

**ADIRONDACK CENTRAL SCHOOL DISTRICT**  
**RE-OPENING PLAN**  
**2020 - 2021**



*The Adirondack Central School District collaborated with stakeholders to develop a reopening plan that identifies the groups of people involved, communicates a plan for students, parents, and staff that is a consistent means to provide individuals with information, establishes written protocol to ensure that all health and safety guidelines are clearly defined, focuses on the social and emotional well-being of students, families, and staff during the reopening phases, and constitutes equal access to teaching and learning opportunities that meet all New York State Learning Standards and requirements.*

*This reopening plan is a fluid working document and may be modified as additional guidance becomes available from the New York State Education Department, Office of the Governor, NY Department of Health or the Center for Disease Control. However, the overall mission of the Adirondack Central School District is to provide a safe and secure environment for the promotion of our students academic growth.*

*We recognize the importance of in-person instruction and the many benefits it provides our students. Despite the many COVID-19 related challenges, we remain committed to ensuring that all decisions related to reopening are physically safe, allow for social-emotional well-being, and meet the academic needs of our students. We are dedicated to communicating to staff, students, families, and the community the status of our reopening and the transitions necessary as we move forward. Please note any new directives, guidance and executive orders from the Governor's office, CDC, DOH or NYSED will supersede this document.*

*This plan will provide an overview for district procedures and specify, where applicable, individual school buildings where particular practices will be implemented. Adirondack High School and Adirondack Middle School will be identified as such, and elementary refers to Boonville Elementary and West Leyden Elementary Schools unless otherwise noted individually.*

*It is important to thank the parents, guardians, students, staff and community for their support through this unprecedented time in education. Without all of their support the Adirondack Central School District would not be able to work toward continued success. In development of this plan, District administration surveyed the parents as well as the faculty and staff to provide valuable input to this plan. Administration was incredibly pleased with not only the participation, but the thoughtful input that went into the responses received. The survey results for the parent survey can be found in the appendix. These results indicated the wants and needs of our district, and helped drive the decisions that are found herein.*

*This plan was developed in consultation with:*

Parents, Guardians and Families

Board of Education Members, Administrators, Teachers, Counselors, Nurses, and Non-Instructional Staff

Jefferson-Lewis BOCES

Oneida-Herkimer-Madison BOCES

Oneida County Department of Health and Oneida County Officials

Lewis County Department of Health and Lewis County Officials

Lewis County Community Schools

Ferrara Fiorenza Law Firm

New York State School Boards Association

## TABLE OF CONTENTS

I.	Communication/Family and Community Engagement	Page 3
II.	Health and Safety	Page 4
III.	Facilities	Page 7
IV.	Child Nutrition	Page 11
V.	Transportation	Page 13
VI.	Social Emotional Well Being	Page 15
VII.	School Schedules	Page 17
VIII.	Attendance and Chronic Absenteeism	Page 18
IX.	Technology and Connectivity	Page 19
X.	Teaching and Learning	Page 21
XI.	Special Education	Page 24
XII.	Bilingual Education and World Languages	Page 26
XIII.	Teacher and Principal Evaluation Systems	Page 27
XIV.	Certification, Incidental Teaching, and Substitute Teaching	Page 27
XV.	Appendix	Page 28

## I. Communication/Family and Community Engagement

<b>Introduction</b>	<p>Communication to students, parents, community, staff, and visitors regarding protocols under the reopening plan will be shared through district and school letters and memos, district and building newsletters and websites, social media, local media outlets, and appropriately displayed signage. Resources regarding safety measures and training provided to all students and staff will ensure that the district’s efforts to safeguard all individuals is shared.</p>
<b>Mandatory Assurances</b>	<ul style="list-style-type: none"> <li>❑ The district engaged with school stakeholders and community members when developing reopening plans.</li> <li>❑ The district developed a communication plan that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.</li> <li>❑ The district will ensure all students are taught how to follow new safety protocols.</li> <li>❑ The district will encourage through verbal and written communication adherence to CDC and DOH guidance regarding safety protocols.</li> <li>❑ The district will provide communication, when necessary, to families in their home language or to those with visual or hearing impairments.</li> </ul>
<b>District Protocols</b>	<p><u>District Wide</u></p> <ul style="list-style-type: none"> <li>● The District has been utilizing Google Forms to provide feedback. The most recent survey had 862 responses (Appendix A). The District has been and will continue to mail information home to parents, as well as utilizing Facebook and the District website. ParentSquare will be utilized beginning in August to transmit information to and from home to school. In addition, the District utilizes SchoolMessenger, a public website and Facebook page to communicate with stakeholders. We will provide resources for stakeholders as they relate to CDC and DOH safety guidelines. The District will utilize these platforms to collect daily data from families (temperature check, COVID symptom monitoring, etc). The District also established several sub-committees made up of critical stakeholders to inform and help develop the reopening plan.</li> <li>● The District has a communication plan to disseminate information to the parents and community. All appropriate training will be planned and performed. Signage has been ordered and will be placed in a uniform manner to keep students and staff informed.</li> <li>● The District will continue to train students, faculty and staff on self safety protocols such as handwashing, social distancing, proper mask wearing and general hygiene. Videos will be provided to teachers to show in class with students and daily reminders will be announced to promote continuous adherence to CDC and DOH safety protocols.</li> <li>● For families who request it, the District will provide, to the best of its ability, native-language communications.</li> </ul> <p><u>High School</u></p> <ul style="list-style-type: none"> <li>● The High School will follow all District protocols.</li> </ul> <p><u>Middle School</u></p> <ul style="list-style-type: none"> <li>● The Middle School will follow all District protocols.</li> </ul> <p><u>Elementary</u></p> <ul style="list-style-type: none"> <li>● The Elementary buildings will both follow District protocols.</li> </ul>
<b>Participants</b>	<p>Administrative Team, Stakeholder Survey Responses</p>

## II. Health and Safety

<b>Introduction</b>	The Adirondack Central School District will focus on preventive actions, per DOH guidance, and develop plans to recognize illness, respond to symptoms, instruct students and staff on proper hygiene and safety, and develop cleaning and disinfecting routines.
<b>Mandatory Assurances</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> District plan considers the number of students and staff able to return in person.</li> <li><input type="checkbox"/> Written protocol instructs staff to observe and respond to signs of illness and identifies designated personnel and procedure for symptomatic and/or ill persons.</li> <li><input type="checkbox"/> District has a written protocol for daily temperature and health screenings.</li> <li><input type="checkbox"/> District has written protocol and signage instructing correct hand and respiratory hygiene.</li> <li><input type="checkbox"/> Social distancing of at least six feet will be observed whenever possible and masks will be worn when social distancing is not feasible.</li> <li><input type="checkbox"/> District will detail accommodations for high risk populations. including return to school clearances.</li> <li><input type="checkbox"/> Written protocol shall be established detailing the cleaning and disinfecting</li> <li><input type="checkbox"/> Sufficient PPE supplies shall be obtained and maintained.</li> <li><input type="checkbox"/> Protocol established for action taken upon any confirmed COVID-19 cases, procedures per CDC guidance.</li> <li><input type="checkbox"/> District will plan for required safety drills with modifications for social distancing.</li> <li><input type="checkbox"/> Written plans will include plans for before and after school care.</li> <li><input type="checkbox"/> District will designate a COVID-19 Safety Coordinator (administrator) to ensure compliance and phased in reopening activities.</li> </ul>
<b>District Protocols</b>	<p><u>District Wide</u></p> <ul style="list-style-type: none"> <li>• Adirondack School District will deliver a hybrid-model of instruction upon opening in September 2020 whereby instruction will be based partially on a digital platform and in-person. Students will be divided into two cohorts and attend school on alternating days thus reducing the student population in attendance to half. This will limit the number of students in the classrooms, on buses and in the hallways at one time. Parents may choose to have their child learn remotely 100% of the time which will reduce numbers for in-person days. All teachers and staff will be working from school every day.</li> <li>• The District will ensure faculty and staff will be educated regarding the careful observation of symptoms of COVID-19 on Superintendent's conference days. COVID-19 education will be ongoing at faculty meetings and district communications such as email. Students and staff members exhibiting any signs will be sent to the school health office for an assessment by the school nurse. After the assessment, the school nurse will contact the parent/guardian to come pick up their ill child or send the staff member home. The ill student will be isolated from others in a designated area within the nurses' offices. The building nurse will escort the student to their parent or guardian. The building nurse will provide a resource to parents/guardians with information on the return to school protocol, and resources for COVID-19 testing.</li> <li>• Parents/guardians and staff members will complete a daily temperature check and a screening questionnaire prior to the arrival to school (through an app such as ParentSquare, an app feature for district communication). Students or staff members who were not screened will be screened at school upon arrival. All visitors will be screened at the main entrances of each building. Screening notification and reminders will be sent through various modes, including the District website, District newsletter publications, District social media sites, written communication to faculty and staff, students and families, and community, email, SchoolMessenger that communicates via voice and text messaging. A hard paper</li> </ul>

copy will be provided for families who are not able to access electronic messaging.

- District will post signs in all buildings on how to stop the spread of COVID-19. Signage will instruct staff and students on correct hand and respiratory hygiene. District staff will be educated on Superintendent's Days. Building nurses will educate students by visiting classrooms. Teachers and nurses will reinforce proper hygiene in the classroom environment.
- Social distancing of at least six feet will be observed whenever possible and masks will be worn when social distancing is not feasible. Students will be required to wear their masks/face coverings on the school bus, when entering/exiting schools, hallways, and bathrooms. Students will be given masks/face covering breaks during lunch and during seated instructional time where six feet social distancing can be maintained.
- Accommodations for high risk populations will be addressed by providing additional PPE equipment based on a physician's recommendations. High risk students will have the option to receive 100% remote instruction. Parents and staff members will contact the building principal and/or supervisor regarding individual circumstances. A physician's note may be required.
- PPE supplies have been ordered, obtained and will be maintained. Building nurses will educate staff on the proper use of all PPE. Cloth masks have been purchased for all staff and students. Additional disposable masks and gloves will be provided in teachers' classrooms, on the buses, in the main offices, and in the health care offices.
- The District has established the following protocol for how action will be taken upon any confirmed COVID-19 cases and the return to school clearances. The DOH will notify the District of a positive COVID-19 case. The District will work collaboratively and follow direction from the DOH and CDC. The COVID-19 Safety Coordinator will contact the building principal/building nurse of a positive case. The building principal/building nurse will provide contact tracer information to the DOH. In addition, the Director of Facilities will be notified to ensure and determine if any additional cleaning and disinfecting procedures are recommended per CDC guidance in regards to a positive COVID-19 case. All routine cleaning and disinfection will continue. A student or staff member may return to school after being cleared by a physician/healthcare provider and has completed the quarantine requirements.
- A written protocol has been established detailing the cleaning and disinfecting procedures per CDC guidance. See facilities.
- The District will complete all required safety drills with modifications for social distancing. All drills will be conducted with students and staff wearing masks/face coverings. For lockdown drills, students will be directed as to where to hide in the event of an actual emergency.
- Most before and after school care is provided by the local community members within the home. The District has also consulted with the local daycare facility for availability.
- The District designated Daniel M. Roberts as the COVID-19 Safety Coordinator to ensure compliance and phased in reopening activities.

	<p><u>High School</u></p> <ul style="list-style-type: none"> <li>• The High School building will follow District protocols.</li> </ul> <p><u>Middle School</u></p> <ul style="list-style-type: none"> <li>• The Middle School building will follow District protocols.</li> </ul> <p><u>Elementary</u></p> <ul style="list-style-type: none"> <li>• The Elementary buildings will follow District protocols.</li> </ul>
<b>Participants</b>	Administrative Team, Teachers, Nurses, Parents, Stakeholder Survey Responses

### III. Facilities

<b>Introduction</b>	Districts should maintain or exceed safety requirements designed to protect students. Consideration should be given to utilizing physical space and increasing filtration and ventilation. Districts also must conduct mandatory fire and lockdown drills, and prepare students to respond to emergencies, on schedule but in a manner that maintains social distancing and safety measures.
<b>Mandatory Assurances</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Changes or additions to facilities must comply with NYS requirements and be submitted to OFP while ensuring compliance to the Building Condition Survey where applicable.</li> <li><input type="checkbox"/> Provisions to conduct Lead-in-Water testing must be made.</li> <li><input type="checkbox"/> District will ensure availability of hand sanitizer dispensers.</li> <li><input type="checkbox"/> Dividers in areas of points of congregation on detailed floor plans.</li> <li><input type="checkbox"/> New building construction and temporary quarter projects will be submitted to OFP.</li> <li><input type="checkbox"/> Any new facilities for leasing must consult with OFP.</li> <li><input type="checkbox"/> District plans using temporary or permanent tents must adhere to BCNYS.</li> <li><input type="checkbox"/> Existing or altered number of toilet and sink fixtures must meet minimum standards.</li> <li><input type="checkbox"/> One drinking fountain per 100 occupants is required.</li> <li><input type="checkbox"/> Maintain adequate, code required ventilation.</li> <li><input type="checkbox"/> Project submissions dedicated specifically to COVID-19 will be labeled as such.</li> <li><input type="checkbox"/> Any plastic separators must comply with BCNYS.</li> </ul>
<b>District Protocols</b>	<p><u>District Wide</u></p> <ul style="list-style-type: none"> <li>● There are no changes or additions to the facilities. All existing facilities comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation code.</li> <li>● The next scheduled Building Condition Survey is scheduled for 2022.</li> <li>● Jefferson-Lewis – Oneida- Herkimer – Hamilton Boces has been contracted to provide lead-in water- testing as required by the NYS DOG regulation 67-4.</li> <li>● All alcohol based and non-alcohol based hand rub sanitizer dispensers are installed in accordance with FCNYS 2020 Section 5705.5. Dispensers are available in each classroom and common areas.</li> <li>● There is no new installation of dividers in any space of our buildings. Existing gym dividers may be utilized to separate spaces. These dividers are existing and inspected regularly.</li> <li>● There are no new building construction or temporary quarter projects.</li> <li>● There are currently no intentions for any new facilities for leasing.</li> <li>● There will be no temporary or permanent use of tents for any reason.</li> <li>● There will be a reduction of urinal, water cooler and sink fixtures in all buildings. These reductions are identified in our reopening plan building drawings. These reductions have been coordinated with our district architect King and King LLC and meet the code of:             <ul style="list-style-type: none"> <li>○ Sinks: 1 for every 50 Occupants</li> <li>○ Drinking Fountains: 1 for every 100 Occupants</li> <li>○ Urinals: 1 for every 50 Occupants</li> <li>○ Toilets: 1 for every 50 Occupants</li> </ul> </li> <li>● The code required 10% outside air will be maintained and exceeded if possible. All of the HVAC Units are designed and use a minimum Merv-8 Air Filter.</li> <li>● There are no special project submissions dedicated to Covid-19 to be submitted to the OFP.</li> </ul>

- Any use of plastic separators would comply with the 2020 BCNY Section 2606.
- Cleaning Logs are to be completed daily and retained by the Facility Director
- Only disinfectants approved in the CDC or EPA listing are to be utilized.
- There will be an increase of cleaning of high-touch surfaces.
  - Door Handles
  - Railings
  - Drinking Coolers
  - Hand Washing Faucets
- Additional signage to be placed in all buildings to remind occupants of the following:
  - Wash your hands for 20 seconds or more.
  - Wear a facemask when social distancing is not possible.
  - The signs and symptoms of Covid-19.
- Non-Porous objects classrooms are to be removed.
  - Area Rugs
  - Cloth Furnishings
  - Non-Essential items
- High Traffic/ High Touch areas are to be disinfected with an EPA approved disinfectant frequently throughout the day.
- Emergency egress, stairwells and hallways will remain unobstructed.
- Required safety evacuation and lock-down drills will be documented.

### ***Suggested Cleanliness and Disinfection Standards***

- Clean
  - Wear disposable gloves or any other required PPE to clean and disinfect.
  - Clean surfaces using an appropriate cleaner; making sure you produce friction on the surface (i.e. microfiber cloth, not sponges).
  - Read all labels and follow instructions (PPE may be required).
  - Cleaning reduces the number of germs, dirt and impurities on the surface. Friction action breaks biofilm on any virus allowing disinfectant to contact the area.
  - Consider changing out cleaning cloths (microfiber) often or use disposable products.
  - Clean surfaces prior to disinfecting.
  - Practice routine cleaning of frequently-touched surfaces. Be sure not to miss high touch surfaces.
- Disinfect
  - Disinfecting kills germs on surfaces.
  - Ensure the area or item is cleaned with soap and water.
  - Then disinfectant can be used.
  - Take all precautions on the label such as PPE, and safe handling procedures. Consider changing out cleaning cloths (microfiber) often or use disposable products.
  - Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  - Keeping the surface wet for the entire contact/dwell time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Diluted bleach solutions may also be used if appropriate for the surface.
    - 1/3 cup bleach per gallon of water - highly concentrated solutions may result in adverse health effects, discoloration and residue.
    - Bleach solutions should be made fresh and not kept for more than 24 hours.

- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation.
  - Never mix bleach with ammonia or any other cleanser.
  - Leave solution on the surface for at least 1 minute.
- Soft Surfaces
  - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Electronics
  - Place wipeable covers on electronics (if applicable).
  - Follow manufacturer's instructions for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol. Dry surface thoroughly.
- Classrooms
  - Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Consider scheduling this task late morning and early afternoon.
  - In order to facilitate cleaning and disinfection, classroom materials should be removed to the greatest extent possible.

### **Cleaning/Disinfecting Area List and High Touch Surface**

- Restroom
  - Clean and disinfect toilets, sinks and shower areas.
  - Wear proper PPE, avoid splashes
  - Clean and disinfect high touch surfaces:
    - Sinks
    - Faucets
    - Soap dispensers
    - Drinking fountains
    - Door handles and push plates
    - Light switches
    - Handrails
  - All trash receptacles emptied and trash removed from the room.
  - Floors fully mopped.
  - Clean doors and partitions in restrooms and locker rooms.
  - Walls are spot cleaned.
  - Check toilets, faucets, and drains are working
  - Check sanitary napkin boxes
  - Clean exterior of dispensers
  - Make sure all windows are locked.
  - Restock all paper, feminine hygiene and soap products.
  - Clean baseboards - weekly
  - Clean light fixtures - weekly
  - Replace lights (notify custodian)
- Daily Common Areas (Hallways)
  - Clean and disinfect high touch surfaces:
    - Drinking fountains
    - Door handles and push plates;
    - Bathroom faucets;
    - Light switches;

- Handrails;
    - Light switches;
    - Buttons on vending machines (remove vending machines if possible)
  - All trash receptacles emptied and trash removed.
  - Floors swept and dust mopped.
  - Floors spot mopped or full mopped.
  - Walls are spot cleaned, when soiled
  - Carpets are spot cleaned.
  - Make sure all windows are locked.
  - Make sure all unoccupied classrooms are locked.
- Daily Clerical/Administrative Offices
    - Clean and disinfect high touch surfaces:
      - Door handles and push plates;
      - Bathroom faucets;
      - Light switches;
      - Shared telephones;
      - Shared desktops;
      - Shared computer keyboards and mice
    - All trash receptacles emptied and trash removed from the room.
    - Floors swept and dust mopped.
    - Floors spot mopped or full mopped.
    - Tables and furniture wiped clean, counter tops, high and low dusting.
    - Window in the door is cleaned daily or at least once per week.
    - Walls are spot cleaned.
    - Carpets are spot cleaned.
    - Make sure all windows are locked.
    - Clean/Disinfect shared sink and toilet area if applicable.
    - Vacuum carpet daily if applicable.
    - Re-stock all paper and soap products.
    - Clean baseboards - weekly
    - Clean light fixtures - weekly
    - Replace lights (Notify custodian)
  - Chemical Kill Times
    - Oracle-1 Spray; EPA# 88494-3 1 Minute Wet
    - Monk Wipes; EPA# 6836-313 10 Minutes Wet
    - Pathos-II Wipes; EPA# 6836-340 4 Minutes Wet
    - Share Lemon Scented Disinfectant; EPA# 10 Minutes Wet
    - Kai-Bosh Bathroom Disinfectant; EPA#10324-93 10 Minutes Wet
    - Diversey Oxivir Tb; EPA# 70627-56 1 Minute Wet

#### High School

- The High School building will follow District protocols.

#### Middle School

- The Middle School building will follow District protocols.

#### Elementary Building

- The Elementary buildings will follow District protocols.

<b>Participants</b>	Administrative Team, Custodians, Cleaner/Groundskeepers, Secretary, Stakeholder Survey Responses
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**IV. Child Nutrition**

<b>Introduction</b>	Requirements must be met to provide all enrolled students with access to school meals each school day, whether in person or remote. All applicable health and safety guidelines must be maintained and compliance met with the Child Nutrition Program. Communication with families through multiple means is paramount.
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<b>Mandatory Assurances</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> District must provide access to school meals each school day in compliance with the Child Nutrition Program.</li> <li><input type="checkbox"/> Reopening plans must address all health and safety guidelines.</li> <li><input type="checkbox"/> Plan to provide meals outside of the cafeteria setting and protect students with food allergies.</li> <li><input type="checkbox"/> Describe how proper hand hygiene will be promoted before and after meals and how to discourage sharing of food and beverage.</li> <li><input type="checkbox"/> Identify protocols for cleaning and disinfecting prior to student groups arriving for meals when served in the same common areas.</li> <li><input type="checkbox"/> Social distancing of at least six feet must be maintained while consuming meals.</li> </ul>
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<b>District Protocols</b>	<p><u>High School</u></p> <ul style="list-style-type: none"> <li>• Meals will continue to be served in compliance with the Child Nutrition Program for both in-person student education as well as virtual learning environment. Students who want meals on their in home instruction days will take it home with them from their in-person instruction days. Full virtual instruction students can pick up meals at their respective buildings.</li> <li>• All cafeteria operations will be in adherence to state education and DOH guidelines. Menus will be modified to minimize options, with a hot option at every meal. Salad bars will be taken out and salads will be prepacked. All condiments will be individual packaged and there will be no shared utensils.</li> <li>• All allergy information is saved in the District POS system and is adhered to as in with normal operations. Notifications are at check out as a second check for children.</li> <li>• Students will be reminded in the classroom setting and in the halls on proper hand hygiene. Students will be discouraged from sharing food and beverage by lunch monitors. Access will be restricted to vending machines.</li> <li>• All areas will be cleaned and disinfected with special attention to frequent touch areas between all lunch groups. Cleaning supplies will be provided for the proper cleaning of areas.</li> <li>• Students will social distance or physical barriers will be used while students are consuming meals. Students will be socially distant in the cafeteria and overflow will be in the gymnasium. Weather permitting the students will eat outside and be socially distant. Breakfast will be grab and go. Students will wear masks at all times when they are not seated.</li> </ul> <p><u>Middle School</u></p> <ul style="list-style-type: none"> <li>• Meals will continue to be served in compliance with the Child Nutrition Program for both in-person student education as well as virtual learning environment.</li> </ul>
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	<p>Students who want meals on their in home instruction days will take it home with them from their in-person instruction days. Full virtual instruction students can pick up meals at their respective buildings.</p> <ul style="list-style-type: none"> <li>● All cafeteria operations will be in adherence to state education and DOH guidelines.</li> <li>● All allergy information is saved in the District POS system and is adhered to as in with normal operations.</li> <li>● Students will be reminded in the classroom setting and in the halls on proper hand hygiene. Students will be discouraged from sharing food and beverage by lunch monitors.</li> <li>● All areas will be cleaned and disinfected with special attention to frequent touch areas between all lunch groups.</li> <li>● Students will social distance or physical barriers will be used while students are consuming meals. Students will social distance in the cafeteria for lunch and overflow will be in the gymnasium. Weather permitting the students will eat outside and be socially distant. Breakfast will be grab and go. Students will wear masks at all times when they are not seated.</li> </ul> <p><u>Elementary</u></p> <ul style="list-style-type: none"> <li>● Meals will continue to be served in compliance with the Child Nutrition Program for both in-person student education as well as virtual learning environment. Students who want meals on their in home instruction days will take it home with them from their in-person instruction days. Full virtual instruction students can pick up meals at their respective buildings.</li> <li>● All cafeteria operations will be in adherence to state education and DOH guidelines.</li> <li>● All allergy information is saved in the District POS system and is adhered to as in with normal operations.</li> <li>● Students will wash their hands before and after each lunch period. Students will be discouraged from sharing food and beverage by lunch monitors.</li> <li>● All areas will be cleaned and disinfected with special attention to frequent touch areas between all lunch groups.</li> <li>● Students will social distance or physical barriers will be used while students are consuming meals. The district will utilize the cafeteria for and the gymnasium for lunches to provide for social distance. Weather permitting the students will eat outside and be socially distant. Breakfast will be grab and go. Students will wear masks at all times when they are not seated.</li> </ul>
<b>Participants</b>	Administrative Team

## V. Transportation

<b>Introduction</b>	The Adirondack Central School District will provide consistent and equal access to transportation services. Regular disinfecting practices and the education of students and staff on health and safety procedures related to COVID-19 will be maintained.
<b>Mandatory Assurances</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All buses used daily will be cleaned and disinfected once a day.</li> <li><input type="checkbox"/> All high contact areas must be wiped down each a.m. and p.m. run depending on the disinfecting/cleaning schedule.</li> <li><input type="checkbox"/> School buses cannot be equipped with hand-sanitizer due to combustibility.</li> <li><input type="checkbox"/> Drivers, monitors and attendants may not carry personal hand sanitizer on buses.</li> <li><input type="checkbox"/> Drivers, monitors and attendants must wear a face mask along with an optional shield.</li> <li><input type="checkbox"/> All transportation staff will be trained on proper use of PPE, symptoms of COVID-19, and proper social distancing.</li> <li><input type="checkbox"/> District will provide proper PPE and hand sanitizer for all transportation staff.</li> <li><input type="checkbox"/> Any transportation staff in direct contact with students must wear gloves.</li> <li><input type="checkbox"/> All transportation staff must conduct self-assessment for COVID symptoms before reporting to work.</li> <li><input type="checkbox"/> Students on buses must wear a mask if physically able but will not be denied transportation without a mask. The district must provide a mask if necessary. Students unable to wear a mask will not be forced to do so.</li> <li><input type="checkbox"/> Students will be trained and reminded of proper use of PPE, COVID symptoms, and social distancing.</li> <li><input type="checkbox"/> Transportation must be provided to all out of district placements even if the Adirondack Central School District is not in session due to remote learning.</li> </ul>
<b>District Protocols</b>	<ul style="list-style-type: none"> <li>• Each bus will be thoroughly cleaned and disinfected at the end of the day following state guidelines.</li> <li>• All buses will be disinfected after each am, pm and midday runs with added attention focused on high contact areas.</li> <li>• All drivers and monitors will be informed that hand sanitizer will not be allowed on the bus, even personal ones.</li> <li>• All transportation staff will be required to wear a face mask. The District will have face shields available for employees.</li> <li>• Appropriate use of PPE, COVID-19 symptom, proper social distancing will be covered as a part of District training.</li> <li>• All transportation staff will be required to wear gloves when in direct contact with students.</li> <li>• Transportation staff will follow the District protocol for self assessment before reporting to work.</li> <li>• Each student riding a bus, if capable, will wear a face mask at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>● All buses will have a supply of disposable masks, if a student is in need of one.</li> <li>● Drivers will be instructed not to refuse transportation for a student not wearing a mask.</li> <li>● Students will be trained on PPE, COVID-19, proper social distancing by the District.</li> <li>● As with District guidelines, all out of District placements will be transported when they are in session.</li> <li>● Signs will be placed throughout the transportation building to remind staff of the new protocols set forth.</li> <li>● A checklist will be made and filled out daily to ensure buses are cleaned, disinfected, have extra masks and gloves, and no hand sanitizer is on board.</li> <li>● Meetings will be held several times a month to remind staff of new guidelines and answer any questions concerning new PPE and COVID-19 guidelines.</li> </ul>
<b>Participants</b>	Administrative Team, Bus Drivers, Mechanics, Dispatcher

## VI. Social Emotional Well-Being

<b>Introduction</b>	As students, staff, and families adapt to an educational environment with less personal interactions, ensuring the social and emotional well-being of all is a critical aspect of a successful return for students, staff, and families. The Adirondack Central School District will prioritize the social emotional health of all persons to promote and compliment successful academic learning.
<b>Mandatory Assurances</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Counselors and other stakeholders will update district and building counseling plans as needed.</li> <li><input type="checkbox"/> Resources and referrals to address mental health, behavioral and emotional support services will be provided.</li> <li><input type="checkbox"/> Professional development for faculty and staff to support students with coping skills during the COVID-19 health emergency will be provided.</li> </ul>
<b>District Protocols</b>	<p><b><u>District Wide:</u></b></p> <ul style="list-style-type: none"> <li>• The Adirondack School District has developed a comprehensive District-Wide Guidance Plan/Program that addresses the social-emotional needs of all students in the District. The plan was recently updated to accommodate for distance learning initiatives and obstacles occurred from an at-home learning model. The District Guidance Plan can be found on the school website.</li> <li>• The Adirondack School District will establish an advisory council composed of a parent, an elementary teacher, middle school teacher, high school teacher, board member, two counselors, and an administrator to inform the comprehensive developmental school counseling program.</li> </ul> <p><b><u>Resources and Referrals:</u></b></p> <ul style="list-style-type: none"> <li>* Counselors utilize the District's Facebook page, District newsletter, District website, and Google Classroom to communicate, provide resources, support, and address mental health, behavioral, and emotional support services, and programs.</li> <li>* Counselors will send out a survey to students and staff bi-weekly to gauge the climate on how they are coping with returning to school, their mindset, anxiety, and any added stresses they may be dealing with, etc.</li> <li>* Counselors will receive referrals from parents, teachers, administration, or the special education department to work with students.</li> </ul> <p><b><u>Hybrid Model:</u></b></p> <ul style="list-style-type: none"> <li>• Counselors will be available to see walk-in students on an as needed basis .</li> <li>• Counselors will be available to see students with appointments and provide counseling services as indicated in students' IEPs or 504 Accommodation Plans.</li> <li>• Counselors will receive referrals from any concerned individual and will contact students.</li> <li>• Counselors will be available by cell phone when students are home. Students will be able to call or text counselors.</li> <li>• Counselor cell phone numbers are available by contacting the District office.</li> </ul> <p><b><u>Remote Model:</u></b></p>

	<ul style="list-style-type: none"> <li>● Counselors will be available by cell phone when students are home. Students will be able to call or text counselors.</li> <li>● Counselor cell numbers are available by contacting the District office.</li> <li>● Counselors will receive referrals from any concerned individual and will contact students.</li> </ul> <p><u>In-Person Model:</u></p> <ul style="list-style-type: none"> <li>● Counselors will be available to see walk-in students on an as needed basis.</li> <li>● Counselors will see students with appointments and provide counseling services as indicated in students' IEP or 504 Accommodation Plans.</li> <li>● Counselors will receive referrals from any concerned individual and will contact students.</li> </ul> <p><b><u>Professional Development:</u></b></p> <ul style="list-style-type: none"> <li>* Counselors will reach out to teachers/staff for professional development to actively engage them in the process to look for the triggers and warning signs in students that show signs of anxiety, stress, etc.</li> <li>* Counselors will utilize time in faculty meetings, google meets, department meetings, or team building exercises to work with the faculty and staff on best practices to build community support and human connection.</li> <li>* Counselors will share the results of the bi-weekly surveys with the staff and how we can help the students using the data received.</li> </ul>
<b>Participants</b>	Administrative Team, School Counselors, Teacher, Parent

## VII. School Schedules

<b>Introduction</b>	The Adirondack Central School District will develop schedules that plan for in-person instruction, remote instruction, or a hybrid of both in-person and remote to allow for all scenarios. The plans will be clearly communicated to students, staff, and families. Plans may stagger or alternate students return to campus to adhere to social distancing and health and safety guidelines.
<b>Mandatory Assurances</b>	<input type="checkbox"/> Describe the school schedule planned for the implementation of the 2020-2021 school year to the extent practicable and any contingent schedule models to consider if and when the situation warrants.
<b>District Protocols</b>	<ul style="list-style-type: none"> <li>• The Adirondack Central School District will utilize a hybrid model of instruction that allows for 50% of the student population PK-12 to attend every other day. Students will be split into two cohort groups according to the alphabet, with the intent to keep families together. We will continue our six day letter cycle and each cohort will experience each letter day. For instance: Students A-L attend Letter Day A, Group 1, referred to as A1. Students M-Z will attend Letter Day A, referred to as A2. When a student is not attending school for in-person instruction, they will be participating in online virtual learning.</li> <li>• The District will offer remote instruction to families who choose not to return to in-person due to COVID-19 risks.</li> <li>• The District will investigate implementing a modified instructional day to allow teachers additional preparation time to support the online learning groups with regular, substantive interaction. Interaction could be in the form of Google Meet, virtual office hours, responding via Google Classroom or email for student feedback, parent contact, development of instructional materials, including videos, that will be uploaded to Google Classroom for the development of virtual learning best practices.</li> <li>• Considerations for student and teacher days include transportation feasibility and teacher contract agreements.</li> </ul>
<b>Participants</b>	Administrative Team, Reopening Committees & Sub Groups, Stakeholder Survey Responses

## VIII. Attendance and Chronic Absenteeism

<b>Introduction</b>	The Adirondack Central School District will develop a method to collect and report daily attendance and student-teacher engagement. Teachers are expected to make daily contact with students in remote or hybrid settings. To prevent students from falling behind, every effort must be made to contact students and families who are not adequately engaging in remote learning.
<b>Mandatory Assurances</b>	<input type="checkbox"/> Describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.
<b>District Protocols</b>	<u>District Wide</u> <ul style="list-style-type: none"> <li>● Adirondack Central School uses SchoolTool to track daily attendance. In the event that students are not in attendance in-person (remote/hybrid learning), we will utilize Google Enterprise extensions to monitor student engagement and involvement in daily learning.</li> <li>● In addition, teachers will keep a record of all student interaction they have. This will include communication attempts (phone calls, emails, etc) and utilize apps such as ParentSquare for record keeping. Every effort will be made to ensure constant and appropriate contact with families and students.</li> </ul>
<b>Participants</b>	Administrative Team, Technology Committee

## IX. Technology and Connectivity

<p><b>Introduction</b></p>	<p>The Adirondack Central School District understands the importance of equity in adequate access to devices and internet reliability. To the extent practicable, the district reopening plan will address the need to provide devices and internet access to teachers and students who currently do not have sufficient access to provide multiple ways for students to participate in learning in remote and hybrid instructional models. Training will be provided for students, faculty, staff, and families to best develop effective online learning experiences.</p>															
<p><b>Mandatory Assurances</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The district must have knowledge of the level of access to devices and high speed internet all students and teachers have in their homes.</li> <li><input type="checkbox"/> Include information on how the district will address the need to provide devices and internet access to all who do not have sufficient access.</li> <li><input type="checkbox"/> Identify how the district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially in cases of insufficient access to devices or high speed internet.</li> </ul>															
<p><b>District Protocols</b></p>	<p><u>District Wide</u></p> <ul style="list-style-type: none"> <li>● The Parent/Guardian Reopening survey was sent home in July to determine the accessibility and reliability of home-based Internet. At that time:             <ul style="list-style-type: none"> <li>○ 45 (5.2%) No Internet</li> <li>○ 235 (27.3%) Internet is available but not reliable, or data is limited</li> <li>○ 136 (15.8%) Internet is available and reliable, but data may be limited</li> <li>○ 446 (51.7%) Internet is available, reliable and has unlimited data</li> </ul> </li> </ul> <div data-bbox="964 989 1508 1220" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: small;">On a scale of 0 to 3, please rate your internet access and reliability 862 responses</p> <table border="1" style="font-size: x-small; margin-top: 5px;"> <thead> <tr> <th>Rating</th> <th>Description</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>No internet available</td> <td>5.2%</td> </tr> <tr> <td>1</td> <td>Internet is available, but not reliable or has limited data</td> <td>27.3%</td> </tr> <tr> <td>2</td> <td>Internet is available and reliable, but has limited data</td> <td>15.8%</td> </tr> <tr> <td>3</td> <td>Internet is available, reliable and unlimited data</td> <td>51.7%</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>● The District will provide devices to all students PreK - 12 at no cost to the families.</li> <li>● Hotspot need will be determined by a follow-up survey sent to parents and guardians. Where it will close the gap for internet access, hotspots will be purchased by the District and given to those families who have identified as needing one. The families will need to notify the District if they are in need of this solution.</li> <li>● The District is working with families to identify areas throughout the District where there is no Internet access, as well as those areas where a hotspot will not fill the gap. In these cases, the District will identify areas where community hotspots can be created. We are working with our local RIC agency to develop cost-effective and maintainable solutions.</li> <li>● In addition to home and community hotspots that the District will establish, we will provide families with a list of “free wi-fi” spots at local businesses (i.e. local offices, libraries, fast-food and coffee chains, etc).</li> </ul>	Rating	Description	Percentage	0	No internet available	5.2%	1	Internet is available, but not reliable or has limited data	27.3%	2	Internet is available and reliable, but has limited data	15.8%	3	Internet is available, reliable and unlimited data	51.7%
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	<ul style="list-style-type: none"> <li>● For students who do not have reliable and consistent Internet, the District will utilize student Chromebook internal storage to download learning materials (i.e. worksheets, video libraries) to be available “off-line” while the student is at home. The District is also bulk purchasing USB drives to be utilized by students and staff who have limited Internet and have notified us as such. These USB drives will be used for learning material download and will be available to students at no cost.</li> <li>● Students who are able to engage in “live” learning sessions will do so on a regular basis. These students will participate through platforms such as Google Meet and Classroom. Attendance will be taken, and records will be kept of how the students are engaging in their learning, by the teachers.</li> <li>● Educational teacher made videos can be created for students to view at any time during the school year whether for new next in person day material or to review past material.</li> </ul> <p><u>High School</u></p> <ul style="list-style-type: none"> <li>● The High School will follow all District protocols.</li> </ul> <p><u>Middle School</u></p> <ul style="list-style-type: none"> <li>● The Middle School will follow all District protocols.</li> </ul> <p><u>Elementary</u></p> <ul style="list-style-type: none"> <li>● The Elementary buildings will both follow District protocols.</li> <li>● For elementary students who are not familiar with digital learning platforms, or are unable to maintain digital downloads, arrangements will be made between the teacher and the parent/guardians to ensure the students have equal access to materials (USB drive, parent direct email, etc)</li> </ul>
<b>Participants</b>	Administrative Team, ACS Technology Committee, Stakeholder Survey Responses

## X. Teaching and Learning

<b>Introduction</b>	<p>The Adirondack Central School District will provide equitable learning opportunities for all students, ensuring continuity of learning regardless of the instructional model used. All students will be guaranteed standards-based instruction with substantive daily instruction between teachers and students. Instructional plans will be clearly communicated with students and parents. Certain flexibilities, as outlined by NYSED, will be allowed so that districts can adapt to the complications presented from the pandemic.</p>
<b>Mandatory Assurances</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Publish a continuity of learning plan for the 2020-2021 school year addressing in-person, remote, and hybrid models of instruction.</li> <li><input type="checkbox"/> Establish an educational program that is aligned to the NYSLS regardless of the instructional model of delivery.</li> <li><input type="checkbox"/> Provide a program that includes regular, substantive interaction between teachers and students regardless of the instructional model.</li> <li><input type="checkbox"/> Instruction should be developed with equity in mind so that regardless of the instructional model of delivery, there are clear and accessible instructional opportunities for all students that align with State standards and include routine, scheduled times for students to interact and/or seek feedback from teachers.</li> <li><input type="checkbox"/> Communication plans with clear and multiple ways for students and families to contact the school and teachers about instruction and/or technology.</li> <li><input type="checkbox"/> Districts that contract with eligible agencies to provide PK programs must ensure that health and safety measures are in place, along with a continuity of learning plan.</li> </ul>
<b>District Protocols</b>	<p><u>District Wide</u></p> <ul style="list-style-type: none"> <li>• The Continuity of Learning Plan will be maintained continuously as circumstances surrounding COVID-19 impact school districts. The Continuity of Learning Plan will allow the District to communicate up to date information on teaching and learning for all grade levels and student populations and can be found on our District website: <a href="http://adirondackcsd.org">adirondackcsd.org</a></li> <li>• The Adirondack Central School District commits to delivering curriculum and instruction aligned to New York State Learning Standards in all modalities of learning, for all student populations, and promotes regular interaction between students and teachers no matter the instructional platform.</li> <li>• The District will ensure that communication with faculty and staff, students and families, and community is promoted through various modes, including the District website, District newsletter publications, District social media sites, written communication to faculty and staff, students and families, and community, email, SchoolMessenger that communicates via voice and text messaging, local media outlets such as the radio station and newspaper, as well as the utilization of ParentSquare that utilizes an app feature for all District communication. All District office phone numbers are available on the District website, as well as email addresses and Google Sites for teacher communication.</li> <li>• The District currently does not contract with any agencies to provide PK programs.</li> </ul> <p><u>High School</u></p>

- Adirondack High School will deliver a hybrid-model of instruction upon opening in September 2020 whereby instruction will be based partially on a digital platform and in-person. The digital platform will be developed and maintained so that if a return to a full virtual learning environment becomes necessary, the transition will be efficient. This development of the digital learning platform also allows accessible instruction to students who choose to participate 100% through remote learning, should that become an option.
- During the hybrid phase of instruction, dedicated time and attention will be given to students and teachers to focus on reinforcing procedures for Google Classroom so that proficient use of online learning is easily attained.
- All instruction will meet NYS Learning Standards with the expectation that all Regents exam requirements will be fulfilled following guidance by NYSED.
- Adirondack High School will post all communication for staff, students, and families on the District website, mail communications home when necessary, utilize ParentSquare as a means to deliver information quickly and efficiently, post regularly on social media, utilize SchoolMessenger when necessary, make announcements on local radio and newspaper outlets, and ensure that all teachers utilize Google Sites, Google Classroom, and email for daily communications.

#### Middle School

- Adirondack Middle School will deliver a hybrid-model of instruction upon opening in September 2020 whereby instruction will be based partially on a digital platform and in-person. The digital platform will be developed and maintained so that if a return to a full virtual learning environment becomes necessary, the transition will be efficient. This development of the digital learning platform also allows accessible instruction to students who choose to participate 100% through remote learning.
- During the hybrid phase of instruction, dedicated time and attention will be given to students and teachers to focus on reinforcing procedures for Google Classroom so that proficient use of online learning is easily attained.
- All instruction will meet NYS Learning Standards with the expectation that all 3-8 Assessments will be administered.
- Adirondack Middle School will post all communication for staff, students, and families on the District website, mail communications home when necessary, utilize ParentSquare as a means to deliver information quickly and efficiently, post regularly on social media, utilize SchoolMessenger when necessary, make announcements on local radio and newspaper outlets, and ensure that all teachers utilize Google Sites, Google Classroom, and email for daily communications.

#### Elementary Schools

- Boonville Elementary and West Leyden Elementary schools will deliver a hybrid-model of instruction upon opening in September 2020 whereby instruction will be based partially on a digital platform and in-person. The digital platform will be developed and maintained so that if a return to a full virtual learning environment becomes necessary, the transition will be efficient. This development of the digital learning platform also allows accessible instruction to students who choose to participate 100% through remote learning. The elementary schools are committed to delivering age appropriate online learning to all of our students.

	<ul style="list-style-type: none"> <li>• During the hybrid phase of instruction, dedicated time and attention will be given to students and teachers to focus on reinforcing procedures for Google Classroom so that proficient use of online learning is easily attained, especially when considering the needs and abilities of the youngest students.</li> <li>• All instruction will meet NYS Learning Standards with the expectation that all 3-8 Assessments will be administered.</li> <li>• Both Boonville Elementary and West Leyden Elementary will post all communication for staff, students, and families on the district website, mail communications home when necessary, utilize ParentSquare as a means to deliver information quickly and efficiently, post regularly on social media, utilize SchoolMessenger when necessary, make announcements on local radio and newspaper outlets, and ensure that all teachers utilize Google Sites, Google Classroom, and email for daily communications. Elementary schools will collaborate to send uniform communications whenever possible.</li> </ul>
<b>Participants</b>	Administrative Team, Teachers, Parents

## XI. Special Education

<b>Introduction</b>	Districts are required to provide a Free Appropriate Public Education consistent with the need to protect the health and safety of students with disabilities and those providing special education services. The Adirondack Central School District shall consider in-person services a priority for high-needs students and preschool students with disabilities whenever possible and develop contingency plans for remote learning.
<b>Mandatory Assurances</b>	<ul style="list-style-type: none"> <li>❑ District reopening plans must address the provision of free appropriate public education and ensure the health and safety of students with disabilities and those provided with special education services regardless of the instructional model of delivery: hybrid, in-person, or remote.</li> <li>❑ Document the programs and services offered and provided to students with disabilities and communications with parents.</li> <li>❑ Address meaningful parent engagement in the parent's preferred mode of communication regarding provision of services to his/her child.</li> <li>❑ Address collaboration between CSE and CPSE and program providers representing the variety of settings where students are served to ensure an understanding of the provision of services consistent with IEP recommendations.</li> <li>❑ Access to necessary accommodations, modifications, supplementary aids and services, and technology must meet the unique disability related needs of students.</li> </ul>
<b>District Protocols</b>	<ul style="list-style-type: none"> <li>● Adirondack will ensure that all students with disabilities are provided with a free appropriate public education consistent with the same opportunities as general education students including access to District provided instructional technology &amp; distance learning plans. Each student with a disability will be provided with the special education and related services identified in his/her IEP; however the method of delivery and frequency of services may need to be adjusted given the district's hybrid model of instruction and schedule. Collaboration between the Director of Special Education, parents, and students' case managers will occur to explain and discuss FAPE during the hybrid model of instruction and for parental consent for any changes to the students' special education services.</li> <li>● Adirondack will train all related service providers, teacher aides and staff who work closely with students with disabilities in special education classrooms and therapy rooms in the areas of hygiene and social distancing to ensure the health and safety of both students and staff. To accommodate students for whom traditional use of personal protective equipment, social distancing and hygiene techniques may not be feasible, the District will provide face masks of different sizes and styles, consult with the district physician about supporting students who cannot or will not wear PPE, and create a curriculum on PPE, social distancing and hygiene for students with severe needs' enhanced understanding.</li> <li>● CSE will ensure ongoing, meaningful parent engagement regarding provision of special education services by offering parents a variety of formats and options to communicate. Each student's case manager will contact the student's parents to establish their preference of communication and determine if they prefer email, texts, phone conferences or contact through ParentSquare. Parents will also receive quarterly written progress reports on their child's progress on each annual</li> </ul>

goal on the IEP. Parents requesting correspondence in a language other than English will be afforded an interpreter by the district.

- Parents will also be provided with an option for participation in CSE meetings. Parents will be given the option to participate in meetings via phone conference, video conference or in-person attendance wearing a face covering.
- Parents of students with disabilities may participate on the District's reopening Special Education sub-committee.
- Collaboration will occur between CPSE and CSE. Adirondack's Director of CPSE and CSE participates in the Jefferson Lewis BOCES CPSE-CSE Advisory meetings and works closely with the Oneida & Lewis County early intervention providers and county representatives to share resources and availability of providers and programs.
- Parents of preschool students with disabilities will receive quarterly progress reports on their child's progress on each goal written on the IEP and may request a meeting, in addition to the Annual Review, at any time to discuss concerns.
- Adirondack considers in-person services a priority for high-needs students and preschool students with disabilities. Students with disabilities receiving services in a special class setting are scheduled to return to school for in-person services on a daily or every other day schedule with precautionary measures in place.
- Students progress with virtual learning during the 2019-20 closure will be assessed in September to determine their present levels of performance, regression of skills, and progress towards IEP goals. If needed, IEP goals and/or services will be amended with parental involvement and consent to meet the student's needs.
- Each student with disabilities' case manager will review the student's IEP with the teacher and staff who work with the student to ensure all accommodations, modifications, supplementary aids and services and assistive technology are in place at the start of the school year.
- Each special education teacher and related service provider will document the programs and services offered to students with disabilities and communicate with parents in their preferred mode of communication and language. This documentation will include maintenance of a daily log of offered and provided services and therapies including date of service, type of service, setting, skill addressed and length of session. In addition to the daily log, related service providers will complete session notes for each provided therapy.
- Daily logs, teacher notes and data from virtual learning were completed by special education teachers and related services providers during the 2019-20 closure period and will be used to evaluate student progress, determine rationale for missed services, and be used to identify students who may need compensatory services.
- Adirondack's CSE identified the backlog of special education evaluations that were unable to be completed during the closure period. Priority will be given to students whose evaluations exceeded compliance timelines and face-to-face testing will convene as soon as possible.

<b>Participants</b>	Administrative team, Special Education Teachers, Teacher Aides, Office Specialist, Speech Therapists
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<b>XII. Bilingual Education and World Languages</b>	
<b>Introduction</b>	Reopening plans must address the learning loss experienced by many ELL students in both English language acquisition and content area knowledge, as well as provide adequate modes of communication to families and the necessary social emotional support for the transition back to school regardless of the instructional delivery model.
<b>Mandatory Assurances</b>	<ul style="list-style-type: none"> <li>❑ ELL identification process must be completed within 30 days of the start of school for any student who enrolled during 2019-2020 COVID closure, summer 2020, or during the first 20 days of the 2020-2021 school year. After the 20 days, identification of ELLs must resume within the required 10 days of initial enrollment.</li> <li>❑ Required units of study for all ELLs must be provided based on their most recent measured ELL proficiency level.</li> <li>❑ Maintain regular communication with ELL families in their preferred language and mode of communication to ensure engagement in their child’s education during all phases of reopening.</li> </ul>
<b>District Protocols</b>	<ul style="list-style-type: none"> <li>• Adirondack Central School District does not have a significant ELL population. However, we secure procedures and practices to accommodate the needs of all ELL students or any ELL students who may enroll in our District. It is districtwide practice to complete the ELL identification process within 10 days of enrollment and will continue this practice upon reopening in September 2020. The District secures contract services through BOCES to administer appropriate ELL proficiency assessments and ELL instructional services. These instructional services will be coordinated with our school schedule so that students may receive their mandated services either in-person or via virtual learning. ELL students are also supported with district services such as AIS, as necessary. The school district maintains close communication with our ELL parents, in their preferred language if requested, and through their preferred mode of communication. Personal communication is promoted with our ELL families so that they are closely connected with their child’s education and have a personalized experience with school personnel.</li> </ul>
<b>Participants</b>	Administrative Team, Teachers, Parent

### XIII. Teacher and Principal Evaluation System

<b>Introduction</b>	School districts must still evaluate teacher performance to ensure that students are receiving effective instruction, as is practical, during these unprecedented and challenging times for educators. The Adirondack Central School District is committed to supporting teachers and school leaders during this critical time through an evaluation process that allows for areas of focus and growth.
<b>Mandatory Assurances</b>	<ul style="list-style-type: none"> <li>❑ Ensure that all teachers and principals are evaluated pursuant to the district's current approved APPR plan.</li> </ul>
<b>District Protocols</b>	<ul style="list-style-type: none"> <li>● Pursuant to Education Law 3012-d the school district will fully implement the currently approved APPR plan for all teachers and principals. Educator's evaluation will include one student performance measure as well as teacher observations. Rubrics will be reviewed for virtual education learning.</li> </ul>
<b>Participants</b>	Administrative Team

### XIV. Certification, Incidental Teaching, and Substitute Teaching

<b>Introduction</b>	School Districts must ensure teachers possess the appropriate qualifications as set forth by the New York State Education Department.
<b>Mandatory Assurances</b>	<ul style="list-style-type: none"> <li>❑ Ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable.</li> </ul>
<b>District Protocols</b>	<ul style="list-style-type: none"> <li>● The District maintains a list of all teaching certificates. The District will adhere to certification requirements as set by the state.</li> <li>● During the COVID-19 crisis the Superintendent may assign certified teachers to teach a subject not covered by their certificate for a period not to exceed ten classroom hours a week during the 2020-21 school year when no certified or qualified teacher is available after extensive and documented recruitment.</li> <li>● During the COVID-19 crisis, substitute teachers without a current certificate or working toward a certificate may be employed beyond the 40 day limit, up to an additional 50 days, when the Superintendent has conducted a good faith recruitment search for candidates.</li> </ul>
<b>Participants</b>	Administrative Team

## APPENDIX

- A. [Stakeholder Survey](#)
- B. [Continuity of Learning Plan](#)
- C. Training Resources
  - a. [Handwashing](#)
  - b. [COVID-19](#)
  - c. [Face Mask Do's and Don'ts](#)