

# EDINBURG COMMON SCHOOL

“A Great Place to Grow and Learn”

4 Johnson Road  
Edinburg, N.Y. 12134  
(518) 863-8412  
[ecs1@edinburgcs.org](mailto:ecs1@edinburgcs.org)

## ***Administrative Office:***

Superintendent, Michelle Ellis  
Business Manager, Sandy Moore  
Data Coordinator, Meaghan Cherry  
COVID19 Coordinator, Michelle Ellis

## ***Board of Trustees:***

President, Angela Ludwig  
Board Member, Dr. Mary Ann Borden

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## **Board Approved Updates on 3/8/22**

### **NYS Forward COVID-19 Opening Safety Plan for Edinburg Common School District**

*All referenced information will be a result of collaboration with the NYS Department of Health (NYSDOH), NYS Department of Education (NYSED), Local BOCES (HFM/WSWHE), and Local Department of Health (Saratoga County Department of Public Health) while using guidances from the Center for Disease Control and Prevention (CDC) and the American Pediatric Association (APA). Items in this plan are subject to change based on changes in rules and regulations set forth by the above agencies. As guidelines and recommendations change, Edinburg Common School will update the Opening Plan accordingly.*

Name of School District: Edinburg Common School District  
Address: 4 Johnson Road Edinburg, New York 12134  
Contact Information: [mellis@edinburgcs.org](mailto:mellis@edinburgcs.org) 518-863-8412  
Superintendent of Schools: Michelle Ellis  
Human Resources Representative: Sandy Moore 518-863-8412

## **PEOPLE**

Departments currently working in buildings throughout the school district:

- Administration - Michelle Ellis
- Business Manager, Human Resources - Sandy Moore
- Clerical and Office Staff - Meaghan Cherry
- CSE/CPSE Chairperson - Michele Reidell
- Custodial and Maintenance Staff - Nick Visco
- District Nurse - Marissa Tennant
- COVID-19 Coordinator - Michelle Ellis
- Food Service Staff - Constance Breda
- Counselor - Veronica Salvione

- Teachers and Aides
- Technology Services Staff - Thomas Moore
- Transportation Staff - Nick Visco

The superintendent will serve as the district's COVID-19 Coordinator. The coordinator will work closely with our local health department and will also serve as a central contact for schools, stakeholders, families, staff and other school community members along with the school nurse. The coordinator will ensure the district is in compliance and follow the best practices per federal, state, and local guidelines and agencies. The COVID-19 coordinator can be contacted by phone at 518-863-8412 ext. 23.

## Goals for the 2021-2022 School Year

Edinburg Common School Community will keep our students, teachers, staff, and visitors safe by following all guidance and recommendations from Centers for Disease Control and Prevention (CDC), New York State Department of Education (NYSED), New York State Department of Health (NYSDOH), Saratoga County Public Health Department, and governor's orders.

Offering highest quality of education through two models of instruction:

- In-person delivery
- Distance Learning (Should Edinburg Common School close at any point of the school year as ordered by the governor, increased community positivity rates, and/or an increase of teachers and staff not in attendance that jeopardize safety opening school)

Continue to provide Social/Emotional support to the Edinburg Common School Community (teachers, staff, families and community members) during the pandemic.

Continue to offer evaluations and services needed to students with needs through Committee on Special Education (CSE), Committee on Preschool Special Education (CPSE), and 504 Accommodations.

Provide nutritional meals through in-house or delivery methods (should the district close).

Continue to adhere to protocols and procedures that keep our teachers, staff, students, and families safe throughout the Edinburg Common School District building and grounds (including buses).

## **Communication/Family and Community Engagement**

To help inform our Opening Plan, the district has sought federal, state, and local health department guidelines for schools.

The district remains committed to communicating all elements of this Opening Plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district

website at <http://www.edinburgcs.org/> , and will be updated throughout the school year, as necessary, to respond to local and state circumstances.

As part of its planning for the opening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors, education partners and vendors. The district will use its existing communication channels – including– as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

### **District Information to be Shared by the Current Platforms Used**

Parents, teachers, staff, students, visitors, and community will have access to all updates and communications through various platforms which include but are not limited to:

- District website [www.edinburgcs.org](http://www.edinburgcs.org)
- Remind
- Edinburg Newsletter (Sacandaga Express)
- Individual mailings to residents/homes
- Emails
- Google Classrooms/Seesaw
- District phone calls to residences and families
- District Facebook
- Signage

## **Health & Safety**

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable at school. Our Opening Plan incorporates recommendations and guidance from the federal, state and local governments.

The following protocols and procedures will be in place in Edinburg Common School for the 2021-22 school year:

### **Physical Distancing/Face Coverings**

The Edinburg Common School District will do the following:

- Distancing between teachers, students and staff, to the extent possible
- Seating in classrooms, lunch rooms, buses, and specials that have been established in the beginning of the year will remain in effect until further notice
- Face coverings and masks will be optional, but not required
- Students, teachers, and staff wishing to wear face coverings and masks will be permitted to do so without prejudice

- Counties, not schools, are authorized to require masks based on local conditions.
- After exposure or potential exposure to someone with COVID-19, individuals "should wear a mask" in school and indoor spaces for 10 days.
- Individuals who have tested positive for COVID-19 who return to school after completing five days of isolation are required to wear a mask in school, on buses and in indoor spaces on days six through 10.
- The distance to determine whether an individual has been "exposed" or been in "close contact" with someone with COVID-19 while in school is six feet. However, "there is nothing in the new guidance that would require a school to reconfigure its physical spaces to accommodate six feet of distance between students," according to the FAQ.
- It is essential that schools establish 'mask positive' environments for those who wear masks either voluntarily or by requirement, according to the FAQ. No one should be "stigmatized, bullied or made to feel uncomfortable."
- Even if a student or teacher is at high risk of severe COVID-19, there is no requirement that other individuals in the classroom wear masks routinely.

**Measures implemented to ensure safety:**

- Ensure adequate Personal Protective Equipment (PPE) is available.
- "At-home" Covid-19 tests available onsite for students and staff (to be sent home)
- Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% ethanol or 70% isopropyl alcohol.
- Access and encouragement of vaccination
- Improved ventilation (windows open etc.)

**Break Rooms and Lunch Rooms**

- Daily cleaning of amenities that are handled with high contact frequency, such as refrigerator handles, faucet handles, coffee makers.
- Stagger lunch breaks to minimize occupancy in break rooms and allow for social distancing.
- Congregating in kitchen areas should be discouraged.

**Personal Protective Equipment**

To ensure teachers, staff, and students comply with protective equipment requirements, you agree that you will do the following:

- The Edinburg Common School District will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Parents will supply a face covering for their child should they choose to wear them
- Edinburg Common School District will have a supply on hand of PPE

## **School Specific Shared Objects and Frequently Touched Areas**

Examples of some frequently touched areas in schools

- Classroom desks and chairs
- Math manipulatives/toys
- Door handles and push plates
- Kitchen and bathroom faucets
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Shared telephones
- Shared desktops
- Computer keyboards and mice
- Bus seats and handrails

### **Break Rooms and Lunch Rooms**

- Coffee makers
- Shared Small Kitchen Appliances
- Refrigerator Handles
- Provide and require cleaning and disinfectants to wipe down after each use

### **Copier Rooms/Areas**

- Provide and require cleaning and disinfectants to wipe down after use

### **Restrooms**

- Place signs asking employees to wash hands before and after using the restroom
- Provide paper towels in restrooms
- Open top trash can will be provided
- Increase efforts to keep bathrooms clean and properly disinfected

### **Shared Tools and Equipment** – Transportation, Custodial, Buildings and Grounds

- Provide and require cleaning and disinfectants to wipe down after each use
- Spraying machines/misters are available for use in the main building and bus garage

### **Hygiene and Cleaning**

To ensure staff and students comply with hygiene and cleaning requirements, Edinburg Common School District will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning.
- Cleaning logs will be kept personnel to use.
- Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.

- Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
  - Proper hand washing techniques
  - Use of hand sanitizer
  - Respiratory etiquette, including covering coughs and sneezes
  - Encourage staff to stay home when sick
- Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering.
- Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas.

## **COVID-19 Testing**

School districts will provide information on where a COVID-19 test can be obtained. In the event large-scale testing needs to be conducted at the school according to the community transmission rate, the district administration and COVID-19 Coordinator will coordinate with the Saratoga County Public Health Department. Saratoga County Public Health Department has a contract with Quadrant to perform all state required testing on unvaccinated teachers and staff at no cost. Permissions slips will be required before any testing is done.

If a student has been exposed to COVID-19, regardless of vaccination status it is highly recommended they wear a mask for a full 10 days following that exposure. State and local health officials continue to recommend testing for COVID-19 following a possible exposure. COVID-19 tests are available at school to anyone who wants one. If you need a test, please contact our school nurse, Ms. Tennant, at [nurse@edinburgcs.org](mailto:nurse@edinburgcs.org) or 518-863-8412 ext. 24. Anyone who has symptoms of COVID-19 should stay home from school, regardless of vaccination status or recent infection, until tested and/or isolate for five days. If your student has symptoms and you aren't sure what to do, or if you need a COVID-19 test kit, contact the school nurse.

Students and staff that become ill with symptoms of COVID-19 during the school/work day will be sent directly to the dedicated isolation area to await pick-up. Students will be supervised in the isolation room by the school nurse. Students awaiting transportation will be escorted from the isolation area to their parent/guardian/emergency contact as defined on the emergency contact form. Students and/or staff will be referred to their healthcare provider for further investigation of the symptoms. Students and/or staff will require a medical release statement or

a negative COVID-19 test in order to return to work/school or documentation of a different diagnosis as per Saratoga County Public Health.

Students/staff who have a fever, will be asked to stay out of school/work for 24 hours without the use of medication. Parents will be asked to check with their child's primary care physician to determine if testing is necessary and parents will be asked to have children stay home if they don't feel well or are exhibiting unusual symptoms. Staff will be reminded to stay home if they are feeling unwell or exhibiting unusual symptoms. Some exceptions may need to be made for usual allergy like symptoms, documented history of headaches, etc. Determinations about testing will be made between physicians and/or county health departments. The Edinburg Common School District adheres to the Saratoga County Public Health Department when accepting/referring someone for testing.

Teachers and staff that are unvaccinated will continue to be tested in-house through Quadrant until May 29th, 2022, at this time.

### **Quarantine**

Edinburg Common School will follow and seek the guidance of the Saratoga County Public Health Department should the district experience a positive student and/or staff member. At this time, the Saratoga County Public Health Department and New York State Department is the only entity that can assign quarantine; our role is to identify who has been a close contact. The follow quarantine protocols can be found at the link below:

<https://www.saratogacountyny.gov/wp/wp-content/uploads/2021/10/Reduced-Quarantine-Protocol-Symptom-Monitoring-and-Diagnostic-Testing-10082021-FINAL.pdf>

***If an employee or student tests positive for COVID-19, the following employees and families will be responsible for notifying state and local health departments***

- Edinburg Common School District school nurse will notify Saratoga County Public Health Department and District Superintendent
- Edinburg Common School will notify the school community, individual classrooms, and/or bus of any known positive case and/or exposure
- Saratoga County Health Department Contact Information

<https://www.saratogacountyny.gov/departments/publichealth/covid19/isoquar/exposure/>

<https://www.saratogacountyny.gov/departments/publichealth/covid19/isoquar/symptomatic/>

<https://www.saratogacountyny.gov/departments/publichealth/covid19/isoquar/positive/>

Saratoga County Public Health Services COVID-19 Hotline **518-885-2276**.

**Monday-Friday**, 8am-4pm. *Be sure to include this number in your contact list so it is unblocked and does not appear as SPAM.* New York State Department of Health (NYSDOH) Hotline **1-888-364-3065**. Available 24/7

Also, the following website from the New York State Department of Health should be accessed to find testing locations closest to you and along with the health assessment.

<https://coronavirus.health.ny.gov/covid-19-testing>

## **Building and Grounds Considerations**

All classrooms and offices are currently being evaluated for maximum use.

Edinburg Common School District will follow all scheduled building inspections and building condition surveys.

The Edinburg Common School District will allow the use of the playground and fields for Edinburg students during the regular school day from 7:45 AM to 3:00 PM.

Students do not have to wear masks when they are **outside** on the playground for recess, in gym classes, events, or outside for learning purposes, as per guidelines.

### ***Daily Health Screening Practices***

- **School nurse will continue to screen students' temperature prior to entering the building**

## **Training**

### **Training topics for all staff and substitutes (but are not limited to)**

- Proper hand washing
  - [Hand washing video](#) (1:26)



- Proper cough & sneeze etiquette
- Social Distancing
  - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks
- Operating procedures (various)
  - Cleaning procedures
  - Sick child pickup
  - Staff who are sick or suspected to be sickness
- Hazard Communication – Right-To-Know
  - Proper use of chemicals
  - No chemicals from home
  - No transfer of hand sanitizer in smaller containers
- Personal Protective Equipment - PPE
  - Update Hazard Assessment & Personal Protective Equipment (PPE) Selection Worksheet for all identified employees
  - Proper type, use, and size
  - Cleaning and sanitizing of the face covering (if applicable)
  - Provide training for staff and students on wearing, putting on, removing and discarding PPE including in the context of their current and potential duties
    - Use of face coverings (Donning/Doffing) (Cloth vs. Surgical)
      - [Face coverings don/doff video](#) (2:38)
      - <https://www.youtube.com/watch?v=PQxOc13DxvQ>
  - Send fact sheets home with students that provide similar education for parents

## **Emergency Response Protocols & Drills - COVID-19 Adapted (Evacuation Drills & Lockdown Drills)**

The district will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule.

### **Emergency Response Protocols:**

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

## **Closure Considerations**

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process could include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the Local DOH. Establishing a decision-making tree at the district level
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue
- Schools might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
  - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place
  - Opening outside doors and windows to increase air circulation in the area.
  - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
  - Communicating as soon as possible with staff, parents, and students
- Using DOH guidance/procedures for when someone tests positive
  - In consultation with the Local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the Local DOH
  - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine
  - Additional close contacts at school outside of a classroom should also quarantine at home
- Keeping in mind that the closing of schools could be a regional decision.
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response)

Saratoga Health Department anticipates using data from the regional "control room" for this purpose, as well as regular communications with the district. Should a district experience any type of increase in absentee rates or individuals who have tested positive, the district's COVID liaison should contact their county COVID liaison to review the data. Should it be warranted, the Saratoga County Health Department Director will be consulted, and they may consult with the NYSDOH communicable disease bureau; the Superintendent of Schools will make a determination if the school should be closed and for how long. The ultimate decision to close a program, building or district will be made by the Superintendent of Schools.

Should multiple cases be discovered in an area or school within the district, the district's COVID Coordinator will contact the County COVID liaison and should action be warranted, the County Health Department Director and the Superintendent of Schools will make a determination if a portion of the school, or a particular school shall be closed. Districts/Schools should attempt to shut down an area for 24 hours (if possible) and conduct a thorough cleaning.

The Saratoga County Health Department monitors this information in the regional control room. Should the County Health Department determine that there is a shortage of hospital capacity due to COVID, and if in the determination of the County Health Department that schools need to consider how many students and staff should be allowed on site, the County Health Director will contact the Superintendent of Schools to make a determination if the school district's plan or status should be altered.

## **Social Emotional Well-Being**

At this time the students, staff and families have access to a school counselor, who will be on site four days a week.

The staff will also receive professional development on knowledge and skills regarding SEL and trauma-informed practices in order to provide students with a safe and responsive learning environment, be aware of and avoid triggers, and tend to our own emotional wellbeing.

### **Crisis Response (Virtual)**

- Create a protocol for crisis response that can be delivered virtually
- Explore the use of support groups, state and local agencies to assist with this process (Mental Health Association in New York State, Inc. – MHANYS)
- Some employers have Employee Assistance Programs (EAP), determine in advance what services they can provide remotely and in-person

### **Emotional reactions to coming out of quarantine may include**

- Mixed emotions, including relief after quarantine
- Fear and worry about your own health and the health of your loved ones
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious
- Guilt about not being able to perform normal work or parenting duties during quarantine
- Other emotional or mental health changes

### **Addressing Social-Emotional Health**

- Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families
- Explore the use of Restorative Practices (use of healing/restorative circles for both staff and students)
- Assist in adequate training for staff/faculty as requested to assist them in understanding:
  - Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
  - The warning signs for quarantine related mental health needs
  - How to access crisis support and other mental health services

### **What Mental Health Professionals can do in schools**

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance
- Promote social emotional learning competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage helping others
- Encourage good physical health
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports
- Ensure effective Social Emotional Learning (SEL) Programs Prek-6. Efforts to care for the emotional well-being of children and families can extend beyond the classroom and into the entire school. School-based SEL programs can focus on promoting mental wellness, preventing mental health problems, and providing treatment. These programs can also benefit educators within the schools
- Mental Health Training (optional trainings)
  - Crisis identification
  - Mental health and wellbeing
  - Coping techniques
  - Mindfulness and empathy
  - Loss/sicknesses of parents, grandparents, friends, school members etc.
  - Behind on school work/class-work
  - Having to send child back to school
  - Secondary traumas
  - Increased anxiety/stress
  - Increase in abusive tendencies
  - Isolated/Lonely
  - Change in routine
  - Relocation
  - Unemployment situation/job loss
  - News, constant bad news
  - Previous mental health issues worsening

- o Frustration with use/knowledge of remote technology

## **School Activities/Extracurriculars**

At this time, all after school activities i.e. Homework Club, extracurricular activities, enrichment programs and clubs, after-school child care etc. will be offered. Concerts and district events that create a large gathering of people will be scheduled based on the positivity rate of the district.

## **Child Nutrition**

The school will provide meals to students who are enrolled in the district. Should the district be closed due to COVID-19, meals would be arranged for parent pick-up or delivery. Students that are in a mandatory quarantine would not receive delivered meals, but would be referred to the backpack program and/or local food pantry if needed. Our families would be supported and would have access to healthy nutrition. The district will follow all health and safety guidelines. For the 2021-2022 school year, all meals (breakfast and lunch) are offered to all students free of charge.

## **Attendance and Chronic Absenteeism**

The district will continue to report attendance in accordance with the state guidelines, regardless of the delivery method or model of instruction.

While on a remote schedule, teachers will use SchoolTool or any other approved student management system to report student engagement and attendance. In addition, teachers can utilize Google Classroom or Seesaw and any other District approved online platform.

## **Technology and Connectivity**

The Edinburg Common School District will use the prior data from the Spring 2020 survey to plan for technology and connectivity needs. At this time, the district has enough technology devices for students to be supplied with, if needed. At this time, all staff have access to the internet.

Teachers and administrators are being provided with professional development to enhance distance learning, understand the Do's and Don'ts of distance learning and how to build positive relationships with students through this instructional mode. At this time, the district has one technology specialist and one administrator that will assist staff, students, and parents.

Students will be given explicit instruction on how to effectively use technology in-person or remotely. A majority of our students are already familiar with the devices and will need refresher training on how to appropriately use the device.

## **Teaching and Learning**

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.

### **School Schedules**

Edinburg Common School District will reopen with in-person instruction Monday through Friday 7:45 am to 2:45 pm.

### **Distance Learning/Hybrid Instruction**

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 distance/blended learning model and schedule that can continue as is in a fully remote environment. Fully remote learning will only be utilized should the Edinburg Common School District be ordered to close.

Should Edinburg Common School District be determined to be closed by state and/or local agencies, families will have already been contacted to identify their household technology and wifi needs. The district would then deliver those needs to the family home for the student to use, along with a technology agreement usage form to continue educating our students fully during the remote learning times.

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

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. Students will report online for their regular scheduled lessons at 8:00 am and follow a schedule as designed by the classroom teacher.

Remote learning opportunities for students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While recording of live lessons is 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. Teachers will be providing Distance Learning from the physical classroom in order to utilize classroom and learning resources and materials.

To ensure high-quality remote learning experiences, we will standardize the use of two online learning platforms, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students. Students in grades PK-2 will use SeeSaw and students in grades 3-6 will use Google Classroom.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content. District report cards that have been used in the past will be utilized in a trimester session.

District attendance policies will be followed and students will be accounted for should the district have to close and offer Distance Learning. Students will be tracked by the amount of participation on the identified platforms, class work that is completed and uploaded, and interactions between the student and teacher. Students that do not participate in Distance Learning will not be given passing grades and therefore will not be recommended to the next grade level. Child Protective Services will also be notified as it pertains to educational neglect. Edinburg Common School will make every effort to contact the parents and student/s that are not responding to Distance Learning platforms to better understand their family needs and dynamics.

Students should have a place within the home designated for Distance Learning that promotes minimal distractions to the learner.

Students that receive Response to Intervention services, 504, IEP, and/or related services such as PT, OT, or speech will continue to receive services virtually to meet requirements.

### **Special Education**

Edinburg Common School District, regardless of the mode of instruction, will ensure that students will continue to have free appropriate public education. The district will continue to follow the NYSED Special Education laws regarding children with disabilities. The systems in place will continue to document programming, services, and communicate with parents their child's progress. The IEP's will be implemented as per NYSED Special Education guidelines.

The district will continue to be in contact with parents through their preferred mode of communication.

The district will collaborate with the appropriate committees of CSE and CPSE to ensure that programming needs are met, goals are being progressed, and students are receiving any related service. The district will conduct evaluations in-person or remotely given the guidance from NYSED, DOH, and the Governor's orders at the time of the referral. If meetings need to occur, it will be up to the parent on the preferred method of meeting: phone, virtual meeting, in-person with social distancing guidelines in place.

The district will adhere to the IEP's accommodations, modifications, supplementary aids, services, and technology (including assistive technology) set forth within the document to meet each student's needs.

### **Bilingual Education and World Languages**

At this time, Edinburg Common School does not have any students that have been identified as an English Language Learner. If the need should occur, Edinburg Common School District would contract with our Regional BOCES for a shared service provider/providers. The school district will abide by the identification process, provide required Units of Study, and provide communication in the parents/guardians preferred language and mode of communication.

### **Teacher and Principal Evaluation System**

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan.

### **Certification, Incidental Teaching and Substitute Teaching**

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.

## **Transportation**

At Edinburg Common School District, we will continue to follow all federal, state, local, and DOT regulations and guidance for transporting our students to and from home and school. Updates are subject to change accordingly. Edinburg Common School District will continue the following (unless guidance changes):



- Seating is not limited on any one bus
- When possible, try to mitigate by distancing and opening of windows (However this can be done on a case by case basis)
- Develop seating charts
- Drivers will have designated runs
- Continue to clean and disinfect buses in between runs

The transportation supervisor has created a checklist of what needs to be cleaned, including high contact areas, on each bus after every use. The bus drivers will be trained on the expectations of disinfecting and what can be allowed on their buses as far as equipment or materials. The guidance is that hand sanitizer is **not permissible** on school buses.

School bus drivers will be provided gloves and masks if wanted by any student and staff. School buses will be equipped with masks for students who may not have one and will not deny transportation for any student with a disability that cannot wear a mask. At this time, masks are not required on buses and/or unless the student has been required to wear a mask in school for reasons above (see Physical Distancing/Face Coverings section).

**Note - The following recommendations are subject to change and are not meant to supersede any regulatory agency.**