” videos and tutorials on common technology issues and effective strategies for distance learning.

IT Support

- Faculty and staff will continue to submit tickets to the ICC IT help desk.
- Development of a student run IT help desk (January 2021) that will assist both students and parents on basic IT related issues. Tasks that cannot be completed will be referred to the ICC IT Help Desk.
- Prior to the development of the Student IT Help desk, parents and students will refer all technology related issues to a designated building representative who will submit a ticket to the ICC IT help desk. The building representative will be a liaison between the parent/student and district IT staff.

Teaching and Learning

K-12 Instructional Requirements (In-Person, Hybrid, Remote)

- Instruction and curriculum in each grade level and course will be aligned to the New York State Learning Standards.
- Teachers should identify content that takes precedence in the event instructional capabilities are modified and/or changed throughout the year.
- Instructional experiences must be inclusive, culturally responsive, consider the needs of all students, and adhere to all established state regulations and guidelines.
- Instruction will include regular and substantive interaction with an appropriately certified teacher regardless of the delivery method.
- Students must have regular personal, face-to-face interaction within the following parameters:
 - Students are required to virtually check-in to every period or block via Google Meet. Daily face-to-face check in is required for MS and HS students at the beginning of each period. At the High School level, at the end of each block students should either be submitting assigned work or have the option to check back in to ask questions. The goal is to ensure students are

engaged for the duration of the block.

- The intent is to preserve the hands-on portions of our instructional program and allow flexibility for engaging in-person lessons while balancing the need to provide more structure and face-to-face instruction when at home.
- Students must be together for at least a portion of each instructional period or block. For classes where hands-on activities are planned, students may be assigned independent work which is carefully structured and may include working with other remote students in break-out sessions or checking back in with the teacher.
- It is recommended that teachers leave the Google Meet open for the duration of the period/block for students who may have questions or concerns while working at home. Teachers have the authority to require students to remain online while working independently so they can still access teacher assistance by raising a hand as needed.
- Safety is of the utmost importance. Monitoring in-person students when completing potentially dangerous activities (i.e. using a bandsaw) should be prioritized. If teachers are unable to effectively monitor the safety of students for situations such as science labs and technology classes, the focus should be on students in the classroom and teacher flexibility utilized to provide independent work for remote students.
- Teachers should consider in advance what materials might be suggested for students to have on hand at home or create assignments that can be completed with items easily found at home.
- Teachers will communicate with parents/guardians frequently, answering questions about the instruction provided.
- Teachers will allow time for students to re-adjust to the school setting after the extended absence in the spring of 2020.
- Specifics on the comprehensive teaching and learning plan can be found under the “School Schedules” section of this document.

Grading

- Ichabod Crane Central School District will follow all the Board of Education grading policies [Policy #4710] while encouraging and supporting all teachers to integrate alternate assessments that would alleviate concerns regarding academic integrity associated with each model. These policies will be clearly communicated and transparent to students, parents, and caregivers.

Early Learning

- The district will take steps to ensure that the needs of our youngest learners in the prekindergarten program are addressed.
- The district has measures in place to ensure that contracted agencies (Questar III and Advanced Therapy) follow the health and safety guidelines outlined in this document and required by the New York State Department of Health.

Career and Technical Education

- Career and Technical Education is provided by our regional BOCES, Questar III. This organization has developed their own plans for reopening in line with the NYS Education Department, CDC and Dept. of Health's guidance.
- We are committed to working with our partners (Questar III, Capital Region BOCES) to continue to provide our students with access to programs in Career and Technical Education.

- We will collaborate with our business partners to ensure a safe and healthy work-based learning opportunity for students with disabilities as outlined in their education plans.

Athletics and Extracurricular Activities

Ichabod Crane Central School District recognizes that interscholastic sports, and extracurricular activities are an important aspect of student life and the school community. We are committed to bringing back activities that can be conducted in a safe environment with appropriate social distancing protocols. Schools are required to follow the directives of the New York State Public High School Athletic Association.

Athletics

The most recent guidance by NYSPHSAA (New York State Public High School Athletic Association) includes:

- Delay Fall sports start date until **Monday, September 21st**.
- Cancel Fall Regional and State Championship events.

With regional differences, schools and areas will be impacted differently by the COVID-19 crises. If the Fall sports seasons are interrupted or impacted by COVID-19 crisis (i.e. state official guidance, school closing, cancellation of high-risk sports, etc.) then a condensed seasons plan will be implemented.

The Condensed Season plan would entail the following, with the stipulated dates being tentative.

Season I (Winter Sports)

Dates: Jan. 4-Mar. 13 (Week 27-36) 10 Weeks *Note: tentative dates

Sports: basketball (girls & boys), bowling (girls & boys), gymnastics, ice hockey (girls & boys), indoor track & field (girls & boys), skiing (girls & boys), swimming (boys), *wrestling, *competitive cheer.

Season II (Fall Sports)

Dates: Mar. 1-May 8 (Week 35-44) 10 Weeks *Note: tentative dates

Sports: football, cross country (girls & boys), field hockey, soccer (girls & boys), swimming (girls), volleyball (girls & boys), Unified bowling.

Note: Weather will have an impact upon outdoor sports in some parts of the state in March and potentially early April. Girls Tennis moved to Season III.

Season III (Spring Sports)

Dates: Apr. 5-Jun. 12 (Week 40-49) 10 Weeks *Note: tentative dates

Sports: baseball, softball, golf (girls & boys), lacrosse (girls & boys), tennis (girls & boys), outdoor track & field (girls & boys).

Please refer to the Ichabod Crane Athletics website for the most up-to-date information on the status of our sports seasons. [Ichabod Crane Athletics](#)

Extracurricular Activities

- [Update as of May 3, 2021: Extracurricular activities may now take place in person. All procedures and guidelines must be followed. Careful attendance must be taken and seating charts must be maintained.](#)

- At this time all extracurricular activities are on pause through September 21st. This will allow the district to assess the success of the reopening of schools and evaluate the current rate of infection.
- The district is committed to slowly reintroducing extracurricular activities that can be conducted in a safe environment with appropriate social distancing protocols.
- The use of technology will be maximized to reintroduce extracurricular activities whenever possible.
- Use of school/district facilities is currently restricted. When use of school facilities is permitted again, all state, local and district health and safety protocols must be followed with applicable social distancing. A written plan will be required to be submitted to the district for approval.

Special Education

Schools and districts should consider in-person services a priority for high-needs students and preschool students with disabilities whenever possible and consider contingency plans developed by the CPSE/CSE to address remote learning needs in the event of intermittent or extended school closures.

Framework for Special Education Services

- Students with disabilities will have access to in-person and remote learning to ensure equal access to learning opportunities provided to general education students.
- Each student with a disability will be provided the special education services identified in the student's Individualized Education Plan (IEP) to the greatest extent possible. Services listed on the IEP may need to be amended to ensure the health and safety of students and staff in-person.
- Regardless of the model (in-person, hybrid, fully remote), parents can expect their child's special education teachers and related service providers to be in contact with them and their students via phone, email, google classroom, or other virtual connections.
- Teachers and related service providers will be providing a variety of resources, materials, and activities that will be designed to continue to allow them to increase academic skills and progress in the New York State Learning Standards.

Delivery Models

- Students with disabilities who require a highly specialized program, such as an all-day special class will attend in-person instruction daily. (K-12).
- Students K-5 who receive special education services will attend school daily as their general education peers.
- Students 6-12 who receive a less restrictive setting such as integrated co-teaching or consultant teacher services, will follow the same hybrid model as their general education peers, supported by their special education teacher/case manager daily.
- Related services (speech therapy, occupational therapy, physical therapy, psychological counseling) will be scheduled and prioritized on students in-person days. Individual scheduling and planning will occur in accordance with each child's individualized education plan.
- For those students who are receiving special education programs and services through BOCES or an approved school-age program at a private school, we continue to remain in close contact with all educational agencies regarding the planned activities, nature, and delivery of instruction and related services to identify shared resources, materials, and technology available as appropriate.
- Whether services are provided in-person, remote, and/or through a hybrid model we will continue to monitor and address students' individual needs in the event of potential intermittent or extended school closure.

English Language Learners and World Languages

The district will provide all communications to parents/guardians of English Language Learners (ELLs) in their preferred language and mode of communication to ensure that they have equitable access to critical information about their children's education.

The district will ensure that all ELLs receive appropriate instruction that supports college, career, and civic readiness, by providing them the required instructional Units of Study in their English as a New Language program based on their most recently measured English language proficiency level.

The district will conduct ELL identification for all students who enrolled during COVID-related school closures in 2019-20, during the summer of 2020, and during the first 20 days of the 2020-21 school year within 30 days of the start of the school year.

The district will provide professional learning opportunities related to the instruction and support of ELLs to all educators, as required by Part 154 of the Commissioner's regulations.

The district will

- align policies to the Blueprint for English language learner/Multilingual learner Success
- adopt progress monitoring tools to measure ELL proficiency
- provide social-emotional learning supports to ELLs in their home language
- continue using technology in ELL instruction

Staffing and Human Resources

Ichabod Crane Central School District will ensure that all teachers, school and district leaders and pupil personnel service professionals hold a valid and appropriate certification for their assignment.

Teacher and Principal Evaluation System

Ichabod Crane Central School District intends to fully implement their currently approved APPR plan. Consideration for adapting observations/school visits for educators will be given in partnership with the ICTA to meet local needs based on whether instruction occurs in-person, remotely, or in a hybrid model.

Student Teaching

Student teachers are permissible provided that they follow all guidelines as outlined in this document and required by the Department of Health.