



**Dolgeville Central School District**  
**2020-2021 School Reopening Plan**

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## DISTRICT INFORMATION

Superintendent Theodore Kawryga

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[www.dolgeville.org](http://www.dolgeville.org)

Dedicated link to Reopening:

[https://dolgeville.org/UserFiles/Servers/Server\\_2981926/File/District/NewsArea/Main/Reopening-plan.pdf](https://dolgeville.org/UserFiles/Servers/Server_2981926/File/District/NewsArea/Main/Reopening-plan.pdf)

Dear Parents and Community Members:

On July 13 the State published guidelines for school to follow in the creation of a School Reopening Plan. This plan is to be submitted to State Ed by July 31. The plan posted on our website is the proposed plan to be considered by the Board of Education, Community, and Staff. As guidance from State Ed comes out in the future the plan will be changed to comply with new guidelines.

It is the goal of our school to return all students as soon as possible. However, because of New York State Health Department guidelines we cannot accomplish this goal with our current staff and facility space. The decision is to use a hybrid model that has half of our students in school on any given day and the other half doing instruction virtually. As State and Federal guidelines change we will adapt our schedule to meet these guidelines.

We realize these are difficult times for our families and we will do our best to reopen school as safely as we can. We ask that you have patience as we move forward in these uncertain times. I'm confident that our community can get through this.

Thank you,

*Theodore E. Kawryga*

Interim Superintendent of Schools

## REOPENING PLAN

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

- Dolgeville Central School District Re-Opening Plan is posted on our website [www.dolgeville.org](http://www.dolgeville.org) in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders.
- Dolgeville Central School District includes all assurances completed by the district superintendent, Theodore Kawryga and all of the elements outlined in the New York State Department of Education guidance document.

On March 18, 2020, Governor Cuomo issued an executive order directing the closure of all schools in New York in response to the spread of COVID-19. Educators at Dolgeville Central School transitioned to provide at-home learning experiences to support students in times of national crisis.

Dolgeville Central School, under guidance of the NYS Education Department and NYS Health Department, collaborated with local and regional stakeholders to devise a plan for reopening school buildings in the Fall of 2020.

The reopening of Dolgeville Central School will include necessary health and safety standards to protect the well-being of our students and staff, as well as academic, social, and behavioral support for students' transition back to school.

### **Three potential models:**

1. Limited restrictions - return to school as normal
2. Severe restrictions - distance learning
3. Moderate restrictions - a hybrid of normal school and distance learning

## Communication/Family & Community Engagement Reopening Plan

*“Recovering, Rebuilding, Renewing”*

1. Dolgeville Central School engaged with district and community stakeholders, including district and building administrators, faculty, staff, students, parents/legal guardians of students, Herkimer County Department of Health, Bassett Hospital, and the Dolgeville Teachers Association in the development of the district reopening plan.
2. Dolgeville Central School will communicate the importance of adhering to guidelines from the Centers for Disease Control and the New York State Department of Health, as well as applicable protocols to students, parents, legal guardians of students, staff, and potential visitors. Information will be shared using our district website and Facebook page, mailings to district families, email, newsletters, and school messenger “all call” communication systems.

Communication will be provided to families prior to the start of the school year and periodically throughout the 2020-21 year. Specific messages related to potential changes to protocols and requirements will be sent as needed and added to the district website.

COVID-19 Resources on the district website include:

- a. Centers for Disease Control and Prevention website: <https://www.cdc.gov/>
- b. New York State Department of Health website: <https://health.ny.gov/>

Dolgeville Central School will provide communication and training for staff during professional development days and monthly meetings, including the Superintendent’s Conference Day on September 2nd. Training will focus on maintaining student and staff safety within the school buildings and busses (social distancing, wearing appropriate face coverings, washing hands, sanitizing and cleaning procedures, etc.).

Signage has been placed at the entrances to each of the district’s buildings regarding COVID-19 and face covering requirements. The district has also placed posters in various, conspicuous locations in its buildings regarding; social distancing requirements, hand hygiene, face coverings, and COVID-19 symptoms.

3. Dolgeville Central School will ensure that all students are taught or trained how to safely and correctly follow new COVID-19 protocols. The district has established protocols around the following Centers for Disease Control and NYS Department of Health identified health and safety areas that are believed to be effective at preventing the spread of COVID-19:
  - Hand Hygiene
  - Face Covering

- Social Distancing
- Respiratory Hygiene

Health and safety strategies will be communicated by utilizing age appropriate materials and delivery methods during class and/or virtually via student email or Google Classroom.

Topics will include:

- Face coverings
- Social distancing
- How and when to properly wash hands with warm water and soap
- Alternatives to coughing or sneezing into your hands

4. Dolgeville Central School will encourage all students, faculty, staff, and visitors to adhere to the Centers for Disease Control and NYS Department of Health guidance for the use of personal protective equipment (PPE).

Signage has been placed at the entrances to each of the district's buildings regarding COVID-19 and face covering requirements. The district has also placed posters in various, conspicuous locations in its buildings including but not limited to:

- Lobbies/Foyers
- Offices
- Hallways
- Common Areas

Prior to the 2020-2021 school year, Dolgeville Central School will communicate any and all requirements regarding PPE to students, faculty, and staff through a variety of means (mailing, social media posting, website, etc.). Dolgeville Central School is utilizing an online training system to ensure that Faculty and Staff are trained on COVID-19 awareness which includes the importance of appropriate PPE (if appropriate).

Additionally, Administration will convey these requirements in an interactive format directly to Faculty and Staff on Opening Day. Faculty and Staff will in turn communicate these requirements to Students when in-person schooling begins and reinforce the requirements throughout the school year.

5. Any written communication provided by Dolgeville Central School will be disseminated to families in the language spoken at home upon the request of families. Interested parties can access documents in alternative languages by contacting the district office at 315.429.3155 ext. 3501.

Dolgeville Central School's district website, where all plans will be posted is Americans with Disability ACT compliant and accessible to members of the school community with visual and/or hearing impairments.

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

Dolgeville Central School District provides regular updates about safety, scheduling, and all other information families should be aware of on the Dolgeville Central School District website. Families can also provide feedback at any time by completing an open survey.

All other concerns can be directed to our school safety officer. The safety coordinator can

answer questions regarding COVID-19 from:

- o Students
- o Faculty
- o Staff
- o Parents/Legal guardians

## **Health & Safety**

1. Dolgeville Central School has reviewed and determined the number of students allowed to return for in-person instruction in each of its buildings. The capacity level was determined using the following factors:

- Required six (6) foot distance between students during instruction
- Personal Protective Equipment & Face Coverings availability
- Availability and capacity of transportation options
- Local hospital capacity

Each building was in the building canvassed to identify existing and potential additional instructional spaces to maintain room occupancy that meets social distancing requirements.

Dolgeville Central School is making available PPE and face coverings to its Students, Faculty, and Staff. It is estimating the amount needed during in-person instruction using the NYS Education Department's "PPE Burn Rate Calculator". The calculator recommends one (1) disposable mask per week per Student.

Transportation capacity was addressed by determining that 21 students could be safely transported on each 43 passenger bus, while wearing masks. Buses will be loaded from the back to the front and unloaded in reverse. While on the bus, one student will sit in each seat, unless students live in the same house together.

Dolgeville Central School has maintained a direct line of communication with the Herkimer County Public Health Department to monitor the capacity of local and regional hospitals.

2. Dolgeville Central School engaged with district and community stakeholders, including district and building administrators, faculty, staff, students, parents/legal guardians of students, Herkimer County Department of Health, Bassett Hospital, and the Dolgeville Teachers Association in the development of the district reopening plan throughout the months of June, July, and August.

3. Dolgeville Central School will communicate the importance of adhering to guidelines from the Centers for Disease Control and the New York State Department of Health, as well as applicable protocols to Students, Parents, Legal Guardians of Students, Staff, and potential visitors.

This information will be shared in a variety of ways, including letters sent home, emails, social media posts, and through the use of the district's "all call" messenger system. Dolgeville Central School has also developed a COVID-19 Information website ([www.dolgeville.org](http://www.dolgeville.org)) the topics covered in the communications and on the website will include:

- Face Covering and Social Distancing requirements
- Trainings the district will be providing related to COVID-19
- Add topics specific to district

The communications will be sent prior to the first day of school and periodically throughout the 2020-2021 school year. Specific messages related to potential changes to protocols/requirements will be sent as needed and added to the district's website.

Signage has been placed at the entrances to each of the district's buildings regarding COVID-19 and face covering requirements. The district has also placed posters in various, conspicuous locations in its buildings regarding; social distancing requirements, hand hygiene, face coverings, and COVID-19 symptoms.

4. Dolgeville Central School has developed a written protocol in collaboration with its school health services and district physician to instruct Staff on appropriate ways to observe for signs of illness in Students and Staff. This protocol also requires any symptomatic person to be sent to the School Nurse.

The protocol directs Staff to be aware that the currently recognized symptoms of COVID-19 are:

- Fever (100.0°F or greater) or chills
- Cough
- Shortness of breath or difficulty breathing (including bluish lips)
- Fatigue



- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students and staff exhibiting these signs *with no other explanation* for them will be sent to a designated school health office for an assessment by the School Nurse. If a School Nurse is not available, the school will contact the parent/guardian to come pick up their ill child or send the staff member home.

Additionally, Staff will be instructed to be aware of these other signs of any type of illness such as:

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

## **Daily Health & Temperature Screenings**

5. Dolgeville Central School has a written protocol for daily temperature screening of all Students and Staff, and a daily screening questionnaire for Faculty and Staff.

Prior to the start of the 2020-2021 School Year an attestation will be sent to the parents/legal guardians of each student. The attestation will indicate that they agree to take the Student's temperature each day before they board the school bus and keep any student home who has a temperature greater than 100.0°F.

The district will have the building nurse to review the incoming reports of screening by staff and parent/guardians and attesting that they are completed.

All Staff at Dolgeville Central School will be required to complete a screening questionnaire and attest that their temperature was taken and is below 100°F each day before entering any school building. The questionnaire will ask if the Staff member, to the best of their knowledge, has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19

- Tested positive through a diagnostic test for COVID-19 in the past 14 days
- Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Anyone who has a temperature of 100°F or greater or has a positive response on the screening questionnaire will be isolated from others and sent home immediately. Students will be supervised in a previously identified isolated area while awaiting transport home. Prior to being sent home, any ill Students or Staff will be assessed by the School Nurse. Staff will be instructed to follow-up with their healthcare provider.

Dolgeville Central School will provide Staff and parents/guardians periodic reminders of the requirement by automated telephone message, email, or text.

6. Dolgeville Central School District 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.

7. Dolgeville Central School has developed a written protocol that will require any Students or Staff with a temperature, signs of illness, and/or positive response to the district's screening questionnaire to be sent directly to a predetermined, supervised isolation area, separate from the school's health office.

This isolation area will be monitored by school nurses or designated staff while it is occupied by Students. That Staff will be outfitted with appropriate PPE (surgical mask, face shield, gown, gloves, etc.). Students in the isolation area will have access to restrooms.

Students should be escorted from the 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.

8. Dolgeville Central School will require all visitors, guests, contractors, and vendors to complete a screening questionnaire and attest that their temperature was taken and is below 100°F each day before entering any school building. If they cannot attest that their temperature has been taken, Staff will take their temperature. The questionnaire will ask if the Staff member, to the best of their knowledge, has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
- Tested positive through a diagnostic test for COVID-19 in the past 14 days
- Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Travel throughout the district's buildings by visitors, guests, contractors, and vendors will be limited to minimize interaction with Students and Staff. While in the district's buildings, visitors, guests, contractors, and vendors must wear an acceptable face covering. The district will provide a face covering if they do not have one.

9. Dolgeville Central School has developed a written protocol to instruct parents/legal guardians to observe for signs of illness in their child that require them to stay home from school. This will be done prior to the 2020-2021 School Year and periodically throughout the school year.

Parents/legal guardians will be instructed to look for the following symptoms/signs:

- Fever (100.0°F or greater) or chills
- Cough
- Shortness of breath or difficulty breathing (including bluish lips)
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Parents/legal guardians will be instructed to keep their Students until at least 24 hours after their fever is gone without the use of fever-reducing medicines, and/or 10 days have passed since symptoms onset.

10. Dolgeville Central School has developed a written protocol to instruct Staff and Students in appropriate hand and respiratory hygiene. This protocol will be reinforced with signage in various, conspicuous locations in its buildings.

Students and staff will be instructed on how to practice good hand hygiene to help reduce the spread of COVID-19. The district will plan time in the school day schedule to allow for hand hygiene, especially times for hand washing: at the start of school, after using the restroom, before/after eating, after recess, before leaving school, etc.. Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds)
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty
- Providing hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able
- Signage will be placed near hand sanitizer indicating visibly soiled hands should be washed with soap and water

- Students or staff who are unable to use alcohol-based hand sanitizers for health reasons will be permitted to wash their hands with soap and water

Additionally, since COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes, Students and Staff will be instructed on how to practice good respiratory hygiene to help reduce the spread of COVID-19. This includes:

- Instructing Students and Staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately
- Providing a supply of tissues and trash cans nearby should be available in each room

If no tissue is available, Students and Staff will be instructed to use the inside of the elbow (or shirtsleeve) to cover the mouth or nose and to always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

## **Hand Hygiene Plan**

Dolgeville Central School District built in staggered hand washing times for students and staff. We have also increased hand hygiene to include:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
- Use of alcohol-based hand sanitizers (60% alcohol or greater) which has been supplied to every classroom and throughout the building.
- We provide hand sanitizer throughout common areas (e.g. entrances, 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.

Dolgeville Central School District provides the following:

- 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;
- No-touch trash cans;
- Alcohol-based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
- 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.

All 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 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.

### **Respiratory Hygiene Plan**

- All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. Dolgeville Central School District provides tissues in each classroom and common areas.
- No touch/floor pedal trash receptacles are available in each room and common area.
- 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.
- Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

### **Restricted Areas**

11. Dolgeville Central School has developed a written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible. The protocols will ensure that student groupings are as static as possible by having the same group/cohort of students stay together.

The size of the groupings/cohorts will be determined by the number of students who can be in each classroom while maintaining six (6) feet social distancing. The district also determined that a distance of twelve (12) feet in all directions is maintained between individuals while participating in activities that require projecting the voice (singing, etc.), playing a woodwind or brass instrument, or aerobic activity resulting in heavy breathing (gym classes, etc.). Movement in-school will be reduced as much as possible.

The district will ensure social distancing at all times when individuals are eating in a school cafeteria and prohibit the sharing of food and beverages including: buffet style meals and snacks unless among members of the same household.

Gatherings in small spaces (elevators, supply rooms, conference rooms, etc.) shall be limited to at most 50% of the maximum capacity of the space and all individuals in the space at the same time must wear acceptable face coverings.

Dolgeville Central School will implement the following protocols:

- Stagger arrival and/or dismissal times to allow increased social distancing on buses as well as in classrooms.
- Consider dividing up student entry points rather than funneling all students through the same entry space, to limit the amount of close contact between students in high-traffic situations and times.
- Establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/guardians into the building, to the greatest extent possible.
- Turn desks (including teachers') to face in the same direction rather than facing each other to reduce transmission caused by virus-containing droplets (e.g., from talking, coughing, sneezing)
- Open windows to improve ventilation. Do not open windows if there is a health or safety risk (e.g., allergies, or potential fall)
- Keep individual student belongings separated. Limit use of shared supplies to one group of students, clean between use by cohorts of students
- Consider using visual aids and signage to illustrate traffic flow and appropriate spacing to support social distancing
- Explore the use of alternate spaces (e.g., classroom) for eating lunch and breakfast. If alternate spaces are not available, ensure classroom groups are together in lunchrooms while adhering to the social distancing rules
- Limit 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.
- Limit 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
- Playgrounds may continue to be used when proper safeguards are in place (e.g. staggering usage of playgrounds, social distancing, and implementing hand washing protocols).

- For the present time, all student assemblies, athletic events/practices, performances, school-wide parent meetings are cancelled.
- Visitors to school buildings will be limited. Consider using online meetings when feasible.

12. Dolgeville Central School has developed a written protocol detailing how the district will provide accommodation to all Students and Staff who are at high-risk or live with a person at high risk. Currently, the CDC considers the following to indicators of being at high risk for COVID-19:

- Individuals age 65 or older
- Individuals with the following health conditions:
  - Cancer
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state (weakened immune system) from solid organ transplant
  - Obesity (body mass index of 30 or higher)
  - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus
- Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Alternate plans will be created in consultation with school health personnel on how to meet the needs of the child at higher risk, while keeping social distancing which may include:

- Additional PPE for Staff caring for such students
- Assigning only one staff member to care for the student
- Decreased students in a classroom, alternating schedules, and provision of related services to an individual instead of group setting

If the parents/guardians choose not to send their child back to school, they should notify the building nurse, who will coordinate accommodations with school health services personnel, special education personnel, pupil personnel services and administration.

13. Dolgeville Central School has developed a written protocol requiring all Employees, Adult Visitors, and Students to wear a cloth face covering whenever social distancing

cannot be maintained. An acceptable face covering is defined by Centers for Disease Control as:

- Fitting snugly but comfortably against the side of the face
- Completely covering the **nose and mouth**
- Is secured with ties or ear loops
- Includes multiple layers of fabric
- Allows for breathing without restriction
- Can be laundered and machine dried without damage or change to shape

All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. According to the NYS Department of Health face shields worn without other face coverings are not considered adequate protection against COVID-19 and should not be used alone.

All Students and Staff at Dolgeville Central School must wear cloth face coverings:

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

The district will schedule “mask breaks” for Students as needed throughout the day.

The district will provide acceptable face covering to all staff (and students if they forget their own) and have an adequate supply on hand to replace Staff and Student face covering as needed.

As per NYS Department of Health guidelines, 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 as per written guidance by a medical provider
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

The district will instruct 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

Students and staff may use alternate PPE (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 (like speech therapy). These alternate coverings may also be used for certain students (hearing impaired) who benefit from being able to see more of the face of the staff member.

14. Dolgeville Central School has a plan for ensuring that an appropriate supply of face coverings is available for its Students, Faculty, and Staff. The district is estimating the amount needed during in-person instruction using the NYS Education Department's "PPE Burn Rate Calculator". The calculator recommends one (1) disposable mask per week per Student. The district is working with both NYS and HFHO BOCES to obtain an appropriate supply of face coverings at the best price possible.

15. Dolgeville Central School has a written protocol for steps to be taken if there is a laboratory-confirmed case of COVID-19 in the school. The protocol centers around both cleaning/disinfecting areas, cooperating with the local Public Health Department, and following NYS Department of Health and Centers for Disease Control guidance.

When Dolgeville Central School district receives word that a Student or Staff has received a laboratory confirmed positive COVID-19 test, the district will take the following steps regarding the area used by the person with the confirmed case such as offices, classrooms, common areas, etc.:

- Close off areas used by a sick person and not use these areas until after cleaning and disinfection has occurred.

- Increase air circulation by opening windows/outside doors.
- District Staff will wait as long as possible (ideally 24 hours) and then begin cleaning and disinfection as per Centers of Disease Control guidelines.
- 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.

The district will cooperate with any and all contact tracing activities coordinated by the local Public Health Department. This includes:

- Notifying the local health department to determine what steps are needed for the school community.
- Forwarding all appropriate sign-in/sign-out screening logs to the Public Health Department.

Due to HIPPA protections and NYS Education Department guidelines, the district will not notify the community of a positive COVID-19 test in the district. Any announcement or notification will come from the local Public Health Department.

### **Return to School after Illness**

Dolgeville Central School has a written protocol, that complies with Centers for Disease Control and NYS Department of Health guidance, for the return to school/work for Students and Staff following a positive screen for COVID-19 symptoms, illness, or diagnosis of confirmed case of COVID-19, and following a quarantine due to contact with a confirmed COVID-19 case.

The duration of any quarantine will be determined by the local health department and the district will follow the local health department's guidance.

If a Student/Staff is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

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

If a Student/Staff 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 (10) days since the individual first had symptoms
- It has been at least three (3) days since the individual has had a fever (without using fever reducing medicine)
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

Prior to being sent home, any ill Students or Staff will be assessed by the School Nurse. Staff will be instructed to follow-up with their healthcare provider.

### **COVID-19 Testing**

Dolgeville Central School District 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 your local primary health care provider and if you do not have one, please contact the school nurse for guidance.

### **Contact Tracing**

Dolgeville Central School District 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.

16. Dolgeville Central School will comply 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.

Dolgeville Central School District collaborates with our local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

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

17. Dolgeville Central School has developed a written protocol to clean and disinfect schools following Centers for Disease Control guidance. The protocol reflects the Centers for Disease Control principles that:

- 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.
- Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
- When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Staff will always wear gloves appropriate for the chemicals being used when cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.

Dolgeville Central School District follows the CDC provides Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary.

Dolgeville Central School District cleaning includes classrooms, restrooms, cafeterias, libraries, playgrounds, and busses.

To help with cleaning and disinfection Dolgeville Central School District 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;
- Dolgeville Central School District will follow cleaning and disinfecting guidance and frequencies derived from "Management of Infectious Disease in Childcare Facilities and Other Childcare Settings" for all areas of the building.

A cleaning plan can be found on the Dolgeville Website at [https://www.dolgeville.org/district/departments/buildings\\_and\\_grounds](https://www.dolgeville.org/district/departments/buildings_and_grounds).

Dolgeville Central School District 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 should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.

All heating/air conditioning system filters are cleaned and changed on a yearly basis. To increase air flow, classroom windows are encouraged to be open when appropriate.

Dolgeville Central School District 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 Cleaning

School health office cleaning must occur after each use of:

- Cots;
- Bathroom; and
- Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer's directions.

Disposable items should be used as much as possible including:

- Disposable pillow protectors; or
- Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.

18. Dolgeville Central School has developed a written protocol to conduct required safety drills with modifications that will ensure social distancing and appropriate face coverings. NYS Education Department requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. This regulation has not been modified during the current Public Health Emergency.

Dolgeville CSD will modify the ways drills are conducted. Modifications to evacuation drills will include:

- 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.

Modifications to Lockdown Drills will include:

- Conducting lockdown drills in classroom setting while maintaining social distancing **and** using masks
- Conducting lockdown drills on a "staggered" schedule with smaller numbers of students present to maintain social distancing
- Conduct lockdown drills in the classroom without "hiding"/ "sheltering" but provide an overview of how to shelter or hide in the classroom (appropriate for the first Lockdown Drill of the school year).

However, all drills conducted using a modified procedure, will be completed on that same school day and will include all students in the school building on that school day.

19. All district/school before and aftercare programs are prohibited pending further guidance.

20. Dolgeville Central School has designated the Superintendent and Health and Safety Coordinator as the COVID-19 Safety Coordinator with identified responsibilities that include:

- Continuous compliance with all activities of Dolgeville Central School's reopening plans
- Phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.
- The main point of contact upon identification of positive COVID-19 cases and responsible for subsequent communication

The COVID-19 Safety Coordinator will coordinate activities with the local Public Health Department and the Herkimer-Fulton-Hamilton-Otsego BOCES Safety Service to ensure consistency across the region.

### **Facilities**

When students and staff return to the school buildings for in-person instruction, it is vitally important that the physical spaces they occupy are configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus.

Dolgeville CSD will follow health guidance related to social distancing and other safety measures that must be put in place to slow the spread of COVID-19, while maintaining fire code compliance and building security. Mandatory requirements include:

- Following social distancing requirements
- Cleaning frequently touched spaces regularly to prevent spread of infection
- Maintaining Fire Safety, Evacuation, and Lockdown Plans
- Ensure adequate hand washing facilities and sanitizing stations
- Maintain adequate, code required ventilation
- Provide appropriate signage throughout the building to communicate with students, staff, and visitors

### **Child Nutrition**

Nutrition is a key component to a successful educational environment. School meals boost learning, and studies show that students perform best academically when they are well nourished. Plans must be made to have school meals available to all students. This

includes having a plan for both students attending in school instruction and students learning remotely. Dolgeville CSD will continue to follow national, state, and local health and safety guidelines and ensure compliance with Child Nutrition Program requirements.

To provide meals to all students Dolgeville CSD will need to transition food service operations from an on-site only model to an on-site in building and/or off-site model.

- Students attending in school instruction: will have the ability to eat in classrooms or in the cafeteria for a grab and go style meal.
- Students learning remotely: can pick up grab and go style meals outside the school building.

Please see Dolgeville CSD's School lunch policy that addresses all applicable health and safety guidelines.

School staff will ensure the following:

- High touch surfaces are cleaned and disinfected prior to the next group of students eating meals served in the same common area.
- Proper PPE (gloves, apron, masks, etc.) are used when handling or delivering all foods.

Dolgeville CSD will provide adequate supplies of face masks, soap, hand sanitizer, and tissues in all food service areas. All point-of-service touch pads will be used by the cashier when needed not by each student.

Dolgeville CSD will provide verbal and/or written communication to students and families for the following:

- Measures to protect students with food allergy in spaces outside the cafeteria
- How students should perform hand hygiene before and after eating
- Discouragement of food and beverage sharing

Communication will be available through multiple means in languages spoken by families.

### **Transportation**

The school bus is an extension of the classroom, many of the changes that apply to school buildings (social distancing, cleaning, etc.) will be applied to the school bus. All existing mandates regarding safe and effective transportation of students will still be in effect.

Additional requirements that Dolgeville CSD will be following include:



- Students and staff must wear masks 100% of the time
- Social distancing will be maintained
- Vehicles/Buses will be cleaned at least once per day and high touch areas will be wiped down after each run

Hand sanitizer is prohibited on all school buses.

Dolgeville CSD could also encourage additional ventilation when temperatures are above 45 degrees and allow windows to be slightly opened to provide air flow.

Transportation staff must also follow additional guidelines to limit the spread of the virus:

- Perform a self-health assessment for COVID-19 symptoms before arriving to work
- As mentioned, staff will be required to wear a mask but may also wear an optional face shield
- Will be trained and provided periodic refreshers on the proper use of PPE
- Have access to all PPE, proper hand washing stations and hand sanitizer at the district Bus Garage
- Wear gloves if they have direct physical contact with a child

Transported students will also be able to help reduce the spread of COVID-19. Students riding the bus will be required to:

- Have parental consent that their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation (i.e. school bus)
- Wear a mask if they are physically able. Students who are unable to medically tolerate a face covering will need to provide a doctor's note.
- Students must remain a social distance of six feet separation
- Students who do not have a mask will be provided one upon entrance

Students will be reminded of the bus rules, that include, not to eat or drink on the school bus.

When students arrive or dismiss from the school bus they will have to follow social distancing protocols. Drivers may call one student at a time in order to do so.

## **Social Emotional Well-Being**

The Herkimer County Counselor's Association Comprehensive School Counseling Program is to advocate and provide support for maximum student achievement in the areas of academic, career, and personal/social growth. School counselors work with parents, educators, and the community to provide developmentally appropriate and comprehensive services that meet the needs of all students in order for them to become productive members of an ever-changing global society.

1. Dolgeville CSD 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.

<https://dolgeville.org/cms/One.aspx?portalId=2982010&pageId=23706412>

2. Dolgeville CSD established an advisory council comprised of parents, students, members of the board of education, school building and district leaders, school building nurses, 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.

3. Dolgeville CSD provides resources through Link referrals to the Community Based Schools System (East Canada Community Schools) in addition to resources linked to Central New York Health Home, United Way, and Catholic Charities to address mental health, behavioral, and emotional support services and programs. See the appendix for additional resources.

4. Dolgeville CSD offers our faculty and staff the Employee Assistance Program supports staff and has increased programming in how to talk with and support students during and after the ongoing COVID-19 public health emergency. In addition, Herkimer BOCES supports staff with a Mindfulness PD series and in collaboration with agencies such as Catholic Charities, the Neighborhood Center, and United Way to allow students and staff to collectively process their experience.

## **School Schedules**

1. Dolgeville Central School is dedicated to providing students with a quality educational experience with certified staff in a safe learning environment. Scheduling decisions are informed by health and safety standards and updated guidance from New York State Department of Education and local health departments.

Careful consideration of safety for students, families, and staff, as well as available space and student enrollment, will dictate the restructuring of the district's programs using flexible models for in-person, remote, and hybrid learning. Per New York State Department of Health guidance, learning models will provide synchronous and/or asynchronous instruction as necessary throughout the 2020-21 school year.

As school is able to reopen, K-12 students will phase into 100% in-person instruction based on capacity restrictions and social distancing guidelines, beginning with a 50% hybrid model. If school is able to reopen, students enrolled in Kindergarten through 12th grade will be divided into two cohorts (Group A and Group B) to allow for smaller class sizes in adherence to social distancing guidelines within the blueprint of our building capacity and staffing capabilities.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Group A In-Person Learning at DCS</b>	<b>Group A In-Person Learning at DCS</b>	<b>(All K-12 Remote learning)</b>	<b>Group B In-Person Learning at DCS</b>	<b>Group B In-Person Learning at DCS</b>
<b>Group B Home-based Instruction (Remote learning)</b>	<b>Group B Home-based Instruction (Remote learning)</b>	<b>No students attend school to allow deep cleaning between cohorts and remote instruction.</b>	<b>Group A Home-based Instruction (Remote learning)</b>	<b>Group A Home-based Instruction (Remote learning)</b>

K-6 students will remain in designated homeroom classrooms throughout the school day, with the exception of physical education lessons outside or in the gym (with sanitization of equipment between student usage). Special education services will be provided in designated locations or in homeroom classes based on the individual needs of students. Students will have breakfast and lunch in their homerooms. School entry and dismissal procedures will be implemented to limit congestion and mobility throughout the building.

7-12 students will remain socially distanced, but will change classes using a framework of 7 daily periods.

## **Attendance & Chronic Absenteeism**

1. Dolgeville Central School will take daily attendance whether school opens in September in-person, hybrid, or remote. Attendance policies and procedures will be communicated with families and students prior to the start of the school year or if the instructional model changes during the year. Communication will take the form building level parent letters/newsletter, robocalls, emails, text messaging, and social media. Teachers will record daily attendance in SchoolTool student management system based on the required daily scheduled student contact and engagement. Daily reports will be generated to identify students who are absent and/or

chronically absent. Contact with the families will be made daily to determine reasons for absence and needs or barriers the student may have to participate in daily lessons.

## **Chronic Absenteeism**

While there is no one-size-fits all approach to addressing chronic absenteeism, Dolgeville Central School is committed to providing interventions to prevent and address health-related and mental health chronic absenteeism. We recognize that many factors will influence student attendance, and may be greatly impacted by the instructional models provided; in-person, hybrid, and remote.

Dolgeville Central School addresses chronic absenteeism as follows:

### 1. Nurture a culture of attendance

- Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction
- Explain the importance of attendance to the entire school community
- Track daily attendance, tardies, and student engagement in one central, secure location with a tool that helps you can quickly see how these data points impact student behavior.

### 2. Early Identification and Intervention

- Each school regularly monitors attendance data and communicates with parents about issues as they arise.
- Use data to identify which students are at risk, so you can intervene before isolated absences become chronic absenteeism.
- Establish intervention plans; parent phone call, home visit, counseling, instructional modifications, engage community partners, etc.

### 3. Create a more positive school culture and a focus on engaging instruction

- Evaluate and address your students' engagement in learning
- Provide teachers and school leaders with multiple levels of support to help students stay more engaged and act positively.
- Help students achieve positive social and emotional character development, while reinforcing the behaviors that make up your ideal school culture.
- Use goal-based incentives and rewards to motivate attendance and positive student behaviors where age appropriate.

## Technology & Connectivity

Technology knowledge and skills are vital for full participation in 21st century life, work, and citizenship. Even before the COVID-19 pandemic, the inequitable access to technology and internet in students' places of residence was a priority to be addressed, now it is an urgent need.

For Dolgeville CSD to execute a remote or hybrid/blended model of learning we plan to:

- Gain knowledge about the level of access to devices and high speed broadband for all student and teachers at their place of residence;
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have access;
- Provide multiple ways for students to participate in learning and demonstrate mastery of learning standards in a remote or blended model, especially if all students do not yet have sufficient access to devices and/or high speed internet.
- Follow all student data privacy and security laws related to student technology use.

In addition, Dolgeville CSD has an on-site Integration Specialist to help all teachers and students with training and digital fluency.

## Teaching & Learning

1. The Dolgeville Central School District devised *Continuity of Learning Plans* for K-6 and 7-12 buildings for the 2020-2021 school year, including in-person, remote, and hybrid models of instruction. These can be found at [www.dolgeville.org](http://www.dolgeville.org) in the Reopening section of the website.

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, our district has developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

2. DCS Continuity of Learning Plans are aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model.

Instruction will not only focus on “core” subject areas to the exclusion of elective courses. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

3. Continuity of Learning Plans provide for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.
  
4. Equity is at the heart of all school instructional decisions. All instruction in our district will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students. Such opportunities will be aligned with state standards. Our teaching and instructional plan outlines routine, scheduled times for students to interact and seek feedback and support from their teachers. Our plan is centered on instruction and academic programming that includes regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in person, remote or hybrid). Our teaching and learning plan includes a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information will be accessible to all, available in multiple languages, 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) in an effort to assure learning for all.

The school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the district will focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

When a remote or hybrid learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, special education students, English language learners, students who did not engage in remote learning during the spring of 2020, and students with technology or connectivity needs.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content. In Middle and High School (grades 5-12), grades will be reported in a 0-100 point scale.

5. DCS has 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 is accessible to all, available in multiple languages based on need, widely disseminated, and includes clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

For information relating to teaching and learning in BOCES special education and Career and Technical Education programs, please see the BOCES website [<https://www.herkimer-boces.org/>].

6. Dolgeville Central School contracts with Herkimer BOCES and Mohawk Community Action (HeadStart) to provide Prekindergarten programs; both organizations 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 will ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.

### **Remote/Hybrid Instruction**

As noted previously, student schedules will remain the same whether instruction is in person or remote so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.

Remote learning opportunities for secondary students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While recording live lessons and Google Classroom activities are still essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis.

To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, Google Classroom, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content. In Middle and High School (grades 5-12), grades will be reported in a 0-100 point scale.

In an effort to assure high-quality teaching and learning a continuity of learning plan has been developed for the 2020-21 school year. This plan considers and plans for teaching and learning in-person, remotely, and through hybrid models of instruction. Our plan assures that instruction is aligned with the New York State Learning Standards and assures

### **In-person Instruction**

Upon reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart.

All instruction will continue to be aligned to the New York State Learning Standards.

Our schools will minimize the movement of students. K-6 students eat lunch in their classroom instead of the cafeteria and restrictions will be enforced on assemblies and other large-group activities.

Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.

To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students. In grades 7-12, locker use will be limited to specific parts of the day and students will move directly to their next class.

For information on school schedules, visit the School Schedules section of our reopening plan.



## **Special Education - Required Notices**

1. Dolgeville Central School's Reopening Plan 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, whether services are provided in-person, remote, and/or through a hybrid model. All students with disabilities (SWD) will receive the educational and related services documented on their IEPs to the greatest extent possible. In accordance with each building plan, students will receive those services in-person, virtually, or through a hybrid model.
  
2. Reopening plans will be communicated to families of SWD in the same manner as those for nondisabled peers. Programs and services will continue to be documented through Clear Track session notes and quarterly progress notes. Teachers will keep attendance records and will continue to communicate with parents by phone, email, or communication app (grade level dependent).
  
3. Parents will receive communication in their preferred language and mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.
  
4. Dolgeville Central School collaborates between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers. The Supervisor of Special Education serves as the Chairperson on each committee and will collaborate with all parties to ensure recommendations, progress, needs, and resources are shared with the appropriate stakeholders.
  
5. Students at Dolgeville Central School will be provided with the technology and resources to address their specific learning needs. Resources may include, but would not be limited to: Chromebook/laptop/iPad, hardcopies of work, text-to-speech or speech-to-text functions/apps, human reader, testing accommodations, extended time, and modified assignments.

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

1. Dolgeville Central School will Support English language learners (ELLs) in a comprehensive, high-quality, and culturally responsive manner. If we reopen using in-person or hybrid instruction we will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

2. Dolgeville Central School is committed to comprehensive, high-quality, and culturally responsive instruction for ENL students, we will provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. Further, we will maintain regular communication with the parents/guardians and other family members of ELLs to ensure that they are engaged in their children's education during the reopening process which includes telephone contact, text messages, social media, emails and regular mail in their preferred language. We will provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

3. Dolgeville Central School ensures 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 provides all communications for parents/guardians of ELLs in their preferred language and mode of communication.

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

1. Dolgeville Central School ensures that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan, including any variance applications approved by the Department.

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

1. All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

Student teachers from NYSED registered college or university programs can serve under the supervision of fully certified teachers in the Dolgeville Central School district. Student teachers will follow all of the social distancing, mask wearing, health status reporting, and other COVID-19 procedures that the teachers follow. Student teachers will serve under the supervision of our full time certified teachers only. At no time will a student teacher be used as a teacher of record.

## Family Resources:

<p><b>NCPMI: Emergencies and National Disasters: Helping Children and Families Cope</b></p> <p><a href="https://challengingbehavior.cbcs.usf.edu/emergency/index.html">https://challengingbehavior.cbcs.usf.edu/emergency/index.html</a></p>	<p><b>National Child Traumatic Stress Network</b></p> <p><a href="https://www.nctsn.org/">https://www.nctsn.org/</a></p>
<p><b>World Health Organization #HealthyAtHome</b></p> <p><a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a></p>	<p><b>National Association of School Psychologists Family and Educator Resources</b></p> <p><a href="https://www.nasponline.org/resources-and-publications/families-and-educators">https://www.nasponline.org/resources-and-publications/families-and-educators</a></p>
<p><b>Substance Abuse and Mental Health Services Administration</b></p> <p><a href="https://www.samhsa.gov/">https://www.samhsa.gov/</a></p>	<p><b>National Association of School Psychologists Preventing Youth Suicide Resources for Parents and Educators</b></p> <p><a href="https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/mental-health-resources/preventing-youth-suicide/preventing-youth-suicide-tips-for-parents-and-educators">https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/mental-health-resources/preventing-youth-suicide/preventing-youth-suicide-tips-for-parents-and-educators</a></p>
<p><b>Youth.gov Preventing Youth Suicide</b></p> <p><a href="https://youth.gov/youth-topics/youth-suicide-prevention/preventing-youth-suicide">https://youth.gov/youth-topics/youth-suicide-prevention/preventing-youth-suicide</a></p>	