



COVID-19
Guidance for Parents

AUGUST 2020

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CHERRY VALLEY-SPRINGFIELD CENTRAL SCHOOL DISTRICT

SOCIAL CONTRACT

As Cherry Valley-Springfield Central School begins to look forward to re-opening in the fall of 2020, the overwhelming feedback has been that staff, students, and families want learning to be in-person as long as it can be done safely. In order to provide in-person learning, we will need to have all students, staff, and families agree to safeguards that will provide us with the greatest opportunity for staying open until a treatment or vaccine is available for COVID-19.

We are CVS Strong! and we always come together when the going gets tough, and we know that our greatest strength is our relationships with each other. And so, we will now ask each student, family, and staff member to join us in a “social contract” which asks us to individually and collectively do our part to protect one another from the coronavirus so that we have the best chance of not having to close school again.

The school district will:

- Screen visitors for COVID-19 symptoms on a daily basis.
- Parents screen their child(ren) and staff self screen for COVID-19 symptoms on a daily basis.
- Limit access to the interior of the school to staff, students, service providers, and individuals with previously scheduled appointments.
- Enforce face covering and social distancing protocols.
- “Cohort” students to the extent practicable.
- Clean and disinfect high-touch surfaces multiple times a day, and where applicable decrease the number of high-touch surfaces students and staff are exposed to.
- Increase ventilation on buses, in classrooms, and other locations to the extent practicable.
- Provide hand sanitizer in each classroom space, at all entrances, bathrooms and cafeteria.
- Provide non-surgical, disposable face coverings to any person entering the school who does not have one.
- Train staff and students in proper hand hygiene and respiratory practices.

School district personnel and service providers will:

- Prior to arriving to work complete an online health questionnaire and self-screen for symptoms of COVID-19 on a daily basis
- Not come to work if they have:
 - experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days;
 - 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;
 - 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; and/or

- o tested positive through a diagnostic test for COVID-19 in the past 14 days.
- Notify the school immediately if they have been exposed to someone with COVID-19, attended an event where an outbreak has occurred, or traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory.
- Wear face coverings at all times when social distancing cannot be maintained.
- Reinforce and model proper hand hygiene practices, wearing of face coverings, and social distancing.
- Limit person-to-person contact to the greatest extent possible such as hugging or handshaking.

Parents/guardians will:

- Assess their child(ren) by using the health questionnaire prior to getting on the bus or dropped off at school.
- Provide two (2), face coverings for their child with their name on it. If unable to do so, the district will provide disposable, non-surgical masks to students upon arrival.
- Reinforce proper hand hygiene practices used at school, the wearing of face coverings, and social distancing protocols.
- Monitor the health of their child on a daily basis.
- Keep their child home if they have:
 - o experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days
 - o 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
 - o 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; and/or
 - o tested positive through a diagnostic test for COVID-19 in the past 14 days;

Students will:

- Tell their parent/guardian if they are not feeling well before coming to school or tell any adult if they start feeling unwell during the school day.
- Wear face coverings at all times except for when seated for lunch or at the instruction of a staff member who has determined that social distancing can be maintained.
- Maintain 6 ft. social distancing to the extent possible and limit person-to-person contact such as hugging or handshaking.
- Wash and dry their hands each time after going to the bathroom.

Communication & Family Engagement

- We will use our existing website <https://www.cvscs.org> to serve as the primary location for all communication that is not done through social media.
- The district's official Facebook page: <https://www.facebook.com/cvscsd> will be used to push notifications to individuals following the page.
- The district will use its robocall system to push notifications to parents/guardians through their cell phones as well as their private email addresses. Those without emails or social media accounts will be directed to the school district's official website <https://web.cvscs.org>

Health & Safety

- All students will wear a face mask while in the building unless directed by an adult. Removal of the mask will only occur when social distancing of 6 ft. is possible.
- Students must wear a face mask while riding the bus. Social distancing will occur when able. Families will be required to sit together. When loading the bus seating will be staggered and students will have assigned seats to promote social distancing for as long as possible during the bus run.
- All classrooms, entrances, bathrooms, and cafeteria will have hand sanitizers. Students will be required to use hand sanitizer or wash their hands when entering and exiting a room.

KNOW THE SIGNS OF COVID-19 ILLNESS

- People with these symptoms may have COVID-19:
 - Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea,
- Look for emergency warning signs for COVID-19
 - If someone is showing any of these signs, seek emergency medical care immediately: Trouble breathing, Persistent pain or pressure in the chest, New confusion, Inability to wake or stay awake, Bluish lips or face.

SCREENING

- Parents/guardians will be expected to screen their child(ren) prior to attending school.
 - Parent/guardian will evaluate the child's temperature before arriving at school.
 - Ask the following questions:
 - In the past two weeks (14 days) have you experienced any symptoms of COVID-19 such as a temperature of greater than 100.0°F, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea?

- Have you 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?
 - Have you 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?
 - Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?
 - As long as the temperature is less than 100.0°F and answers “no” to the above questions, the student may attend school.
 - If a child has a temperature above 100.0°F and/or answered “yes” to any of the above questions the student is not allowed to attend school. The parent/guardian will contact the school nurse of symptoms. The school nurse will provide directions for medical evaluation.
 - Before returning to school, the student(s) must have documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.
- **Symptom confirmation during the school day:**
 - Students in Grades PK-12 who exhibit COVID-19 like symptoms will be sent to the school nurse for assessment.
 - The student will be immediately separated from other students.
 - The school nurse will assess if the student has symptoms consistent with COVID-19. If assessment resembles COVID-19 symptoms
 - The student and all members of their household will be required to be picked up by the parent/guardian. Siblings will be assessed by the school nurse prior to dismissal to parent/guardian.
 - The parent/guardian will be given information on health care and testing resources.
 - Before returning to school, the student(s) must have documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.

HAND AND RESPIRATORY HYGIENE PROTOCOL

Hand Hygiene

- Healthy handwashing hygiene practices will be taught and re-taught to both students and staff through the use of videos. These videos will be uploaded to the district’s website and social media. The content for the videos is based on the CDC guidance for best practices in hand washing: <https://www.cdc.gov/handwashing/videos.html>
- Teachers in grades PK-6 will schedule time for hand hygiene throughout the day.
- Students in grades 7-12 will be reminded to perform hygiene after all meals and use of bathrooms.
- Hand sanitizer will be made available in all classrooms, near high touch surfaces for use when soap and water are not available.
- When entering or exiting a room, students will be required to wash their hands or use hand sanitizer.

Respiratory Hygiene

- Students and staff will cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.
- If no tissue is available, the inside of the elbow (or shirtsleeve) will be used to cover the mouth or nose instead of using the hands.
- Students and staff will perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

SOCIAL DISTANCING PROTOCOL

- All persons in school buildings **MUST** keep a social distance of at least 6 feet whenever possible. Twelve feet in all directions will be maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.

FACE COVERING PROTOCOL

- All employees, visitors, and students **WILL** wear a cloth face covering whenever social distancing cannot be maintained.
- The district will only accept medical exemptions from qualified health professionals who have indicated the contraindication prohibiting the use of a face covering. The exemption request will be reviewed by the school's medical doctor.
- All students **MUST** wear face mask at all times with the following exceptions:
 - If they have a written, medical exemption on file with the school, and approved by the school medical director.
 - Under the direction of a staff member who has determined that appropriate social distancing can be maintained.
 - When they are seated to have lunch in a seat/desk that is appropriately social distanced.
- Parents will provide two (2), face coverings for their child with their name on it.
- If a child does not have a face covering to board a bus or when they arrive at school by self-transport, a non-surgical face mask will be given to them (unless they have a medical exemption).
- Staff members will schedule breaks for students throughout the day so that they can remove their face coverings when it is safe to do so, but if and only if social distancing can be maintained.

CLEANING PROTOCOLS

- **SCHOOL BUSES**
 - Bus drivers will clean high-touch surfaces on the bus after each run with wipes and/or cloths and detergents provided by the district.
 - The bus mechanic will disinfect each bus twice a day using a disinfectant spray.
- **CLASSROOMS**
 - A schedule will be developed for custodial staff to clean chairs, desks, and other high-touch surfaces throughout the day when classrooms do not have students in them.
 - Teachers will be provided disinfectant spray that they can use at their discretion to clean surfaces within their classroom during class periods when custodial staff cannot get to their rooms.
 - Disinfectants will be used each evening in each classroom.

- **OFFICES**
 - All offices will be cleaned once a day by the custodial staff.
 - Staff will be provided disinfectant spray that they can use at their discretion to clean surfaces.
 - The disinfectant spray will be used each evening in each office.
- **BATHROOMS**
 - Common Area Bathrooms:
 - The common area bathrooms will have all high-touch surfaces cleaned throughout the day.
 - PK-1 Shared Classroom Bathrooms:
 - These bathrooms will be for the use of only those students in the shared classrooms. The bathrooms will be cleaned throughout the day.
- **CAFETERIA**
 - Tables
 - The maintenance staff and lunch monitors will clean all tables and desks in between lunch periods with a detergent and clothes. The tables and desks will be disinfected again at the end of each day.
 - Keypad
 - The keypad for registering counts of meals will not be in operation and staff will use paper copies of student enrollment to track student meals.
- **HIGH TOUCH SURFACES**
 - Classroom Door Handles
 - To the extent practicable classroom doors will be kept ajar throughout the school day to minimize the number of surfaces touched. Custodial staff will clean these surfaces throughout the day.
 - Entrance Doors
 - The entrance doors will be held open by staff to allow students to enter the building upon arrival without having to touch the surfaces. The custodial staff will clean the handles after all students have entered the building, and then throughout the day.
 - Drinking Fountains
 - The district is in the process of converting all drinking fountains to bottle-filling stations. Students are encouraged to bring clear water bottles to fill. The district will shut down any fountain that has not been converted. The custodial staff will clean the push buttons daily.
 - Elevator Buttons
 - The elevator buttons will be cleaned throughout the day.

SCHOOL SCHEDULES

IN-PERSON LEARNING

Morning Arrival---No students will be allowed in the building until 7:40.

- **Those riding the bus will be released one bus at a time at 7:40 or dropped off:**
 - Grades PK-4: Enter through the PK entrance and go directly to their classrooms

- Grades 5-6: Enter through the band room entrance and go directly to their classrooms.
- Grades 7-8: Enter through the district office entrance and go directly to their lockers, and then to their first period class.
- Grades 9-12: Enter through the main office entrance and go directly to their lockers, and then to their first period class.

PK enrollment at present time is 16 students. Two classrooms will be provided to enable social distancing.

Enrollments in grades K-6 will be monitored and adjusted to remain below 15.

- Added a third classroom to each grade level so classes will have the ability to social distance, with the exception of fifth grade (using larger classrooms).

Enrollments in grades 7-12 classes will be monitored and adjusted over the summer to accommodate no more than 15 students in a class. Where that is not possible, classes will be moved to larger rooms to accommodate social distancing.

BREAKFAST

- All students will have the opportunity to have a *Grab & Go* breakfast that will be located at the four entrances where they enter the building.
- **Grades PK-K:** These students will go directly to their classroom prior to getting their breakfast. They will then go to the *Grab & Go* carts after Grades 1-4 have received their breakfast.

SCHEDULE

- **Grades PK-6:** Will follow a schedule as directed by their teachers and classroom aides. Breaks from masks will occur throughout the day, and instructional breaks will occur at the discretion of the teacher as needed throughout the day.
- **Grades 7-12:** Will move to each of their classes on the regular master bell schedule. Grades 9-12 will follow a semester block schedule.

LUNCHESES

- Grades PK-6: Lunch will be served in the cafeteria. The number of tables will be decreased and students will only be able to sit at marked seats which will be socially distanced. The maximum number of grade levels being served lunch will be reduced to 2.
- Grades 7-12: Lunches will be served in the cafeteria and students will eat their lunches in the gym at desks that are socially distanced. The maximum number of students having lunch at one time will be reduced to 70.

RECESS

In grades PK-6, recess will be at the direction of the classroom teacher and will be scheduled at the teacher's discretion to maximize opportunities for students to socially distance and take face covering breaks.

Each classroom, office space, elevator, and bathroom will have the maximum occupancy posted on the door to accommodate 6ft social distancing.

Students transitioning between classes shall, to the extent practicable, remain socially distanced.

DISMISSAL

- **STUDENTS WILL EXIT THE BUILDING FROM WHERE THEY ENTER IN THE MORNING**
 - **STUDENTS RIDING BUSES**
 - Buses will be in the loop at 2:50.
 - Buses will depart at ~3:10

 - Grades PK-2:** Will begin loading at ~2:50 PM
 - Grades 3-5:** Will begin loading at ~2:55 PM
 - Grades 7-12:** Will begin loading at ~3:05 PM

- **PARENT PICK UP: 2:50 PM – 3:10 PM**
 - Grades PK-4:** From the elementary gym; use ramp
 - Grades 5-12:** From the main parking lot.

HYBRID LEARNING

- We are tentatively looking at a AA-BB-AA-BB schedule where families would be attending on the same day. Half a class would attend on AA day and the other half on BB.
- At the present time our building is running at less than 50% capacity due to the decrease in enrollment over the past 15 years. This allows us to hopefully not have to run a hybrid.

REMOTE LEARNING

- PK-6 will run off a modified schedule
- Grades 7-12 would run off the normal bell schedule
- Note - expectation is not for students to be in *Google Meets* for the entire period.
- Teachers/LTAs/aides will report to work and instruct from their classrooms.
- Each student will have an Internet Accessibility plan so teachers can meet their individual needs if there is a lack of high speed Internet.

CHILD NUTRITION

- **IN-PERSON**
 - Students will be provided both breakfast and lunch.
- **REMOTE LEARNING**
 - Food distribution will occur twice a week via school bus routes. Parents will have the option to opt out.
- **Grades PK-6:**

Classroom teachers or aides will implement hand hygiene activities before and after meals. Students will be reminded before and during lunch that sharing of food and beverages is prohibited.

- **Grades 7-12:**

Signage will be posted at the point of sale for students to wash their hands before and after meals. Signage will be posted discouraging the sharing of food and beverages.

- The District will continue with CEP which allows free breakfast and lunch for ALL students.

TRANSPORTATION

- ALL students must wear a face mask while riding the bus unless a pre-approved medical note is on file.
- Hand sanitizers are now allowed on all school buses and vans owned by the Cherry Valley-Springfield Central School District per law. (8/21/2020)
 - Hand sanitizer must be located by the driver and not exceed 40 ounces.
 - Students carrying hand sanitizer cannot exceed 8 ounces.
- We can no longer accept bus notes. Each parent needs to designate a single pick up/drop off location for the year. Because of regulations, we are required to minimize the mixing of student populations. Therefore, any changes in where you need your child to go each day after school will need to be organized on your end from that drop-off point.

SOCIAL EMOTIONAL WELL-BEING

The District uses an Advisory Council, Shared Decision Making Team, Elementary Support Team, and Student of Concern Team to support Social Emotional Well-Being.

Students will be given a social emotional survey to monitor where each student is as they return back to school. Parents will have the option to opt out of such surveys. Our overall goal is to support our students during the pandemic.

ATTENDANCE & CHRONIC ABSENTEEISM

IN-PERSON LEARNING

The District's Attendance Policy will be followed for all students who are attending in-person learning.

REMOTE LEARNING

GRADES PK-6

It is the responsibility of the classroom teacher to make contact with each of their students on a daily basis including those who are remotely learning. This is regardless of schedule.

GRADES 7-12

A student's first period teacher will be responsible for making contact with each student on a daily basis to record their attendance. This is regardless of schedule.

Remote-learning students will be marked absent if (1) they are unable to be reached via phone by their teacher after three attempts, or (2) if their parent/guardian has indicated that they are not available for instruction that day through the school nurse.

Although required to count all absences by State regulation, all absences due to COVID-19 or COVID-19 symptoms will be considered "Excused" for the duration of the student's inability to engage in learning due to COVID-19 or COVID-19 symptoms.

Students missing more than 10% of scheduled school days will be considered "chronically absent" per SED regulation. The district will work with families to improve attendance and attempt to record lost instructional time. Outside agencies will be engaged to the extent required to make sure that all students of compulsory age are in regular attendance.

TECHNOLOGY & CONNECTIVITY

This district will provide devices to all K-12 students.

The district will work directly with families who do not have access to high-speed internet should we go to a hybrid or remote model.

- Delivery of materials to those students who don't have appropriate Internet service will take place via AM bus runs.
- Each teacher will have a complete list of their students' Internet Access capabilities. Therefore, each student will have a remote access plan.
- The district will open the gym to allow access to the school's Wifi depending on the extent allowed by law or regulation.

TEACHING & LEARNING

Students in grades 9-12, plus advanced 8th graders will follow a semester block schedule. This will eliminate the amount of transitions in the hallways, and gives students the ability to focus on less courses, especially if we move to a remote model.

Students who attend a CTE program at BOCES will continue their programs at BOCES. We are waiting to hear from BOCES on exactly that will look like.

The school will work with teachers to set up Google phone numbers that will allow students/parents to contact them.

The district's technology team will be available for students and families to provide support which cannot be answered by the student's teacher, and a number will be created specifically for this support. All teachers can be reached by email.

SPECIAL EDUCATION

The Cherry Valley-Springfield school district recognizes that special education programs and services provide supports and access for students with disabilities to participate, be involved in and progress in the general education curriculum. The district strives to make available to our special education students a free and appropriate public education (FAPE) designed to meet the students unique learning needs. All services will be provided in a manner consistent with the need to protect the health and safety of students with disabilities and those providing special education and related services. The district will follow the health and safety protocols outlined in this document.

The district's special education students will have access to the necessary accommodations, modifications, supplementary aids and services, and technology to meet the unique needs of the student. The district's special education teachers and related service providers will continue to collect data, whether in-person or remotely, and use this data to monitor each child's progress toward the annual IEP goals and to evaluate the effectiveness of the special education services provided.

Information obtained from progress monitoring will be shared with parents on at least the same basis as information shared with general education students (Quarterly-MS/HS; Trimester-Elementary). Identification of significant regression or lack of progress will be shared immediately with the Director of Special Education and the student's parents so that meetings can be held to address this and consideration made for changing the student's IEP or providing compensatory services.

The Cherry Valley-Springfield school district is committed to working with representatives from all applicable school settings where the district's special needs students attend. The district recognizes that communication is critical to remaining informed regarding the nature and delivery of instruction for its students as well as a means to identify shared resources. Ongoing communication may be in the form of email communication, shared documents and meetings via video and/or teleconferencing options.

BELL Schedule

7:45 - 8:30	1st Period
8:35 - 9:15	2nd Period
9:20 - 10:00	3rd Period
10:05 - 10:45	4th Period
10:50 - 11:10	5A
11:15 - 11:35	5B
11:40 - 12:00	5C
12:05 - 12:45	6th Period
12:50 - 1:30	7th Period
1:35 - 2:15	8th Period
2:20 - 3:00	9th Period

LUNCH Schedule

10:50 - 11:10	5A	Gr 11/12
11:00 - 11:20		Gr 5/6
11:15 - 11:35	5B	Gr 9/10
11:25 - 11:45		Gr 3/4
11:40 - 12:00	5C	Gr 7/8 + Sr BOCES students
11:50 - 12:10		1/2
12:15 - 12:35		K
12:20 - 12:40		PK

Updates to Plan 10/9/2020

- Communication and Community Engagement
 - Videos on website pertaining to hand hygiene, proper face covering, social distancing and respiratory hygiene have been removed.
- Health & Safety
 - Electrostatic sprayer is used to disinfect high traffic areas throughout the day.
- Face Covering Protocols/Health & safety
 - 10/13/20 Updated: Face Coverings - Students and staff will longer be allowed to wear gaiters, bandanas, or masks with air vents as a face covering. All face coverings must be a mask.
- Child Nutrition/School Schedules
 - PK-4 students will receive their breakfast in their rooms, not as they enter the elementary entrance. Students will pre-order during breakfast for the next day.
- Transportation
 - 8/21/20 Updated: Hand sanitizers may be located in the driver's compartment area, less than 40 ounces and must be ethanol based per DOH guidelines. Students may carry bottles that do not exceed 8 ounces in volume.
 - Electrostatic sprayer is used to disinfect buses daily.
- COVID-19 Screening Protocol - Staff
COVID-19 Screening Protocol - Students
COVID-19 Symptom Confirmation Protocol - Staff
COVID-19 Symptom Confirmation Protocol - Students

Before returning to school, the affected student or staff member must have:

If COVID tested:

A Health Care Provider note indicating a COVID test is negative, symptoms are improving and fever free for 24 hours without fever reducing medication

OR

A copy of a negative COVID test result, symptoms are improving and fever free for 24 hours without fever reducing medication

OR

Release from quarantine by the Department of Health if COVID test is positive

If not COVID tested:

A Health Care Provider note indicating there is another diagnosis as per the NYSDOH guidelines

OR

If refusal or inability to see a medical provider or obtain COVID test, the student will be referred to the Department of Health and needs to remain out of school at least 10 days.

- Social Distancing Protocol/Decisions
 - Athletics
 - No fall athletics.
 - Section IV will offer 3 mini seasons beginning January 4, 2021
 - Basketball January- February
 - Soccer: March - April
 - Softball/Baseball/Track & Field: May-June
 - Each season will have Sectionals but no Regional or State Championships
 - Beginning 10/5/2020 faculty & staff may enter the building at 6:30 AM.