

*Hammondsport Central School
District*

Return to Learning Plan

Summer 2020



Hammondsport Central School

8272 Main Street, Hammondsport NY 14840



August 6, 2020

Dear Parents and Guardians,

I have no doubt that in reading this plan there are a multitude of emotions. The reality of what schooling will look like as we enter the 20-21 school year is stressful for all of us. As educators, those of us at HCS want nothing more than to welcome all of our students to campus on Tuesday September 8th. We love and miss our students! We love and miss our parents and families! We love teaching and we love watching students learn and grow! As educators, we did not get into education to teach students remotely, through Zoom, through Google, or through paper packets completed by students with parent ‘teachers’ helping alongside them. We want our students on campus. But, we want them on campus and to be as safe as possible.

Thank you to the over 150 families that returned the reopening survey and were very honest about their fears and concerns with a return to on-campus learning. We reviewed these surveys carefully and what we learned was used in putting together our reopening plans for September. Based on the reopening surveys our current plan is not going to make everyone happy. There are parents in our District that feel very strongly that students should not wear masks. There are parents in our District that feel very strongly that students should be required to wear masks all the time. Parents won’t send their students if they have to wear a mask. Parents will only send their students if everyone has to wear a mask. Parents are concerned, scared, and have many, many questions. We hope the enclosed plan will address many of those concerns, fears, and questions.

The District administration reviewed all of the parent surveys in detail. Combined with the mandatory rules and regulations we need to follow, and the input of countless District stakeholders, the District reopening plans for 20-21 were developed. We believe that our initial reopening model of providing instruction at school for all students Monday through Thursday will allow us to meet the needs of our onsite students. It will also allow us to offer remote learning to students whose parents wish to keep at home. We are committed to learning for all of our students and this model will help us keep that commitment whether in school or remote. Staggering the start and end of the school day will allow us to keep spaces clear of large crowds, transport all students that request it, and safely provide meals to all students K-12.

Thank you for all you have done as parents and families during the 19-20 school year and what you will do in the coming 20-21 school year. As always, feel free to reach out with questions or concerns going forward.

Sincerely, *Kyle C. Bower*, Superintendent of School

Table of Contents

Introduction

- Initial Reopening Model

Health & Safety

- Student Screenings
- Staff Screenings
- Visitor Screenings

Hygiene Practices

- Hand Hygiene
- Respiratory Hygiene
- Social Distancing
- Cloth Face Coverings
- Return to School After Illness

Facilities

Child Nutrition

Transportation

Social-Emotional Well-Being

School Schedules

Attendance & Chronic Absenteeism

Technology & Connectivity

Teaching & Learning

- Special Education
- Bilingual Education & World Languages

Staffing

- Teacher & Principal Evaluation System
- Certification, Incidental Teaching

This plan serves as the reopening plan for both the Glenn. H. Curtiss Memorial School, BEDS #572901040002 and Hammondsport Jr/Sr High School, BEDS #572901040001. Building level instructional plans for in-person, hybrid, and

distance learning can be found as appendices to the District level document to follow.

Introduction

Returning to on-site education at HCS in September of 2020 is of critical importance to the students and families of our District. However, even more important, is to return to education in a way that reduces the risks to students and staff and implements the requirements and recommendations of NYSED and the CDC. The following document outlines the manner in which our District will satisfy the requirements of NYSED should students and staff return to campus this fall.

This document contains current broad details of what a daily schedule will look like should we be able to meet with students in person, or should a hybrid or a distance learning instructional model be needed. As details of these plans are finalized, they will be attached to this document via appendices. Due to the fluid nature of the current Covid-19 pandemic, we expect modifications to be ongoing in an effort to provide the safest educational environment for our students and staff that reflect the latest best practice. ***Numbered statements in bold below are mandatory assurances required by NYSED as mandatory elements of our District reopening plan. They have been included to ensure our plan meets all requirements.**

Initial Reopening Model for September 8, 2020

In order to best meet the needs of all District students, and do so in the safest way possible, the District will be combining an in person model of instruction four days a week with one day of distance learning for all students per school week. This plan is contingent on the Governor allowing school districts to open

Regular school days will be held Monday-Thursday each week:

Grades K-6: 8:45am-3:15pm

Grades 7-12: 7:45am-2:15pm

Staggering the start and end of the school day by building will allow the District to transport all students that request it, and to minimize the flow of traffic in common areas of the District during arrivals and dismissals. This schedule will also allow us to complete the mandatory temperature screening of all students in a timely manner.

Fridays: All District staff will report to campus as usual. All students will learn remotely. The focus on Fridays will be to allow deeper engagement with those District students that are not attending classes in person.

HEALTH AND SAFETY

- 1. Hammondsport CSD will review and consider the number of students and staff allowed to return in person. These factors will be considered when determining resumption of in person instruction: (1) Ability to maintain appropriate social distance or face coverings; (2) PPE and**

face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity – in consultation with our local department of health.

The District has reviewed the required factors above, along with additional factors such as facility capacity, faculty and staff capacity, and requirements from both the New York State Education Department and the New York State Health Department.

- 2. Hammondsport CSD will engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing our reopening plan and will identify those that participated in the reopening plans.**

The following people have been involved in the development of the District reopening plan: **NAME** **ROLE**

NAME	ROLE
Kyle Bower	Superintendent
Tad Rounds	Jr/Sr High Principal
Joe Koehler	Glenn Curtiss Memorial Principal
Joni Makowiec	District Curriculum Coordinator
Linda Dickinson	Nurse
Werner Brammer MD	School Physician
Don Gardiner	Maintenance Supervisor
Emery Cummings	Transportation Supervisor/Mayor
Sheri Frail	BOCES Food Service
Jeff Martello	HTA President
Christine Albright	HATA President
Darcie Haynes	HESPA President
Carre Doyle	Board Representative

Additional personnel have been consulted and provided input in the building level plan development such as guidance counselor, school psychologist/CSE Chairperson, grade level and department teachers, support staff, PTO representatives, the school resource officer, District parents, and students.

- 3. Hammondsport CSD ensures a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide**

individuals with information.

The District is utilizing multiple methods to provide the school community with updated information. For faculty and staff, District email, face to face meetings, online meetings, school messenger calls, and written correspondence are being used simultaneously to maximize the ability to reach all employees. Communication to parents and students is being addressed in the same ways with the addition of multiple one to one phone calls to gather data and share information. The District will also be hosting multiple parent 'town hall' meetings to review the plan and listen to concerns, questions, and suggestions. This document will be shared on the website as required and training in all areas for faculty and staff will follow. The District is currently generating signage and posting written instructions based on the latest guidance that is available. We will continue to update as needed due to new recommendations and the latest regulations.

- 4. Hammondsport CSD has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.**

Hammondsport students, parents, and staff need to be aware of some of the common symptoms associated with COVID-19. We will all need to monitor our physical condition to protect ourselves and those around us. If you are experiencing any of these symptoms, you should contact your medical provider and seek direction on any treatment or testing that may be recommended.

This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Per NYSED recommendation, all staff will be instructed to watch for students and other staff who may show signs of any type of illness such as:

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

Students and staff exhibiting these signs, with no other explanation for them, should be sent to the school health office for an assessment by the school nurse. Anyone who has a temperature of 100°F or greater, or has a positive response on the screening questionnaire, must be isolated from others and sent home immediately. Students will be supervised in an isolated area while awaiting transport home. The school nurse will instruct parents they must contact their medical provider. The school nurse will also instruct staff to contact their medical provider. If a student develops symptoms outside school hours, parents should contact the school nurse via email ldickinson@hport.wnyric.org . Staff should contact their immediate supervisor, building principal, or the superintendent if their medical status changes outside school hours.

5. **Hammondsport CSD has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.**

Student Screenings: It is recommended that parents screen students prior to leaving home in the morning to assure they do not have a temperature in excess of 99.9 degrees Fahrenheit.

Student temperature screenings will take place prior to entering school buildings. Students taking school transportation will have a temperature screening when exiting the school buses upon arrival to school . Any student with a temperature that exceeds the approved limit (100°F or greater), will not be permitted in the school building. Students that do not pass the temperature screening will immediately be taken to the quarantine room and will remain there until picked up by a parent or guardian. **Parents must be sure that each child has an emergency plan in place in the event a student's temperature exceeds the approved limit when exiting the school bus or entering the school building.**

Parents will be required to keep a student home from school if their child develops COVID-19 related symptoms or has a temperature that exceeds the approved limit (100°F or greater). Parents should contact the school nurse as soon as possible during school hours or via email if symptoms are experienced after school hours ldickinson@hport.wnyric.org.

Entering School buildings

- Students will enter through designated doors based on grade level upon arrival.
- A trained staff member will take each student's temperature. Other staff members will monitor students who are waiting for their screening.
- Any students who have a temperature that exceeds the approved limit (100°F or greater) will be immediately placed in the monitored quarantine area. Parents will be contacted to pick-up their child.
- If a student arrives at school after the normal opening of school, the student will enter the school building through the front security entrance. A trained staff member will take the student's temperature in the secure entrance before entering the main hallway. Parents, or the responsible adult delivering the student, must verify the student's temperature is permissible prior to leaving the school grounds.

Periodic Questionnaire Regarding Student Health

The district will communicate with parents periodically to acquire screening questionnaire information on student health.

Staff Screenings

Staff (other service providers) will be required to answer a series of questions related to the potential symptoms of COVID-19 prior to entering the school building. Any staff who are experiencing symptoms will be directed to stay at home and report their symptoms to the school nurse. Staff will also have their temperature checked upon entry to the school building.

The screening questionnaire will address the following:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Any staff (other service providers) reporting to the school building after the normal opening of school, will be required to enter the building through the front security entrance. A trained staff member with appropriate PPE will take the staff member's temperature in the small foyer before entering the main hallway.

Staff will be required to stay home from school if they develop COVID-19 related symptoms or have a temperature that exceeds the approved limit (100°F or greater). Staff should contact their immediate supervisor, building principal, or the superintendent as soon as possible symptoms are experienced.

Visitor Screenings

Any visitor seeking entry into the building must have a bona fide reason for entering the building. The district will be restricting unnecessary visits in the building. All visitors to the building must enter through the front security entrance. A trained staff member with appropriate PPE will take the temperature of the visitor in the small foyer before entering the main hallway. Each visitor will also be asked to respond to the screening questionnaire.

- 6. Hammondsport CSD ensures that ill students and staff are assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.**

Students and staff sent to the health office due to signs or symptoms of illness as listed in assurance 4 above will be assessed by a school nurse (RN) and if one is not available, they will be required to be sent home as required. This should occur very rarely as the District is staffed by a RN with RN's on the sub list as needed.

- 7. Hammondsport CSD has a written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.**

The District has established a quarantine room on campus as required. Students or staff with a temperature of 100 or above, signs of illness, and/or a positive response to the questionnaire will be sent directly there to await pick up and dismissal.

- 8. Hammondsport CSD has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.**

The District will be restricting entrance into the buildings to only faculty, staff and students, unless approved by the Superintendent for an exceptional reason. At the designated security entrance, before entrance to the building, visitors, guests, contractors and vendors will complete the same health screening required of faculty and staff, including a temperature screening. Entrance will be denied if the temp is 100 degrees or above or the screening has any positive responses.

- 9. Hammondsport CSD will ensure that parents/guardians can observe for signs of illness in their child that require staying home from school.**

The District is currently using its communication plan to educate parents/guardians on the signs of illness that will require a child to stay home from school. This information will continue to be communicated through print, website and social media. The week prior to school opening, phone calls will be made to all District families to inform and review current home temperature screening requirements and signs of illness that require a student to stay at home.

- 10. Hammondsport CSD has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.**

Staff will be trained in correct hand and respiratory hygiene during opening

conference days as a part of mandated District training. Students will be trained in correct hand and respiratory hygiene during the opening day of classes by both the classroom teacher as well as information from the health office. To reinforce the training, signage will be posted throughout the District in restrooms and public locations reinforcing the instructions and procedures we have in place.

HYGIENE PRACTICES

Healthy hygiene practices should be taught and re-taught in school settings for both students and staff. Schools are strongly encouraged to provide instruction to the school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene. Additionally, schools must post signs throughout the school and should regularly share messages with the school community.

Hand Hygiene

Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. The school will plan time in the school day schedule to allow for hand hygiene.

Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method.
- Use of alcohol-based hand sanitizers when soap and water are not available, and hands are not visibly dirty. Hand sanitizer will be available throughout the school building. Hand sanitizer WILL NOT be available on school buses.
- If students or staff are not able to use alcohol-based hand sanitizers for health reasons, they will be permitted to wash their hands with soap and water.

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. A supply of tissues will be available in each room. If no tissue is immediately available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

- 11. Hammondspport CSD has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.**

Social Distancing

Social Distancing also called “physical distancing” means keeping a six (6) foot space between yourself and others. Hammondspport students and staff will keep social distance when possible. If social distance is not possible, face coverings will be worn. Social

distancing will be in effect in all school buildings, on school grounds, and in school buses. Some social distancing practices will include:

- Turning student desks to face in the same direction rather than facing each other to reduce transmission caused by virus-containing droplets (e.g., from talking, coughing, sneezing).
- Open windows to improve ventilation. Do not open windows if there is a health or safety risk (e.g., allergies).
- Keep individual student belongings separated. Limit use of shared supplies to one group of students, clean between use by cohorts of students.
- Using visual aids (e.g., painter's tape, stickers, posters, cones etc.) to illustrate traffic flow and appropriate spacing to support social distancing.
- Explore the use of alternate spaces for eating lunch and breakfast. If alternate spaces are not available, ensure classroom groups are together in lunchrooms while adhering to the social distancing rules.
- Playgrounds may continue to be used when proper safeguards are in place. Staggered playground times will be determined to limit the number of students on the equipment at the same time. Wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.
- Ensure that a distance of twelve (12) feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity (physical education).
- Canceling or limiting student assemblies, athletic events/practices, performances, school-wide parent meetings.
- Limiting visitors to school buildings. We will use online meetings with parents and other persons when feasible.

12. Hammondsport CSD has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

The District is willing to work with all students and staff that are at high risk or live with a person at high risk. We are committed to providing a distance learning model for all students that will require learning from home. We will work with all staff, through their unions, to determine what options exist for staff if working on-site is not possible.

13. Hammondsport CSD has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

Adult visitors to the District will be required to wear masks on campus at all times regardless of the ability to socially distance. All employees will be required to wear masks at all times except in settings where social distancing can be maintained. Students will be required to wear a cloth face covering at all times except for during periods of classroom instruction where social distancing can be maintained. It is

recommended, but not required, that all instructional staff and students wear cloth face coverings at all times (except during structured mask breaks or during outdoor instruction where social distancing can take place). We will follow the DOH guidelines as outlined below: There will also be several locations throughout the District where disposable face coverings are available for both students and staff for immediate use as needed.

Cloth Face Coverings

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected, but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. As we return to in-person instruction, students and staff will be required to wear a face covering for a great portion of the day because social distancing will not be an option. Students will be permitted to take breaks from wearing their face covering at particular points during the day such as meal times, during instruction if maintaining social distancing, and during scheduled mask breaks. District staff and administrators may require students to wear masks at any time where they believe it is necessary to maintain a safe environment.

All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings at a minimum when:

- they are within 6 feet of someone
- in hallways
- in restrooms
- in other congregate settings, including buses

Students and staff are able to wear their own face coverings that meet the guidelines established by departments of health. The district will provide cloth face coverings to students and staff for those who do not have their own or prefer to wear the district provided face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Classroom teachers will schedule mask breaks during the day.

Students will be instructed on how to:

- properly wear face coverings
- wash hands before putting on and after removing their face covering
- the importance of routine cleaning of reusable face coverings
- face coverings are for individual use only and should not be shared

If a student is unable to medically tolerate a face covering, as wearing such would impair their physical or mental health, parents will be required to obtain a medical excuse from their child's physician, which will then need to be approved by the school physician. If both criteria are met, a determination as to how the district would provide the child's education would then be determined on a case by case basis.

Please be advised: Students who refuse to comply with the safety protocols in place for in-person learning will be immediately assigned to an online/distance learning program.

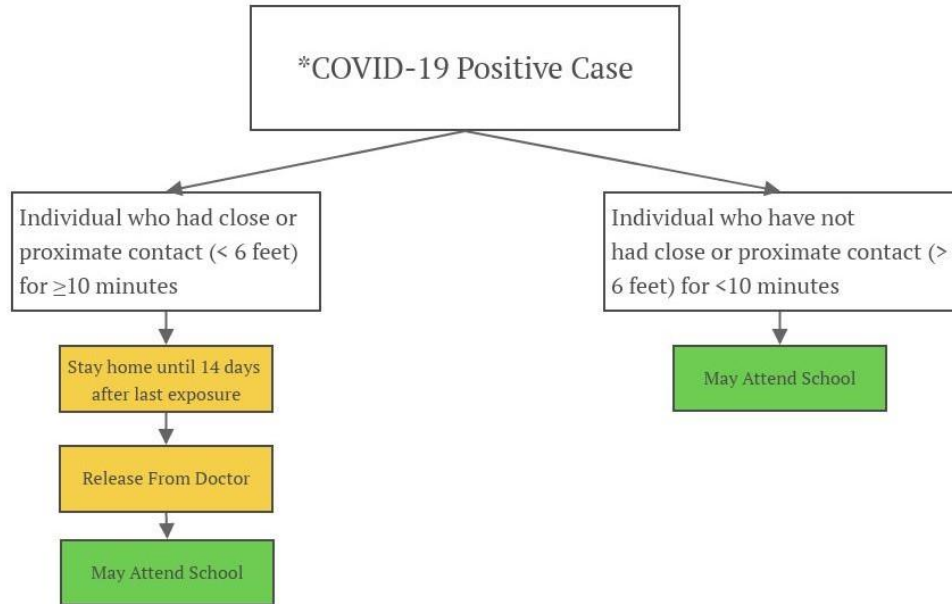
14. Hammondsport CSD will obtain and maintain adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

The District will have on hand adequate supplies of face coverings and other PPE as recommended by the DOH. We have purchased a supply of child and adult disposable masks to use when an immediate need is presented. We are following the DOH guidance on the number of masks needed per student or staff members per week and are stocking up accordingly. As school opening nears we will be reaching out to our community to ask for donations of cloth face coverings that can be given to families in need.

15. Hammondsport CSD has a written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

Based on guidance from the school medical director, the Steuben County Department of Health will be in charge of directing all District actions should the District have a confirmed case of COVID-19 in the school.

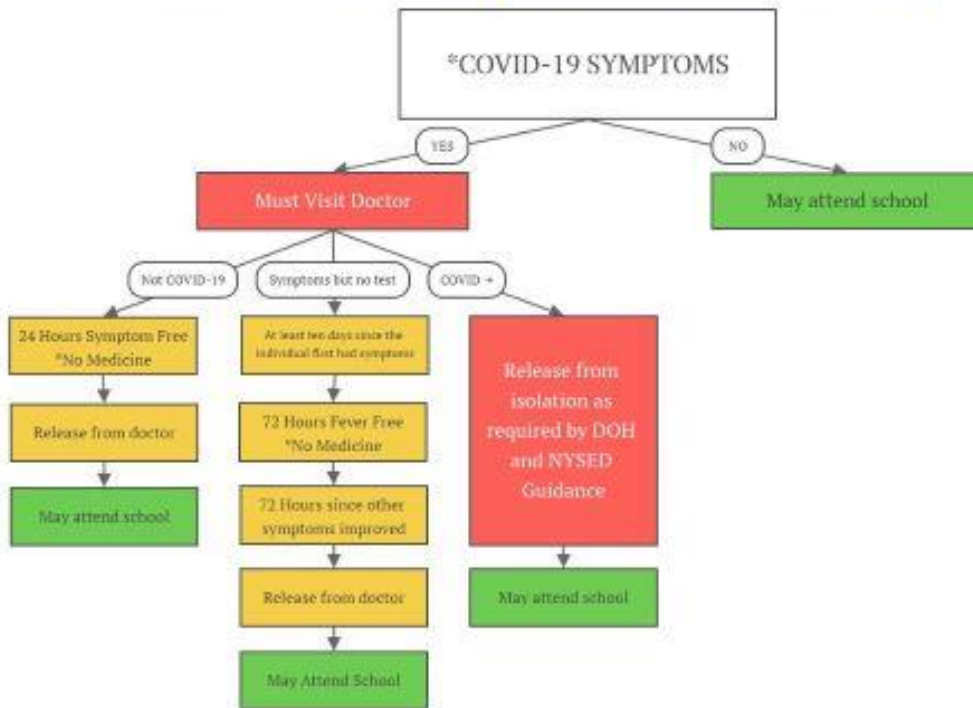
Positive COVID-19 Case in School



16. **Hammondsport CSD has a written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.**

Return to School after Illness

Student Screening/Referral/Re-Entry



*COVID-19 Symptoms

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The district will follow guidance from the local department of health and/or the NYS DOH for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is **not diagnosed** by a healthcare provider with COVID-19 they can return to school:

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

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms.
- It has been at least three days since the individual has had a fever (without using fever reducing medicine).
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
- The district will also coordinate with the local health department regarding the return to school of a student or staff member. This returning to learning protocol must include at a minimum, documentation of evaluation by a healthcare provider (healthcare provider note clearing a person to return to school), negative COVID-19 testing, and symptom resolution, or if COVID -19 positive, release from isolation as required by DOH.

17. Hammondsport CSD has a written protocol to clean and disinfect schools following CDC guidance.

The District has a structured schedule of cleaning and disinfection of all common areas as well as the cleaning and disinfection of dedicated student, staff, and classroom locations. This schedule will involve the disinfection of common areas multiple times per day. Common restrooms will be cleaned multiple times per day. Classroom restrooms will be cleaned multiple times per day and cleaning supplies will be supplied to the teacher for their use as well. Any spaces left by students or staff will be sanitized before those spaces are occupied by any other students or staff.

18. Hammondsport CSD has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.

The District will conduct all required school safety drills during the 20-21 school year. Modifications such as ‘table top’ exercises and ‘talking’ drills will be used as appropriate in lieu of live drills that would minimize social distancing. When live drills are conducted and social distancing is not possible, students and staff will be required to wear masks.

19. Hammondsport CSD has a written plan for district-run before and aftercare programs.

Hammondsport does not have any district-run before or aftercare programs.

20. Hammondsport CSD has designated a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

The Superintendent of Schools is designated as the COVID-19 safety coordinator for Hammondsport Central School.

FACILITIES

Hammondsport CSD is committed to providing a safe environment at all times and will be implementing the recommendations of the Department of Health regarding regular, documented cleaning schedules of all spaces multiple times a day. Building spaces such as restrooms, cafeteria, common areas, and hallway spaces will be cleaned more

often to ensure these spaces remain as clean as possible. The current hybrid schedule which includes no onsite classes for students on Fridays will allow the District to do a deep clean and sanitizing of all District spaces at that time.

- 1. Hammondsport CSD will ensure that changes or additions to facilities will comply with the requirements of the 2020 New York State Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to the OFP.**

Any changes or additions made to school facilities by the District will comply with all fire safety, building code and energy conservation codes.

- 2. Hammondsport CSD will ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.**

The District is not scheduled to submit the 20-21 visual inspection until March and the 2020 BCS until 2023. We will comply with those deadlines.

- 3. Hammondsport CSD will conduct Lead-In-Water Testing as required by NYS DOH regulation 67-4.**

The District will be conducting the required Lead in Water Testing in the spring of 2021, following the completion of our current capital project.

- 4. Hammondsport CSD will ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any location are in accordance with FCNYS 2020 Section 5705.5.**

The District will ensure that all hand sanitizer stations are installed only in locations allowed by law and regulation. Focus will be on installing in common, high frequency areas that are safely located away from any heat source or flame such as doorways, hallways, outside restrooms, cafeteria, playground, etc.

- 5. Hammondsport CSD will ensure that detailed floor plans involving installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will be submitted to OFP for review.**

At this time HCS has no plans to make divider modifications to any school areas. If we do, we will submit to the Office of Facilities Planning as required.

- 6. Hammondsport CSD will ensure that all new building construction and temporary quarter projects will be submitted to OFP for full code review.**

At this time HCS has no plans for any new construction or the creation of temporary spaces. If we do, we will submit to the Office of Facilities Planning for code review as required.

7. Hammondsport CSD will first consult with OFP for a preliminary evaluation prior to leasing new facilities.

The District has no plans to lease any additional facilities.

8. Hammondsport CSD will provide plans adhering to BCNYS for the temporary or permanent use of Tents.

The District has no plans to use either temporary or permanent tents as additional space.

9. Hammondsport CSD will ensure that the existing or altered number of toilet and sink fixtures meets the minimum standards of the BCNYS.

The District will ensure that despite assigning bathrooms for grade level use, the existing number of toilet and sink fixtures in the District meets the minimum standards of the BCNYS.

10. Hammondsport CSD will ensure that each building provides one drinking fountain per one hundred occupants or we will provide a written plan for a reasonable alternate source of drinking water.

The District has more than one bottle filler/drinking fountain per one hundred occupants. We are working to modify in classroom water fountains to retrofit with classroom bottle fillers as well.

11. Hammondsport CSD will provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designated.

The District just completed a significant capital project that included the replacement and upgrade of all classroom, office, and common area HVAC systems. We have worked with our engineers at M/E Engineering and they have provided recommendations for the initial set up of our HVAC systems that will provide maximum ventilation in classrooms, offices and common areas.

12. Hammondsport CSD will ensure that all project submissions only dedicated to "COVID-19 Reopening" will be labeled as such.

Should the District submit a COVID-19 project to the OFS it will be labeled accordingly.

- 13. Hammondsport CSD will ensure that the use of plastic separators will comply with the 2020 BCNYS Section 2606.**

The District will only use plastic separators/dividers that comply with the 2020 BCSNYS Section 2606.

CHILD NUTRITION

One key element of school operations is the daily feeding of students who otherwise may be food insecure. Hammondsport CSD has developed feeding schedules for both breakfast and lunch that will allow students to receive healthy and nutritious meals and do it in as safe a manner as possible. Students in grades K-6 will have both breakfast and lunch served and eaten in their regular classrooms. Students in grades 7-12 will have breakfast served in the classrooms but will go through the cafeteria line and eat in the cafeteria at lunchtime. There may be exceptions due to space constraints but they will be addressed as needed. Students will be reminded that sharing of food is prohibited, this includes any food brought from home for either snack or lunch. Any uneaten food must be disposed of immediately.

- 1. Hammondsport CSD will provide all students enrolled in the School Food Authority with access to school meals each school day. This includes students in attendance at school and students learning remotely.**

Students in grades K-12 will all be able to receive breakfast daily through a pick up system we have put in place between the entrances to the building and their classroom/cohort door. Students in grades K-6 will have lunch served in their classroom daily. Students in grades 7-12 will go to the cafeteria to get their lunch and will either return to their classroom to eat or eat in the cafeteria while socially distanced.

The District will make the pick-up/delivery of meals available to students that are learning remotely. These will be weekly pick-ups/deliveries that include all breakfasts and lunches for one school week.

- 2. Hammondsport CSD will address all applicable health and safety guidelines.**

As with all food service at HCS, we will address all applicable health and safety guidelines. All food service workers will wear appropriate PPE at all times and practice good hand and respiratory hygiene.

- 3. Hammondsport CSD will ensure measures to protect students with**

food allergies if providing meals in spaces outside the cafeteria.

The school food service staff, school nurse, and building principals will work together to ensure that any students with food allergies are not exposed to anything potentially harmful to them based on the new locations where meals will be served and eaten.

4. Hammondsport CSD will ensure protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

Students will be required to wash hands prior to entering the cafeteria line (grades 7-12) or receiving food in their classrooms (grades K-6). Hand sanitizer will also be available in both locations. Students will be required to wash hands again after disposing of any food, garbage, silverware, plates, etc, before returning to the classroom or classroom instruction. Signage and training in classrooms will communicate to students that sharing of food and beverages in any way is discouraged. This will be a part of the opening day student safety training based on our current plans and protocols in place.

5. Hammondsport CSD will ensure protocols and procedures for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

Cleaners will be designated to clean and disinfect the cafeteria before any new group of students begins lunch in that area. Currently the cafeteria will be used for four to five thirty minute blocks for lunch per day with cleaning and disinfecting taking place before each new lunch block begins.

6. Hammondsport CSD will ensure compliance with Child Nutrition Program requirements.

Despite the decrease in student choice that will be required due to the restrictions in place, the District will continue to ensure compliance with the Child Nutrition Program.

7. Hammondsport CSD will ensure protocols for food service communication with families through multiple means in the languages spoken by families.

The District will continue to use the usual district resources of the school website, School Messenger calls, Facebook, school newsletter, individual phone calls, and public meetings to communicate with families about food service issues in preparation for the coming school year.

8. Hammondsport CSD will ensure that students adhere to social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

Students in grades 7-12 will each lunch in the cafeteria while socially distanced with no physical barrier. This will reduce the capacity of the cafeteria from 125 students per meal to approximately 30-35. Students in grades K-6 will eat meals in their classrooms at their desks which are already placed 6ft apart.

TRANSPORTATION

Providing District transportation to all District students in a safe and socially distanced manner is a significant challenge in the current environment. In order to create space on buses and allow students to socially distance, the District has returned to the staggered school day schedules that were abandoned in 2010. This will allow students in grades K-6 and 7-12 to ride separate buses and arrive/depart school at different times. Limiting bus occupancy is critical in helping to maintain a safe environment.

1. **Hammondspport CSD will ensure that all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers must be cleaned/ disinfected once a day.**

Hammondspport CSD transportation department will ensure that all buses are sprayed and wiped down with disinfectant in the following manner using (Oxivir Tb disinfectant) All buses will be disinfected prior to starting the route every day.

- A. Bus Aide/Monitor will have approved PPE at all times.
- B. All on the bus, and any Student entering the bus, will have a mask on at all times.
- C. After each student is picked up the bus Aide will wipe down the handrails of the bus.
- D. Students will start loading from the back of the bus forward going to their assigned seats sitting next to the window unless they are family living in the same house.
- E. At the school the bus will be unloaded from front to back one seat at a time.
- F. After the bus is unloaded, the Aide will start with the hand rails, spraying and wiping down the entire bus where students sat, to include seats, top of seats and anyplace a hand may have touched. This will be done before the next group of students start loading.
- G. The above procedure will be repeated picking up the next group of students.
- H. At the end of the morning runs, the bus will be wiped down by the driver/monitor completely using sprayer as well as cloth wipes. The wipes will be used exiting the bus.
- I. Afternoon 1st run High School Students, Students will load back to front filling in their assigned seat as they enter.

2. **Hammondspport CSD will ensure that high contact spots are wiped**

down after each a.m. and p.m. run depending upon the disinfection schedule.

Materials such as disinfectant wipes, spray, and cloths will be available on each vehicle and will be used to clean high contact areas between every bus run.

- A. Any car/van used will be disinfected before any student enters the car.
- B. Masks will be worn by all who are in the car/van.
- C. Students will be separated in the car/van unless they are family members living in the same household.
- D. At the end of each run, the car/van will be disinfected.

- 3. Hammondsport CSD will ensure that school buses shall NOT be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.**

The Transportation Supervisor shall ensure that all transportation staff are aware that buses will not be equipped with hand sanitizer.

- 4. Hammondsport CSD will ensure that school bus drivers, monitors and attendants will not carry personal bottles of hand sanitizer with them on the school buses.**

The Transportation Supervisor will ensure that all transportation staff are aware that they may not carry personal bottles of hand sanitizer with them on the school buses.

- 5. Hammondsport CSD will ensure that school bus drivers, monitors, attendants and mechanics will wear a face covering along with optional face shield.**

All transportation staff will be required to wear a face covering all times when on school vehicles.

- 6. Hammondsport CSD will ensure that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.**

- 7. Hammondsport CSD will ensure that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.**

The District will provide mandatory PPE, social distancing, and Covid-19 training to all District staff as a part of opening conference days. The Transportation Supervisor will provide weekly refresher training to all transportation staff as a part of weekly departmental meetings.

8. **Hammondsport CSD will ensure that transportation departments/carriers will be provided with Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.**
9. **Hammondsport CSD will provide hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.**

The District will provide PPE and hand sanitizer for use of all transportation employees in the appropriate locations within the transportation facility.

10. **Hammondsport CSD will ensure that drivers, monitors and attendants who must have direct physical contact with a child will wear gloves.**

Gloves will be provided to all drivers, monitors, aides, and attendants that must have direct physical contact with students and they will be required to wear them.

11. **Hammondsport CSD will ensure that school bus drivers, monitors, attendants and mechanics perform a self-health assessment for symptoms of COVID-19 before arriving at work.**

School bus drivers, monitors, attendants and mechanics will be required to perform a self health assessment for COVID-19 symptoms before arriving to work. This self assessment will include a temperature screening. Thermometers will be provided if needed to ensure this is completed.

12. **Hammondsport CSD will ensure that students who are physically able will wear masks on the bus.**

Students will be required to wear a mask at all times while on school district transportation.

13. **Hammondsport CSD will ensure that students who do not have a mask will NOT be denied transportation.**

Students without a disposable mask will be provided with one upon boarding the bus or entering any school vehicle.

14. **Hammondsport CSD will provide masks for students entering the bus who do not have one.**

The District will have disposable masks available for any students that need them when boarding the bus.

- 15. Hammondsport CSD will ensure that students with a disability which prevent them from wearing a mask will not be forced to do so or denied transportation.**

The District will work with the parents of any student with a disability that is unable to wear a mask to ensure that they are able to be transported to school.

- 16. Hammondsport CSD will ensure that students are trained and provided periodic reminders on the proper use of the personal protective equipment and the signs and symptoms of COVID-19.**
- 17. Hammondsport CSD will ensure that students are trained and provided periodic reminders on the proper use of social distancing.**

The District will provide mandatory PPE, social distancing, and Covid-19 training to all District students as a part of the opening days of school. Bus drivers, teachers, support staff or administrators will provide periodic reminders to District students as needed.

- 18. Hammondsport CSD will ensure that, if the school district is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in conducting in-person sessions when/if the district is not.**

The District will provide transportation to all District students when their individual programs are in session no matter the status of programs on our home campus.

SOCIAL EMOTIONAL WELL-BEING

- 1. Hammondsport CSD has a district-wide and building-level comprehensive developmental school counseling program plan, developed under the direction of certified school counselor(s), and has been reviewed and updated to meet current needs.**

The District has a Board approved counseling plan in place. The plan continues to be reviewed and updated as needed based on the feedback received from families and students as we plan for reopening.

- 2. Hammondsport CSD has an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education,**

community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists to inform the comprehensive developmental school counseling program plan.

The District has an advisory council in place that oversees and initially approves the school counseling program and comprehensive plan.

- 3. Hammondsport CSD will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.**

The District will gather resources and referral information from state and local agencies and be prepared to provide that information to parents and families in need. In district resources will be made available as recommended by the building level Student Intervention Teams or directly through a member of the school counseling/administrative teams.

- 4. Hammondsport CSD will provide professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff.**

The school counseling team will prepare appropriate professional learning opportunities that will be presented to all District staff prior to the start of the 20-21 school year whether in person, hybrid, or remote. This professional learning will focus on the areas noted above, emotional support, and coping and resilience skills in the midst of the current situation.

SCHOOL SCHEDULES

- 1. Hammondsport CSD has a school schedule planned for implementation at the beginning of the 2020-21 school year and, to the extent practicable, contingent scheduling models if the situation warrants.**

Both District schools have created schedules for the 20-21 school year along with contingency plans if the in-person schedule is not allowed to be in place. These contingencies follow the models of the required hybrid and remote learning plans and can be implemented as soon as needed.

ATTENDANCE AND CHRONIC ABSENTEEISM

- 1. Hammondsport CSD has a mechanism to collect and report daily teacher/student engagement or attendance while in a remote or hybrid schedule.**

Attendance will be taken daily by a school staff member or teacher and then input into the District Student Management System (ESchool) as able. All students will have daily attendance recorded for each school day in session rather in person, hybrid or remote.

TECHNOLOGY AND CONNECTIVITY

- 1. Hammondsport CSD will ensure that the District has knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.**

The District has conducted surveys of both students and staff to determine the availability of high speed internet and has a record of those in need. The District currently provides personal devices to all students and staff through staff laptop computers or student Chromebooks.

- 2. Hammondsport CSD, to the extent practicable, will provide devices and internet access to students and teachers who currently do not have sufficient access.**

The District is working to secure access points for students that have the availability of the internet but cannot afford access. The District currently has a published list of public internet access areas that are available for District students and staff to use. The District currently provides personal devices to all students and staff through staff laptop computers or student Chromebooks.

- 3. Hammondsport CSD will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.**

The District will provide multiple ways for students to participate in learning based on the individual circumstances of the student and family. We are small enough in size to work directly with students and teachers on strategies that meet the needs of the students while allowing the teachers to be sure that learning has taken place in the remote or blended learning models.

TEACHING AND LEARNING

The Hammondsport CSD Reopening plan includes a continuity of learning plan for the 2020-2021 school year that incorporates preparation for in-person, remote, and hybrid models of instruction. The in-person model would have all students on campus each school day following the health and safety guidelines prepared by the State Department of Health. In the remote learning model, the students would receive synchronous and asynchronous instruction, following their class schedule to the greatest extent possible. The hybrid model of instruction would allow students to participate in both in-person and remote learning.

To allow us to provide instruction to all students, the District will select the hybrid model of instruction to begin the 2020-2021 school year pending the Governor's decision.

- 1. The Hammondsport CSD reopening plan includes a continuity of learning plan for the 2020-2021 school year that includes preparation for in-person, remote, and hybrid models of instruction.**

The District is committed to following the measures below to deliver **in-person instruction:**

Cohorting of Students

A cohort of students is defined as a grade-level. These cohorts are further subdivided into sections by homeroom teacher and assigned a designated room where the majority of their instruction will be delivered to minimize transitions and interactions with other grade-level cohorts.

The maximum number of students in a section is derived by ensuring the instructional space allows six feet of social distancing between students.

Special Area Instruction

The district strongly believes in the value of our special area classes as a part of the overall educational program in Hammondsport. In alignment with the cohort model, special area teachers will push into classrooms to deliver instruction to the furthest extent possible. Physical Education instruction will occur outside or in the gymnasium to the furthest extent possible.

**In grades 7-12, to further promote physical activity and social-emotional well-being, students will be provided regular outside recess and activities in the gymnasiums in compliance with the Department of Health regulations.

Breakfast/Lunch - (K-6)

Breakfast - Students will pick up breakfast as they enter the building. Cafeteria staff will be located at different entrance points to ensure social distancing as students transition through the line and to their designated classroom.

Lunch - Students will have lunch at established times in their classrooms to ensure social distancing at all times, including while eating. Cafeteria staff will deliver lunch to the classrooms on a daily basis.

Breakfast/Lunch - (7-12)

Breakfast - Students will pick up breakfast as they enter the building. Cafeteria staff will be located at different entrance points to ensure social distancing as students transition through the line and to their designated classroom.

Lunch - Students will have lunch at established times and in designated locations, which include their classrooms and the cafeteria, to ensure social distancing at all times, including while eating.

Recess - (K-6)

Each grade-level will have a daily recess time established as a part of the instructional day. Times will be staggered throughout the day to minimize interactions between cohorts of students.

Transitions (K-6)

Any necessary transition times will be staggered to minimize interactions between cohorts and ensure social distancing. As a part of these efforts, students will be permitted the use of lockers in grades 4-6 at established times.

In addition to transitions monitored by the classroom teacher, supervision staff will be present in hallways when needed to monitor social distancing, including during bathroom breaks outside of the classroom.

Transitions (7-12)

Any necessary transition times will be staggered to minimize interactions between cohorts and ensure social distancing. As a part of these efforts, students will be permitted the use of lockers at established times by cohort.

Supervision staff will be present in hallways to monitor social distancing, including during bathroom breaks.

The District is committed to following the measures below to deliver **remote instruction**:

Google Classroom will be the Learning Management System that students and teachers will utilize as their “virtual classroom space.” Students and parents will receive an “orientation” to Google Classroom as a part of the opening of the school year from classroom teachers. Teachers will organize their virtual classroom spaces in a way so students can access content and materials, and clearly understand the expectations associated with synchronous and asynchronous classwork, assignments and assessments.

Grades K-6

These aspects of remote instruction are best delivered **synchronously** (together online):

- Small group instruction - in particular, reading to deliver phonemic awareness and fluency instruction, and math to deliver skills instruction
- Providing one-to-one or small group instruction if the focus is teaching a skill or reviewing a skill
- Whole group - Classroom community/social emotional learning/morning meeting
- Discussion, questioning or reflection to further thinking after an experience that was completed asynchronously
- Mini-lessons (video or meeting) to introduce what student work would be completed independently that day

- Teacher modeling of a skill (video or meeting)
- Closure activities

These aspects of remote instruction are best delivered **asynchronously** (online, independently):

- Independent practice or student work after receiving a mini lesson
- Assignments through Google Classroom which support application and practice
- Independent reading time
- Quick two-minute review (video, or other form, flipped mini lesson)

Additional Considerations Across All Settings:

- Each student receives daily interaction from classroom teacher
- Ensure that everyone has access to small groups
- Keep classroom teacher as the main point of contact for consistency
- Work with intervention team to create plans that are integrated and consistent
- Consistent and clear grading for students - feedback

Grades 7-12

These aspects of remote instruction are best delivered **synchronously** (together online):

- Weekly meetings with teachers as a chance to ask questions with peers in real time
- Small group instruction or mini-lessons based on common learning goals or needs Review of problem sets, introduction to assignments (location of materials, how to format or access resources, etc...)
- Teacher modeling of a skill (video or meeting)
- Phenomena, concept or skill demonstrations
- Closure or summary activities

These aspects of remote instruction are best delivered **asynchronously** (online, independently):

- Student access and processing of information through videos, narrated PowerPoints, narrated screen captures, text or other media
- Simulations, data collection and resources to review
- Student group work time can be established asynchronously in order to collaborate on a performance task
- Student/teacher discussion threads about a topic/reading/concept
- Student independent practice, reflection or application of skills

Additional considerations for Remote Instruction:

- Clear parameters need to be established for students. Where can materials be

found? What additional resources are needed? What are the opportunities or resources for additional help? What are the classroom norms for communication outside of the classroom? What tools are the preferred mode of communication?

- Consider flexibility regarding due dates for performances of understandings. Allow for the application of feedback to promote mastery.
- Ensure access; leverage 1:1 connection to provide individualized support, or referrals to appropriate support providers (content, Counselor, technology, etc.)
- Each student receives daily interaction from teachers.

The District is committed to following the measures below to deliver a **hybrid model of instruction**:

All students will attend in-person Monday, Tuesday, Wednesday and Thursday. Students will be grouped in cohorts and follow the same procedures outlined above in the in-person model to maintain the health and safety guidelines set forth by the State Department of Health.

Fridays will be for remote learning. Teachers will provide ongoing instruction, feedback and support to students through synchronous and asynchronous learning opportunities as outlined in the remote learning model located above.

- 2. Hammondsport CSD will ensure that instruction is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model.**

All models of instruction in the Hammondsport CSD will be aligned to the NYS Learning Standards. Teachers will utilize the scope and sequence documents they have created to ensure the Standards are the focus of all instruction.

- 3. Hammondsport CSD will provide a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.**

With each model of instruction, teachers and students will have regular, ongoing interaction. These interactions can include the teacher providing the student with instruction, conferencing, and/or feedback to promote the student's learning.

- 4. Equity must be at the heart of all school instructional decisions. Hammondsport CSD will ensure that all instruction developed, whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, provides for clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned**

with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.

Learning opportunities will be accessible to all students in the Hammondsport CSD regardless of the model of instruction. All learning opportunities will be aligned to the NYS Learning Standards and will include scheduled time for students to communicate with and receive feedback and support from their teachers.

- 5. Hammondsport CSD will ensure a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information will be accessible to all, available in multiple languages based on district need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers.**

Parents and students will be provided with and have access to the following information to ensure ongoing communication and support.

For questions about...	Contact...
A course, assignment, or resource	the teacher for the class
A technology related problem or issue	Technology Support microsolutions@hammondsportcsd.org
A personal, academic or social-emotional concern	your assigned counselor or principal
Other issues related to the model of learning (in-person, remote, hybrid)	the principal

- 6. Hammondsport CSD will ensure that eligible agencies with whom we contract for prekindergarten programs will follow health and safety guidelines outlined in NYSED guidance and required by New York State Department of Health. Hammondsport CSD will ensure that such agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.**

Due to the current pandemic and the requirements in place to operate a UPK program safely, the HCS Board of Education has determined that we will not offer District UPK programs in the 2020-2021 school year. The District does not contract out for any UPK programs in the District.

Special Education

1. **Hammondsport CSD, whether services are provided in-person, remote, and/or through a hybrid model, will ensure the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.**

Hammondsport will address the provisions of 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.

2. **Hammondsport CSD will document the programs and services offered and provided to students with disabilities as well as communications with parents.**

Hammondsport will log the special education services delivered to students as it pertains to their IEP and communicate to parents at least quarterly through progress notes. The CSE chairperson will collaborate with all constituents that are delivering special education programming and services for students pre-k to grade 12 to ensure there is an understanding of the provisions of services consistent with the recommendations on individual education programs, plans for monitoring and communication progress and commitment to sharing resources.

3. **Hammondsport CSD will ensure meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.**

All communication will be provided to parents in their preferred language and through their preferred mode of communication. In addition, CPSE and CSE meetings will be accessible through remote opportunities to ensure health and safety guidelines are followed.

4. **Hammondsport CSD will ensure collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), there are plans for monitoring and communicating student progress, and commitment to sharing resources.**

The District will ensure collaboration between the CPSE and CSE committees and the program providers to make sure services provided are consistent with the recommendations on the IEP and a plan is in place for monitoring and

communicating student progress.

- 5. Hammondsport CSD will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.**

The District will access the necessary accommodations, modifications, supplementary aides and services and technologies (including assistive technology) to meet the unique disability-related needs of students.

Bilingual Education and World Languages

Hammondsport Central School currently has no ELL students enrolled. Should we believe that a student that enrolls is ELL eligible, we will immediately follow the plan we have in place to screen them and begin providing appropriate accommodations and programs as a result of that screening.

- 1. Hammondsport CSD, whether using in-person or hybrid instruction will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.**

The District had no ELL students enroll during the COVID-19 closure of 19-20. Our current identification process will remain in place if needed for any potential ELL students that enroll in the summer of fall of the 20-21 school year.

- 2. Hammondsport CSD will provide required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.**

The District currently has no identified ELL students.

- 3. Hammondsport CSD will ensure the maintenance of regular communication with the parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication**

The District currently has no identified ELL students.

STAFFING

Teacher and Principal Evaluation System

- 1. Pursuant to Education Law 3012-d, Hammondsport CSD will ensure that all teachers and principals are evaluated pursuant to our currently approved APPR plan, including any variance applications approved by the NYSED.**

The District will continue to implement the negotiated APPR plan that is in place with the Hammondsport Teachers' Association and the Hammondsport Administrators Association as required by the current statute.

Certification, Incidental Teaching, and Substitute Teaching

- 1. Pursuant to Education Law 3001, Hammondsport CSD will ensure individuals employed to teach in New York State public schools hold a valid and appropriate certificate for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.**

The District will continue to use appropriately certified teachers in teaching assignments. Any exceptions will follow the incidental teaching regulations as outlined by Commissioner's regulations and Education Law.