

CHEEKTOWAGA CENTRAL SCHOOL DISTRICT

Plan for Opening, 2021-22

*Union East Elementary School
Cheektowaga Middle School
Cheektowaga Central High School*





Table of Contents



	Reopening Topic	Page #
1.	Introduction / District Contacts	2
2.	Communication/Family & Community Engagement	5
3.	Health and Safety	8
4.	Facilities	12
5.	Child Nutrition	17
6.	Transportation	19
7.	Social Emotional Well-Being	20
8.	School Schedules	22
9.	Attendance and Chronic Absenteeism	24
10.	Technology and Connectivity	25
11.	Teaching and Learning	27
12.	Special Education	30
13.	Bilingual Education and World Languages	32
14.	Certifications, Incidental Teaching, and Substitute Teaching	34
15.	Closure Contingency Plan	35

INTRODUCTION

Background

The safety of our students, staff and community is our highest priority. The Cheektowaga Central Central School District's COVID-19 Opening Plan for 2021-22 establishes and explains the procedures, practices and safeguards required for schools to open safely this year.

On Monday, August 24, 2021, The Erie County Department of Health (ECDOH) released the "**Guidance for PK-12 Schools, 2021-2022**" to the component school districts within Erie County and the region. The document applies to public and private elementary Pre-K through High School students and addresses Masking(indoors/out of doors/breaks/on the bus,etc), Physical Distancing, Cohorting, Health Monitoring (questionnaire/screening,developing illness at school, isolation areas/rooms,etc.), Returning to School Following g an Illness, Covid Positive Cases and what will occur, Quarantine Protocols, Youth Sports, Covid 19 Vaccination suggestions, COVID 19 Screening Testing, Cleaning & Disinfecting, Ventilation and more. . [erie county department of health shares school guidance for 2021 ...](#)

The following additional resources were also provided to school districts as they continued planning for in-person learning this year. These resources were taken into consideration as discussions became more and more fluid, leading up to the 2021-22 school year:

- Centers for Disease Control and Prevention (CDC) [Considerations for K-12 Schools: Readiness and Planning Tool](#)
- Federal Occupational Safety and Health Administration (OSHA) [Home | Occupational Safety and Health Administration](#)
- New York State Department of Health (NYSDOH) [Novel Coronavirus \(COVID-19\) | Department of Health](#)
- Erie County Department of Health
- New York State Education Department (NYSED) <http://www.nysed.gov/coronavirus>
- New York State's "New York Forward" guidelines [NY Forward | New York Forward](#)

*The CDC Operational Strategy does emphasize the importance of using a **combination of layered prevention strategies** to avoid COVID 19 transmission in schools and is consistent with*

the Erie County Department of Health requirements and recommendations including:

- **Universal and correct wearing of masks:** ECDOH requires indoor masking for all individuals age 2 years and older, including students, teachers, staff, bus drivers, bus aides, vendors, and visitors regardless of vaccination status. (ECDOH, August 2021) The United States Department of Education, Secretary of Education Miguel Cardona also confirmed on 7/28/21 that the USDE supports the wearing of masks by students & staff in schools and effective 8/3/21, in accordance with the NYSED Commissioner's Determination, masking at all times indoors in P-12 school buildings regardless of vaccination status is required.
- **Physical Distancing-** ECDOH strongly recommends 3' of physical distancing between students within classrooms combined with mask wearing, to reduce transmission risk, regardless of vaccination status. This layered approach which includes additional prevention strategies such as handwashing, staying home when sick, masking, etc. is recommended strongly by the ECDOH (August 2021) and the CDC.
- **Promoting Health Equity** - the CCSD will ensure that all families have access to resources, phone number, literature, locations of testing sites and the vaccination team of the ECDOH. (July 2021).
 1. **"VAX VISITS"**- Erie County Dept. of Health Vaccination Team-Vaccinations in your home. Phone: (716) 858-2929 June 2021
 2. <https://www2.erie.gov/health/> Erie County Department of Health Website for all things "COVID" and health related: Testing sites/locations & Vaccination Information June 2021
 3. **Erie County Department of Health will test any person for COVID 19 and the Flu in a combined approach to help mitigate spread and ascertain need/support.** June 2021
- **Contact Tracing-** The school district is required to notify the ECDOH COVID 19-School Team of all positive COVID-19 cases reported by staff, students or guardians. For this reason, the district must supply to the ECDOH class lists, bus lists, sports and extracurricular "close contacts". Close Contacts are defined as students who are within 3 feet or teachers/staff who are within 6 feet from the positive COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a time the case was infectious, regardless if masks were worn.
- **Quarantine-** ECDOH uses the close contact definition along with the duration of exposure, proximity and presence of symptoms to determine who is an exposed contact and therefore, subject to quarantine. **Fully Vaccinated** persons according to the CDC guidelines, who are identified as "close contacts" are not subject to quarantine. **Unvaccinated Close Contacts** or persons (students within 3 feet or staff within 6 feet of a positive COVID -19 case) for a cumulative total of 15 minutes or more over a 24 hour period during a time the case was

infectious, regardless if masks were worn, will be considered a “close contact” and quarantined for 10 days from the last day of exposure to the positive COVID - 19 case.

- ***Ventilation*** - *Improving ventilation can reduce the number of virus particles in the air, along with wearing a well-fitting mask, bringing fresh outdoor air into a building (can be done by keeping windows open a few inches to improve air circulation, use of “child safe fans”, etc.) (August 2021)*
- ***Handwashing and Respiratory etiquette***- *Teach & reinforce hand washing frequently and or the use of hand sanitizer containing 60% + alcohol (for teachers, staff and older students over the age of 6) July 9, 2021 and August 2021.*

Based on this guidance, we have developed procedures related to the Operations and Instruction for three scenarios:

- Full Return to School
- Hybrid Model
- Remote Learning

It is the plan for the Cheektowaga Central School District to return to full in-person-learning in September of 2021. Our expectation will be to have our students in school, 5 days a week. We do, however, recognize that in the event that cases of COVID 19 or the “Delta Variant” rise to the level of concern and become designated as a “substantial” or “high risk area” as outlined by the CDC (July 27, 2021), the district will have to comply with the Erie County Department of Health (ECDOH), state or federal directives that warrant a shift to a Hybrid or Remote learning model. In an effort to be prepared, we have updated our plan to reflect these changes. This will include but will not be limited to the following Effective for the 2021-22 School Year:

- ***All students and staff masking indoors and on all busses***
- ***Practicing Physical Distancing in our buildings as best we can***
- ***Washing hands***
- ***Possible daily temperature checks upon entry to the building***
- ***Answering the health questionnaire prior to arrival at work, attending school or upon entry to the buildings***
- ***Staying home when sick***

As more guidance emerges, these requirements are subject to change.

Plan Development

This plan is similar to the original document (Reopening of School for 2020-21) but has been modified to reflect the new as well as current guidance, reflections and data from 2020-21 and current state, federal and local recommendations or requirements for schools (2021-22). The original plan was developed in collaboration with key stakeholders from all constituent groups, including:

- Board of Education
- Administrative Team
- Cheektowaga Central Teacher Representatives
- Cheektowaga Central Civil Service Association Members
- Parent involvement via survey and Parent Teacher Associations
- Student involvement via surveys

IMPORTANT CONTACT INFORMATION

District Office

Role	Contact Person	Contact Information
Superintendent	Steven L. Wright	716-686-3606
Assistant Superintendent	Scott Zipp	716-686-3606
Director of Learning	Maureen George	716-686-3645
Director of Pupil Personnel & Special Education	Gretchen Sukdolak	716-686-3609
Director of Technology	Ron LaVere	716-686-3677
Sodexo Food Manager	James Kegler	716-686-3638

Cheektowaga Central High School

Role	Contact Person	Contact Information
Principal	Karin Cyganovich	716-686-3603
Assistant Principals	Mike Fatta Micah Hanford	716-686-3696 716-686-3687
Dean of Students/Athletic Director	Brian Hickson	716-686-3659
School Counselors	Laurie Ferry Courtney Wall Lauren Smith Canaan Clark	716-686-3618 716-686-3636 716-686-3635 716-686-3637
Social Worker	Krystal Washburn	716-686-3631
School Psychologist	Jeanne Kornowicz	716-686-3634
Nurse	TBD	716-686-3628

Cheektowaga Central Middle School

Role	Contact Person	Contact Information
Principal	Patrick Cullinan	716-686-3663
Assistant Principal	Katie Daniels	716-686-3662
School Counselors	Kate Caldwell Melissa Goc Kimberly Nichols	716-686-3652 716-686-3651 716-686-3650
Social Worker	Nancy Kean	716-686-3653
School Psychologist	Katie Boutot Wocjik	716-686-3654
Nurse	TBD	716-686-3657

Union East Elementary School

Role	Contact Person	Contact Information
Principal	Melissa Mitchell	716-686-3626
Assistant Principal	Julia Hamels	716-686-3699
School Counselor	Kristin Dudas	
Social Worker	Bernie Huber Maria Kocialski	716-686-3679 716-686-3671
School Psychologist	Allison Napier	716-686-3676
Nurse	Kim Krempa	716-686-3623

Communication/Family & Community Engagement

General Information

The district will utilize numerous communication channels to inform parents, students, teachers, administrators, support staff and the community, in general, of procedures and protocols with respect to COVID-19, the Delta Variant or any other health concerns.

- The most highly utilized communication channel is our email and text message mass communication system, Blackboard Connect.
- The system sends out email, text message, and voice mail alerts, usually pointing to an explanatory document or letter on the school district website.
- The school website is the primary repository for letters, documents, event headlines, frequently asked questions, and general information about the district and each school building.
- The website has a dedicated page for all correspondence, sorted chronologically, regarding COVID 19 and contains guidance documents released by the Erie County Department of Health, New York State Department of Health, New York State Education Department, NYS Governor's Office, United States Department of Education (USDE) and the Center for Disease Control (CDC).

Parent & Student Notification

The district will provide guidance to parents and students with the following information regarding COVID-19:

- When/how long to stay home from class/other activities, if they are sick. This will include details on how this will affect grading policies.
- What they should do if exposure is suspected and what will happen if a student tests positive. This will include details about isolation and when they can return to campus/class/activities, as well as procedures if a student's close contact tests positive.
- How student health will be monitored.
- What to do if they suspect someone else may be sick.
- When and how they will be permitted to return to campus in the fall, including any new procedures, updates to timing, etc.
- What will happen if there is a case or an outbreak on campus.
- How a school closure will be handled and criteria for deciding to close campus will be.

- What additional measures students in vulnerable populations should take and/or what additional options they have
- What the new social distancing/PPE protocols on campus are and how a failure to follow these protocols will be handled.

Faculty & Staff Notification

The district will provide guidance to faculty and staff with the following information regarding COVID-19:

- When/how long to stay home from work if they are sick. This will include details on how this will affect sick time allowance.
- What they should do if exposure is suspected and what will happen if an employee tests positive. This will include details about isolation and when they can return to work. This will also include details about procedures if an employee's close contact tests positive.
- How employee health will be monitored.
- What to do if they suspect someone else may be sick.
- When and how they will be permitted to return to work, including any new procedures, updates to timing, etc. This should include details on who is permitted to work from home and under what circumstances.
- What will happen if there is a case or an outbreak on campus.
- How a school closure will be handled, including what the criteria for deciding to close campus will be.
- What additional measures employees in vulnerable populations should take and/or what additional options they have.
- What the new social distancing/PPE protocols on campus are and how a failure to follow these protocols will be handled.
- How workspaces/classrooms/common areas will be cleaned/disinfected and what is the responsibility of employees vs. institution?

Visitors

- *The CCSD will continue to monitor and at this time limit, nonessential visitors, volunteers and activities involving external groups or organizations with people at the discretion of the district. Subject to change, the current guidance from the ECDOH, CDC and NYSDOH.*
- *The CCSD will continue to emphasize the importance of all persons staying home when sick, including visitors who have symptoms of infectious illness, such as flu or COVID 19 who should stay home and seek testing/care.*

Sports & Other ExtraCurricular Activities

Youth Sports

The following guidelines apply to **COVID-19 moderate and high-risk youth sports**. Definitions for COVID-19 moderate and high-risk youth sports can be found at the NY Forward web site. (<https://www.governor.ny.gov/sites/default/files/atoms/files/SportsAndRecreationMasterGuidance.pdf>)

ECDOH requires schools to notify the ECDOH COVID-19 School Team of all youth sport positive COVID-19 cases reported by coaches, staff, students, or guardians.

ECDOH requires masking for all youth sport players during all youth sport activities whenever the players are not actively participating in game play or practice. ECDOH further requires masking of all youth sport coaches and staff during all youth sport activities while not directly engaged in physical activity. ECDOH strongly recommends masking for all youth sport players during game play and practice unless they are unable to physically tolerate masking. In addition, ECDOH strongly recommends that athletes and coaches who are not engaging in physical activity (i.e. sitting on the bench or sidelines) maintain a distance of at least 3ft.

*NOTE: COVID-19 guidance regarding COVID positive cases is under review at this time (8/30/21) The CCSD will follow the directives of the ECDOH and the CDC when the guidance is issued.

Practice of play may be put on “pause” if the ECDOH or the CDC’s guidance indicates that this “pause” must occur when positive cases lead to additional exposure as per contact tracing. “Pause” means no practice, games, or team activities for the affected team, but players and coaches/staff not identified as unvaccinated close contacts are able to go to work and school.

If a school or district shifts students to a full virtual learning model because of the number of COVID-19 cases in a building or district, all youth sports associated with the school are required to stop for the duration of the virtual learning period.

Athletes are required to wear acceptable masks at all times when not playing or practicing. Athletes are strongly encouraged to wear masks during play and/or practice unless they are unable to tolerate masking for physical activity. Coaches, trainers, and other individuals who are not directly engaged in physical activity are required to wear masks at all times. (ECDOH 8/24/21)

- *The setting of sporting events, activities, type of contact within the sport, number of people participating, level of intensity of the sport, duration of time (travel or play) will all be taken into consideration by the Department of Athletics when determining outcomes. Schedule of school athletics, participation, spectator protocols and more will be posted on the district website and issued by the Department of Athletics during each sport season.*
- The protocol for a RETURN TO SPORT PARTICIPATION & PLAY, after testing positive for COVID, remains in place as per the American Academy of Pediatrics & our local

Cardiologists and Pediatricians. Please contact your school nurse or building clinic for assistance.

Common Communication Practices

There are several purposes of communication to include reaching out to students and families regarding health, well-being, and ability to access materials. If students are not accessing materials electronically, getting to the root cause and problem-solving barriers to access is essential. Opportunities for two-way communication with families is vitally important when generating plans and monitoring implementation. It is important that the frequent and consistent messages from the school district are reaching all families. Verbal interpretations and written translations will be available for all families who require them.

The district utilizes multiple methods to support communication with parents, students and faculty. Choices for communication include, but are not limited to:

- Face to Face conversation, meetings, parent conferences
- Zoom (either connect through video conference or through a Zoom call-in number)
- Remind App.
- Google Classroom/Google Chat/Google Hangout/ Google Meet
- Blackboard Connect (Building and District based phone, email or text messages)
- Telephone calls (*67 is an option to retain privacy)
- Google Voice
- District [Website](#)
- Go - Guardian
- Email
- Letters in parents preferred language [individualized mailed home to communicate regarding student engagement; general letters with school closure updates posted on website]
- See - Saw
- Facebook/Twitter/Instagram accounts for general information sharing
- You Tube- Live Town Hall Meeting Format
- District Newsletter and or other formal methods of paper-communication

Expectations for Communicating

- All staff are to check their school email daily, Monday-Friday.
- Office/Classroom voicemail must be checked daily, Monday-Friday.

- If staff are unable to connect with a student/family, building administration will assist with problem solving.
- Communication logs will be maintained to facilitate communication between multiple parties. (e.g. teacher, parent, counselor, administrator) (e.g. Phone log, Shared communication log)

Health and Safety

[CCSD Covid 19 Protocols for 2021-22 School Year](#)

[Erie County Department of Health Guidance for PK-12 Schools ...](#)

Personal Protective Equipment (PPE)

In accordance with the CDC, Erie County Department of Health and the NYS Department of Health guidance regarding face coverings/masks, we will communicate and enforce expectations for the wearing of face coverings/masks as directed and subject to change.

- Face coverings will be required any time or place that individuals cannot maintain appropriate social distancing in doors.
- All individuals in our school facilities and on school grounds will be expected to wear face coverings if another person unexpectedly cannot socially distance; and for this reason, individuals - including students - must wear face coverings in common areas such as entrances/exits, lobbies, and when traveling in hallways around the school.
- Face coverings will be available at each school and on school buses for students, staff and visitors in the event an individual does not have a face covering.
- Face covering breaks will be scheduled and available throughout the day as needed.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering. A medical note is required.
- School personnel will assist students who have difficulty in adapting to wearing a face covering.
- The district will instruct students, faculty, staff and families on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.

Physical/Social Distancing

- Several studies from the 2020-21 school year show low COVID 19 transmission levels among students in schools that had less than 6 feet of physical distance when the school implemented and layered other prevention strategies, such as the use of masks.
- **Students:** ECDOH recommends schools to maintain ***at least 3 feet of physical distance between students within classrooms combined with mask wearing***, to reduce transmission risk, regardless of vaccination status.
Band/Chorus-ECDOH requires that individuals participating in activities which involve projecting the voice (ie. singing) or playing a wind instrument must be 6 feet apart during practice and lessons and must wear a mask when not singing or playing. **Performances** - ECDOH requires, to the extent practicable, that individuals participating in activities that involve projecting the voice (ie singing) or playing a wind instrument must be 6 feet apart during all performances and must wear a mask when not singing or playing. ECDOH also requires that without exception, there must be 6 feet of distance between the performers and the audience during all performances.
- **Teachers/Staff:** ECDOH recommends schools to maintain ***at least 6 feet of physical distance between teachers/staff and students combined with mask wearing***, to reduce transmission risk, regardless of vaccination status.

Health Screenings

- **Students**
 - All students will be screened by the parent/guardian ***at home*** prior to boarding the bus/coming to school. The safety of our staff and students is our top priority. If the answer to any questions is yes, the family should call the child's building attendance office or main office and notify them. The child should be kept home from school when sick and a medical professions/doctors office should be contacted.

COVID 19 HEALTH QUESTIONNAIRE

DATE: _____

NAME: _____

QUESTIONS:

1. Have you experienced symptoms of COVID-19 such as fever (temperature of 100 degrees F or above) or chills, muscle or body aches, cough, shortness of breath or difficulty breathing, fatigue, headache, sore throat, nasal congestion or runny nose, nausea or vomiting, diarrhea, or new loss of taste and / or smell in the past 10 days?

Please answer "yes" only if you are experiencing a new onset of symptoms OR you are experiencing a change in symptoms from your baseline if you have a known pre-existing medical condition (ie asthma, allergies).

NO YES

2. Is your temperature 100 degrees Fahrenheit or greater today?

NO YES

3. Have you tested positive for COVID-19 in the past 10 days?

NO YES

4. Have you had contact with anyone confirmed or suspected of having COVID-19 in the past 10 days?

NO YES

*If you checked YES to any of the above questions, please STOP and notify administration immediately.

Signature: _____

*If the child presents with COVID-19 symptoms the parent/guardian is requested to **contact the building attendance clerk and keep the child home as indicated above.**

- All other “non-COVID-19” absences should also be reported to the attendance clerk in each building.
- Temperature Checks may occur daily upon entry to the buildings
- **Staff**
 - Staff must self-screen prior to coming to school using the health questionnaire listed above.
 - The health questionnaire contains the 4 common questions about exposure to or having symptoms of COVID 19.
 - Temperature checks may occur daily upon entry to the building.
- **Visitors/vendors/contractors** must complete a District Health Screening (questions are consistent as with students and staff) which will include a temperature screening, before being granted access to the building.
- At this time, visitors to the CCSD are restricted unless otherwise granted access by the Office of the Superintendent of Schools or his designee.
- Daily and/or weekly mass calls and text messages will be sent to all families to remind them to conduct daily screening at home prior to boarding the bus/coming to school. These reminders will be sent to all families in the evening.
- Parents/guardians that cannot complete their child’s daily health screening should contact the school nurse for assistance.

Please see the [Erie County Department of Health COVID-19 Guidance](#)

Monitoring Student Attendance

- **Student attendance**
 - Parents will be encouraged to contact the attendance line for their school building if their child is absent from school. All parents will be contacted by a building level secretary regarding their absence if the student is not called in.
 - Nurses will monitor student attendance for COVID-19 related absences using a log sheet. NO personally identifiable information will be contained on the log sheet, just numbers of students exhibiting symptoms.

- Staff attendance will be monitored through AESOP.
- During remote or hybrid instruction, student attendance will be monitored and entered through eSchoolData

Safety Displays and Signage

- Each building will display and share with parents, age appropriate posters as reminders of proper hand washing, proper donning of face coverings, how to stop the spread of COVID and how to protect yourself and others. Links to resources to be used in the buildings are listed below:
 - [Hand Washing Poster for Elementary Schools](#)
 - [Hand Washing Poster for Secondary Schools](#)
 - [Hand Washing Poster for the Workplace](#)
 - [Hand Washing Poster for Parents/Community](#)
 - [Hand Washing "Health is in Your Hands" Poster](#)
 - [Prevention Info Sheet](#)
 - [Share Facts about COVID-19 Info Sheet](#)
 - [COVID-19 Info Sheet](#)
 - [Stop the Spread of Germs Poster](#)
 - [Stop the Germs! Wash Your Hands Poster](#)

Isolation of Individuals Exhibiting Symptoms of COVID-19

- Each building will identify a location (separate from the Health Office) to house students and staff that exhibit COVID-19 symptoms until they can exit the building.
- A staff member will be assigned to supervise students until a parent/guardian arrives to pick them up.
- The staff member will maintain social distancing and be provided appropriate PPE equipment including a face shield, face covering, gown, gloves, and a 2-way radio so that the school nurse, front office staff and the supervising staff member can communicate regarding the student and when the parent/guardian arrives for pick up.

Protocol for students/staff that exhibit COVID-19 symptoms

- If a student presents with symptoms related to COVID-19, the teacher should use their classroom phone to communicate with the school nurse that they are sending an individual to the office for an assessment. If the nurse is not available, the main office will be notified.
- If a staff member presents with symptoms related to COVID-19, he or she should

- report symptoms immediately to his/her supervisor and the school nurse.
- The district will follow this protocol for all students and staff that exhibit COVID-19 symptoms.

Note to Parents when a child is sent home with COVID-19 symptoms

- If a child is sent home with COVID-19 symptoms, the nurse will give the parent/guardian a form that indicates the protocol that must be followed to return to school if there is no COVID test performed by a healthcare provider.
- The building nurse will complete the information and hand it to the parent/guardian when the student is released from school.
- The parent will be responsible for attesting that the protocol is followed by signing the form and returning it to school with the child after the quarantine period.
- All individuals must follow this protocol in order to return to school

Please refer to the [Return to School note](#) (for non-covid tested children)

COVID Points of Contact

- Cheektowaga Central High School: (716) 686 - 3628 Clinic/School Nurse
- Cheektowaga Central Middle School: (716) 686 -3657 Clinic/School Nurse
- Union East Elementary: (716) 686 - 3623 Clinic/School Nurse
- District Support Nurse K-12 can be reached via the Union East Clinic

Contact Tracing

The important task of contact tracing is dependent on the accuracy of our records. The following records will be utilized and analyzed when contract tracing occurs:

- Attendance records to determine who was present and onsite (both students and teacher/staff attendance records)
- Bus route rosters
- Substitute employee records (substitute teachers, aides, etc.) through the AESOP absence management system
- Our visitor management system (School CheckIN), which provides the date and entrance/exit time of all visitors

Conducting School Safety Drills amidst COVID-19

- All required NYS school safety drills will be conducted with the consideration of the social distancing and face covering requirements. It is understood that evacuation drills will likely take longer than they would without social distancing.

- As part of the drill, students should be instructed that social distancing is part of the **drill**, however, in a real situation (i.e. fire) social distancing is secondary to the immediate need to evacuate. In that event, students and staff will wear face coverings if possible

Medically Vulnerable/High Risk Groups

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Persons in these groups should consult with their healthcare provider:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
 - chronic lung disease or moderate to severe asthma
 - serious heart conditions
 - immunocompromised
 - severe obesity (body mass index [BMI] of 30 or higher)
 - diabetes
 - chronic kidney disease undergoing dialysis
 - liver disease
 - sickle cell anemia

If you have further questions regarding your child, please contact your building principal.

Facilities

Preparations

- To prepare for the arrival of students, teachers and staff, the following safety enhancements will be completed in each school building prior to the first day of teacher attendance:
 - Markings to indicate 6' physical distancing where applicable
 - Signage installed at entrances and throughout buildings to inform and remind occupants of proper hygiene recommendations
 - Remove all gathering rugs and furniture (i.e. couches, tents, etc)
 - Removal of excess furniture to create additional space for social distancing of students and staff
 - Shield partitions for forward-facing high contact positions (i.e. main office secretaries)
 - Provide hand sanitizer (60% alcohol or greater) in all classrooms as well as common areas. Hand washing with soap and water should be taught and encouraged especially when hands are visibly soiled. Hand sanitizer can be used if soap and water is not available. **Alcohol based hand sanitizer should only be used by children under adult supervision.*
- Review all HVAC settings to ensure all spaces are provided adequate ventilation.
- HVAC filters will continue to be changed at recommended regular intervals according to state mandates.

Capacity

- Capacities for the maximum number of people (based on room square footage, student enrollment, and social distancing considerations) have been determined in:
 - Classrooms
 - Cafeterias
 - Auditoriums
 - Gymnasiums
 - Libraries

Visitors to the Building

- Building procedures will include:
 - Limit access of visitors
 - Communication to parents and community regarding limited visitor access
 - Training of Front Desk Monitors
 - All visitors must read and answer the self assessment questions and have their temperature screened before being allowed entry to the building

Special Considerations

- **Before/after school child care** - Spaces within the building to support cohort grouping of students and social distancing will be designated with cleaning before/after their use.
- **Water fountains**
 - Traditional water fountains and classroom bubblers will be disabled and capped to avoid potential sharing.
 - Bottle filling stations will remain operational.
- **Vending machines** - There will be cleaning of frequently touched surfaces such as the vending machines and office counters.
- **Restrooms**
 - Disable hand dryers and ensure availability of paper towel dispensers
 - Limit capacity in restrooms
 - Face coverings will be worn in restrooms

Cleaning/Disinfecting Procedures

- Disinfecting should never be done by children (i.e. wipes, spray bottles for desks).
- Cleaning and disinfecting will be manually tracked and recorded through daily cleaning logs.
- Pre-Arrival/Arrival of Students
 - Clean and disinfect areas used by groups before the start of the school day.
- During the School Day
 - Clean and disinfect high touch areas as often as possible, such as door handles, stair railings, elevator buttons, etc. All staff will support cleaning

efforts, including classroom teachers and teacher aides to the extent practicable.

- Bathrooms will be cleaned and disinfected as often as possible during the school day.

➤ **Lunches**

- **Cafeterias** - If the cafeteria is used for lunch periods:
 - Surfaces will be wiped down and disinfected by cafeteria monitors after each lunch period.
 - Garbage will be emptied after each lunch period.
- **Classrooms** - if eating in classrooms
 - Adequate cleaning to protect students with life threatening food allergies
 - During the school day, shared spaces will be cleaned between usage (i.e. desks).
 - Food garbage will be removed from classrooms immediately following scheduled meal times.
 - After the School Day

➤ ***Daily procedures for cleaning and disinfecting will be completed in all student and staff areas to prepare for the next day***

➤ *Routine cleaning includes:*

- Clean all high touch items such as light switches, door knobs, handrails, desk tops, counters, handles, faucets, etc.
- Dust mop and/or wet mop floors
- Empty trash receptacles and replace liners
- Clean restrooms
- Dust
- Vacuum carpeted areas

- **Disinfecting will occur after routine cleaning is completed**

- Spray disinfecting will not be done when the space is occupied by children. If there are adults in the room, they should be advised that disinfecting is about to occur and given the opportunity to leave.

- **Outdoor Areas**

- Students will sanitize hands before/after use of outdoor areas.
- Maintain per CDC guidelines for outdoor areas: Outdoor areas generally

require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. The school district will maintain existing cleaning and hygiene practices for outdoor areas. The targeted use of disinfectants will be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people as per direction by the CDC, ECDOH or the NYSDOH in concert with the NYSED.

Community Use of Facilities

- As part of the reopening plan, the CCSD will consider the use of facilities by community groups under the direction or advice of the local health departments, the CDC and in concert with the NYSED as allowed.
- Our priority will be safely supporting the academic and instructional program while focusing efforts on cleaning and sanitation. Therefore, general community use of our school facilities will be as advised.
- The District will communicate all requirements for the use of facilities by the community to Community Education, Youth Athletics, District-affiliated community events (i.e. PTA events), and the use of gymnasiums and pools by community organizations, etc.

Child Nutrition

The Cheektowaga Central School District (CCSD) as a School Food Authority (SFA) is committed to continuing to provide high quality breakfast and lunch to all students daily, whether learning in District buildings or remotely. Our Food Service Management Company (FSMC) Sodexo, is our partner in providing these meals and as such, a critical part of our reopening plan. Sodexo assures all Hazard Analysis Critical Control Points (HACCP) will be followed to ensure food safety.

Our Child Nutrition Plan is designed to adhere to the schedule created in the Teaching and Learning Plan for in-person and remote instruction. Please see the Teaching and Learning Plan for more details on these schedules.

Access to School Meals

- For students attending school in person, the District plans to serve breakfast and lunch each day for all students grades Pre-K - 12. Students will be expected to follow all COVID 19 protocols for physical distancing, hand washing and masking as indicated.
- In the event of a remote learning period, Sodexo, the CCSD food management company, will prepare all meals in the appropriate kitchens and meals will be transported by Sodexo employees, via carts, to District designated “drop zones” in district or within the community as directed. Sodexo will continue to comply with all food safety regulations while food is being transported.
- All meals will be served in disposable containers and with disposable utensils to reduce the risk of virus transmission on reused serving materials.
- Physical distancing will be implemented to the greatest extent possible in these areas.

Health & Safety Guidelines

- Sodexo will continue to adhere to all applicable health and safety guidelines for service out of the cafeteria line.

Food allergies

- Sodexo employees will have access to an updated roster of students in the classroom, which identifies student allergies. Sodexo will work with District nursing staff to identify students with allergies and sensitivities.
- Sodexo has adopted a nut-free menu. Any surface that is being used for meals will be cleaned after each meal.

Hand Hygiene

- Students will be instructed to either wash their hands or use hand sanitizer prior to every meal regardless of where the meal is being consumed.
- In order to promote proper hygiene, the District will provide training to all students and employees on handwashing and proper social distancing. The District will have signage in classrooms with sinks and bathrooms to address best practices in handwashing.
- All students (regardless of location where meal is consumed) will be instructed not to share food and beverages with each other.

Child Nutrition Requirements

- As the Districts Food Service Management Company, Sodexo will follow all meal pattern guidelines for meeting Child Nutrition requirements and continuing monitoring of compliance will be done by the District.
- Menu audits will be conducted on a monthly basis with Sodexo and the District Business Manager/designee to ensure compliance with the Child Nutrition standards.

Transportation and Arrival/Dismissal

Transportation Planning and Bus Capacity

- The district is in contact with their families throughout the school year and during the summer months, regarding transportation of students. The office assistants in each building as well as in the District Offices, work together with WNY Bus Company to ensure current pick up and drop off points for children.
- Bus Capacity has been maintained at the 2020-21 level for the 2021-22 school year, ***meaning a smaller number of students riding the bus, thus helping to reduce a greater level of exposure on the bus.***

Daily Transportation Procedures and Health & Safety Procedures

- **As per the CDC, students are required to wear face coverings while on the bus.** If a student does not have a face covering, one will be provided to the student upon boarding the bus.
- Students are encouraged to wash their hands with soap and water before boarding a bus to keep healthy and prevent the spread of COVID-19.

- All bus drivers and bus attendants will be monitored using a daily health screening/questionnaire.
- High touch surfaces will be cleaned between bus runs.
- Bus drivers will be required to wear face covering at all times.
- Face coverings should be worn at bus stops.
- We will instruct and train students and parents regarding how to maintain 6-foot distancing at bus stops and while loading and unloading.
- There may be two students per seat, with members of the same household assigned to sit together.
- Buses will be cleaned and disinfected on a daily basis.

Arrival/Dismissal Changes for Parent Drop off and Pick up

- Traffic flow patterns and procedures for drop off and pick up have been developed to ensure density control. Specific procedures, by building, will be shared prior to the start of the school year with all constituent groups.
 - Parents will not be entering the building.
 - Staggered drop off and pick up times will be considered to ease congestion.

Social-Emotional Well Being

Comprehensive Counseling Plan

- The Comprehensive District School Counseling Plan was reviewed and redeveloped during the 2020-21 school year and has been modified to reflect changes made for 2021-22. The plan is consistent with the guidelines from ASCA and NYSED.
- The Comprehensive District School Counseling Plan for the CCSD will be updated *annually*, to reflect the COVID-19 crisis *or other health/related concerns* and posted to the district website.
- Students may be prescreened using a digital COVID-19 PTSD Survey to formulate individual and building level interventions using [UCLA Brief COVID-19 Screen for Child/Adolescent PTSD ©](#).
- Students in grades 7-12 will also participate in 2021-22 in the NYSED sponsored **Youth Development Survey and the CDC's Youth Risk Behavior Survey** which will provide additional data to the state which may assist in informing and preventing, at risk behaviors in adolescents. Families do have the opportunity to opt-out of the survey if they so choose.

- The Mental Health Advisory Council or district team, will meet *annually* to review and update the Comprehensive Developmental School Counseling Plan to reflect the ever-changing needs of the students, families and district staff. The Mental Health Advisory Council or district team will consist of:
 - Board Members
 - District & Building Administration
 - Teachers- all grade levels
 - Parents/Family Representatives
 - School Counselors, Social Workers, School Psychologists
 - School Nurse

Services & Programs

- A Community Resource Guide that provides information for referrals/resources through outside agencies will be updated annually and distributed at community events, available in all building offices and will also be posted on the district website.
- Teachers and building administrators will make referrals to the building based PPS team to respond with the necessary resources.
- Individual/group counseling sessions will be scheduled for at-risk and IEP mandated students.
- School Counselors/Social Workers will utilize Google classroom to provide students and staff with videos and digital resources that promote social emotional well-being.
- Staff are provided EAP services for social emotional needs and support.
- The district will partner with outside agencies to host “virtual” or in person, open houses that provide students and families with support as identified.

Professional Learning

- Professional Learning opportunities in the areas of CPI and Restorative Practices will be provided for all district staff by in-district certified trainers or contracted facilitators, throughout the 2021-22 school year.
- Data from parents, student and teacher surveys, letters, text messages, phone calls and home visits will be utilized to drive the professional learning/support needed for all stakeholders.

School Schedules

The Cheektowaga Central School District will open fully for instruction face to face, 5 days per week in September of 2021. However, three instructional models (full return to school, remote learning, or hybrid learning) will remain in place as options for instruction, in the event the district is required to shift from face to face learning. ***This is in the event that a rise in COVID cases, COVID variant cases, regional or local designation as “substantial” or “high risk areas” cause a pivot to remote learning.*** Input has been gathered and considered for each model through the use of surveys, especially those models that require stakeholders to participate in remote instruction. The CCSD, the CDC, ECDOH, NYSDOH, USDE and the American Academy of Pediatrics all agree that a safe return to face to face learning for students is essential for the 2021-22 school year. The Cheektowaga CSD is committed to in person learning for all students.

In all of the instructional models, students within the Cheektowaga Central School District will be taught in accordance with the New York State Learning Standards and will follow NYSED guidelines for education.

Full Return to School Model

- All staff and students will attend school in the physical building for a full day on each scheduled school day and instruction will be delivered in traditionally scheduled courses/subject areas with established precautions for maintaining health and safety.
- Due to physical limitations, face coverings will be worn throughout the day.
- Using this model, students will be present and involved in the school environment.
- Instructional programs, for the most part, will maintain their current integrity.

Hybrid Model

- Students will attend school with an altered schedule to reduce the student population within the building and each classroom to approximately 50%.
- Students will attend school in-person for a portion of a week and the rest of the time they will engage in remote instruction.
- Social distancing measures will be in place and face coverings will be required when social distancing is not possible.
- Using this model, students will be present and in the school building participating (for a portion of the time) in learning activities in a smaller group setting.
- During the time that students are not present for in-person instruction, they will receive remote instruction.
- Students and teachers will have regular substantive interaction that includes routine

scheduled times for students to interact and seek feedback/support from their teachers.

Remote Model

- Students will not attend school in the physical building. Instruction will be conducted digitally through various online methods/platforms, district placement, medically supported, and or within the Erie I BOCES virtual model.
- The structure of the classes, expectations for students and teachers, and protocols for taking attendance, delivering lessons and instructional materials, assessing student work, and grading/providing feedback will be explained.
- Students will receive a combination of asynchronous and synchronous instruction.
- Students and teachers will have substantive interaction and attendance will be taken.
- Families will be contacted and the model for instruction outlined by the building level administrative team. Various methods of communication will be implemented and utilized in order for the shift to the remote model to occur.
- All equipment considerations will be managed by the office of Technology in concert with each building level administrative team.

The [Cheektowaga Remote Learning Instructional Framework](#) will provide guidelines for remote learning.

Attendance & Chronic Absenteeism

Full Remote

- Student engagement/attendance on remote platforms such as Google Classroom, SeeSaw, Google Meet, Zoom, etc., will be measured daily by each staff member and reported daily in eSchool.
- Each staff member will document their student's attendance in eSchool, which will be reviewed regularly by the administration and PPS team to discuss next steps for each student.
- Student engagement/attendance will be considered, but not limited to, attending scheduled virtual meetings and/or completing assignments.

Hybrid

- When students are working remotely, the process will follow the same as full remote learning.

- When the students are attending in person, attendance will be collected via eSchool, and it will also be recorded accordingly on the student engagement Google sheet for weekly review.

Chronic Absenteeism/Disengaged Students

- When students are chronically absent and/or consistently disengaged the following interventions will be employed:
 - Letter sent home to parents
 - Individual student/parent phone or email contact
 - Personal video conferencing with students/parents
 - Home visit
 - Connecting families with outside resources/agencies

Students who are absent due to documented medical/health reasons may be eligible for Remote Learning.

Technology & Connectivity

Student access

- Students in grades 2-12 are provided a Chromebook, which allows students to engage with our Learning Management system (Google Classroom), email teachers via their District provided email, and access supplemental instructional programs and resources included, but not limited to online textbooks, websites and programs to reinforce skills.
- Students in grades K-1 are provided an iPad to engage with the learning management system (SeeSaw), email teachers via their District provided email, and access supplemental instructional programs and resources included, but not limited to online textbooks, websites and programs to reinforce skills

Teacher & Therapist Access

- All teachers & Therapists are provided devices such as Chromebooks, iPad's

and/or laptop computers. In addition, document cameras are available for teachers to provide instruction

- All Physical Therapists and Occupational Therapists will be provided with a conference room camera to allow for easy capture of the various exercises and strategies students are being taught.

Streamlining computer-based resources

- In April 2020, our Board of Education adopted a new Data Privacy and Security Policy which addresses the requirements of Education Law 2d and part 121 regulations. As a district, we are committed to vetting online resources, websites and software prior to using it with students. If a resource, website or software will collect personally identifiable information (PII) of students, the company is required to sign a contract ensuring the protection and security of student data and PII.
- Teachers are required to utilize online instructional resources that are on the list of *Approved District Resources*. If a teacher wishes to use a website or software that is not approved, there is a privacy review process prior to using the resource.

Technology Support for Families

- Families will be oriented to our Learning Management System (Google Classroom or SeeSaw) through a knowledge base page with directions and videos.
- *Parents and families will have the opportunity to learn how to navigate and utilize the equipment as well as software that their children use throughout the school year. Evening sessions or online learning opportunities will be offered to families for this purpose, during the 2021-22 school year.*
- On-going tech support and troubleshooting for families will be provided through access to our district Technology Help Desk: (716) 686-3693 tech@ccsd-k12.net

Technology Support for Teachers/staff

- We are committed to supporting teachers to effectively teach in the hybrid/remote learning environment. Since March 2020, we have held professional learning opportunities for staff which have included synchronous and asynchronous instructional models. In addition, we will:
 - Orient new teachers through online New Teacher Orientation modules (*specify the instructional opportunities for new staff in August of '21*);
 - Support teachers in shifting to Google Classroom with:
 - Consultation with Erie I BOCES Technology Integrators

- Webinars and other learning opportunities hosted by the District, BOCES, and state/national organizations

Teaching & Learning

Academics

The following section describes prioritizing standards, academic gaps and interventions, structures and expectations for K-12 hybrid/remote learning, and considerations for supporting diverse learners. Based on guidance from the NYSED, the CCSD will bear in mind health protocols and recommendations by the CDC, the ECDOH and the NYSDOH in implementing instructional models for the 2021-22 school year:

All core and special area courses will follow the specifications of the determined model.

- To ensure more **equitable and consistent instructional delivery** and learning support, task force members worked collaboratively to determine and recommend standardized instruction and learning schedules that will be implemented across schools should the hybrid or remote learning models be utilized.
- Daily instructional schedules/times will be determined to reflect the return to learning new standards and the possible increased learning needs of students, in the event of a school closure.
- Recommended appropriate levels of virtual learning as it relates to screen time, (based on age and development stages) will be a key consideration in determining guidance regarding weekly and/or daily instruction and learning times for elementary, middle and high school. ([CCSD Remote Learning Instructional Framework](#))

Prioritizing Standards and Curriculum

CCSD recognizes the challenges and limitations many students may have experienced during the COVID 19 pandemic period and seeks to support as well as enhance new learning opportunities this year.

- Summer learning academies, “learning camps” were planned and provided during the summer of 2021 for all students k-12 who were interested in participating.
- For the 2021-22 academic school year, In each course of study, teams of teachers will meet to prioritize essential standards for the grade level as well as the prerequisite knowledge and skills learners need in order to be successful with new content.

- Teachers will collectively decide to modify the curriculum to reduce less prioritized units--allowing time to embed critical content from 20-21 that may not have been learned due to deficits from the previous spring of 2020.
- Updated curriculum guides and resources will be developed and reviewed regularly through team and grade level meetings.
- Several resources will be considered including but not limited to:
 - [Next Generation Learning Standards](#) - ELA & Math
 - [Next Generation Learning Standards](#) - Science
 - [Social Studies](#) Standards
 - [World Languages](#) Standards
 - [Physical Education](#) Standards
 - [NEW YORK STATE LEARNING STANDARDS for the ARTS: Home](#) - Visual & Media Arts and Music
- Materials and content will be provided in multiple formats including but not limited to textbooks, hard copy resources, digital resources such as books, textbooks, multi-media and online course materials.
- These will be presented in many fashions to include traditional face-to-face instruction, video, audio, web links, and Zoom Meetings. In all cases, decisions are made in a thoughtful manner to ensure the lesson meets the needs of each student.
- Students with unique learning needs will receive instruction based upon their individualized educational program or IEP.
- Students with IEPs or 504 plans will receive testing accommodations and support as per their individualized documents.

Setting Learning Objectives

- Establish weekly checklists with clear instructions that can be followed on- or off-site.
- Utilize and dive deep into student data in order to ensure instruction is driven by student needs, deficit and or trends.
- Create standards-aligned lessons that work toward mastery of the learning targets for instruction in a traditional classroom, adhering to health and safety recommendations.
- Ensure that lessons are rigorous and robust.
- Provide resources for students to create evidence of their knowledge in a variety of formats to demonstrate mastery.
- Create customized learning pathways, where learning goals and objectives are linked to explicit directions for completion.

Assessment

- The focus for student assessments within the district's reopening plan will be to help staff identify students' learning needs and plan for upcoming instruction.

- Assessments geared to this purpose will be prioritized, in order to identify students with significant deficiencies. This includes utilizing a district wide screening assessment [STAR, Castle Learning] at assigned intervals in addition to content specific assessments to measure the prerequisite knowledge and skills learners need in order to be successful with new content.

Academic Gaps and Interventions

- All learners will continue to receive flexible and responsive support for their academic, behavioral, and wellness needs.
- The Cheektowaga Central School District *provided in person learning opportunities for students K-12, via Summer Academies & Learning Camps during the summer of 2021. These academies & learning camps provided equal access to curriculum and instruction, remedial support, technology and socialization opportunities for students.*
- Academic support will provide focus and review of essential standards through whole group and small group instruction (Tier 1) and individual student intervention (Tiers 2 and 3).
- Schools will leverage resources and tools for systematic data collection, ongoing progress monitoring and timely intervention.

Definitions

- **Asynchronous Learning-** Asynchronous remote learning occurs when students work independently on learning activities and assignments.
 - Teachers provide lesson content through written materials and video presentations.
 - Students show what they know by completing interactive learning activities, self-grading and teacher graded assignments, and teacher graded written work and projects.
- **Synchronous Learning-** Synchronous remote learning occurs when students join an audio/video enabled meeting space at the same time.
 - This space is greatly enhanced when the meeting space can include an interactive whiteboard, chat, and breakout rooms.
 - This synchronous session may include whole group instruction led by the instructor and small group work amongst the learners.
 - The structure of this session is much like an In-person learning experience.

Early Learning: Prekindergarten

- CCSD will ensure that the needs of our youngest learners are addressed, whether instruction is provided in-person, remotely, or through a hybrid model.

- CCSD will ensure that our Community Based Pre-K partner, Little Angels Day Care, is following health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health.
- Little Angels Day Care will have a 2021-22 plan for providing continuity of instruction for in-person, remote, and hybrid learning models.

Special Education

Provisions of FAPE

- All students will be provided FAPE through the educational programming implemented by the district.
- CCSD, through accordance with the IDEA, will ensure that special education programming and related services will be provided on an individualized basis to ensure the implementation of the Individualized Education Program to reflect the unique needs of students with disabilities. The LRE will be applied to the programs and services provided whether delivered in-person, by hybrid model and/or remotely.
- Health and safety mandates will be implemented to protect the needs and limitations of students with disabilities and those providing the services
- Students will be provided instruction and accommodations to practice wearing face coverings and understanding other PPE requirements.
- Special Education personnel will remain flexible and provide alternatives to students who are unable to wear a face covering where it impairs their health, mental health or ability to receive instruction as is documented by their medical doctor.

Communication & Parental Involvement

- Program and services will be documented through the students' Individualized Education Plan. In addition, teachers, related service providers, school counselors, social workers and the PPS office team will formulate and update confidential shared documents to record student progress, program and services and how to best meet the needs of all students.
- Prior Written Notice, phone calls, emails and various other forms of communication will be provided to parents/guardians on a regular basis based on the provided programs and services and students IEP.

Regulations

- CCSD will conduct CSE & CPSE meetings through multiple platforms, providing families the opportunity to participate in meetings virtually, phone conferencing or face to face with either committee. All physical distancing and masking protocols will be followed.

- Parents will receive individualized engagement through a variety of modes including emails, phone calls, text messages or preferred mode of communication regarding the provision of services. This includes written communication in their preferred language and interpreting services.
- Tutorial videos, screen sharing or other assistance will be provided to families as needed to assist parents/guardians with Apps/Technology to increase family participation regarding the provisions of services for their child.

CPSE - CSE Transition

- The CSE and CPSE will continue to develop, monitor and modify plans to provide the programs and services to students with disabilities.
- As the LEA, CCSD will form a partnership with the county to provide evaluations and services for CPSE students in the event that the county is unable to meet the needs.
- Quarterly Progress Monitoring will occur throughout the year for each child.
- Shared files (adhering to confidentiality requirements) will be completed by teachers, related service providers and PPS staff regarding student progress.
- Monthly meetings of each building's Special Education Team will continue to take place. Department Chairpersons will lead these meetings in concert with the Director of PPS, which will involve the related service teams.
 1. ***Union East Elementary School Special Education Chairpersons: Patricia Marshall & Kimberly Hlavaty***
 2. ***Cheektowaga Middle School Special Education Chairperson: Candice Schneegold***
 3. ***Cheektowaga Central High School Special Education Chairpersons: Cara Santoro & Allyson Shanley***
- CCSD will continue to identify, locate and evaluate students with disabilities requiring special education and/or related services throughout the COVID-19 crisis. (*Child Find*)
- In-person evaluations will be conducted bearing in mind as well as following the recommendations of the county & state health departments protocols. The health and safety of our families is of the utmost importance.
- CCSD utilizes the Pearson Digital Assessment library which allows for the in person or remote evaluations of students. However, in person evaluations provide the most comprehensive evaluation(s) possible.

Accommodations & Modifications & Homebound Students

- Each Student's Individualized Education Plan will dictate the delivery of instruction and accommodations/modifications/aids/services/technologies needed.
- Special education contact teachers and related service providers will be

responsible for ensuring IEP compliance and changes necessary based on the mode of instruction (in-person and/or remotely) and students' individual needs.

- Students who have been deemed as needing a more restrictive setting as per the CSE, may be placed on Homebound Instruction pending an appropriate placement. Homebound Instruction will be coordinated with the Office of PPS, Erie I BOCES and the family, until a placement is found at the appropriate day school or agency.

Bilingual Education & World Languages

English Language Learners

- CCSD will ensure all ELLs are afforded the opportunity for full and equal participation, whether it be through an in-person, remote, or hybrid model of instruction.
- CCSD will consider the unique needs of ELLs and strengthen support necessary for English language development.

Communicating with Multilingual Families

- Communication with parents/guardians will be provided in the preferred language and mode of communication of the students' families, in accordance with federal and State requirements. The use of an interpreter or interpreting service will be employed as needed or requested.
- CCSD will maintain regular communication with the parents/ guardians and other family members of ELLs to ensure that they are engaged in their children's education.
- Family outreach and education will be provided to support families' understanding of the selected learning model and how to support their children's learning.

Screening, Identification, & Placement of ELLs

- CCSD will continue to administer the Home Language Questionnaire (HLQ). Parents may complete and submit the HLQ digitally. CCSD will maintain all documents related to its students, including the HLQ.
- CCSD will complete the ELL identification process within 30 school days of the start of the school year as well as all students who enroll during summer of 2021 and during the first 20 school days of the 2021-22 school year. After this 20-day flexibility period, identification of ELLs will resume for all students within 10 school days of initial enrollment, as required by Commissioner's Regulation Part 154.

Continuity of ELL services

- ENL teachers will continue to provide appropriate instruction and support to all students with English language acquisition needs.
- Provisions of required instructional Units of Study will be provided to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.
- For students unable to attend school, CCSD will strive to provide remote ELL services to the greatest extent possible, including targeted and scaffolded instruction and support.
- Teachers will utilize each student's level of language proficiency to design instruction with appropriate scaffolds that support continuity of learning and take individual students' levels of language proficiency into account as instruction is planned with the appropriate scaffolds.
- ENL teachers, as well as content area teachers co-teaching with ENL teachers in Integrated ESL courses, will provide instruction and support to all ELLs in their classes, as well as remotely.
- ENL and content area teachers will work collaboratively to address the needs of all the ELLs they are teaching, including differentiating grade level materials and instruction.
- To ensure more equitable and continuity of learning, all ELL students are provided a Direct Instructional Support through various means (Ex: Instructional Phone calls with interpreters; video pre-teaching, re-teaching, and review, email supports, etc...).
- ENL teachers schedule office hours for students who need additional support.
- Paper copies of instructional materials are provided in addition to digital resources whenever necessary.
- ENL teachers support instruction by creating videos that students can watch at their convenience and review multiple times for practice.
- ELLs who are struggling to keep up with "live" instruction benefit from videos they can review multiple times.
- ENL teachers support beginning English learners by analyzing classroom lessons/instruction, readings, and activities to provide accommodations such as:
 - More visuals
 - [Bilingual Glossaries](#)
 - Native language or leveled English text
 - An activity completed in a small group [via Zoom] rather than independently
 - Guided reading sessions provided via Zoom
 - Check in for students identified at the commanding level of proficiency
 - Simple English explanations through videos

Certifications, Incidental Teaching, and Substitute Teaching

Staffing - general considerations

- The District will ensure all teachers, school and district leaders, and pupil personnel service professionals hold a valid and appropriate certificate for their assignment. *NYSED announced that an extension for and with regard to certification requirements will be provided for the 2021-22 school year (week of July 12, 2021).
- The District will employ substitute teachers to address staffing needs for the allowable amount of days (*Note * The aforementioned*), given their qualifications and teaching assignment.
- All staffing regulations as outlined by NYSED will be followed.

Vulnerable Employees

- Employees with health concerns, those considered to have vulnerabilities, and/or staff who are at increased risk for severe COVID-19 illness are encouraged to contact the Assistant Superintendent, Mr. Scott Zipp, for additional information and guidance in response to their unique situation so appropriate accommodations may be considered.

Closure Contingency Plan

District closure

- Decision will be made at the district level based on:
 - Staff attendance (to include teaching, food service and bus drivers)
 - Erie County Department of Health, CDC, USDE, NYSDOH and or the Office of the NYS Governor.
 - Confirmed COVID cases impacting student attendance

School Closure

- Decision will be made at the district level based on:
 - Staff attendance (to include teaching, food service, and bus drivers)
 - Erie County Department of Health, CDC, USDE, NYSDOH and or the Office of the NYS Governor
 - Confirmed COVID cases impacting student attendance

Operational Activity

- The District will determine, in consultation, with the Erie County Department of Health, which operations will be decreased, or ceased, and which operations will be conducted remotely.
- The closure process may include designation as a substantial or high risk area, phasing and milestones.
- The superintendent will make the decision to close and key personnel will follow the emergency closure plan.

Communication

- The District will utilize its communication plan to notify individuals internally and externally throughout the closure process through the use of:
 - Blackboard Connect Messages
 - Television and Radio Alerts
 - Social Media

Metrics

- The District will work with the Erie County Department of Health to determine clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in school settings beyond an acceptable level.