



ICHABOD CRANE CENTRAL SCHOOL DISTRICT

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2021-2022 School Operating Plan

Updated: March 2022

Recognizing the changing landscape including pending litigation and ever-changing guidance from regulatory agencies around health and safety protocols as related to the COVID-19 Pandemic, the District is committed to modification of this plan as needed and authorized by the Superintendent of Schools, in order to remain compliant with all legal and regulatory requirements.

Introduction

The New York State Department of Health released new COVID-19 guidance for school districts and BOCES across the state on March 1, 2022. Subsequently, school Columbia County superintendents met with the local department of health to discuss the latest guidance and how it will impact our students and staff.

The new state guidance requires us to comply with three requirements. This includes:

- A positive COVID-19 case must follow the isolation protocol and mask for days 6-10 upon return to school.
- Unvaccinated staff must continue to be tested weekly.
- The district must continue to report cases daily to the NYS COVID Report Card.

All other items within the March 1st, 2022 state guidance document are recommendations, and we encourage everyone to adhere to them in order to help keep our buildings a safe learning environment for all. We will continue existing COVID-19 mitigation strategies, including cleaning and disinfection, physical distancing when possible and increased ventilation in classrooms. Students and staff are also strongly encouraged to continue to practice healthy hygiene and to stay home when sick.

In addition, the district plan takes into consideration guidance released from the NYS Education Department in August 2021 which includes a range of strategies that schools and districts should consider to be best situated to manage the risks for students and staff from COVID-19 while supporting robust and engaging learning experiences for students. Finally, guidance provided in the Interim NYSDOH Guidance for Classroom Instruction in P-12 Schools During the 2021-2022 Academic Year release on September 2, 2021 was also factored into this plan.

The school district has designated the Superintendent, Suzanne Guntlow as their COVID-19 Safety Coordinator. 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.

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 continue to engage stakeholders in the development and refinement of plans and will solicit feedback from parents, the community, and other groups when necessary.
- The district will post and maintain all school reopening plans on the district website (<https://www.ichabodcrane.org/district/school-reopening-updates/>) 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.
- 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](#)) will be provided.
- All students, faculty, staff, and visitors will be encouraged through verbal and written communication (e.g. signage) to adhere to CDC guidance.
- The district will have a designated COVID-19 Resource Person for COVID-19-related questions. This coordinator is Michelle Warner, Nurse Coordinator. She can be reached at the mwarner@ichabodcrane.org or by phone at 518-758-7575 X4093 during the hours of 7:25 am to 2:25 pm, Monday through Friday.
- The district will 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.

Health and Safety

The following are the district's adopted health and safety protocols.

Mask Use in Schools

- Masks are no longer required at school or on school buses/vans. The only instance when a mask **must** be worn is when an individual tests positive for COVID, they are **required** to follow the isolation protocol and mask for days 6-10 upon return to school.
- The State Health Department recommends students, staff, and teachers wear masks when:
 - They feel more comfortable wearing a mask for personal reasons.
 - They were in the same room within the school as someone diagnosed with COVID-19 for 15 minutes or longer and were thus exposed or potentially exposed, when group contact tracing is used. Please note the school will be notifying families via email if their student is identified as a contact to a positive, which will include recommended protocols for those exposed.

- They are known to have been exposed to COVID in any setting within the previous 10 days.
- They are moderately-to-severely immunocompromised and have discussed the need to mask with their healthcare provider(s).
- Individuals are welcome to wear a mask if they choose to do so. Our school community has shown great resilience over the past two years, and we expect everyone to continue to practice civility and tolerance surrounding these individual choices.

Physical Distancing

- Student seating/desks will be placed at least three feet apart.
- Community transmission levels will be monitored in conjunction with the local health department for any required adjustments to physical distancing in school buildings.
- Teacher and Staff Meetings
 - Large group meetings will occur in person when three feet of physical distancing can be maintained between individuals. Large meeting spaces will be used for these meetings.
 - Meetings are allowed in small groups (up to 20 persons) in classrooms based on the capacity of the classroom.
- When participating in Chorus, Band, and Physical Education, individuals will keep a physical distance of at least three feet. Any instrument, music, or equipment used will need to be disinfected between classes when possible. When disinfection is not possible, students will perform hand hygiene before and after usage. Outdoor space will be used as much as possible.
- Use of lockers is permissible at the Middle School and the High School.
- The number of students in the restroom will be limited at any given time. Physical distancing markers will be used and restrooms will be disinfected frequently throughout the day.
- Students are able to work in groups if they maintain three feet of social distance and complete hand hygiene before and after the group work.

Health Checks

- We recommend that parents/guardians take their child's temperature and perform a health self-assessment before leaving home every day.
- We recommend that all staff take their temperature and perform a health self-assessment before leaving home each day.
- Any student or staff member that has a temperature of 100.0° Fahrenheit or higher or displays one of the symptoms of COVID-19 according to the CDC are not permitted to come to school.
- Any student or staff member displaying symptoms will be isolated from others and evaluated by the school nurse. Point of care COVID-19 testing will be administered as needed and where consent has been previously provided. Parents/Guardians will be contacted. See *Screening and Point of Care (POC) Testing* below.

Screenings and Point of Care (POC) Testing

Screening testing identifies infected people, including those with or without symptoms who may be contagious, so that measures can be taken to prevent further transmission. Screening testing will be done in a manner that ensures the ability to maintain confidentiality. Point of Care testing enables the school nurses to test students or staff who develop symptoms while in school to determine if it is related to COVID-19.

- The Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases

Cooperative Agreement (ELC) provides financial support and technical assistance to the nation's health departments to support efforts to detect, prevent, and respond to emerging infectious diseases. ELC Funds will provide testing equipment and kits.

- In-house COVID-19 testing and screening will be completed as recommended by the CDC and Columbia County Department of Health.
- POC testing will be completed utilizing a molecular test. This test involves a gentle swab of the nasal passage and results are available within 15-30 minutes.
- District Nurses will be trained on proper testing procedures and assisted in screening by Questar traveling nurses.
- Parent Consent will be required for both screening and Point of Care (POC) testing.
- Surveillance Testing of staff will be completed weekly when required.

Athletics

- The district will continue to follow NYS and local health department guidance for Athletics.
- Please refer to the Ichabod Crane Athletics website for the most up to date information on the status of our sports seasons.

Food Services

The district will maximize physical distancing in cafeterias and eating areas to the extent possible in order to provide the necessary meals to all students in attendance. In addition, layered mitigation strategies will be incorporated for food areas.

Meal Service During In-Person Instruction

- In order to maximize physical distance, students in grades K-12 will either eat in their classroom or in the cafeteria.
- All students enrolled will be provided with access to school meals each school day.
- Hand washing and/or hand sanitizer will be available before and after meals.
- Cleaning and disinfection of tables and desks will be completed regularly throughout the course of the school day.
- Breakfast and lunch will be "to go" style. Meals will be served in both classrooms and in the cafeteria with three feet of physical distance maintained between students.
- At the High School, three feet of physical distance will be maintained between each table, which will consist of a pod of eight students. Students uncomfortable being seated in a pod will have the option to eat in an alternate location.
- Parents/guardians will be encouraged to set up and utilize a MySchoolBucks account to minimize cash transactions.
- All students with food allergies will have individualized health care plans.
- All staff will be trained on health and safety procedures and guidelines.

Meal Service During District- or Building-Wide Full Remote Learning

- Family outreach in both English & Spanish with emails, texts and district physical media platforms to notify families of meal services offered.
- Food will be delivered twice per week utilizing the transportation department should a building or the district need to pivot to remote or hybrid instruction.

Transportation

The CDC and the local county health departments are in agreement with full occupancy of the buses following the protocols below:

- Windows or roof hatches will be open whenever possible.
- Continued cleaning and disinfection practices including antimicrobial application.

District Transportation Protocols

- Parents/guardians should screen their child(ren) for fever/signs of COVID-19 prior to getting on the bus; sick students must be kept home.
- Students will be assigned seats for contact tracing purposes.
- Members of the same household/family will be assigned seating together regardless of grade.
- All transportation department employees are encouraged to take their temperature and perform a health self-assessment before leaving home each day.
- 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.

Outside Visitors and Facilities Use

- Nonessential visitors, guest speakers, and volunteers are permitted. All visitors, guest speakers, and volunteers must be vaccinated in order to enter the building during school hours. All approved visitors must complete a self-assessment as well as follow all district-wide health and safety protocols currently in place.
- The use of district spaces by outside organizations is permissible. This use cannot conflict with school programs (facilities use “as available”). Facilities use will be handled the same as a normal year (including all appropriate forms completed). Groups must follow the applicable district-adopted guidelines.

Healthy Hygiene Practices

- Healthy hygiene practices will be taught to students at the beginning of each school year.
- 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:
 - Signs
 - Announcements
 - Teacher reinforcement
- 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.
- The following respiratory hygiene practices (cough/sneeze covering) will be used:
 - Signs
 - Announcements
 - Teacher reinforcement

School Events and Activities

- Field Trips may be permitted under the following guidelines:
 - Plans for all field trips must be submitted to the building principal for approval.
 - The trip location may be indoors or outdoors.
 - All Health and Safety protocols and applicable district-approved recommendations in place at the time of the field trip MUST be strictly adhered to.
 - Students must be cohorted for the bus ride and the duration of the trip as much as practical. Seating charts are required on the bus and must be submitted to the bus driver at the start and end of the trip.
- Extracurricular activities may occur as usual. All procedures and guidelines must be followed. When possible three feet of distance should be maintained. Careful attendance must be taken and seating charts must be maintained.
- Students/parents may provide homemade and/or prepackaged snacks for their class.

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.
- Anyone with a medically vulnerable status must provide medical documentation, which will be reviewed by the ICC school physician.
- 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 school physicians and work together with the students' family or staff member on how to meet the individual needs and provide accommodations that are medically necessary.
- Full remote instruction will not be offered by district faculty. Outside agencies such as Northeastern Regional Information Center (NERIC), BOCES, or other learning platforms such as APEX will be utilized. Additionally, full remote instruction will only provide state-mandated requirements. Electives will not be offered.

Personal Protective Equipment (PPE)

- The district will make available face coverings upon request at no-cost to the employee.
- The district will make available face coverings upon request at no-cost to students.

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.
- If consent is given, the student or staff member will be given a COVID-19 test (see above *Screening and Point of Care (POC) Testing*).
- If positive, students and staff will immediately be sent home and are encouraged to contact their healthcare provider. The school nurse will notify the Department of Health. If negative, the decision to send the student(s) home will be made by the school nurse in conjunction with the parent/guardian.

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 six 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 or confirmed as 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 six feet.
- 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).

Exposure to COVID-19

- The following are the protocols to be followed for an individual that has been exposed or potentially exposed to a COVID-19 positive case. Masking and testing are strongly recommended per the latest NYSDOH guidance. Home test kits will be provided by the school.
- We recommend that you follow the listed protocols below:
 - Wear a well-fitting mask for 10 days from the date of exposure.
 - Recommended minimum testing: twice within 5 days.
 - Test as soon as possible upon receiving notification of the exposure. You do not need to pick up your child from school.
 - Test Day 5 after the date of exposure.
 - If symptoms develop during the 10 day period, test as soon as possible and stay home. Notify the school.
 - If at any time you receive a positive test result, stay home and notify the school.
- If not fully vaccinated, frequent testing is strongly encouraged for 5 days after an exposure:
 - Test as soon as possible upon receiving notification of the exposure. You do not need to pick up your child from school.
 - Test every day through Day 5.
 - If symptoms develop during the 10 day period, test as soon as possible and stay home.

Notify the school.

- If at any time you receive a positive test result, stay home and notify the school.
- Individuals who had COVID in the last 90 days are exempt from testing except if they are presenting symptoms.
- Individuals who had COVID-19 in the last 90 days are exempt from testing except if they are presenting symptoms.

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:
 - Positive individuals must be out a minimum of 5 days since the individual first had symptoms. Day 0 is the day of onset of symptoms or positive test result (if no symptoms).
 - In order to return after day 5, an individual must be fever free for 24 hours (without using fever reducing medicine) and symptoms must be mostly resolved, including cough and shortness of breath.
- The school may request medical documentation following the display of COVID-19 symptoms in school.

Contact Tracing

- The CDC guidance document defines a close contact as someone who was within six feet without a mask (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).
 - **Exception:** In the K–12 indoor classroom setting, the close contact definition excludes students who were within three to six feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. Additional guidance for wearing masks is available from the CDC. **This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.**
- To protect themselves and others and stop the spread of COVID-19 in the household and community, we will notify through group contact tracing affected school staff, students, and their parents/guardians whenever an individual was in the same room as an infected individual and so was exposed or potentially exposed (i.e., in the same classroom as an infected individual for longer than 15 minutes)
- In the event an individual is identified as a confirmed case within a school, the starting date for which the school will conduct contact tracing will be 48 hours prior to the individual becoming symptomatic.
- Confidentiality must be maintained as required by federal and state laws and regulations.

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, 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
 - Restrooms: Clean and disinfect daily
 - Cafeterias: Clean and disinfect daily
 - Libraries: Clean daily
 - Buses: Clean after each bus run and disinfect daily
 - High Touch Surfaces: Multiple times daily
 - Nurse's Offices: Clean and disinfect daily (and as needed) (see below)
- Any shared electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., will be disinfected between uses via sanitizing wipes.
- When possible, shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions. When cleaning is not possible in between uses, students will perform hand hygiene before and after use.
- 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.
- 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.
- All water systems and features (e.g., drinking fountains, decorative fountains) will be flushed to ensure water quality.

Safety Drills

- All mandatory safety drills, including eight evacuation ("fire drills") and four lockdown drills, will be conducted as required by law.
- 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 physical distance 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 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 physical 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.

Ventilation and Filtration

- We are currently utilizing the maximum filtration (MERV 13) and ventilation based on our system’s capabilities.
- Ventilation systems are regularly checked and maintained to ensure they 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 will be maximized in all spaces to the extent possible.
- HVAC equipment will run a minimum of one hour in advance of the building being occupied.
- Teachers will be encouraged to have windows open and have class outside as much as possible.
- The cleaning and/or changing of heating/air conditioning system filters will occur quarterly based on run time and environmental conditions.
- The District conducted an inventory of HVAC systems to determine how to maximize the system’s efficiency with regard to filtration and ventilation. The inventory was completed with the help of Ichabod Crane’s Maintenance Department, mechanical engineers with CSArch, construction managers with Turner Construction and the District’s Health & Safety Specialist. Review of the equipment capabilities included representatives from Otto Building Services and Camfil USA, Inc. [View the final report here.](#)

Social-Emotional Well Being

Schools and districts must prioritize physical emotional well-being - not at the expense of academics, but to create the mental, physical, 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 has provided 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 continue to 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: Teachers and counselors will monitor student wellness to identify those who require more intensive intervention. Individualized therapy plans will be provided for those identified students.

Support for Faculty/Staff, Students, Parents

- Mindfulness activities will be implemented school-wide each day.
- Counselors and psychologists will visit all classes regularly to develop relationships and make themselves accessible to all students.
- 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.
- Therapy dogs will return to classrooms.
- Surveys will be utilized periodically to ensure that the District is meeting students' social-emotional needs.

School Schedules

By using the CDC's "[Guidance for COVID-19 Prevention in Schools](#)" document as our guide, we have developed plans for full in-person instruction for all students in grades K-12.

As an additional precaution, in the event that we will need to transition to alternate learning models if we experience a significant wave of COVID-19 cases in the school/community, we have also prepared plans for hybrid learning in grades 6-12, and full remote instruction for all students in grades K-12.

We will monitor the development of COVID-19 within our community, and will continue to develop improved ways to provide our students with a rich and well-rounded education in the safest manner possible.

District Full In-Person Model:

Grades K-5: Full In-Person Model

Three Feet Guidance for September

- Students are placed in cohorts and will be present for in-person instruction each day. By following recommended safety guidelines, including physical distancing (three feet), all students can return to school for a full day of learning.
- 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 distanced at three feet.
- 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.
- Any other prolonged absences will fall under the homebound instruction policy (4327) and will be reviewed on a case by case basis.

Six Foot Guidance - In the event that there is an increase of cases

- In the event that students are required to maintain six feet of physical distancing during instruction, 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 and restructure staff assignments for the 2021-2022 school year.

Grades 6-12: Full In-Person Model

- Students will attend school 5 days per week, following the Day 1 / Day 2 alternating schedule. This is similar to the schedule that was followed for years prior to the 2020-2021 school year.
- Physical distance will be maintained at a minimum of three feet in classrooms.
- Physical Education will do activities outside as much as possible.
- Band / Chorus will maintain physical distancing of three feet when practicing/performing.
- 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.
- Any other prolonged absences will fall under the homebound instruction policy (4327) and will be reviewed on a case by case basis.

District Hybrid Model

Grades 6-12: Hybrid Model

- In the event that a shift to a learning model in which all students and staff must be a minimum of six feet apart is needed, the Middle and High School will transition to a hybrid learning model. This model will reduce the number of students in the building at a given time and allow for appropriate physical distancing in classrooms.
- We revised the hybrid plan this year in order to maximize the number of days that students are in school for in-person instruction.
- In-person instruction for grades 6 -12 will run on an alternating basis.
 - 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).
 - Students in Group A will attend in-person classes every Monday/Tuesday and the first two Wednesdays of each month.
 - Students in Group B will attend in-person classes every Thursday/Friday and the last two Wednesdays of each month.
- Students will follow their typical period schedule (block schedule for HS students).
 - Classes will be offered on an alternating Day 1 / Day 2 schedule.
- Teachers will provide synchronous (concurrent), live instruction to both students at home and to students on campus on days of hybrid instruction.
- Students are required to virtually attend every period or block via Google Meet.

Sample 6-12 Hybrid Schedule

<i>Week 1</i>	Monday	Tuesday	Wednesday	Thursday	Friday
	Day 1	Day 2	Day 1	Day 2	Day 1
	A Group	A Group	A Group	B Group	B Group
<i>Week 2</i>	Monday	Tuesday	Wednesday	Thursday	Friday
	Day 2	Day 1	Day 2	Day 1	Day 2
	A Group	A Group	A Group	B Group	B Group
<i>Week 3</i>	Monday	Tuesday	Wednesday	Thursday	Friday
	Day 1	Day 2	Day 1	Day 2	Day 1
	A Group	A Group	B Group	B Group	B Group
<i>Week 4</i>	Monday	Tuesday	Wednesday	Thursday	Friday
	Day 2	Day 1	Day 2	Day 1	Day 2
	A Group	A Group	B Group	B Group	B Group

Fully Remote Model

In the event that it is determined that we need to provide instruction in a “full remote model,” we are prepared to quickly and effectively transition our instructional approach.

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 remote 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

<p>8:00 - 9:30 am ELA Video and activity *RS/Phonics and comprehension skill (Frontloading from RS pacing guide)</p>	<p>8:00 - 9:30 am ELA Video and activity *Guided Reading Groups *Google Meet (30 minutes per groupX2)</p>	<p>8:00 - 9:30am ELA Video and activity *Guided Reading Groups *Google Meet (30 minutes per groupX2)</p>	<p>8:00 - 9:30 am ELA Video and activity *Guided Reading Groups *Google Meet (30 minutes per groupX2)</p>	<p>8:00 - 9:30 am ELA Video and activity *Google Meet/RTI (30 minutes per groupX2)</p>
<p>9:45 - 10:15 am Daily Writing</p>	<p>9:45 - 10:15 am Daily Writing</p>	<p>9:45 - 10:15 am Daily Writing</p>	<p>9:45 - 10:15 am Daily Writing</p>	<p>*Fun Friday Activities (physical/emotional activities)</p>
<p>10:15 - 10:45 am Independent Reading</p>	<p>10:15 - 10:45 am Independent Reading</p>	<p>10:15 - 10:45 am Independent Reading</p>	<p>10:15 - 10:45 am Independent Reading</p>	<p>9:45 - 10:15 am Daily Writing</p>
<p>11:00 - 12:30 pm Math Video and activity Google Meet (30 min.per group x 2)</p>	<p>11:00 - 12:30 pm Math Video and activity Google Meet (30 min.per group x 2)</p>	<p>11:00 - 12:30 pm Math Video and activity Google Meet (30 min.per group x 2)</p>	<p>11:00 - 12:30 pm Math Video and activity Google Meet (30 min.per group x 2)</p>	<p>10:15 - 10:45 am Independent Reading</p>
<p>12:30 - 1:00 pm Lunch</p>	<p>12:30 - 1:00 pm Lunch</p>	<p>12:30 - 1:00 pm Lunch</p>	<p>12:30 - 1:00 pm Lunch</p>	<p>11:00 - 12:30 pm Math Google Meet/RTI (30 min. per group x 2)</p>
<p>1:00 - 1:30 pm Support Services Google Meet</p>	<p>1:00 - 1:30 pm Support Services Google Meet</p>	<p>1:00 - 1:30 pm Support Services Google Meet</p>	<p>1:00 - 1:30 pm Support Services Google Meet</p>	<p>12:30 - 1:00 pm Lunch</p>
<p>1:00 - 1:45 pm Teacher Open Office Time</p>	<p>1:00 - 1:45 pm Teacher Open Office Time</p>	<p>1:00 - 1:45 pm Teacher Open Office Time</p>	<p>1:00 - 1:45 pm Teacher Open Office Time</p>	<p>1:00 - 1:30 pm Support Services Google Meet</p>
<p>1:45 - 2:25 pm Special</p>	<p>1:45 - 2:25 pm Special</p>	<p>1:45 - 2:25 pm Special</p>	<p>1:45 - 2:25 pm Special</p>	<p>1:00 - 1:45 pm Teacher Open Office Time</p>
<p>2:30 - 2:40 pm Closing Announcements</p>	<p>2:30 - 2:40 pm Closing Announcements</p>	<p>2:30 - 2:40 pm Closing Announcements</p>	<p>2:30 - 2:40 pm Closing Announcements</p>	<p>1:45 - 2:25 pm Special</p>
				<p>2:30 - 2:30 pm Closing Announcements</p>

Grades 4 - 8

- Students and teachers will follow their regular schedules and will attend classes virtually.
- Staff will give students periodic screen breaks.
- 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.

Technology and Connectivity

Access to computing devices and high-speed internet are essential for educational equity. Ichabod Crane is committed to ensuring that all students have access to both a device and to internet access in all grades regardless of 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 a computing device and provided with 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.

Teaching and Learning

K-12 Instructional Requirements: In-Person Instruction

- 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.

K-12 Instructional Requirements: Hybrid and District-Wide Fully Remote Instruction

- Students must have regular personal, face-to-face interaction with the teacher(s).
- 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.
- Specifics on the comprehensive teaching and learning plan can be found under the “School Schedules” section of this document.

Career and Technical Education

- Career and Technical Education is provided by our regional BOCES, Questar III. This organization has developed their own plans for the 2021-2022 school year which must be followed by all Ichabod Crane students participating in the program.
- 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.

Special Education

Framework for Special Education Services

- Students with disabilities will have access to in-person 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) as written. Services listed on the IEP may need to be amended to ensure the health and safety of students and staff.
- 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-12 who receive a less restrictive setting such as integrated co-teaching or consultant teacher services, will follow the same in-person and/or hybrid model as their general education peers, supported by their special education teacher/case manager daily.

- In the event of a shift away from full time, in-person instruction, 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. Teletherapy will be provided if students have to move to a hybrid or remote model.
- 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 an 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 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.

- Policies will be aligned to the Blueprint for English language learner/Multilingual learner Success.
- Progress monitoring tools will be used to measure ELL proficiency.
- Physical-emotional learning supports will be provided to ELLs in their home language.
- Technology will continue to be used in ELL instruction.