



**2020-2021  
School Reopening Plan**

# Homer Central Schools

## 2020-2021 School Reopening Plan

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Homer Schools Community,

Thank you for taking the time to review the District's comprehensive plan for reopening our schools for the 2020-2021 school year. A group of school and community stakeholders were brought together to form a School Reopening Team. The mission of the team was to develop a comprehensive plan to direct the reopening of our schools that will best provide for the health, safety and wellness of students, staff, and the community, while ensuring the delivery of a quality education to students at all grade levels.

Our Guiding Principles, while developing the plan were:

- Maintaining student, staff and community health and safety
- Delivering continuity and excellence of instruction and education
- Guaranteeing access and equity for all students
- Supporting the emotional and social well-being of students and staff
- Providing regular communication with all stakeholders, including families, staff, and community

The COVID-19 pandemic challenged us to adapt and adjust educational and operational strategies and activities over the last five and a half months. Given the uncertainty of circumstances when schools are scheduled to open for the 2020-2021 school year in September, the District developed this plan to account for all contingencies, as well as being flexible enough to adapt to changes as they may occur.

More communication will be necessary as we move forward with our planning this summer. It is my hope that you will take advantage of every opportunity to participate by sharing your thoughts and questions with us.

I am confident that, together, we can implement all aspects of this plan to ensure the social-emotional, health and safety, and academic goals outlined in it. Thank you for your commitment to Homer Schools and our wonderful community.

Sincerely,

Thomas M. Turck  
Superintendent of Schools

## Contact Information

- <http://www.homercentral.org/districtpage.cfm?pageid=1535>

## Reopening Plan

Our Reopening Plans includes the elements outlined in the guidance released by [NYS Department of Health \(DOH\)](#) on July 13, 2020 and the [New York State Education Department](#) on July 16, 2020.

- Homer District Reopening Plan is posted on our website <http://www.homercentral.org/districtpage.cfm?pageid=1535> in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. It is posted on individual school websites and centrally on our main district-wide page.
- Homer District Reopening Plan includes all assurances completed by Thomas M. Turck, Superintendent of Schools, and all of the elements outlined in the New York State Department of Education guidance document.

## Communication/Family & Community Engagement Reopening Plan

*1. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.*

The District recruited a group of school and community stakeholders to form a School Reopening Team. The team members represented the following audiences: students, parents, staff, community members, and area business community.

Subgroups were also formed in the following areas: Transportation/Food Service; Instructional; Health and Safety; Communications; and Social-Emotional Health. Many district reopening team members participated in these discussions along with other representatives with an expertise in the specific subgroup areas.

*2. The school and/or district developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.*

### **Public Communications**

To ensure regular and informational communications with the public, Homer Schools will implement the following methods of communication:

<b><i>Communication Method</i></b>	<b><i>Responsible Party</i></b>
Local TV, radio, and newspapers	Administration/ Communications
District website - dedicated page for reopening	Administration/ Communications
Social media platforms	Administration/ Communications
Prominent signage in buildings to promote health & safety guidelines that follow NYSDOH and CDC guidance: <ul style="list-style-type: none"> <li>● Printed signs</li> <li>● Digital signage</li> <li>● Vinyl decals on floors, as needed</li> </ul>	Administration/ Communications
Town Hall Events, Meetings, Webinars	Administration/ Communications

***Parents/Guardians and Students***

All public communications methods outlined above may be utilized by Homer Schools, in addition to:

<b><i>Communication Method</i></b>	<b><i>Responsible Party</i></b>
SchoolMessenger	Building Principal/ Superintendent
Emails to parents/guardians	Administration/ Teachers
Letters sent home from Administration	Administration/ Communications

***All District Staff***

All communications methods outlined above may be utilized by Homer Schools, in addition to:

<b><i>Communication Method</i></b>	<b><i>Responsible Party</i></b>	<b><i>Frequency</i></b>
HCS D all-staff email list	Administration/ Support Staff	Weekly or as needed
Newsletters, print and digital	Communications/ Administration	Monthly
SchoolMessenger	Building Principals/Administration	As needed
Direct supervisor communications - phone calls and texts	Homer Schools Supervising Staff	As needed
Letters home, if necessary	Administration	As needed
Staff meetings	Administration	As needed

3. The school and/or district will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Healthy hygiene practices will be taught and re-taught in school settings for both students and staff. Homer Schools will provide instruction to the school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene. Signs will be posted throughout the schools. These healthy hygiene practices will be shared with the school community through regular communications including, postings on the District website and social media platforms. These activities will begin before students/staff return in the fall through a social media campaign and continue in classrooms in September.

*4. The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.*

Proper use of PPE (face masks and, where appropriate, gloves) will be taught and re-taught in school settings for both students and staff. Homer Schools will provide instruction to the school community in proper use of PPE, along with providing adequate supplies and time to allow for appropriate use of PPE. Signs will be posted throughout the school. These healthy hygiene practices will be shared with the school community through regular communications including, postings on the District website and social media platforms. These activities will begin before students/staff return in the fall through a social media campaign and continue in classrooms in September.

Useful links:

- [CDC: K-12 Schools and Child Care Programs FAQs](#)
- [DOH: Interim Guidance for In-Person Instruction at PreK to 12 Schools](#)

*5. Additionally, Homer Schools provides copies of this document in the language(s) spoken at home among families and throughout the school community including; English and Spanish. Written plans are also accessible to those with visual and/or hearing impairments.*

Interested parties can access those documents by following these procedures:

- Homer District Reopening Plan is posted on our website <http://www.homercentral.org/districtpage.cfm?pageid=1535> in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. It is posted on individual school websites and centrally on our main district-wide page.
- For copies of this document in other languages, please contact Theodore Love, Director of Instruction.

*6. Additional Considerations for Effective Communications and Family Engagement*

Homer Schools provides regular updates about safety, scheduling, and all other information on the Homer Schools website. Families can also provide feedback at anytime by emailing [homerschoolreopening@homercentral.org](mailto:homerschoolreopening@homercentral.org)

Homer Schools also utilizes the New York State's COVID-19 hotline which you can access by calling 1-888-364-3065 and asking to speak to someone about COVID-19.

Up to the minute information about COVID-19 can be found on the New York State COVID-19

website. <https://coronavirus.health.ny.gov/home>

All other concerns can be directed to our School Safety Officer, Michael J. Falls, Assistant Superintendent for Management, by calling (607)749-7241.

- The School Safety Officer can answer questions regarding COVID-19 from:
  - Students
  - Faculty
  - Staff
  - Parents/Legal guardians

## Health & Safety

*1. Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person.*

The Homer Administrative Team reviewed the District instructional space available while following student/staff social distancing guidance from the New York State Education Department, NYS Department of Health and Centers for Disease Control and Prevention.

With that guidance in mind, we were able to determine how many student stations would be available in every instructional space in the district's buildings. The social distancing guidance also was considered when we began to develop a plan for transporting students to and from school. Both of these considerations were taken into account when determining the maximum number of students/staff that could be in attendance on any given day. We also consulted the guidance to determine the amount of PPE and face coverings that would be required. After these considerations, our plan for student attendance is as follows:

## Learning Models

The District is preparing for both in-person instruction and home learning for all students. The model of "hybrid" instruction for the district describes the fact that we will provide both distance learning and in-person learning. The essential standards and learning targets will be the same for students no matter the instructional format.

- **PK-6**
  - In-Person Learning:
    - 5 days per week. This includes all Special Education students and English Language Learners.
  - Home Learning:
    - 5 days per week for students whose families choose this model for a minimum of 10 weeks
- **Grades 7-12**
  - Hybrid Learning:
    - Hybrid Learning Group 1 - attend in-person on Monday and Tuesday; Home Learning on Wednesday, Thursday, and Friday
    - Hybrid Learning Group 2 - attend in-person Thursday and Friday; Home learning on



Monday, Tuesday, and Wednesday

- Hybrid Learning Group 3 - attend in-person four instructional days and participate in Home Learning on Wednesday English Language Learners and Students with Disabilities with inclusive programming as a part of their Individual Education Plans (IEPs) will be in this group
- Home Learning:
  - 5 days per week for students whose families choose this model for a minimum of 10 weeks
- In-Person Learning:
  - Students with disabilities that are NYSAA eligible attend in-person learning 5 days per week. District personnel will contact families with eligible students.

*2. Each school and/or district reopening plan must 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 their reopening plan and identify those that participated in the reopening plans.*

The District recruited a group of school and community stakeholders to form a School Reopening Team. The team members represented the following audiences: students, parents, staff (Homer Administrators Association, Homer Teachers Association, Homer Teaching Assistants, Nurses, Transportation, Food Service), community members, and area business community.

Subgroups were also formed in the following areas: Transportation/Food Service; Instructional; Health and Safety; Communications; and Social-Emotional Health. Many district re-opening team members participated in these discussions along with other representatives with an expertise in the specific subgroup areas.

The District Reopening Team began work on July 13, 2020 and has been meeting regularly since that date. The subgroup work will continue into the 2020-2021 school year.

A regular function of the groups is to generate feedback and recommendations for consideration by the District Reopening Team. Subgroups also review feedback generated from the community through surveys conducted throughout the development of the plan and into the 2020-2021 school year.

*3. Each school and/or district reopening plan must include 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.*

Homer Schools utilized the Homer Schools communication plan identified in the Communication/Family Engagement Section of this document.

*4. Each school and/or district reopening plan 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.*

When a Homer Schools staff member observes any signs of illness in a student and/or staff, that staff member must send the symptomatic person directly to the school nurse for further evaluation. In the event that person is not wearing the required mask, one must be given for his/her use when walking to the Health Office.

## Healthy Hygiene Practices

Healthy hygiene practices will be taught and re-taught in school settings for both students and staff. Homer Schools will provide instruction to the school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene. Signs will be posted throughout the school. These healthy hygiene practices will be shared with the school community through regular communication including, postings on the district website and social media platforms.

Signage will remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Healthy hygiene practices will be taught by using in person lessons, videos, and signs. Signage will be placed in highly visible areas such as:

- Entrances
- Restrooms
- Cafeteria or other dining areas
- Classrooms
- Administrative offices
- Auditorium
- Custodial staff areas

## Daily Health & Temperature Screenings

*5. Each school and/or district reopening plan has a 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.*

- Before the start of an in person school day, faculty will complete daily provided by Homer

Schools. They will receive a daily email reminding them to complete the questionnaire. The results of the daily survey will be available to supervisors.

- Parents/guardians will have access to the daily online Covid-19 screening form. If this form is completed, their child may check in with a staff member at a different entrance to the building. At that entrance the student's pre-screening status will be verified.
- If a parent/guardian does not fill out an online Covid-19 screening form, their child will be screened at a specific location, before entering the building.
- Screening results for students will be available electronically for building administrators and health office personnel.

*6. Each school and/or district reopening plan requires that ill students and staff be assessed by the school nurse and all ill students and staff will be sent home for follow up with a healthcare provider.*

Any ill student or staff member will be assessed by the school nurse in a room dedicated for that purpose. We have identified three rooms that will be used by nurses this school year:

- Room for students who require regular visits for daily medications;
- Room for ill student evaluations
- Dedicated isolation room.

All ill students and staff will be sent home for a required follow up with a healthcare provider after being assessed by the nurse.

*7. Each school and/or district reopening plan requires all students or staff with a temperature, signs of illness, and/or a positive response to school and/or district questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.*

A dedicated isolation room has been identified for each of our district buildings. Any student, staff member, or visitor that presents with a temperature, sign of illness, and/or a positive response to the Homer Schools questionnaire will be outfitted with appropriate PPE and be escorted to that room. They will be supervised while contact is made with a family member to arrange for pick up. The isolation rooms were chosen with thought being given to their proximity to the primary screening areas (front entrances and Health Office).

*8. Each school and/or district reopening plan requires all visitors, guests, contractors, and vendors entering the school to follow all health screening guidelines.*

Homer Schools will screen all visitors using our existing visitor management system as well as asking the approved Covid screening questions. We will limit visitors and guests access to the school buildings.

*9. Each school and/or district reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.*

Homer Schools will provide instructions for parents/guardians to observe for signs of illness in their child that require staying home from school. These informational documents will be sent to each district family in September, posted in high traffic areas in each district building, posted on the district website, and on school social media platforms. Our daily Covid-19 questionnaires will also reinforce these practices.

*10. Each school and/or district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.*

## Hand Hygiene Plan

Homer Schools has written protocols and signage to instruct staff and students in correct hand and respiratory hygiene. These informational documents will be sent to each district family in September, posted in high traffic areas in each district building, posted on the district website, and on school social media platforms.

At a minimum, students and staff should wash hands as follows:

- Upon entering the building and each classroom;
- After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops);
- Before and after snacks, breakfast, and lunch;
- After using the bathroom;
- After helping a student with toileting;
- After sneezing, wiping or blowing nose, or coughing into hands;
- Upon coming in from outdoors; and
- Anytime hands are visibly soiled.

Hand Hygiene include:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
  - Facilities and supplies for hand washing including soap and water;
  - Paper towels and touch free paper towel dispensers where feasible, air dryers have been removed and disabled from all buildings;
  - Time in the schedule to allow for frequent hand washing; and
  - Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.
- Use of alcohol-based hand sanitizers (60% alcohol or greater)
  - We provide hand sanitizer throughout common areas (e.g. entrances, classrooms, office spaces cafeteria), near high touch surfaces, and use touch free dispensers when able;
  - We have signage near hand sanitizer indicating visibly soiled hands should be washed with soap and water; and
  - Any staff or students unable to use hand sanitizer are permitted to wash their hands with soap and water.

## Respiratory Hygiene Plan

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.

- All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. Homer Schools provides tissues in each classroom and common areas.
  - If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands.
- No touch trash receptacles are available in each room and common area.
- Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

*11. Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.*

Homer Schools defines social distancing as keeping a six foot space between yourself and others. Homer Schools has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible. The steps our district is taking are listed below:

- The size of groups/cohorts of students are determined by the number of students who can be in each classroom while maintaining 6 feet social distancing.
- When student schedules are developed, they will be developed to limit in-school movement, where possible, and to allow for a cohort configuration.
- Homer Schools will use all large group spaces for instruction and to allow for adequate social distancing. These spaces include: cafeterias, gymnasiums, and auditoriums.
- Once our families have notified the district of their transportation plans, the district will implement a thoughtful arrival/dismissal plan that limits congestion and aligns with social distancing requirements. This plan utilizes multiple entry points and additional drop off areas to limit congestion.
- Multiple entrances will be used for drop off at all district buildings. Students who have been prescreened will enter through a separate entrance from those who will need to be screened. Teams of staff screeners will meet students as they exit the bus and families in their cars to screen before students enter the buildings.
- Homer Schools will limit the number of students who are able to use the bathroom at any one time. The number will vary depending upon the size of the bathroom. Signage will be posted that denotes the occupancy totals for each bathroom.
- Each instructional space will have social distancing signage as well as room capacity notification.
- Homer Schools has turned desks to face the same direction in all rooms, including staff members.

- Homer Schools will open windows to improve ventilation.
- Homer Schools will keep individual student belongings separated and limit use of shared supplies to one group of students, clean between use by cohorts of students.
- Utilize digital options for instruction materials when able.

## Restricted Areas

Homer Schools restricts the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced. We are limiting gathering in small spaces (e.g., elevators, faculty offices) by more than one individual at a time, unless all individuals in such space are wearing acceptable face coverings;

Homer Schools will utilize playgrounds when proper safeguards are in place. In elementary school settings, we are staggering playground use rather than allowing multiple classes to play together. We will have students wash hands before and after touching play structures and keep at least 6 feet of space from other children as much as possible.

We have ensured that a distance of twelve 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.

We are canceling any events when we are not able to devise a strategy to maintain the appropriate social distancing. Our large group functions will be studied to determine if a suitable format is able to be developed for the activity to move forward.

There will be limited visitors allowed in our school buildings for the 2020-2021 school year. All visitors will be required to enter school buildings through the main entrance, and will only be allowed throughout the building after a COVID-19 screening has been completed.

*12. Each school and/or district reopening plan 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.*

Homer Schools provides accommodations to students in the school community that are medically vulnerable or high-risk groups.

- We will provide Home Learning as an option for families.
- Children with special needs; are medically fragile; or may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask, it is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety.
  - We will collaborate with families, school health services personnel, special education staff and administration to create a safe instructional plan.

*13. Each school and/or district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.*

Homer Schools follows [OSHA COVID-19 guidance for its employees](#), along with the [guidance put forth by the CDC](#) in partnership with our local health department.

Homer Schools is ensuring we have adequate supplies of PPE by developing a reordering/inventory plan, working through cooperative purchases through our BOCES whenever possible, and collaborating with our local health department.

Homer Schools requires all individuals in school facilities and on school grounds to put on a face covering if another person unexpectedly cannot socially distance. Signage will be posted to re-enforce this expectation. All students and staff members must wear cloth face coverings:

- Whenever they are within 6 feet of someone
- In hallways;
- In restrooms; and
- In other congregate settings, including buses.

Homer Schools will provide acceptable face covering to employees (and students if they forget their own) and have an adequate supply in case of need for replacement per Executive Order 202.16.

Homer Schools allows employees to wear their own acceptable face covering. For employees with healthcare provider documentation stating they are not medically able to tolerate face covering, we will not mandate their use.

Face coverings may be challenging for students (especially younger students) to wear all day. Periodic face mask breaks will be built into the instructional day.

Face coverings will not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Homer Schools will provide instructions through signage in high traffic areas, written communication, social media platforms, district website and instructional lessons to all students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- Face coverings are for individual use only and should not be shared.

Please note: Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member. Homer Schools will supply these alternate coverings to account for the needs of our staff who work with students who benefit from visualization of the movement of the lips and/or mouth.

*14. Each school and/or district reopening plan has plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks*

Homer Schools ensures that we will have adequate supplies of face masks through the development of our reordering/inventory plan, and working through cooperative purchases with Onondaga-Cortland-Madison BOCES whenever possible.

*15. Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.*

Homer Schools requires students and staff with symptoms of illness be sent to the health office. Homer Schools requires school staff immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports are made in compliance with FERPA, and Education Law 2-d.

A registered nurse is available to assess individuals in each building.

If a school nurse is not available, Homer Schools will have to isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.

Homer Schools follows Education Law § 906, which provides when a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law<sup>7</sup>.

Effective February 1, 2020, the 2019-Novel Coronavirus was added to the Public Health Law as a significant threat to the public health, and the NYS Commissioner of Health designated 2019-Novel Coronavirus as a communicable disease under 10 NYCRR Section 2.1 direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.



Homer Schools will take the following steps:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Homer Schools refers to the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
- If a separate room is not available, Homer Schools will ensure that person keeps at least a 6-foot distance between ill students. If they cannot be isolated in a separate room from others, we will provide a facemask (e.g., cloth or surgical mask) to the student if the ill person can tolerate wearing it and does not have difficulty breathing,

To prevent the possible transmission of the virus to others while waiting for transportation home. The following steps will be taken:

- Students should be escorted from isolation area to the parent/guardian;
- The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center;
- Symptomatic students or staff members will follow CDC's Stay Home When You Are Sick guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, Homer Schools will call 911 and notify the operator that the person may have COVID-19;
- Homer Schools staff is aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. Employees should notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:
  - Fever
  - Abdominal pain
  - Vomiting
  - Diarrhea
  - Neck pain

- Rash
- Bloodshot eyes
- Feeling extra tired
- Staff must call for emergency transport (911) following established district protocols for any student showing any of these emergency warning signs of MIS-C or other concerning signs:
  - trouble breathing
  - pain or pressure in the chest that does not go away
  - new confusion
  - inability to wake or stay awake
  - bluish lips or face
  - severe abdominal pain
- If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee must notify the local health department to determine what steps are needed for the school community.

*16. Each school and/or district reopening plan has 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

Homer Schools follows CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person has been seen by a healthcare provider and has **documentation** that they do not have 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); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. [Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings](#).

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

## COVID-19 Testing

Homer Schools complies with CDC guidance and we do not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.

If you need a COVID-19 test, please contact the Cortland County Health Department at 607-753-5036; Cayuga Medical Center [www.register.cayugahealth.com](http://www.register.cayugahealth.com) or the Guthrie Cortland Medical Center Incident Command Line at 607-428-5121.

## Contact Tracing

Homer Schools cooperates with state and local health department contact tracing. We assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors which includes date, time and where in the school they visited; and
- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
- Maintaining confidentiality as required by federal and state laws and regulations.

School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Homer Schools administrators will consider closing school if absentee rates impact the ability of the school to operate safely. Homer Schools may choose to modify operations prior to closing to help mitigate a rise in cases. Homer Schools will consult our medical director and/or the local department of health when making such decisions.

*17. Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.*

Homer Schools cleaning includes classrooms, restrooms, cafeterias, libraries, playgrounds, and busses. Cleaning plans will include considerations regarding the safety of custodial staff and other people who are carrying out the cleaning or disinfection. To help with cleaning and disinfection Homer Schools will

perform the following:

- Keep accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Perform normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
- Provide disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19.
- Provide frequent disinfection of surfaces and objects touched by multiple people;
- We will keep all disinfectants out of the reach of children;
- Full building cleaning daily and deep cleaning once a week.
- Homer Schools will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.
- Homer Schools will clean high touch surfaces frequently throughout the day. Examples of high touch surfaces include:
  - Tables;
  - Doorknobs;
  - Light switches;
  - Countertops;
  - Handles;
  - Desks;
  - Phones;
  - Keyboards and tablets;
  - Toilets and restrooms; and
  - Faucets and sinks.
- Students will not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Heating/air conditioning systems and filters will be cleaned and or changed based on the plan.
- Windows will be opened and classes conducted outside as weather allows.
- Wind musical instruments will not be shared between students.
- Homer Schools cleans playgrounds per CDC guidance:
  - High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely.
  - Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.

## School Health Office

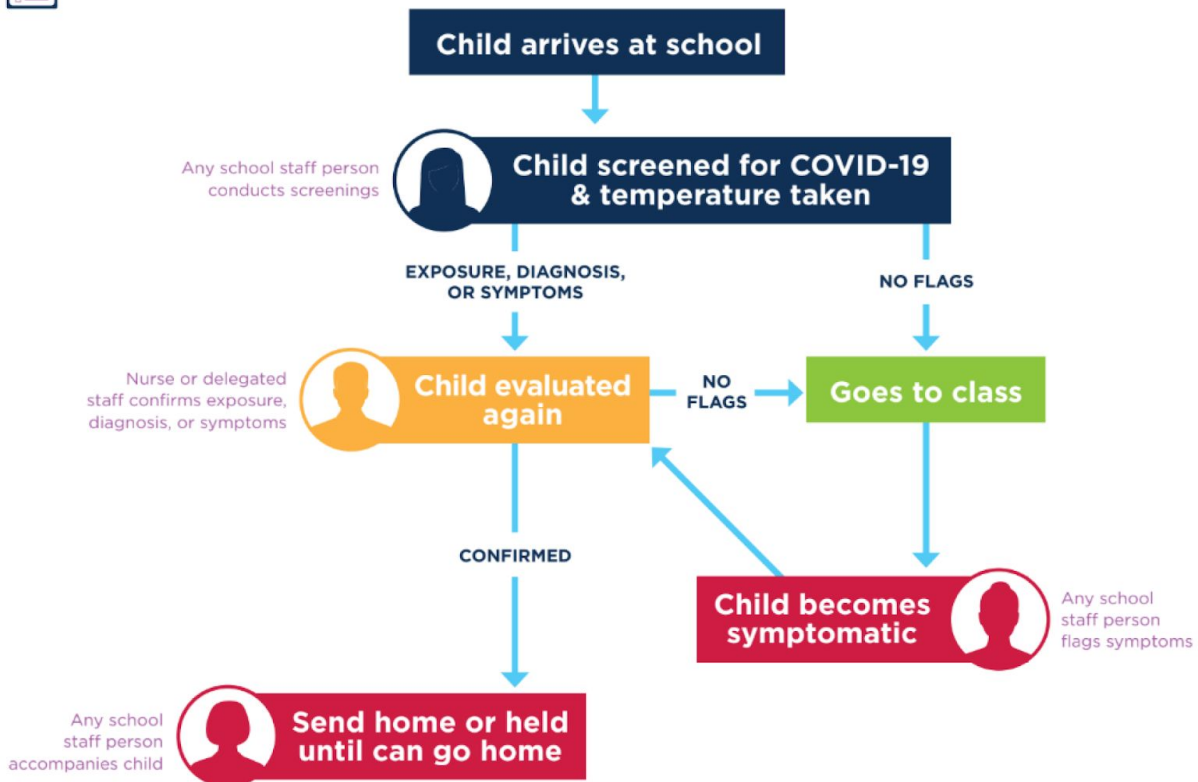
The following are protocols that will be followed in our School Health Offices District wide. If a student/staff is exhibiting signs of illness the following process will be followed:

- If a student/staff is screened upon entering school to have a fever or answered yes to the COVID screening questions they will be sent to the school health office for isolation.
- If a student/staff exhibits any signs of illness throughout the day, a staff member will notify the health office of the need for an assessment.

- When students/staff arrive at the health office.
  - Wear face covering
  - Wash/Sanitize hand
  - Maintain social distancing measures
  - Student/Staff exhibiting Covid 19 symptoms will be isolated with visual supervision and social distancing measures in place.
  - A healthcare professional will examine the student/staff to determine if their symptoms are from a chronic condition, injury or illness.
    - If no RN or health professional is available students/staff are sent home
  - If symptoms are consistent with Covid 19 and/or has a fever equal or greater than 100° the student/staff must be sent home with the [return to school protocols](#).
- The student/staff that is being sent home must contact their health care provider for assessment and testing.
  - The health office staff will follow procedures for tracking students/staff who have left with symptoms, health care provider documentation, and indicate timeframe for return following the return to school protocols.



## Staff Roles Flow Chart



If a student/staff is entering the health office and are not exhibiting signs of illness:

- When students/staff arrive at the health office.
  - Wear face covering
  - Wash/Sanitize hand

- Maintain social distancing measures
- Students/Staff will be directed to the separate treatment/medication room
  - If appropriate appointment times will be made and a health office staff member will call students down, to maintain social distancing measures.
  - If a student requires asthma-related acute respiratory treatment care the school health office professional will:
    - Consult with students' healthcare providers for alternate asthma medication delivery systems.
    - Consult with school buildings and grounds department for environmental controls.
    - Consult with the students' parents/guardian about the most appropriate treatment and educational plan.
- When student/staff leave the office
  - Wash hands/sanitizer

### Health Office Cleaning and PPE Protocols

Prior to reopening, all district buildings will undergo enhanced cleaning and disinfection based on current [CDC](#) and [NYSDOH](#) guidance.

As a result of the COVID-19 pandemic, the HCSD has also developed and implemented new Standard Operating Procedures (SOPs) for sanitizing district facilities, which are now the “normal course” of custodial operations. High utilization touch areas and flat working surfaces, such as door handles, soap dispensers, light switches, desk tops, and table tops, will be sanitized at least once every 24 hours when schools are open. Custodial staff will respond to requests for more frequent sanitizing as needed.

### Sanitizing Procedures

- Thoroughly clean any of the surfaces with a general cleaner to remove any visible soiled areas. Use a greenback sponge and wipe the surface dry. Removing the dirt will allow the disinfectant to be effective by directly contacting the surface.
- Disinfect the cleaned surface by using a spray bottle of disinfectant. Apply the disinfectant to wet the surface thoroughly. Allow the disinfectant to remain wet for 10 minutes, then dry the surface with a paper towel. A C3 machine can be used to apply the disinfectant in bathrooms and locker rooms.

All custodial staff have been trained and understand that these SOPs are to be carefully and thoroughly followed. In effort to maintain fidelity to the cleaning and sanitizing procedures, custodial staff will maintain accurate and up-to-date logs, which will be reviewed by supervisors daily.

School Health office cleaning must occur after each use of:

- Cots
- Bathroom
- Health Office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) will be cleaned following manufacturer's directions.)
- High touch surfaces such as chairs, railings, door handles etc...

- Disposal items will be used as much as possible including:
  - Disposable pillow protectors
  - Paper coverings
  - Disposable thermometers covers
  - Disposable otoscope specula.
  - Disposable cups

School health office professionals will use the following PPE:

- When assessing individuals with illness
  - Gowns
  - Gloves
  - Goggles/face shield
  - Fit tested N-95 masks or surgical face mask and shield

*18. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons*

Homer Schools Evacuation Drills will be modified by:

- Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site. When conducting drills using a modified procedure, the drill will be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose; and if schools reopen with a “hybrid” in-person model, the school will be certain that all students are receiving instruction in emergency procedures, and participating in drills.

Homer Schools Lockdown Drills will be modified by:

- Conducting lockdown drill in classroom setting while maintaining social distancing and using masks;
- All students will receive instruction on emergency procedures and participate in drills while they are in attendance in-person;

Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

*19. Each school and/or district reopening plan has a written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school’s charter).*

The district does not operate any before or aftercare programs. We do house the Cortland YWCA Before/After School Care Program in two of our district buildings: Homer Elementary and Homer Intermediate Schools. YWCA personnel will be trained to screen students by taking daily temperature checks and completing the questionnaire prior to the parent leaving them each morning. Any student that

is symptomatic will not be allowed entrance and will be sent home with the parent for an evaluation by their primary care physician. A list of students screened will be given to the main office staff for input into the district's screening system records.

*20. Each school and/or district reopening plan must designate 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.*

Homer Schools has designated Michael J. Falls, Assistant Superintendent for Management, as the COVID-19 safety coordinator. He can be reached at 607.749.7241

## **Facilities**

As it relates to Facility additions and/or renovations, the Homer Central School District will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to the Office of Facilities Planning (OFP).

The Homer Central School District will ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

The Homer Central School District will conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4. Prior to reopening, all water systems in the district will be inspected for safe use after the prolonged shutdown. At present, the statutory requirement that lead testing occur in 2020 continues. The NYSDOH requires lead-in-water testing to be conducted when the building is "normally occupied." Sampling should not be conducted when the building is vacant or has been vacant for an extended period due to COVID-19 closure. The HCSD maintains a rigorous lead testing protocol, including testing on a legal compliant schedule with review by the Cortland County Health Department and public dissemination of all test results through the HCSD website. All such protocols and procedures will continue to be followed and adhered to. The provision of potable, safe drinking water to students and staff through bottled water and water tower dispensers shall continue when we reopen, as well.

The Homer Central School District will ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.

The Homer Central School District will ensure that the district reopening plan, which includes the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.

The Homer Central School District will ensure that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.

The Homer Central School District will ensure that new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation.



The Homer Central School District will ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.

The Homer Central School District will ensure that each building provides one drinking fountain per one hundred occupants or provide for a reasonable alternate source of drinking water.

The Homer Central School District has provided a plan below on how to maintain adequate, code required ventilation (natural or mechanical) as designed if deemed necessary.

Proactive HVAC ventilation and filtration is a critical first step to help ensure a safer indoor environment for increased occupancy in light of the COVID-19 pandemic. Studies that show increased fresh air and filtration significantly reduce the potential transmission of airborne viruses. Accordingly, Trane has developed a simple 3-step program to help ramp-up in line with recent recommendations from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

Step 1: Perform HVAC Health Check

- Assess existing air filtration systems parameters and conditions.
- Assess existing ventilation system settings and operating conditions.
- Identify improvements specifically targeting ventilation and filtration.

Step 2: Improve Ventilation

- Increase ventilation via airside system adjustments (per ASHRAE guidance).
- Verify that improved ventilation is in effect through operational data and physical inspection.

Step 3: Improve Filtration

- Evaluate system design parameters.
- Install new HVAC filters, including MERV 13/14 level where feasible in context of system design parameters.
- Validation Report

Document findings of HVAC Health Check.

- Document ventilation conditions upon completion.
- Document filtration improvements upon completion.
- Review with organizational leadership via remote conference platform.

The Homer Central School District will ensure that all project submissions only dedicated to “COVID-19 Reopening” will be labeled as such.

The Homer Central School District will ensure that the use of plastic separators will comply with the 2020 BCNYS Section 2606.

## Child Nutrition

*1. Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.*

Meals will be available every day to all students in both virtual and in-person learning. All meals will meet all the necessary meal pattern guidelines provided by the state.

The Homer Central School District will continue to accept and process all meal applications. The Homer Central Schools Determining Official, Joan Redfield, will process the meal applications both online and in paper forms. Once the application has been determined, it is entered into the NutriKids point of sale system, which will then transfer to our serving lines at the school level. Parents are notified within 10 days via a letter sent home to families of their child's eligibility.

The district will establish Grab & Go meal distribution sites for students engaged in virtual learning. Parents can pick up the student meal and let the staff member know the student name to be entered into the meal system. Staff members will record the name for claiming purposes.

The Homer Central School District will continue to use our point of sale system for counting and claiming meals for reimbursement. The online claim form from the NutriKids point of sale system will be used to enter all meals to ensure all claims are processed correctly.

The district will request that parents prepay for meals via My School Bucks (bank fees waived) or by check to limit the handling of cash in the classroom.

All meals will be compliant with the School Breakfast Plan and National School Breakfast Plan.

Meals will not be available to students on days that the district chooses to close due to inclement weather or other disasters.

### Meal Service Methods

The Homer Central School District will enable all students to have access to program meals while complying with social distancing guidelines, enabling contact tracing to occur if an individual receives a positive diagnosis. To achieve this goal, multiple meal service methods during a single meal service period will be utilized with different groups of children within the school building. Methods will include:

- Serving meals in classrooms
- Serving meals in other areas in the building, such as the gymnasium
- Providing "Grab and Go" meals in the cafeteria or hallways

Strategies to achieve these goals include:

- Identifying the equipment, supplies or resources needed for the meal service method(s) that will be utilized.
- Staggering meal service periods so that arrival and dismissal times limit the amount of contact between students in high-traffic situations.
- Assigning seats to students during mealtimes to enable contact tracing.

- Utilizing floor marks to highlight social/physical distancing guidelines where needed and to identify traffic patterns within spaces.
- Removing chairs to ensure social distancing.
- Arranging the chairs to face the same direction.
- Expanding meal service periods to allow students adequate time for handwashing and to get through serving lines; to count meals at the point of service; or for any other operational considerations that may require extended time.
- Installing clear plastic countertop shields by point-of-service stations or on other countertop areas where staff may be stationed.
- Utilizing disposable trays, dishes and utensils.
- Eliminating self-service stations.
- Eliminating share tables and any sharing of food.
- Identifying alternate locations for the storage and distribution of student meals brought from home (these cannot be stored in kitchen areas).
- Excluding access of all people (other than child nutrition staff and delivery people) from the kitchen and behind serving lines.
- Ensuring adequate sanitation occurs between the use of tables or other surfaces when multiple groups of students will consume meals in the same location.

#### Accommodations for Disabilities

Accommodations for disabilities that enable equal access to the program will be provided when supported by the proper documentation. The meal pattern will always be met to the extent that a child's disability allows. Meals will be served in a manner that offers a safe environment for children with food allergies. Strategies for providing safe and appropriate meals include:

- Ensuring that surfaces are cleaned prior to meal services and adequate hand-washing facilities are made available.
- Working closely with other school staff who may be involved in the service of meals to ensure here is proper communication of what is needed to provide safe meals when necessary.
- Ensuring all written food safety plans include standard operating procedures to ensure safety in the production and service of meals to children with allergies.
- Publishing planned meals and identifying allergens if able.
- Identifying secure methods to receive and communicate protected, student-identifying information with families and other school staff (cannot be emailed).

#### Safe Food Practices

Creating a culture of food safety in all areas of the school building ensures that food safety practices outlined in the food safety plan are implemented. To ensure safe food practices are followed:

- We will train all school staff on the food safety processes and SOPs in the food safety plan that are relevant to their role in providing meals.
- We will identify any additional equipment or supplies such as thermometers, alcohol wipes or other equipment that may be needed to keep food safe when transported and served in other areas of the school.

- We will obtain or develop posters or other aids to assist non-food service school staff to implement safe food practices when they participate in the service of meals.

Consideration will be given to the staff that will be involved in the service of meals. This will include teachers, administrators and janitors, depending on the meal service method(s) utilized. Normal training and communication methods may need to be altered for non-child nutrition staff who may not be familiar with food service processes and child nutrition program requirements.

### Reopening the Kitchen

When reopening the kitchen, all food service areas will be deep cleaned and determined to be in good working condition to ensure the facility is safe for the production and service of meals. To ensure this is accomplished we will:

- Empty and clean all equipment, including ice machines and sinks.
- Wash, rinse and sanitize all food-contact surfaces.
- Identify any equipment or facility repairs, maintenance or replacement that may be needed.
- Ensure the dish machine is working properly. Ensure the chemicals are dispensing correctly, and temperature gauges are working properly for wash and rinse cycles.
- Check the condition of any food products that may have been left in storage and discard any expired products.
- Remove all clutter and unused items from all food service areas, including storage rooms.
- Rearrange coolers, freezers and dry storage areas to reduce points of contact during deliveries if able.
- Wash, rinse and sanitize all unprotected tools and small wares. Clean and sanitize all shelving before placing back into storage.
- Check floors and under equipment for signs of pest activity. •
- Clean all floors and floor drains.
- If there is an anticipated increase in trash, ensure the dumpster areas are clean to prevent the attraction of pests.
- Check the facilities plan for the building. Water systems (hot and cold) may need to be flushed for 10 minutes to minimize the risk of Legionnaires disease before they are used.

### Operational Support-Operational Procedures

Clearly written policies and procedures will be developed and implemented to successfully operate the child nutrition program. All staff must be knowledgeable about food service policies and procedures, and be able to collaborate and communicate effectively with other stakeholders as needed. Strategies to achieve this goal will include:

- Reviewing written policies and procedures to ensure they are up-to-date and clearly communicated to all applicable staff.
- Ensuring that written procedures for food safety, meal preparation and meal counting and claiming are available and easily accessible to staff when needed.
- Ensuring schools are properly staffed for the food service production and service methods that are and will be used, and that regularly assigned staff and substitute staff are properly trained.
- Identifying other school staff who may be trained to carry out select food service processes or tasks

when staff shortages are expected.

- Establishing written procedures for when school staff receive household applications or other program-related documents or communications

The Homer Central School District will make sure that measures are taken to protect students with food allergies when providing meals in spaces outside the cafeteria.

- Food service staff will discontinue the use of peanut butter or peanut products for meals delivered to classrooms.
- Parents will be asked to exclude peanut butter from meals brought into the classroom from home
- Food service staff delivering meals will have coded classroom rosters that display any known food allergens of each student.
- School nurses will provide teachers with a listing of student allergies
- Alternate food items will be substituted per doctors notes and allergy indication, i.e. Lactaid replaced for milk, gluten free bread used for sandwiches.

The Homer Central School District will promote 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. All classrooms and dining spaces will be outfitted with signage to remind students of the proper way to wash their hands and that sharing of food items/beverages will not be allowed.

The Homer Central School District will ensure that protocols and procedures that promote cleaning and disinfection of areas prior to the next group of students arriving for meals, if served in the same common area are communicated and enforced. Food service staff and classroom supervisors will adhere to cleaning and disinfecting Food service staff delivering meals will be required to wear gloves, plastic aprons and face masks. Each student desk will be lined with a paper barrier prior to meals being delivered to the classroom. Trash receptacles will be emptied after breakfast and lunch. All surfaces will be disinfected prior to student use after meals and/or snacks.

The Homer Central School District will ensure compliance with Child Nutrition Program requirements.

The Homer Central School District will ensure that communication with families will be accomplished through multiple means in the languages spoken by families. This will include, but will not be limited to:

- SchoolMessenger e-blast, robocalls and text messages
- District and school websites
- Official Facebook and Twitter feeds, with messages amplified by shares from schools, PTO/As, and other parent organizations for both English and Spanish speakers
- Traditional and online media newspapers, TV, radio

The Homer Central School District will require that students social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

## **Transportation**

The Homer Central School District will ensure 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 will be cleaned/disinfected once a day. All school vehicles that have been used will be disinfected by a trained team upon return from a.m routes and p.m routes, this will allow for a consistent thorough cleaning to be done twice daily.

The Homer Central School District will ensure high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule. A station will be set up in several locations in the Bus Garage with the proper cleaning supplies to allow for drivers to wipe down in between each a.m and p.m run.

The Homer Central School District will ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. Hand sanitizer will not be provided on any district transportation vehicle and all drivers, monitors and attendants will be prohibited from bringing their own supply. Drivers, monitors and attendants will be subject to discipline if they have any hand sanitizer products in their vehicles. Parents of students will also be informed that hand sanitizer should not be sent to school with students.

The Homer Central School District will ensure that school bus drivers, monitors and attendants do not carry personal bottles of hand sanitizer with them on school buses. Hand sanitizer will not be provided on any district transportation vehicles and all drivers, monitors and attendants will be prohibited from bringing their own supply. Drivers, monitors and attendants will be subject to discipline if they have any hand sanitizer products in their vehicles. Parents of students should also be informed that hand sanitizer should not be sent to school with students.

The Homer Central School District will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield. All drivers, monitors and attendants must wear face coverings at all times while in the vehicle. PPE Kits will be placed on every transportation vehicle to include gloves and masks. If staff wishes to utilize a face shield, it will be provided to them upon request.

The Homer Central School District will require 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. Training for all transportation staff which includes periodic refresher training will be done by a person or persons properly trained in protective equipment and the signs and symptoms of Covid -19.

The Homer Central School District will require that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing Training for all transportation staff which includes periodic refresher training will be done by a person or persons properly trained in social distancing.

The Homer Central School District will require that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses. PPE Kits will be placed on every transportation vehicle to include gloves, masks and face shields as needed.

The Homer Central School District will ensure that hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages. The Bus Garage will be equipped with hand sanitizer stations in all areas as required.

The Homer Central School District will require that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves. PPE Kits will be placed on every transportation vehicle to include gloves, masks and face shields as needed..

The Homer Central School District will require that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work. The district will employ a tracking application to ensure that employees have self-assessed for COVID Symptoms prior to reporting for work.

The Homer Central School District will require that students must wear a mask on a school bus if they are physically able. PPE Kits will be kept on every vehicle and if a student does not have a mask, one will be provided.

The Homer Central School District will ensure that students who do not have a mask will NOT be denied transportation. If a student refuses, or medically does not tolerate the use of a mask, they will be seated in a socially distanced area of the transportation vehicle or alternate means of transportation will be provided.

The Homer Central School District will require that students who do not have masks must be provided one by the district. PPE Kits will be kept on every vehicle and if a student does not have a mask, one will be provided. If a student arrives at the school building without a mask, one will be provided to them in the screening area prior to their entrance to the building.

The Homer Central School District will ensure that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation. If a student is medically not able to tolerate the wearing of a mask, they will be seated in a socially distanced area of the vehicle or an alternate means of transportation will be provided.

The Homer Central School District will ensure that students are trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19. All school employees will have been trained on proper use of PPE and signs and symptoms of COVID-19. Employees will be required to provide periodic reminders to our students.

The Homer Central School District will require that students will be trained and provided periodic reminders on the proper use of social distancing. All school employees will have been trained on proper use of PPE and signs and symptoms of COVID-19. Employees will be required to provide periodic reminders to our students.

The Homer Central School District will require that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in- person session education when/if the district is not. Students will be transported to alternate programs as necessary, regardless of opening status (remote or in-person) of the Homer Central School District.

## **Social Emotional Well-Being**

Homer Schools recognizes the impact that the COVID-19 pandemic has had on the social-emotional well-being of students and staff. Significant steps will be taken to provide the support needed to ensure a smooth transition for these groups as we move forward into the 2020-2021 school year.

*1. Each school and district ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.*

The District Counseling plan was updated to meet current needs given the COVID-19 pandemic. The plan can be accessed by using the following link:

<http://www.homercentral.org/tfiles/folder54/Guidance%20Plan%202020-2021.pdf>

*2. Each school and/or district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, school building and/or district/charter leaders, 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 Counseling plan was developed by a collaborative working group consisting of members from various district and community stakeholder groups. The plan can be accessed by using the following link: <http://www.homercentral.org/tfiles/folder54/Guidance%20Plan%202020-2021.pdf>

*3. Each school and/or district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.*

- As we return to school in the fall, regardless of the instructional format, the Homer School community will face extremely challenging scenarios for mental health, behavior, and emotional support needs. In order to support these needs as best as possible, Homer will complete the following tasks:
  - Identify appropriate/inappropriate behaviors for students based on developmental appropriateness;
  - Post a clear definition of school-based counseling services;
  - Identify, define, and post available school-based and community resources;
  - Post a digital referral form for families, staff, or students with social-emotional concerns;
  - Review and update tiered social-emotional supports for students;
  - Develop building-level structures to review identified needs;
  - Identify an appropriate screening tool to gauge social emotional needs;
  - Research and implement social-emotional curriculum



- As these supports and processes are complete, they will be posted clearly on the district website to provide access and updates to the school community.

*4. Each school and/or district reopening plan addresses 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 Homer Central School District will be supporting the professional development of faculty and staff through a number of new and existing resources, including:

- Employee Assistance Plan (EAP)
- GCN online training on COVID 19 will be required for all staff the 2020-2021 school year
- Social workers
- School Counselors
- School Psychologists
- Referral process for outside agencies for student and family support
- Chromebook monitoring through GoGuardian, Beacon for JH and HS
- Responsive Classroom training (teachers at the EL and IN)
- Approximately 50% of staff have been trained in Therapeutic Crisis Intervention (TCI)
- Our staff development days have had and will continue to have workshops on mindfulness and SEL
- The Junior High has POST time for teachers to connect with students
- We have trained almost 100 staff members in Steven Covey's Seven Habits
- Outside agencies, including the child advocacy center, family counseling services, SUNY Cortland
- Each of our schools have committees and programs delivered to students on Character Education
- Through our partnership with OCM BOCES, our staff have access to a wide-range of professional learning opportunities

We will begin working on strategies to address the following identified needs:

- Additional training on COVID 19
  - Symptoms
  - Post effects
  - Prevention
- Additional training and support for all classroom teachers to instruct students on social emotional learning (SEL) and resilience strategies.
- Refining and communicating a protocol for referring students to the counselors and social workers
- Implementing a universal screener for Social Emotional Learning (SEL)
- Professional learning around trauma informed practices
- Identify a point person (advocate) for small groups of students
- Identifying additional supports needed for supporting students whose families choose remote learning
- Identifying technology that can assist with mindfulness and meditation

- Communicating with parents about their child’s social emotional needs and connecting them with community resources
- Create a welcoming/hello ritual with social distancing in mind for classroom and larger group meetings
- Using social stories to assist in student communication and understanding

## School Schedules

*1. Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.*

The District is preparing for both in-person instruction and home learning for all students. The model of “hybrid” instruction for the district describes the fact that we will provide both distance learning and in-person learning. The essential standards and learning targets will be the same for students no matter the instructional format.

- **PK-6**
  - In-Person Learning:
    - 5 days per week. This includes all Special Education students and English Language Learners.
  - Home Learning:
    - 5 days per week for students whose families choose this model for a minimum of 10 weeks
- **Grades 7-12**
  - Hybrid Learning:
    - Hybrid Learning Group 1 - attend in-person on Monday and Tuesday; Home Learning on Wednesday, Thursday, and Friday
    - Hybrid Learning Group 2 - attend in-person Thursday and Friday; Home learning on Monday, Tuesday, and Wednesday
    - Hybrid Learning Group 3 - attend in-person four instructional days and participate in Home Learning on Wednesday English Language Learners and Students with Disabilities with inclusive programming as a part of their Individual Education Plans (IEPs) will be in this group
  - Home Learning:
    - 5 days per week for students whose families choose this model for a minimum of 10 weeks
  - In-Person Learning:
    - Students with disabilities that are NYSAA eligible attend in-person learning 5 days per week. District personnel will contact families with eligible students.

Individual building and student schedules will be finalized after information from the family reopening commitment surveys have been returned and analyzed. In the event that the district schools are ordered to be closed, each teacher lesson/unit plan consists of activities that can be implemented in either setting.

## **Attendance & Chronic Absenteeism**

*1. Each school and/or district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.*

Teachers and school staff will take attendance for students in attendance at school as well as the Home Learning environment by using established district and building procedures.

## **Technology & Connectivity**

*1. Each school and/or district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.*

As part of the “Reopening Family Commitment Form” survey we are sending to families in August 2020, we will include a question about the availability of internet access for our students. During the closure period of March 2020 through June 2020 we collected this information as well and provided mobile hotspots to students and staff who needed access. Staff have been surveyed and we maintain a list of those who need service.

All staff and students are assigned district devices regardless of instructional model. Students in grades 2-12 have Chromebooks issued to them that they have at home and will bring to school with them. While in school, grades PK - 1 have iPads (on a 1:1 model) for their instructional use. We are awaiting delivery of ordered devices for our refresh cycle that will allow us to expand Chromebook home use for these grades.

*2. Each school and/or district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.*

The district has a stock of cellular “hotspots” from the area's major carriers to support student and staff needs for connectivity. The devices will be assigned to students and staff members based upon the results of the survey above.

All staff and students are assigned district devices regardless of instructional model. Students in grades 2-12 have Chromebooks issued to them that they have at home and will bring to school with them. While in school, grades PK - 1 have iPads (on a 1:1 model) for their instructional use. We are awaiting delivery of ordered devices for our refresh cycle that will allow us to expand Chromebook home use for these grades.

*3. Each school and/or district reopening plan must include information on how the school or district 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 is preparing for both in-person instruction and distance learning for all students. The model of “hybrid” instruction for the district describes the fact that we will provide both distance learning and

in-person learning. The essential standards and learning targets will be the same for students no matter the instructional format.

Although classroom and school structures will be different than they were before COVID-19, the provision of a Guaranteed & Viable Curriculum will continue in both formats. All students will be expected to achieve mastery of the essential standards. In addition to Tier 1 instruction in grade-level essentials, Tier 2 and 3 instruction will be provided to ensure that all students receive the time and support to master essential standards.

In extraordinary cases students as identified by building principals who are in the hybrid model of instruction and do not have Internet access by any means (including district provided hotspots) will be accommodated. This room will be an area on campus in which they can report to and complete the virtual learning activities provided by their teachers.

## Teaching & Learning

### Continuity of Learning Plan and Learning Models

*1. Each school and/or district reopening plan includes a continuity of learning plan for the 2020-2021 school year. Such a plan must prepare for in-person, remote, and hybrid models of instruction.*

The District is preparing for both in-person instruction and home learning for all students. The model of “hybrid” instruction for the district describes the fact that we will provide both distance learning and in-person learning. The essential standards and learning targets will be the same for students no matter the instructional format.

- **PK-6**
  - In-Person Learning:
    - 5 days per week. This includes all Special Education students and English Language Learners.
  - Home Learning:
    - 5 days per week for students whose families choose this model for a minimum of 10 weeks
- **Grades 7-12**
  - Hybrid Learning:
    - Hybrid Learning Group 1 - attend in-person on Monday and Tuesday; Home Learning on Wednesday, Thursday, and Friday
    - Hybrid Learning Group 2 - attend in-person Thursday and Friday; Home learning on Monday, Tuesday, and Wednesday
    - Hybrid Learning Group 3 - attend in-person four instructional days and participate in Home Learning on Wednesday English Language Learners and Students with Disabilities with inclusive programming as a part of their Individual Education Plans (IEPs) will be in this group
  - Home Learning:

- 5 days per week for students whose families choose this model for a minimum of 10 weeks
- In-Person Learning:
  - Students with disabilities that are NYSAA eligible attend in-person learning 5 days per week. District personnel will contact families with eligible students.

Although classroom and school structures will be different than they were before COVID-19, the provision of a Guaranteed & Viable Curriculum will continue in both formats. All students will be expected to achieve mastery of the essential standards. In addition to Tier 1 instruction in grade-level essentials, Tier 2 and 3 instruction will be provided to ensure that all students receive the time and support to master essential standards.

In some ways in-person learning will look like it did prior to COVID-19 and in some ways it will look different. It will be similar because the essential standards and learning targets are the same. Many of the learning activities that occur will remain the same. Learning activities that involved a lot of partner and group work, though, will need to be adjusted with health and safety in mind. We won't be sharing supplies, science experiments, art materials, instruments and other resources as in the past. Class sizes, furniture arrangement, and traffic in the halls will be adjusted to ensure that everyone can learn and work in the safest environment possible. Many of the particulars of the health and safety arrangements are discussed in other sections of this document.

Students in grades K-8 will participate in the special areas classes, such as art, music, and physical education, as before COVID-19. The logistics of the classes, however, will be adjusted. Supplies and equipment will not be shared, additional cleaning will occur, and some of the activities and projects will have to be adjusted. We know our students enjoy these classes. They'll continue, but they, too, will look somewhat different.

For students who will be learning via Home Learning, specific schedules will be provided prior to the start of school. Students should expect to maintain a schedule that will be similar to that of in-person learning. The schedule will indicate a combination of synchronous and asynchronous contact with the teacher(s). Regular attendance will be expected and monitored. Google Classroom will be the platform for the exchange of curriculum materials, student work, communication, and feedback. Google Meet will be the platform for video conferencing with students on an individual and group basis. The pace of instruction, including due dates and assessment dates, will mirror in-person learning. The assessments will be the same (common formative and common summative assessments). The district and department grading and reporting practices will be employed. Students will be expected to be in daily contact with their teacher. Families, too, can expect regular contact from the teacher(s).

All courses offered this school year will be available in a Home Learning format.

Students who are attending school in-person, will also be using the Google Classroom platform on a regular basis. This will ensure that teachers and students are ready to switch to total Home Learning should the health situation require it.

## Standards-based Instruction

*2. Each school and/or district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school's charter) regardless if instruction is delivered in-person, remotely or in a hybrid model.*

Although classroom and school structures will be different than they were before COVID-19, the provision of a Guaranteed & Viable Curriculum will continue in both formats. All students will be expected to achieve mastery of the essential standards. In addition to Tier 1 instruction in grade-level essentials, Tier 2 and 3 instruction will be provided to ensure that all students receive the time and support to master essential standards.

In some ways in-person learning will look like it did prior to COVID-19 and in some ways it will look different. It will be similar because the essential standards and learning targets are the same. Many of the learning activities that occur will remain the same. Learning activities that involved a lot of partner and group work, though, will need to be adjusted with health and safety in mind. We won't be sharing supplies, science experiments, art materials, instruments and other resources as in the past. Class sizes, furniture arrangement, and traffic in the halls will be adjusted to ensure that everyone can learn and work in the safest environment possible. Many of the particulars of the health and safety arrangements are discussed in other sections of this document.

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For students who will be learning via home learning, specific schedules will be provided prior to the start of school. Students should expect to maintain a schedule that will be similar to that of in-person learning. The schedule will indicate a combination of synchronous and asynchronous contact with the teacher(s). Regular attendance will be expected and monitored. Google Classroom will be the platform for the exchange of curriculum materials, student work, communication, and feedback. Google Meet will be the platform for video conferencing with students on an individual and group basis. The pace of instruction, including due dates and assessment dates, will mirror in-person learning. The assessments will be the same (common formative and common summative assessments). The district and department grading and reporting practices will be employed. Students will be expected to be in daily contact with their teacher. Families, too, can expect regular contact from the teacher(s).

All courses offered this school year will be available in a Home Learning format.

Students who are attending school in-person, will also be using the Google Classroom platform on a regular basis. This will ensure that teachers and students are ready to switch to total Home Learning should the health situation require it.

## Regular Substantive Interaction Between Teachers and Students

*3. Each school and/or district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.*

The District is preparing for both in-person instruction and Home Learning for all students. The model of “hybrid” instruction for the district describes the fact that we will provide both distance learning and in-person learning. The essential standards and learning targets will be the same for students no matter the instructional format.

- **PK-6**
  - In-Person Learning:
    - 5 days per week. This includes all Special Education students and English Language Learners.
  - Home Learning:
    - 5 days per week for students whose families choose this model for a minimum of 10 weeks
- **Grades 7-12**
  - Hybrid Learning:
    - Hybrid Learning Group 1 - attend in-person on Monday and Tuesday; Home Learning on Wednesday, Thursday, and Friday
    - Hybrid Learning Group 2 - attend in-person Thursday and Friday; Home learning on Monday, Tuesday, and Wednesday
    - Hybrid Learning Group 3 - attend in-person four instructional days and participate in Home Learning on Wednesday English Language Learners and Students with Disabilities with inclusive programming as a part of their Individual Education Plans (IEPs) will be in this group
  - Home Learning:
    - 5 days per week for students whose families choose this model for a minimum of 10 weeks
  - In-Person Learning:
    - Students with disabilities that are NYSAA eligible attend in-person learning 5 days per week. District personnel will contact families with eligible students.

Although classroom and school structures will be different than they were before COVID-19, the provision of a Guaranteed & Viable Curriculum will continue in both formats. All students will be expected to achieve mastery of the essential standards. In addition to Tier 1 instruction in grade-level essentials, Tier 2 and 3 instruction will be provided to ensure that all students receive the time and support to master essential standards.

In some ways in-person learning will look like it did prior to COVID-19 and in some ways it will look different. It will be similar because the essential standards and learning targets are the same. Many of the

learning activities that occur will remain the same. Learning activities that involved a lot of partner and group work, though, will need to be adjusted with health and safety in mind. We won't be sharing supplies, science experiments, art materials, instruments and other resources as in the past. Class sizes, furniture arrangement, and traffic in the halls will be adjusted to ensure that everyone can learn and work in the safest environment possible. Many of the particulars of the health and safety arrangements are discussed in other sections of this document.

Students in grades K-8 will participate in special areas classes, such as art, music, and physical education, as before COVID-19. The logistics of the classes, however, will be adjusted. Supplies and equipment will not be shared, additional cleaning will occur, and some of the activities and projects will have to be adjusted. We know our students enjoy these classes. They'll continue, but they, too, will look somewhat different.

For students who will be learning via Home Learning, specific schedules will be provided prior to the start of school. Students should expect to maintain a schedule that will be similar to that of in-person learning. The schedule will indicate a combination of synchronous and asynchronous contact with the teacher(s). Regular attendance will be expected and monitored. Google Classroom will be the platform for the exchange of curriculum materials, student work, communication, and feedback. Google Meet will be the platform for video conferencing with students on an individual and group basis. The pace of instruction, including due dates and assessment dates, will mirror in-person learning. The assessments will be the same (common formative and common summative assessments). The district and department grading and reporting practices will be employed. Students will be expected to be in daily contact with their teacher. Families, too, can expect regular contact from the teacher(s).

All courses offered this school year will be available in a Home Learning format.

Students who are attending school in-person, will also be using the Google Classroom platform on a regular basis. This will ensure that teachers and students are ready to switch to total Home Learning should the health situation require it.

## Equity of Instruction for All Students

*4. Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards (or, for charter schools, the standards set forth in the school's charter) and include routine scheduled times for students to/interact and seek feedback and support/from their teachers.*

The District is preparing for both in-person instruction and Home Learning for all students. The model of "hybrid" instruction for the district describes the fact that we will provide both distance learning and in-person learning. The essential standards and learning targets will be the same for students no matter the instructional format.



- **PK-6**
  - In-Person Learning:
    - 5 days per week. This includes all Special Education students and English Language Learners.
  - Home Learning:
    - 5 days per week for students whose families choose this model for a minimum of 10 weeks
- **Grades 7-12**
  - Hybrid Learning:
    - Hybrid Learning Group 1 - attend in-person on Monday and Tuesday; Home Learning on Wednesday, Thursday, and Friday
    - Hybrid Learning Group 2 - attend in-person Thursday and Friday; Home learning on Monday, Tuesday, and Wednesday
    - Hybrid Learning Group 3 - attend in-person four instructional days and participate in Home Learning on Wednesday English Language Learners and Students with Disabilities with inclusive programming as a part of their Individual Education Plans (IEPs) will be in this group
  - Home Learning:
    - 5 days per week for students whose families choose this model for a minimum of 10 weeks
  - In-Person Learning:
    - Students with disabilities that are NYSAA eligible attend in-person learning 5 days per week. District personnel will contact families with eligible students.

Although classroom and school structures will be different than they were before COVID-19, the provision of a Guaranteed & Viable Curriculum will continue in both formats. All students will be expected to achieve mastery of the essential standards. In addition to Tier 1 instruction in grade-level essentials, Tier 2 and 3 instruction will be provided to ensure that all students receive the time and support to master essential standards.

In some ways in-person learning will look like it did prior to COVID-19 and in some ways it will look different. It will be similar because the essential standards and learning targets are the same. Many of the learning activities that occur will remain the same. Learning activities that involved a lot of partner and group work, though, will need to be adjusted with health and safety in mind. We won't be sharing supplies, science experiments, art materials, instruments and other resources as in the past. Class sizes, furniture arrangement, and traffic in the halls will be adjusted to ensure that everyone can learn and work in the safest environment possible. Many of the particulars of the health and safety arrangements are discussed in other sections of this document.

Students in grades K-8 will participate in special areas classes, such as art, music, and physical education, as before COVID-19. The logistics of the classes, however, will be adjusted. Supplies and equipment will not be shared, additional cleaning will occur, and some of the activities and projects will have to be adjusted. We know our students enjoy these classes. They'll continue, but they, too, will look somewhat different.

For students who will be learning via Home Learning, specific schedules will be provided prior to the start of school. Students should expect to maintain a schedule that will be similar to that of in-person learning. The schedule will indicate a combination of synchronous and asynchronous contact with the teacher(s). Regular attendance will be expected and monitored. Google Classroom will be the platform for the exchange of curriculum materials, student work, communication, and feedback. Google Meet will be the platform for video conferencing with students on an individual and group basis. The pace of instruction, including due dates and assessment dates, will mirror in-person learning. The assessments will be the same (common formative and common summative assessments). The district and department grading and reporting practices will be employed. Students will be expected to be in daily contact with their teacher. Families, too, can expect regular contact from the teacher(s).

All courses offered this school year will be available in a Home Learning format.

Students who are attending school in-person, will also be using the Google Classroom platform on a regular basis. This will ensure that teachers and students are ready to switch to total Home Learning should the health situation require it.

## Communication Plan for Instruction and Technology

*5. Schools must create 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 needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).*

Students who are participating in any of the three delivery methods (in-person, remote and hybrid) will receive aligned instruction that is developed collaboratively by teacher teams. Specifically, all courses and classes will have the same curriculum, essential learning standards and learning outcomes. All students and families, regardless of delivery method, will have regular communication with the teacher and the school. All documents will be translated into the family's home language. The District will widely publish our instructional plan, and ensure that all families are aware of the availability of the delivery methods and the expectations for student engagement. Families and students will have access to communication with teachers via email, Google Classroom, and phone. All teachers will check in with every student daily, record attendance/participation by class, and the school will reach out to all students who are not engaged. The District has created a student technology help desk accessible by phone and online.

For students who will be learning via Home Learning and hybrid learning, specific schedules will be provided prior to the start of school. Students should expect to maintain a schedule that will be similar to that of in-person learning. The schedule will indicate a combination of synchronous and asynchronous contact with the teacher(s). Regular attendance will be expected and monitored.

For all students, Google Classroom will be the platform for the exchange of curriculum materials, student work, communication, and feedback. Google Meet will be the platform for video conferencing with students on an individual and group basis. The pace of instruction, including due dates and assessment dates, will mirror in-person learning. The assessments will be the same (common formative and common summative assessments). The district and department grading and reporting practices will be employed. Students will be expected to be in daily contact with their teacher. Families, too, can expect regular contact from the teacher(s).

All courses offered this school year will be available in a Home Learning format.

Students who are attending school in-person, will also be using the Google Classroom platform on a regular basis. This will ensure that teachers and students are ready to switch to total Home Learning should the health situation require it.

## Pre-Kindergarten

*6. Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.*

The District's Pre-Kindergarten program does not contract with any CBOs or eligible agencies. Our Instructional model for Pre-Kindergarten is outlined above, and will ensure all students in the program have in-person instruction 5 days per week.

## Special Education - Required Notices

*1. Each school and/or district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.*

The Homer Central School District will ensure the provision of a Free and Appropriate Public Education (FAPE) to all students. In keeping in mind the health, safety, and instructional needs of all students, services will be provided in the following ways:

The District is preparing for both in-person instruction and Home Learning for all students. The model of "hybrid" instruction for the district describes the fact that we will provide both distance learning and in-person learning. The essential standards and learning targets will be the same for students no matter the instructional format.

- **PK-6**

- In-Person Learning:

- 5 days per week. This includes all Special Education students and English Language

Learners.

- Home Learning:
  - 5 days per week for students whose families choose this model for a minimum of 10 weeks
- **Grades 7-12**
  - Hybrid Learning:
    - Hybrid Learning Group 1 - attend in-person on Monday and Tuesday; Home Learning on Wednesday, Thursday, and Friday
    - Hybrid Learning Group 2 - attend in-person Thursday and Friday; Home learning on Monday, Tuesday, and Wednesday
    - Hybrid Learning Group 3 - attend in-person four instructional days and participate in Home Learning on Wednesday English Language Learners and Students with Disabilities with inclusive programming as a part of their Individual Education Plans (IEPs) will be in this group
  - Home Learning:
    - 5 days per week for students whose families choose this model for a minimum of 10 weeks
  - In-Person Learning:
    - Students with disabilities that are NYSAA eligible attend in-person learning 5 days per week. District personnel will contact families with eligible students.
- **Related Services**
  - Services will be available virtually, in person or in other formats as determined through communication of families and providers.

*2. Each school and/or district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.*

In order to ensure the needs of all students will be met, staff will maintain logs outlining how the programming and related services are being implemented and through communications with parents.

*3. Each school and/or district reopening plan addresses 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.*

The committees on preschool special education (CPSE) and committees on special education (CSE) will continue to provide the required notices and communications as outlined in state and federal guidelines to all families. In keeping with regulations, all communications will be provided in the parent/guardian's preferred language and mode of communication.

*4. Each school and/or district reopening plan addresses 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), plans for monitoring and communicating student progress, and commitment to sharing resources.*

The committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students will receive services and accommodations, will maintain open lines of communication with families to ensure there is an understanding of the provision of services consistent with the recommendations on their child's individualized education program (IEP). This includes communications for monitoring and communicating student progress and a commitment to sharing resources. These communications will be available electronically, virtually, in hard copy format, or by telephone based on student and family need.

*5. Each school and/or district reopening plan must 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 Homer Central School District will review all necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) for all students as outlined in their appropriate Individual Education Plan (IEP) or Section 504 accommodation plan based on their identified instructional model to ensure the unique needs of all students are met.

## **Bilingual Education & World Languages - Required Notices**

*1. Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must 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.*

All children who enroll in the Homer Central School District are screened for inclusion in an ENL or Bilingual Education program. The Home Language Questionnaire is included with registration materials by the central registrar. If the language spoken at home is other than English or the student's native language is other than English, a staff member in the school district will conduct a formal interview with the student. Any newly enrolled student who speaks a language other than Spanish or English the District provides translation and support to assess students' home language and to learn more about the students academic background. At the conclusion of the formal interview, if a determination is made by the ESOL staff that another language than English is spoken at home, then the ESOL certified teachers administer the New York State Identification Test for English Language Learners (NYSITELL). Based on the results of the NYSITELL, students are placed in appropriate programs. The District conducts regular reviews of the process and has recently partnered with the Mid-State RBERN who is doing a program review, providing recommendations, and looking at compliance.

*2. Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. [Units of Study and Staff Requirements: ENL \(K-8\)](#) [Units of Study and Staffing Requirements: ENL \(9-12\)](#) [Additional Units of Study and Staff Requirements for TBE](#) Former ELLs at the Commanding level of proficiency within two years of exiting ELL status are to continue receiving Former ELL services in the form of Integrated ENL or*

*other Former ELL services approved by the Commissioner under Part 154-2.3(h) during in-person or hybrid learning.*

Students in grades K-5 use the Core Knowledge Language Arts (CKLA) Program in ELA, the Common Core Math Modules (EngageNY), the Putnam North West Chester BOCES ELA/Social Social Studies Curriculum, and the Smithsonian Science Units of Study provided by the OCM BOCES Science Center. Students in grades 7-12 use the Common Core Language Arts Modules (EngageNY), the Common Core Math Modules (Math), locally developed Regent's curriculum, Advanced Placement curricula, and dual enrollment course curricula developed in partnership with local colleges. Students are provided textbooks in their home language.

*3. Each school and/or district reopening plan must ensure the maintenance of regular communication with 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 (e.g. text, robocalls, Whats App, emails...). Parent Engagement Resources from OBE WL*

The district will continue to provide the required notices and communications as outlined in state and federal guidelines to all families. In keeping with regulations, all communications will be provided in the parent/guardian's preferred language and mode of communication.

## **Teacher & Principal Evaluation System - Required Notices**

*1. Each school and/or district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan (or, for charter schools, the school's charter), including any variance applications approved by the Department.*

The district has an established and New York State Education Department approved Annual Professional Performance Review Plan. It can be accessed by using the following link:

<http://www.homercentral.org/tfiles/folder225/Approved%20APPR%20Plan.pdf>

## **Certification, Incidental Teaching, & Substitute Teaching - Required Notices**

*1. Each school and/or district reopening plan must ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.*

The Homer Central School District maintains that all teachers hold valid and appropriate certificates for their teaching assignments except where allowable under the Commissioner's regulations or Education Law.