



Mexico Academy and Central Schools 2020-2021 School Reopening Plans

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DISTRICT INFORMATION

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Phone- 315-963-8400 ext. 5401

Provide a web-link for each school re-opening plan.

- <https://www.mexicocsd.org/>

July 31, 2020

Dear MACS Parents/Guardians,

We have submitted our preliminary reopening plans to the New York State Education Department (NYSED) and the New York State Department of Health (NYSDOH). We have developed a reopening plan focused on “what is best for our students” and is in adherence to guidance provided by the NYSDOH, the NYSED and the Executive Office of the Governor. The Reopening of School Plan is currently posted on our website. The Governor has stated that his decision for the reopening of public schools will be made by August 7.

The Mexico Academy and Central Schools (MACS) reopening plan’s focus is on the health and safety of our students and staff. We organized a reopening advisory task force comprised of nine focus groups with representation of over 160 individuals. The reopening advisory task force included (MACS) administrators, teachers, and staff from all departments within the district, plus Board of Education members, parents, students, alumni, and community members. We worked with a regional advisory task force that combined representation from each of the nine school districts in Oswego County, including CITI BOCES and additionally, we solicited valuable feedback from our parents/staff via separate surveys.

Our reopening plan includes an in-person model, a hybrid model, and a distance learning model. Our initial goal is to reopen school in September using the hybrid model for all students in grades Pre-K through 12th grade. This model will include two days of in-person instruction per student and three days of distance learning per student (see the attached visual). We strongly feel that it is important to have all students attend school at least a couple days per week, thus developing that teacher/student relationship for quality instruction. 12-month special education students will attend school in-person at least four days per week. Ideally, we would like to provide a daily in-person model for all students, but the physical footprint of our schools will not allow us to provide every day in-person instruction for each student with proper social distancing as per the NYSED and NYSDOH guidelines.

The health and safety of our students and staff is of the utmost importance for Mexico Academy and Central Schools. We are aware that whatever decision the governor makes, and how we proceed, concerns will become evident based on the many differing viewpoints of what schools should look like in the fall. We fully understand that some students and families may not feel safe returning in the fall or cannot return because of medical or environmental circumstances. Should your family fall into this category, please know that your child will remain a MACS student and will receive distance learning throughout these challenging times. We have continued to work on improving the distance learning systems that we adopted this past spring.

We will provide visual reopening presentations on the reopening of school during our August 13 and August 27 Board of Education meetings. These BOE meetings will be live streamed from the middle school auditorium. There will be no in-person attendance for the public, due to the possibility of exceeding the maximum gathering size of 50 people. We will also have an ongoing questionnaire on our website for parents and community members.

We know that many of you have questions and concerns, which is completely understandable. We are working on the specifics and finding answers to your questions as we continue to update families when more information becomes available. Our communication will be constant throughout August.

We understand that the situation around COVID-19 is ever-evolving, therefore, **all of this is subject to change** and as a result, our plan will be forced to evolve with it. Our plan will be updated frequently throughout the year as we receive further guidance from the state and as we learn what works best for our students, staff, and families.

As a reminder, Governor Cuomo will ultimately be the one who makes the decision on whether we will be returning in the fall. As we are advised, we will be prepared and ready to make changes as needed.

Families will be provided with a form early next week regarding intent to follow the hybrid continuity of learning plan as described above or if they would like to opt for a fully remote experience. The form will also include a question regarding the transportation of students. Once we have the results, we will be able to continue to work on our plans for transportation, schedules, in-person/remote learning, etc.

During the school year, we will receive ongoing guidance from Oswego County Director of Public Health, Dr. Jiancheng Huang, to ensure that we are implementing the safest practices, where applicable.

We will continue to update everyone when we receive more feedback and guidance from the State. As previously stated, we should have a better understanding regarding reopening by August 7.

Wishing you a safe and enjoyable remainder of the summer!

Sincerely,

Michael Schiedo, Interim Superintendent

REOPENING PLAN

Our Reopening Plan includes the elements outlined in the guidance released by NYS Department of Health (DOH) on July 13, 2020.

- Mexico Academy and Central School District Re-Opening Plan is posted on our website <https://www.mexicocsd.org/> in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. It is posted on individual school websites and centrally on our main district-wide District Reopening resource page.
 - Mexico Academy and Central School District includes all assurances completed by Mr. Michael A. Schiedo, Interim Superintendent and all of the elements outlined in the New York State Department of Education guidance document.

Communication/Family & Community Engagement Reopening Plan

“Recovering, Rebuilding, Renewing”

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

During the week of July 20th, Mexico Academy and Central School District facilitated 9 district-wide Reopening Focus Groups that included 160+ stakeholders, including Administrators, Board of Education members, staff, PTC, PTA, students and parents. The focus groups were: Elementary, Middle School, High School, Food Service, Transportation, Health and Safety, APPR, Operations and Maintenance, and Special Education/Social Emotional Well Being.

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

To ensure regular, information-based communication with the public, Mexico Academy and Central School District will implement the following methods of communication:

Communication Method	Responsible Party
Local TV, radio, and newspapers	Central Office Administration
District website - dedicated page for reopening information on the district landing page as well as each of the four building pages; Alerts will be posted when new information needs to be communicated to stakeholders	Central Office Administration
Social media platforms: District Facebook page, Twitter	Administration/Teachers

Prominent signage in buildings to promote health & safety guidelines that follow NYSDOH and CDC guidance: <ul style="list-style-type: none"> • Printed signs • Digital signage • Vinyl decals on floors, as needed 	Administration/ Communications
Town Hall Events, Meetings, Webinars: Board of Education reopening presentations on July 23 rd , August 13 th , and August 27 th . Reopening PowerPoint presentation posted to the district website.	Central Office Administration

Parents/Guardians and Students

All public communications methods outlined above may be utilized by Mexico Academy and Central School District, in addition to:

Communication Method	Responsible Party
Blackboard; Parent Link	Building Principals/Central Office Administration
Emails to parents/guardians	Administration/ Teachers
Letters/Newsletters/Phone calls home	Administration/Teachers
Social Media (Facebook, Twitter)	Teachers/Administration
Digital Platforms (Seesaw, Schoology, School Webpage, Microsoft Teams)	Teachers/Administration

All District Staff

All communications methods outlined above may be utilized by Mexico Academy and Central School District, in addition to:

Communication Method	Responsible Party	Frequency
Mexico Academy and Central School District all-staff email list	Central Office Administrators/Support Staff	As needed
Newsletters, print and digital	Communications/Central Office Administrators	As needed
Blackboard/Parent Link	Central Office/Building Principals/ Communications	As needed
Staff-only website: {MACSNET}	Communications/Central Office	As needed
Direct supervisor communications - phone calls and texts	Mexico Academy and Central School District Supervising Staff	As needed
Letters home, if necessary	Mexico Academy and Central School District Administration Members	As needed

Staff meetings/Weekly Staff Update Newsletters	Mexico Academy and Central School District Administration Members	As needed
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3. The school and/or district will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Training and timelines for training is provided in the following ways:

- Students will be taught and trained how to follow new COVID-19 protocols safely and correctly, including: proper hand washing/sanitizing procedures, wearing masks to cover the mouth and nose, social distancing, and respiratory hygiene. This will be accomplished during the first two weeks of school through virtual and in-person instruction. Explicit direct modeling and practice of appropriate procedures will be modeled and reinforced by staff and practiced daily by students.

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

All forms of communication will be utilized to provide information to stakeholders regarding safety guidelines and protocols that will be administered in the district when social distance cannot be maintained. Ample signage will be utilized to reinforce safety guidelines and protocols. 11x17 signage will appear in prominent locations throughout each building and address the following: bathroom sanitary procedures, before entering the building reminders, procedures for kitchens, break rooms, and other common areas, Facemask Do's and Don'ts, Social Distancing, and Stopping the Spread of Germs.

5. Additionally, Mexico Academy and Central School District provides copies of this document in the language(s) spoken at home among families and throughout the school community. Written plans are also accessible to those with visual and/or hearing impairments.

Interested parties can access those documents by following these procedures:

- All communications provided will be translated so all constituents have equal opportunity to access information. The Mexico Academy & Central School District's website is accessible to hearing impaired. For copies of this document in other languages, please contact: Colleen Root

6. For Effective Communications and Family Engagement

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

Our main landing page for Reopening Information, at www.mexicocsd.org will contain an open survey for parents to provide feedback regarding reopening information. The district

also offers parent communication through Let’s Talk. This allows parents to communicate questions, concerns, and regular feedback to the district.

Mexico Academy and Central School District also has a COVID-19 hotline which you can access by calling 315-963-8400 and asking to speak to someone about COVID-19.

Up to the minute information about COVID-19 can be found on our COVID-19 website at www.mexicocsd.org

All other concerns can be directed to our school safety officer, Elizabeth DiCosimo at 315-963-8400

- The safety coordinator can answer questions regarding COVID-19 from:
 - Students
 - Faculty
 - Staff
 - Parents/Legal guardians

Health & Safety

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

Social Distancing Considerations

ALL Students On-Site	Hybrid	Virtual
Strict adherence to social distancing cannot be guaranteed in this model.	Strict adherence to social distancing will be possible in this model. Every classroom in the district has been measured to determine the student maximum capacity for adherence to the 6 ft of social distance requirement An average class size of 12 per classroom will be achieved by dividing students into 3 cohorts: A, B, and C Classroom floors will have tape /or other visual clues to let students how to keep social distance	N/A

Mask/Social Distance Protocol

All Students On-site	Hybrid	Virtual
<p>Masks must be worn at all times because social distance with 80% plus compacity is challenging</p> <p>Bus Drivers will have paper masks available</p> <p>Extra masks will be available at entrances during temperature</p> <p>All masks must be school appropriate</p> <p>A bus aide will be available to take temperature and ensure a mask is given/worn</p> <p>Students who refuse to wear masks will be sent home due to safety violation</p> <p>Masks must be worn during all transitions</p> <ul style="list-style-type: none"> ●in hallway ●in restroom ●sharpen pencil or move about the classroom <p>Classroom floors will have tape /or other visual clues to let students how to keep social distance</p> <p>Minimize adult only space</p> <p>Dr's written order required for a mask restriction as per DOH guidelines.</p> <p>Strongly suggest that students who can't /won't wear mask wear a face shield.</p>	<p>Bus Drivers will have paper masks available for students who do not have their own mask to wear</p> <p>Extra masks will be available at entrances during temperature</p> <p>All masks must be school appropriate</p> <p>A bus aide will be available to take temperature and ensure a mask is given/worn</p> <p>Students who refuse to wear masks will be sent home due to safety violation</p> <p>Masks must be worn during all transitions</p> <ol style="list-style-type: none"> 1. in hallway 2. in restroom 3. sharpen pencil or move about the classrooms <p>Classroom floors will have tape /or other visual clues to let students how to keep social distance</p> <p>Minimize adult only space</p> <p>Dr's written order required for a mask exemption as per DOH guidelines.</p> <p>Strongly suggest that students who can't /won't wear mask wear a face shield.</p> <p>Students wear masks in their room even when socially distant and receive regular mask breaks during instruction. Mask breaks should be given for example 1 minute for every 10 minutes of mask wearing. At the elementary level, students may remove masks during instruction or when socially distanced</p> <p>All adults must wear cloth masks/disposal</p> <p>If a staff member is wearing a shield with no mask, social distancing must be followed.</p>	<p>N/A</p>

<p>Students wear masks in their room even when socially distant (students with medical exemptions do not apply)</p> <p>All adults must wear cloth masks/disposable</p> <p>Mask breaks should be given for example 1 minute for every 10 minutes of mask wearing</p> <p>If a staff member is wearing a shield with no mask, social distancing must be followed.</p> <p>The district will provide shields or masks with clear fronts for staff members that need them</p>	<p>The district will provide shields or masks with clear fronts for staff members that need them</p>	
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2. Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.

In June of 2020 Mexico Academy and Central School District created a survey that was sent to staff to evaluate the strengths and areas of concern in implementing the virtual model of instruction. Results were used to make changes for the upcoming school year to increase the effectiveness of the instructional program, and to provide support and continuity for teachers and families.

In July of 2020, the district initiated a reopening survey for families and a reopening survey for staff. The family survey produced 1,100 responses and the staff survey produced over 250 responses that served to guide district decision making. During this time, District-wide Reopening Focus Groups were inclusive of 160+ stakeholders, including Administrators, Board of Education members, staff, PTC, PTA, and students and parents. In early August parents will receive a form from the district to select hybrid or virtual instruction.

3. Each school and/or district reopening plan must include a **communications plan** for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

Mexico Academy and Central School District *utilized the Mexico Academy and Central School District communication plan identified in the Communication/Family Engagement Section of this document.*

4. Each school and/or district reopening plan has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to **observe for signs of illness** in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

School staff be aware of the symptoms of Multisystem Inflammatory Syndrome in Children. (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. Schools should notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:

provider:

o fever

o abdominal pain

o vomiting

o diarrhea

o neck pain

o rash

o bloodshot eyes

o feeling extra tired

Prior to the arrival of students, all staff will be trained on these signs and how to identify the potential for COVID-19 illness

Daily Health & Temperature Screenings

5. Mexico Academy and Central School District has a protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

Student/Staff digital screening prior to arrival & temperature checks

All Students On-site	Hybrid	Virtual
<p>All Students must have their temperatures taken prior to entering the building. Specific locations will be determined at each building.</p>	<p>Students that ride the bus must have their temperatures taken prior to boarding the bus. Any student with a temperature of 100.0 or above will not be permitted entry onto the bus.</p> <p>Students who do not use district transportation or walk will have their temperatures taken prior to entering the building. Separate entrances will be determined for arrival of students by bus and by car.</p> <p>Staff members will take their own temperature prior to reporting to school and answer the COVID screening questionnaire daily. Thermometers will be available in each building for staff to self-monitor as well. A workflow has been created in MACSNET for faculty and staff to fill out daily. Yes responses are flagged immediately and sent to the staff member's immediate supervisor and Human Resources.</p>	<p>N/A</p>

6. Mexico Academy and 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. Mexico Academy and Central School District requires all students or staff with a temperature, signs of illness, and/or a positive response to the Mexico Academy and Central School District questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Each building will have a dedicated isolation area where students or staff may be supervised prior to being picked up or otherwise sent home. This area will be set up to adhere to 6 feet social distancing guidelines.

8. Mexico Academy and Central School District requires all visitors, guests, contractors, and vendors entering the school to follow all Mexico Academy and Central School District health screening guidelines.

Visitors, guests, contractors, and vendors entering the school will be mandated to sign in and out, answer the MACS Daily COVID Questionnaire and have their

temperatures taken. Only essential visitors, guests, vendors, and contractors will be permitted in the building.

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

See Communication Plan. The district will communicate all safety guidelines and communication to parents/guardians. Mexico Academy and Central School District provides instructions for parents/guardians to observe for signs of illness in their child that require staying home from school.

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

Mexico Academy and Central School District provides signage to instruct staff and students in correct hand and respiratory hygiene. All forms of communication will be utilized to communicate to stakeholder's safety guidelines and protocols that will be administered in the district when social distance cannot be maintained. Ample signage will be utilized to reinforce safety guidelines and protocols. Signage will be purchased through CITI BOCES PR department.

Hand Hygiene Plan

Mexico Academy and 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) in every classroom, learning space, and in high traffic hallways in each school
- We provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when possible
- We have signage near hand sanitizer indicating visibly soiled hands should be washed with soap and water
- Any staff or students unable to use hand sanitizer are permitted to wash their hands with soap and water.

Mexico Academy and 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 Mexico Academy and 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.

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

Mexico Academy and Central School District defines social distancing as keeping a six-foot space between yourself and others.

Mexico Academy and Central School District has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible. The steps our district is taking are listed below:

- The size of groups/cohorts of students are determined by the number of students who can be in each classroom while maintaining 6 feet social distancing. Students will be assigned an A, B, or C cohort, and the average class size will be 12 students
- Classrooms in every building were measured by our custodial staff to determine the number of students who could occupy the space at one time to ensure social distance requirements

We implemented the following stagger arrival plan:

- All buildings will stagger times releasing students into the building who arrive by bus. First, breakfast students will be released to enter the building. Five to ten minutes later, students who remain on the bus will be released to enter. Students who are dropped off by parents will enter the building at a separate location and time, monitored by staff.

- Reduce in-school movement where possible:

Transitions/Passing/Periods

On-site	Hybrid	Virtual
Recommend full-block to limit transitions during the school day	Recommend full-block to limit transitions during the school day	N/A

<p>(Wednesdays) would be teacher office hours/PD/makeup/etc</p> <p>Designate Flow of Traffic (arrows on wall/floor)</p> <ul style="list-style-type: none"> • All flow of traffic will go clockwise/one way both floors. • Students will need extra time to travel (5min) • One side of stairs up the other side down on all stairwells. • Staggered use of common areas (cafeteria lobby, gym lobby, little cove area) <p>Allow for more time/medical needs of individual students</p> <ul style="list-style-type: none"> • Bathroom coverage for students and teachers • More frequent cleaning of restrooms 	<p>(Wednesdays) would be teacher office hours/PD/ makeup/etc. All students are virtual on this day.</p> <p>Designate Flow of Traffic (arrows on wall/floor)</p> <p>Allow for more time/medical needs of individual students</p> <p>Signs and arrows to show direction. Halls need to be monitored and directions strictly enforced.</p> <p>Much of the flow will depend on custodial recommendation of best traffic pattern for school.</p>	
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Staggered Restroom Plan:

One student at a time. Students will be escorted to the bathroom at the MS and HS level and elementary students will use the classroom bathroom.

Restricted Areas

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

Mexico Academy and Central School District will utilize playgrounds when proper safeguards are in place. In elementary school settings, we are staggering playground use rather than allowing multiple classes to play together (If playground equipment needs to be washed in b/t use, we may not be able to accommodate playground use). We will have students wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.

We have ensured that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.

All after school activities have been cancelled until further notice. For example, Open House, concerts, Celebration of Learning, school dances, PTC/PTA Events, assemblies, field trips, etc.

We are limiting visitors in the following ways: No volunteers are allowed, and visitors will be limited and required to adhere to district safety protocols and guidelines.

12. Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

Mexico Academy and Central School District provides accommodations to students in the school community that are medically vulnerable or high-risk groups.

We provide the following options

- For families with special needs or students who are medically fragile and may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Please contact Jennifer Stanton, Director of Pupil Services, at 315-963-8400 ext.5404, so we can coordinate accommodations for your child.
 - We will coordinate with:
 - school health services personnel
 - special education personnel
 - pupil personnel services and
 - administration
- If a parent selects to not send their child to school, we will provide remote teacher instruction in the cohort your student is assigned

Should parents not choose to send their child to school, they may participate in synchronous and asynchronous learning Monday through Friday.

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

Mexico Academy and Central School District follows [OSHA COVID-19 guidance for its employees](#) along with the [guidance put forth by the CDC](#) in partnership with our local health department.

Mexico Academy and Central School District is ensuring we have adequate supplies of PPE by working through cooperative purchases through our BOCES and collaborating with our local health department.

Mexico Academy and Central School District requires all individuals in school facilities and on school grounds to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings:

- Whenever they are within 6 feet of someone
- In hallways;
- In restrooms; and

- In other congregate settings, including buses.
- Playground, parking lot, lunch lines

Mexico Academy and Central School District provides acceptable face covering to employees (and students if they forget their own) and we have an adequate supply in case of need for replacement per Executive Order 202.16.

Mexico Academy and Central School District does allow employees to wear their own acceptable face covering. For employees with healthcare provider documentation stating they are not medically able to tolerate face covering, we cannot be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, Elementary students will be permitted to remove their masks during instruction or take regularly occurring mask breaks, as long as 6 ft. of social distance can be maintained.

Mexico Academy and Central School District provides instructions through signage, building communication, and the district website to all students, parents/guardians and staff, contractors and vendors on:

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

Please note: Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member. The district is purchasing masks that are clear in the mouth area to support student instruction in subjects such as speech and elementary phonics instruction.

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

Mexico Academy and Central School District is ensuring we have adequate supplies of PPE by working through cooperative purchases through our BOCES and collaborating with our local health department.

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

Mexico Academy and Central School District requires students and staff with symptoms of illness must be sent to the specific building health office. A school nurse is available to assess individuals.

If a school nurse is not available, building principals or department supervisors at Mexico Academy and Central School District will have to isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.

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

Mexico Academy and Central School District requires school staff immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports are made in compliance with FERPA, and Education Law 2-d.

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

Mexico Academy and Central School District Mexico Academy and Central School District will take the following steps:

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

mask) to the student if the ill person can tolerate wearing it and does not have difficulty breathing,

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

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

Staff must call for emergency transport (911) following district policies,

<https://go.boarddocs.com/ny/mexicocsd/Board.nsf/Public#>,

<https://go.boarddocs.com/ny/mexicocsd/Board.nsf/Public#>

for any student showing any of these emergency warning signs of MIS-C or other concerning signs:

- trouble breathing
- pain or pressure in the chest that does not go away
- new confusion
- inability to wake or stay awake
- bluish lips or face
- severe abdominal pain

If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee should notify the local health department to determine what steps are needed for the school community.

Return to School after Illness

Mexico Academy and Central School District follows CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person 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 have a healthcare provider written note stating they are clear to return to school.
- If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
 - It has been at least ten days since the individual first had symptoms;
 - It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
 - It has been at least three days since the individual's symptoms improved, including cough and shortness of breath

COVID-19 Testing

Mexico Academy and 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 the Oswego County Department of Health by following this link:

https://health.oswegocounty.com/information/2019_novel_coronavirus/index.php

Contact Tracing

Mexico Academy and 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. Each school and/or district reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

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

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

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

Mexico Academy and 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.

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

To help with cleaning and disinfection Mexico Academy and 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;
- Mexico Academy and Central School District will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

*Cleaning plans should include considerations regarding the safety of custodial staff and other people who are carrying out the cleaning or disinfection.

Mexico Academy and 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.
 - Heating/air conditioning system filters, with the highest possible filtration level, will be replaced 3 times per year: April, August, and December.
 - Windows will be permitted to be open to allow for air flow within the classroom

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

- Conduct lockdown drill 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, however schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person; and
- Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.}

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

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

Any before or after school programs will follow all district guidance and protocols in place during COVID-19.

20. Each school and/or district reopening plan must designate a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

Mexico Academy and Central School District Office Administration

- Michael Schiedo, Interim Superintendent
- Elizabeth DiCosimo: Assistant Superintendent
- Colleen Root: Assistant Superintendent
- Sheilla Roth, School Business Executive

Building Administration:

- Mexico Elementary School – Elizabeth Voegler
- New Haven Elementary School – Jennifer Granholm
- Palermo Elementary School – Margaret Scorzelli
- Mexico Middle School – Kimberly Holliday, Principal and Stacey Rebecchi, Assistant Principal
- Mexico High School – Ryan Lanigan, Principal and James Busco, Assistant Principal

Facilities

1. Each school and/or district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.

The District is not planning any changes or additions to facilities to accommodate students returning to buildings this Fall.

2. Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

The District is in compliance with BCS (due by the end of June 2022) and Visual Inspection. The District completed the AVI on July 29th, 2020.

3. Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.
Lead testing will be performed after the buildings are in regular use per SED guidelines. This is planned for early Fall 2020.
4. Each school and/or district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.
The District is in compliance with these regulations and all hand sanitizer dispenses will be kept in corridors and classrooms away from heat sources. This requirement will also be communicated to staff to ensure compliance.
5. Each school and/or district reopening plan which includes the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.
The plan for use of dividers, if any, will be submitted to OFP for review.
6. Each school and/or district reopening plan must ensure that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.
The District is not planning any new or temporary construction to ensure students can return safely in the fall.
7. Each school and/or district reopening plan which includes new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation.
The District re-opening plan does not include the use of new or leased facilities.
8. Each school and/or district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.
Use of tents are not part of the District's reopening plan.
9. Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.
The District is not planning on reducing the number of bathroom facilities available for student and staff use. We will ensure social distancing when in use and additional cleaning and disinfecting frequencies are planned.
10. Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.
The District is purchasing additional automatic drinking fountains to ensure compliance with occupancy requirements.
11. Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.
The District will ensure all ventilation systems are running at 100% and are increasing filtration using MERV-9A filter for all units.
12. Each school and/or district reopening plan must ensure that all project submissions only dedicated to "COVID-19 Reopening" will be labeled as such.

The District does not have plans to submit projects dedicated to COVID-19. If this changes the plans will be submitted and labeled accordingly.

13. Each school and/or district reopening plan which includes the use of plastic separators must comply with the 2020 BCNYS Section 2606.

All plastic separators purchased and installed will comply with 202 BCNYS Section 2606. Polycarbonate dividers will be installed in locations where social distancing or mask requirements cannot be complied with easily.

Child Nutrition

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

The District will provide meals to any student who requests one. Meals will be ordered and will be made available to students who are in attendance and those who are learning virtually.

The District will follow all SOP and HACCP protocol as we have always done. New implementation of proper PPE, masks and disposable aprons, will be included and addressed and reinforced with staff.

The protocol we follow for students with allergies will still be followed with the addition of communication with teachers and staff for meals that will be consumed in classrooms.

Teachers and aides will be advised on proper hand washing hygiene. Posters will be prominently displayed with proper hand washing procedures. Signage will discourage the sharing of food.

Teachers/aides will be instructed on protocol to sanitize and disinfect desks in classrooms. Food Service staff along with dining room monitors will be responsible for sanitizing and disinfecting cafeteria serving lines, tables and seats.

The District will continue to follow all mandates and requirements to ensure we are in compliance with regulation concerning the Child Nutrition Program.

Communication with parents and guardians will consist of information being posted to the school website, social media accounts and district automated phone calls.

2. Each school and/or district reopening plan must address all applicable health and safety guidelines.

Food Service staff will have daily temperature checks and COVID-19 questionnaires filled out prior to the start of each shift. All previous SOP and HACCP procedures will continue to be followed and will be updated to include the use of proper PPE, masks and disposable aprons, and the sanitizing/disinfection of serving areas between classes. Staff delivering meals will

wear disposable gloves and aprons. Polycarbonate barriers will be installed in serving line areas. Hand sanitizer stations will be installed in serving lines.

3. Each school and/or district reopening plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

Students with food allergies will be identified and proper meals built. Communication with teachers and aides will ensure they are aware of a student's allergy. Proper sanitizing and disinfecting of meal consumption area will take place after meals.

4. Each school and/or district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

Teachers and aides will be advised on proper hand washing hygiene. Signage will be posted with proper hand washing procedures. Signage will discourage the sharing of food.

5. Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

Teachers and Aides will be instructed on the proper protocol to sanitize and disinfect desks in classrooms. Food Service staff along with dining room monitors will be responsible for sanitizing and disinfecting cafeteria serving lines, tables and seats. Time will be built into meal schedules to allow for adequate cleaning time between classes.

6. Each school and/or district reopening plan must ensure compliance with Child Nutrition Program requirements (if the school is its own SFA – for charter schools that are part of a district's SFA, the plan must ensure communication with the district regarding food serve requirements).

The District will continue to follow all mandates and requirements to ensure they are in compliance with regulations concerning the Child Nutrition Program.

7. Each school and/or district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.

Communication with parents and guardians will consist of information being posted to school website, social media accounts and district automated phone calls. The Food Service manager will be available to help answer questions via phone or e-mail.

8. Each school and/or district reopening plan must require that students social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

Students who eat in the classroom will be socially distanced at their assigned desk. Students eating in the cafeteria will have designated seating that will allow for the appropriate social distancing.

Transportation

1. Each school and/or district reopening plan must ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected once a day.

The buses will be cleaned in between every run and disinfected once a day which will be on a daily cleaning schedule each staff member will have to sign off on.

2. Each school and/or district reopening plan ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.

A daily cleaning schedule will be provided which will include high traffic areas. Those areas will be cleaned after each a.m. and p.m. run.

3. Each school and/or district reopening plan must ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

Training will include the use of proper time and place for hand sanitizer and buses and staff will not be equipped with hand sanitizer.

4. Each school and/or district reopening plan must ensure that school bus drivers, monitors and attendants do not carry personal bottles of hand sanitizer with them on school buses.

It will be communicated and emphasized in training that school bus drivers, monitors, and attendants will not be allowed to have personal hand sanitizer on the bus.

5. Each school and/or district reopening plan will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.

Training will be provided on the proper use of face coverings for all staff in the transportation department. Signage will be posted in all areas recommended on the protocols.

6. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Training will take place prior to opening day regarding the proper use of personal protective equipment and the signs and symptoms of COVID-19. Signage will be posted throughout the department, which will list signs and symptoms and provide reminders about the proper use of personal protective equipment. During staff development days reminders will be given.

7. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.

Social distancing training will be provided prior to opening day and signage will be posted through the department as reminders. Periodic refreshers will be given as needed and throughout the school year.

8. Each school and/or district reopening plan requires that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.

All necessary PPE will be available for all staff needs both on the bus and in the department (masks, gloves, shield, and hand sanitizer).

9. Each school and/or district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

Hand sanitizer dispensers will be available in office area, just outside the restrooms, the mechanic area, and break room.

10. Each school and/or district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

Gloves will be provided to all staff members and training will be provided on proper usage; especially when assigned staff may have direct physical contact with students.

11. Each school and/or district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work.

Signs and symptoms will be posted along with training on self-monitoring steps for staff. Protocol will also be provided on any positive assessments. Temperatures will be taken of all staff members prior to the start of the workday and staff will be required to complete a COVID-19 assessment questionnaire daily.

12. Each school and/or district reopening plan requires that students must wear a mask on a school bus if they are physically able.

Each student will be required to wear a mask if physically able. Any student in needs of a mask before boarding the bus will be provided with a disposable one.

13. Each school and/or district reopening plan ensures that students who do not have a mask will NOT be denied transportation.

Disposable masks will be provided for the students who do not have one before boarding the bus.

14. Each school and/or district reopening plan requires that students who do not have masks must be provided one by the district.

Disposable masks will be available on the bus for students who do not have a mask. Additionally, masks will also be available at drop-off entryways for any student who does not wear a mask to school.

15. Each school and/or district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

A list of students will be provided to the transportation department of those students who cannot wear a mask and they will be seated 6 feet apart on the bus.

16. Each school and/or district reopening plan requires students to be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

The District will post signage compliant with DOT regulations on proper use of PPE and COVID-19 signs and symptoms. We will also include education on these topics in our 3 required bus drills and as students enter onto the bus.

17. Each school and/or district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.

A letter will be sent home to parents and students on proper protocol for the upcoming school year. Each bus will have a seating chart which will have each student social distanced on the bus. Students will be loaded from the back to the front of the bus and unloaded from the front to the back to assist with maintaining social distancing.

18. Each school and/or district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in- person session education when/if the district is not.

A district calendar for each school listed above that transportation is provided to will be given to staff members with the understanding that transportation will be provided if the other schools are in-person session regardless of the current plan for our district.

Social Emotional Well-Being

The Mexico Academy and Central School district will review and update the district's Comprehensive School Counseling plan to meet the needs of the staff and students during this time of change due to COVID 19. The team will include School Social Workers, School Counselors, School Psychologist and the Director of Pupil Services in conjunction with Dr. Sean Finnerty, SUNY Oswego.

Link to District Counseling Plan:

https://mexicocsd.my.sharepoint.com/:w:/g/personal/croot_mexicocsd_org/EQUz4tyolLVJgNrrPJnmdwIBJiqPUsY6yrMUD7Xmdj6Z2A?e=a9jWcz

2. Each school and/or district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.

The Mexico Academy and Central School District will establish a district wide school climate team comprised of all stakeholder groups to inform the comprehensive developmental school counseling program plan. This team will work collaboratively with SUNY Oswego professor Dr. Sean Finnerty to review data gleaned from the staff and student Social-Emotional Learning/School Climate survey. Stakeholders will include school counselors, school social workers, school psychologists, Director of Pupil Services, Board of Education representative, parents and students.

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

Prior to the start of the school year, Mexico Academy and Central School will identify students, parents, and teachers' concerns about transitioning back to school. ○ This can be done through building-level surveys (Google Forms) phone calls, etc.

- Ensure all staff are familiar with the process of identifying and referring Social and Emotional student and/or
- family concerns.
- Communicate with Social Worker, Counselors, etc.
- Ensure Social Workers and Counselors have established protocols in place for contacting and working with
- Oswego County Mental Health and other outside organizations, resources, etc. Ensure all needed documents such as release of information forms are digital, fillable, and translated into
- Native language for sharing.
- Continue to use and share the Social Emotional Parent Resources page.

4. Each school and/or district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.

- Reconnect
- Team/community building activities
- Process emotions & experiences through building PD/staff meetings/PLCs
- Create individual plans for on-going self-care
- Ensure everyone knows available resources to support mental health issues, trauma, stress, etc.
- Reflect on what they have learned through building PD/staff meetings/PLCs
- Share with each other learned strengths/weaknesses/fears in ourselves

New ways of facilitating learning:

- Identify where there might be disengagement and inequity & how we can better partner with
- parents/students
- Social Workers and Student support services will collaborate and assist staff on ways to further support students' SEL
- Use community partners & all staff to check-in regularly with small groups of families
- Counselors, social workers, school psych, nurse, to connect with families before schools reopen and on-going during blended learning
- Buildings must implement Professional Development designed to increase teacher knowledge and understanding of Social Emotional Learning and Trauma Informed Care
- Buildings must provide access to Resources, Professional Development and Training for all staff:
- Buildings should include mental health and wellness into Building Leadership Team (BLT) discussions. Continue to include SEL in building-based discussions.
- Ensure access to mental health and trauma supports for adults.

- Continue to use and share the MHS Parent Resources page.
- Continue to use and share the MHS Wellness Resources page.

School Schedules

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

All Grade Levels - Three Student Cohorts					
	Monday	Tuesday	Wednesday	Thursday	Friday
Student Cohort A					
Student Cohort B					
Student Cohort C					
			Enhanced Cleaning Between Cohorts		Enhanced Cleaning Between Cohorts
 Face-to-Face Instruction  Distance Learning					
Student Cohort A:	Students attend school Monday and Tuesday; remote learning Wednesday, Thursday, and Friday				
Student Cohort B:	Students attend school Thursday and Friday; remote learning Monday, Tuesday, and Wednesday				
Student Cohort C:	Remote Learning Students				
Student Cohort D:	Students in self-contained special education classes attend school on Monday, Tuesday, Thursday and Friday; remote learning Wednesday				

Each building is currently working on specific schedules for each content area, that will be released and added to the plan in the near future.

Attendance & Chronic Absenteeism

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

To accommodate our hybrid model, attendance will be taken for students present in the school building and students participating remotely, will be asked to login and report via virtual platforms such as Microsoft Teams or Zoom to determine attendance. In the event of a school closure, all attendance will be taken via a virtual platform.

Technology & Connectivity

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

Mexico Academy and Central School District conducted a survey, at each building, to determine the number of families that were without internet access. The data was compiled to determine the number of families with connectivity issues.

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

In order to close the equity gap for students without sufficient internet access, the district is installing access points outside of New Haven Elementary and Palermo Elementary. Access points are also available throughout the High School parking lot and stadium lot. This solution will allow families to access hi speed internet throughout the parking lot of any of the three buildings.

In addition, the district is purchasing Kajeet Smartspots for families without internet to use during hybrid or all virtual instruction. There will be an application process to determine need and allow families the use of the Kajeets. Families are responsible to return Kajeets when students can return to full time, in school instruction or by the end of the school year if we remain virtual or hybrid.

3. Each school and/or district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

All MACS students will have 1:1 devices to use whether we are in person, virtual, or hybrid. During the spring closure, our Pre-k students did not have access to 1:1 devices. In the 2020-21 school year, preK students will each be assigned their own device for use at school and at home.

In order to streamline software use systemically, MACS has designated Schoology as the Learning Management System for Grades 3-12, and Seesaw for grades Prek-2. The district has offered multiple resources to support implementation as well as professional development sessions throughout the summer facilitated by our Instructional Technology Trainers, as well as 4 summer days with a national Blended Learning presenter.

Synchronous and asynchronous instruction will be required for in person, virtual, or hybrid instruction.

Teaching & Learning

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

All Grade Levels - Three Student Cohorts					
	Monday	Tuesday	Wednesday	Thursday	Friday
Student Cohort A					
Student Cohort B					
Student Cohort C					
			Enhanced Cleaning Between Cohorts		Enhanced Cleaning Between Cohorts
	Face-to-Face Instruction		Distance Learning		
Student Cohort A:	Students attend school Monday and Tuesday; remote learning Wednesday, Thursday, and Friday				
Student Cohort B:	Students attend school Thursday and Friday; remote learning Monday, Tuesday, and Wednesday				
Student Cohort C:	Remote Learning Students				
Student Cohort D:	Students in self-contained special education classes attend school on Monday, Tuesday, Thursday and Friday; remote learning Wednesday				

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

The instructional model we are using will provide consistency for students whether we are in person, hybrid, or all virtual. Student schedules will be consistent with attendance and participation expectations common throughout the models.

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

Synchronous and asynchronous instruction will be required in the delivery on in-person, remote, or hybrid instruction. Teachers and teaching assistants will check in with students on Wednesday, the all virtual day, to provide office hours and support as students work to reinforce and practice concepts that were taught that week.

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

In all models listed, students will participate in set times to receive live instruction from their teachers, which will include regularly occurring scaffolding and feedback. At other times, students will utilize their Learning Management System to complete assigned work, ask questions, and receive feedback from their teachers. Students in grades Prek-2 will use Seesaw and 3-12 will use Schoology.

5. Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

Mexico Academy and Central School District created a Student and Family Help Desk to support students and parents with technology or software troubleshooting. This will continue in September. In addition, students can use their LMS to communicate with their teachers as needed. The district is creating a parent/student support page that will go live in September and include “how to” videos that address frequent issues or questions that have been determined by teacher and families input from an end of the year survey regarding virtual learning. There will be a significant focus on supporting families and students in working effectively in Schoology and Seesaw.

***As districts and charter schools develop instructional models under the three delivery methods (in-person, remote and hybrid), attention must be paid to how students are assessed and further, how student progress will be communicated to parents and caregivers.

Our traditional grading model will be used whether we are virtual, hybrid, or in person. A combination of diagnostic, formative, and summative assessments will be administered in order to drive instructional decision making. Progress will be communicated to parents through a combination of email, phone calls, and access to view their students grades and work within their Learning Management System (Seesaw and Schoology).

Participation and Engagement

- Build relationships
- Structure time for students to talk
- Use Informal assessments to gauge participation and engagement such as thumbs up/down, fist to five,
- circulating the classroom to ensure understanding
- Communicate with parents/guardians when there is a lack of participation/engagement
- Effective feedback and grading practices will promote high levels of student participation and engagement.
- Feedback
- Establish practice/procedures for providing effective feedback in both online and in-person
- Timely feedback is provided to students on all assignments, tasks, activities, etc.
- Does not always need to be a grade, (Example: Use rubrics to provide feedback after
- developing the simplest necessary rubric as a PLC or department).
- Use proficiency scales where available to track student progress

Provide weekly communication to students and parents

- One comprehensive weekly report from the Learning Management System

Minimize the number of emails sent to families

- Parents can select more or fewer communications

Grading Practices

- Focus on competencies and priority standards.
- Assess more, grade less. It is not necessary to assign, and grade work every day.
- Provide multiple opportunities and modalities for students to demonstrate proficiency and growth.
- Use proficiency scales where available to guide teaching and learning and to track student progress
- when available
- Share proficiency scales with students and parents
- Administer formative assessments regularly to monitor progress toward priority standards

- Administer summative assessments to evaluate proficiency of priority standards

Special Education - Required Notices

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

The Mexico Academy and Central School District will provide a free appropriate public education (FAPE) to all students with disabilities through in-person, remote and/or a hybrid model consistent with the need to protect the health and safety of students with disabilities and those providing special education program and services. Students with the most significant needs related to their disabilities will be offered in person specially designed instruction four days per week with virtual learning opportunities on the fifth day. Related services and special education programming for students requiring less intensive programs and services will be received in person two days per week and virtually three days per week per the requirements of their Individualized Education Plans. The district will create contingency plans for providing special education services to students with disabilities and document and communicate these plans to parents through Prior Written Notice.

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

The Mexico Academy and Central School will provide special education programs and related services in person, virtually and through a hybrid model. Special education programs and services will be provided per the students' IEPs to the greatest extent possible. The district will develop contingency plans for providing special education services to students with disabilities and communicate these plans to parents through Prior Written Notice.

3. Each school and/or district reopening plan addresses meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

The Mexico Academy and Central School District engage parents in communication regarding the provision of special education services to meet the requirements of IDEA through a district wide parent survey, Special Education specific parent survey, and communication from the Pupil Services Office, special education teachers, Principals and related service providers regarding the provision of services. The Pupil Services office will establish a Special Education Parent Teacher group to improve communication and collaboration. All communication will be provided to parents in the parents preferred language or mode of communication.

4. Each school and/or district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations

on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

The Mexico Academy and Central School District Pupil Services office will work collaboratively with all program providers to ensure students receive FAPE including Pemberton Associates, Oswego County Health Department, CITI BOCES, and all other providers of services to special education students in the district.

Each school and/or district reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

The Mexico Academy and Central School district will provide assistive technology, accommodations, modifications, and supplementary aids and services per the students' Individualized Education Plan to the greatest extent possible and appropriate.

Bilingual Education & World Languages - Required Notices

Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

The Mexico Academy and Central School district will complete the ELL identification process within 30 days of the start of the school year for all students who enrolled during the COVID 19 school closure. The district will also complete the evaluation process for students who enroll during the summer of 2020 and the first 20 school days of the 2020-2021 school year. After the first 20 school days, the district will ensure the identification process for ELL students follows the Commissioner's Regulations Part 154. The district will contract with CITI BOCES for ELL services to include identification of ELL students and provision of services to ELL students.

2. Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. [Units of Study and Staff Requirements: ENL \(K-8\)](#) [Units of Study and Staffing Requirements: ENL \(9-12\)](#) [Additional Units of Study and Staff Requirements for TBE](#) Former ELLs at the Commanding level of proficiency within two years of exiting ELL status are to continue receiving Former ELL services in the form of Integrated ENL or other Former ELL services approved by the Commissioner under Part 154-2.3(h) during in-person or hybrid learning.

The Mexico Academy and Central School district will provide the required instructional units of study to all ELL students based on their most recent measured English language proficiency level either virtually or in person. Priority will be given to providing ELL students the maximum amount of in person instruction as possible consistent with the

need to protect the health and safety of ELL students and those providing ELL services. ELL services will be contracted through the CITI BOCES.

3. Each school and/or district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication (e.g. text, robocalls, Whats App, emails...). [Parent Engagement Resources from OBE WL](#)

Communication with parents/guardians and other family members of ELLs will be provided regularly and in the preferred language and mode of communication of the family. Communication will be provided by the district, building principal and CITI BOCES ELL teacher.

Teacher & Principal Evaluation System - Required Notices

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

The Mexico Academy and Central School District will follow the approved Annual Professional Performance Review plan which was submitted to NYSED. Please refer to our approved plan.

Certification, Incidental Teaching, & Substitute Teaching - Required Notices

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

The Mexico Academy and Central School District will follow its regular processes and protocols to ensure that we only hire certified teachers and substitutes. Within our hiring / screening process for our teaching staff, we make certain that if there are certified teachers, they are interviewed and hired to the extent where appropriate. As far as our substitute teaching staff, we have a continuous recruitment posting on our website for both instructional and non-instructional substitutes. We also advertise in newspapers in nearby locales as well as post all positions in OLAS.