ELMIRA CITY SCHOOL DISTRICT

ELMIRA EXPRESS

A PARENT'S GUIDE

THE TRACK BACK

Considerations, guidelines and protocols for a safe return to school, Fall 2020

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Reopening Plan

Since this is an ever-changing situation, the District may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community.

A Message from the Superintendent

July 31, 2020

Dear Elmira City School District Families,

As a school District, we look forward to welcoming students back to school this fall in a capacity that is safest for our students, families, staff and community. Despite the challenges with COVID-19, our District will continue to provide excellent education to our students. As the public health crisis continues, we have been planning for the opening of the 2020-21 school year with a focus on the health, safety and well-being of our staff, students and community. While 2020 presents many challenges we could never have anticipated, we are confident in our Elmira community. As educators, we believe in the power of learning and our first choice would always be to have students and teachers learning together in our buildings. As this decision rests with the state regarding our final re-opening plans, we will always have the best interest of our students, families, staff and community in mind.

After thought-provoking and insightful meetings from stakeholder groups including parents, staff, health officials, and community partners, we have submitted a comprehensive Re-Opening Plan to NYSED for review and approval. We anticipate an announcement from The Governor's Office of New York State on whether schools in our region have clearance to open this fall for in-person instruction. As we understand from the Governor, this announcement will be made the first week of August. As we've done all along, we will update our families as soon as we have new information to share.

In the meantime of the Governor's announcement, the Elmira City School District plan outlines three potential instructional environments -- in-person, online, or a hybrid model of instruction. Our draft plan follows the recommendations for school opening and operations provided by the Centers for Disease Control and Prevention (CDC), the New York State Education Department, and state and local health officials.

The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates. The Elmira City School District website and Facebook page will provide you with the most up-to-date information.

Our planning process has continuously evolved around new information and guidance that we receive from the state. We have established Task Force and Advisory Groups, including parents, students, staff, health officials, and community agencies to draft a re-opening plan that prioritizes the health and safety of our students and staff. Our planning work has been guided by three principles:

- Adhere to state-level guidelines and ensure the health and safety of our students, faculty and staff.
- Maximize instructional opportunities for all students, but prioritize in-person instruction to our students and those who need additional assistance.
- Plan with flexibility in mind; the District will likely need to adjust due to changing conditions associated with COVID-19.

In the following pages, you'll find the most important considerations, guidelines and protocols for a safe return to school in the Fall of 2020. Please don't hesitate to contact us with questions at trackback@elmiracityschools.com. And please reference our FAQ's on elmiracityschools.com/thetrackback.

#Go Express! Be well,

Hillary J. Austin
Superintendent of Schools
Elmira City School District

These are extraordinary but temporary times.

We are Express Strong

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The Road Map

1. Feedback and Input from Our Stakeholder Groups
2. District and Building Planning and Review
3. Submit Re-Opening Plan to New York State for Review

SUBSEQUENTIAL STEPS IN THE PLANNING PROCESS

- → Communicate Re-Opening Plan to Families, Students and Staff
- → Await Review/Approval of Re-Opening Plan from New York State
- → Follow Guidance from The Office of the Governor of New York State, New York State Education Department, Chemung County Health Department, Centers for Disease Control and Prevention

Our Planning Timeline

July 16, 2020	School Re-Opening Guidelines Released from New York State Checklist for Pre-K to Grade 12 School Reopening Plans Released
July 13 - July 21, 2020	Initial surveys were conducted with staff, parents/guardians, and students, stakeholder group meetings, and development of task forces and advisory groups.
July 21 - 30, 2020	Our administration teams have been busy working towards the development of our re-opening plans for 2020-21 alongside our advisory groups and task force groups. Many steps have been taken as we work towards the creation of a re-opening plan, including stakeholder meetings and additional follow up surveys.
July 29, 2020	Board of Education review of draft Attestation plan due to New York State
July 31, 2020	Re-Opening Plan is due to New York State, roll-out plan to staff, families and community.
First Week of August, 2020	Await review of Draft Re-Opening plan from NYS and announcement on school's re-opening from NYS Governor's Office
Ongoing	Continuous planning to prepare for school and communication

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Our Priority is Safety

The Elmira City School District has engaged school stakeholders and community members in developing our re-opening plan. The following participants have been incredibly insightful in helping to develop the plan. We will continue to rely on their input as we further develop our plans for fall.

Administrators, Teachers, Nurses, Secretaries, Aides, Cleaners, Bus Drivers, Mechanics, Cafeteria, Union Leadership, Chemung County Executive, Chemung County Health Director, Community Schools partners, Data Services, staff and family/student surveys, School Physician, Family Community Outreach Coordinators(building parent reps), Board of Education, and BOCES Regional Superintendent group

KEY PRIORITIES AND FOCUS AREAS

- **Health and Safety**
- **Instructional Continuity**
- **Communications**

Feedback from our parents, students and staff helped to guide and shape the re-opening approach across all facets of planning.

The Advisory Groups and Task Force Groups included: Administrators, Teachers, Nurses, Secretaries, Aides, Cleaners, Bus Drivers, Mechanics, Cafeteria, Union Leadership, Chemung County Executive, Chemung County Health Director, Community Schools partners, Data Services, staff and family/student surveys, School Physician, Family Community Outreach Coordinators(building parent reps), Board of Education, and BOCES Regional Superintendent group

The Elmira City School District has designated a COVID-19 safety coordinator 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.

Executive Oversight Director: Hillary J. Austin, Superintendent of Schools
The District Coordinator: Dominic Insogna, Health Safety and Environmental Compliance
Communication Coordinator: Beth Manwaring, Public Information Coordinator

Voice and Vision

TASK FORCE MEMBERS

District	Secondary	Primary	Intermediate
Derek Almy, Director of Student Services	Dianna Jones, Parent Liaison and Family/Community Outreach Coordinator	Rhonda Baran, Pine City Elementary Principal	Kelley Bacalles, Beecher Elementary Principal
Hillary J. Austin, Superintendent	Kaitlyn Place, Student Representative	Mary Cox, Fassett Elementary Principal	Toni Edwards, Parent Liaison and Family/Community Outreach Coordinator
Alicia Bubb, Supervisor of School Innovation	Chris Reger, Elmira High School Principal	Heather Donovan, Riverside Elementary Principal	Rebecca Kiley, Broadway Elementary Principal
Joyce Carr, Supervisor of Special Education and ESSAC President	Carrie Rollins, Broadway Academy Principal	Angela Taylor, Parent Liaison and Family/Community Outreach Coordinator	Chris Sancomb, Coburn Elementary Principal
Jay Hillman, Director of Educational Services	Kyle Stukey, Student Representative	Colin Werfelman, Diven Elementary Principal	Marc Vesci, Hendy Elementary Principal
Dominic InsognaHealth Safety and Environmental Compliance	Theresa Usack, Ernie Davis Academy Principal		
Dianna Jones, Parent Liaison and Family/Community Outreach Coordinator			
Diane Kerwin, ETA			
Peter Lotocky, CMCW			
Sara Lattin, Board of Education President			
Marnie Malone, Supervisor of Academic Excellence			
Frank Miller, School District Attorney			
Josh Miller, Technology Director			
Rhonda Mullaney, ISEA			
Wendy Nichols, CWA			
Randy Reid, Board of Education Vice President			
Margaret Schimizzi, ETA			
Jake Sheehan, Director of Administration			

Thank You

THE TRACK BACK

ADVISORY GROUP MEMBERS

Health and Safety	Instruction	Community Relations Committee
Derek Almy, Director of Student Services	Kelley Bacalles, Beecher Elementary Principal	Hillary J. Austin, Superintendent
Hillary J. Austin, Superintendent	Rhonda Baran, Pine City Elementary Principal	Beth Manwaring, Public Information Coordinator
Dominic Insignia, Health Safety and Environmental Compliance	Maureen Barr, Data/Curriculum Coord.	Sara Lattin, Board of Education President and Community Relations Committee Member
Joe Magliocca, Director of Facilities	Gina Beirne, Data/Curriculum Coord	Ruth Bruning, Board of Education and Community Relations Committee Member
Jake Sheehan, Director of Administration	Alicia Bubb, Supervisor of School Innovation	Randy Reid, Board of Education Vice President and Community Relations Committee Member
Dr. Sobel, Pediatrician and Medical Counsel	Joyce Carr, Supervisor of Special Education	Jon Wilbur, Board of Education and Community Relations Committee Member
Pete Buzzetti, Chemung County Public Health Director	Mary Cox, Fassett Elementary Principal	Julie Wray, Board of Education and Community Relations Committee Member
Kevin Greeno, Registered Nurse, ECSD	Heather Donovan, Riverside Elementary Principal	
Lois White, Registered Nurse ECSD	Ingrid Garrard, Data/Curriculum Coord	
	Jay Hillman, Director of Educational Services	
	Diane Kerwin, ETA	
	Christine Kurcoba, Data/Curriculum Coord	
	Marnie Malone, Supervisor of Academic Excellence	
	Josh Miller, Director of Technology	
	Keary Miller, Data/Curriculum Coord	
	Kelly Palmer, Data/Curriculum Coord	
	Courtney Reese, Data/Curriculum Coord	
	Chris Reger, Elmira High School Principal	
	Carrie Rollins, Broadway Academy Principal	
	Chris Sancomb Coburn Elementary Principal	
	Margaret Schimizzi, ETA	
	Jessica Talada, Literacy Grant Coord	
	Theresa Usack, Ernie Davis Academy Principal	
	Marc Vesci, Hendy Elementary Principal	
	Sarah Welliver, Data/Curriculum Coord	
	Colin Werfelman, Diven Elementary Principal	

Thank You

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Parent, Student and Staff Feedback Matters

In preparation for effective planning in each key area of work, it was critical to receive feedback from our families and staff regarding their experiences during school closure in the spring and feedback on concerns and needs as we plan for the fall with a lens of continuous improvement.

Families and staff were surveyed in mid-July:

- ECSD Parent and Student Survey - 2016 participants (July 9-15, 2020)
- Faculty and Staff Survey - 208 participants (July 13-20, 2020)

Families and staff were surveyed again, as a follow-up regarding a HYBRID model of learning, July 24 – 27, 2020:

- Faculty and Staff Survey - 472 participants
- ECSD Parent and Student Survey - 1391 participants

Thank You

3,000+ survey responses

FALL 2020: INSTRUCTIONAL INFORMATION

School districts across New York State were directed to develop plans that allow for three types of instruction. This fall, Elmira City School District will be implementing instructional practices to provide consistency across learning environments and ensure the safety of students and staff.

THREE INSTRUCTIONAL MODELS FOR CONSIDERATION

IN-PERSON	HYBRID	REMOTE OR VIRTUAL CLASSROOMS
* In this model – 100% ECSD students will report to school daily. * Staff and Students will wear masks (when unable to appropriately social distance) * Scheduling and classroom set-up, will take into account the need for social distancing and disinfecting staff/student work and personal spaces.	* In this model – ECSD students will receive instruction in both a remote/virtual setting and in the classrooms. *All in-person regulations, cleaning schedules, social distancing apply when students are in the school buildings.	* In this model – ECSD students will receive remote/virtual instruction. *The Elementary school building (Pk-6) will use Schoology and Zoom and educational platforms for learning. *The Secondary buildings (7-12) will use Schoology and Zoom for educational platforms for learning. *100% Online learning is an option for students who don't plan to attend in-person instruction. Families choosing this option are required to commit to this option through January 2021.

Each instructional space was evaluated and the appropriate number of students allowed was determined based on appropriate social distancing guidelines.

The Elmira City School District has reviewed and considered the number of students and staff allowed to return in person. Considerations for determining resumption of in-person instruction include: (1) Ability to maintain appropriate social distance or face coverings; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity – in consultation with our local department of health.

Providing Every Child Equal Access to Education

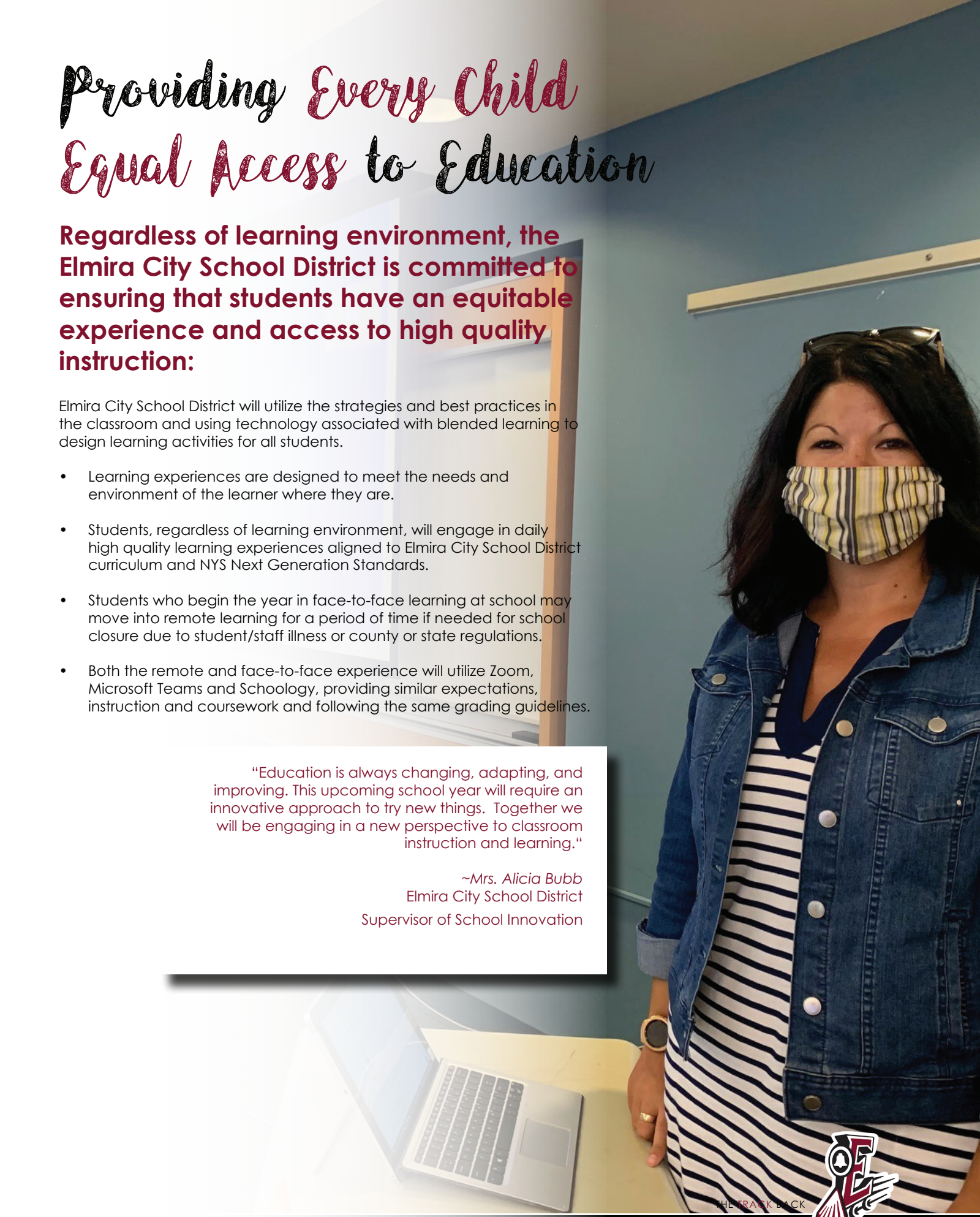
Regardless of learning environment, the Elmira City School District is committed to ensuring that students have an equitable experience and access to high quality instruction:

Elmira City School District will utilize the strategies and best practices in the classroom and using technology associated with blended learning to design learning activities for all students.

- Learning experiences are designed to meet the needs and environment of the learner where they are.
- Students, regardless of learning environment, will engage in daily high quality learning experiences aligned to Elmira City School District curriculum and NYS Next Generation Standards.
- Students who begin the year in face-to-face learning at school may move into remote learning for a period of time if needed for school closure due to student/staff illness or county or state regulations.
- Both the remote and face-to-face experience will utilize Zoom, Microsoft Teams and Schoology, providing similar expectations, instruction and coursework and following the same grading guidelines.

"Education is always changing, adapting, and improving. This upcoming school year will require an innovative approach to try new things. Together we will be engaging in a new perspective to classroom instruction and learning."

~Mrs. Alicia Bubb
Elmira City School District
Supervisor of School Innovation



Three Models of Instruction

Individual student schedules will be shared with families once we have received the choice of instructional options. Students and families that do not make a choice will be scheduled into the hybrid model and assigned a group. Student schedules will be determined and shared as soon as possible.

The Elmira City School District has a school schedule planned for implementation at the beginning of the 2020-21 school year and, to the extent practicable, contingent scheduling models if the situation warrants. Students will have the opportunity to sign out devices until such item that we return to normal daily in-person attendance.

MODEL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
IN-PERSON	100% of students attend school following PPE and social distancing guidelines	100% of students attend school following PPE and social distancing guidelines	100% of students attend school following PPE and social distancing guidelines	100% of students attend school following PPE and social distancing guidelines	100% of students attend school following PPE and social distancing guidelines
HYBRID *GROUP A	In-person instruction for 50% of students	In-person instruction for 50% of students	Scheduled Remote/ Virtual Instruction	Scheduled Remote/ Virtual Instruction	Scheduled Remote/ Virtual Instruction
HYBRID *GROUP B	Scheduled Remote/ Virtual Instruction	Scheduled Remote/ Virtual Instruction	Scheduled Remote/ Virtual Instruction	In-person instruction for 50% of students	In-person instruction for 50% of students
REMOTE/ VIRTUAL INSTRUCTION	Scheduled Remote/Virtual Instruction	Scheduled Remote/Virtual Instruction	Scheduled Remote/Virtual Instruction	Scheduled Remote/Virtual Instruction	Scheduled Remote/ Virtual Instruction

Some special education students, identified by Elmira City School District, with more intensive needs will be assigned to both Group A and Group B of the Hybrid Model (4 days of in-person instruction)

Today is the day to learn something new.

THE TRACK BACK

Parent Choice for Instruction

In mid-July, the District conducted a parent survey as part of a comprehensive plan to determine the overall pulse for returning to school in September. After a review of the survey results, families made it clear that at the very least they wanted a choice that represented an opportunity to keep their child home while the pandemic continued to impact our community. As a result, District leadership worked alongside stakeholder groups to develop a reopening plan incorporating input from all stakeholders with student and staff safety as the priority.

Our intent has always been to bring students back to school full-time as we believe that the most ideal educational experience for children is to be in front of a teacher. However, we would never intentionally jeopardize the safety and health of students and staff, and by extension, our families. This Reopening Plan remains fluid and will be updated strategically depending on the status of the Coronavirus spread throughout our community in the coming weeks. It is impossible to predict what the spread may be like in our community in September.

The models we examined covered a full continuum of designs ranging from all students returning to school full-time, to a blended face-to-face and remote learning, to a complete online educational experience at home.

As a collective District communitiy, we have reviewed and considered the number of students and staff allowed to return in person. Considerations for determining resumption of in-person instruction include:

1. Ability to maintain appropriate social distance or face coverings
2. PPE and face covering availability
3. Availability of safe transportation
4. Local hospital capacity - in consultation with our local health department
5. Regional and local infection rates of COVID-19

Considering the size of our student body, classroom capacity to accommodate social distancing, and the ability to transport students safely (socially distanced on school busses), we are unable to return all students to school at one time.

Based on the criteria and compliancy guidelines set forth by the NYSDOH and NYSED for re-opening schools, the Elmira City School District will begin the year using a hybrid model of instruction. An on-line only option is available for students and families who make that choice.

How will families indicate which option they prefer?

Families will receive information about how to indicate their preferences for the 2020-21 school year on August 4 and will have until August 10 to complete an electronic form for each of their students. Families that do not have online access can contact their students' school to indicate their preference. The Elmira City School District will use the information gathered from these requests to determine class assignments and coordinate transportation.

Will teachers and families be able to change which option they select before or during the school year?

Although we understand that both personal and state-wide factors may shift circumstances throughout the summer and year, families will need to maintain their selection through at least January 29, 2021. We will be re-assessing learning options at that time.

Can families choose different options for different students in their household? Yes

Why didn't the Elmira City School District choose a reopening scenario that would allow all students to return to full-time instruction at the start of the year?

NYSED required school districts to develop plans for three different models of instruction: in-person learning, a hybrid model, and remote learning. Based on the safety guidance provided by NYSED and NYSDOH, we are unable to achieve all of the required safety guidelines and transport and educate 100% of our students in person, at the same time. As the regulations change, we will look to bring students back for a greater percentage of in-person instructional time as soon as it is safe to do so.

Deciding on an Instructional Model

100% In-Person

Under current NYSDOH and NYSED guidelines, this is not currently an option for ECSD.

Students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

- In this setting, teachers will provide face-to-face instruction, learning resources and support utilizing the designated educational platforms for each building. (Schoology and Zoom)
- Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary, or extended, school closure due to COVID-19 spread.
- District-directed and building-designed safety procedures will be implemented.
- Gr. 7-12 students will be assigned schedules based on their course selections made last spring.

Hybrid

NYSED has required all School districts to have a Hybrid model plan. Students will attend both in-person and virtually. This model allows us to use the expertise of our staff for the in-person instruction as well as the innovations we have learned through virtual instruction.

Online and in-person instruction will be balanced and organized at the building.

- Group A will attend on Mondays, and Tuesdays, with virtual instruction occurring on Wednesday, Thursday & Friday.
- Group B will attend virtually on Monday, Tuesday, and Wednesday, with in-person instruction occurring on Thursday and Friday.
- Essentially, all students are being instructed virtually, on Wednesdays.
- Students will be grouped by household to attend on the same days when possible.

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Remote

ECSD REMOTE LEARNING @ HOME is a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize instructional resources and meaningfully connect with their teachers and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face.

Teachers will teach remote students from their classrooms or other assigned ECSD facilities.

- In this setting, teachers will also provide instruction, learning resources and support through the use of Schoology and Zoom.
- Parents will support students as a "learning coach" and ensure they have access to a device, a place to work and are engaged in virtual learning activities.
- We will ensure open lines of communication between teachers, students, and parents as we work together to ensure each student is academically and socially-emotionally future ready.
- Teachers will utilize the same curriculum as students who attend face-to-face instruction and will design strategies for learning in the remote environment.
- Grading will be consistent with the guidelines and practices used in all face-to-face instruction.

Remote Synchronous Learning is defined as two-way, real-time, live, instruction between teachers and students, through the computer or other electronic devices. Students enrolled in ECSD REMOTE LEARNING @ HOME will be assigned a virtual class schedule and must be available for live, synchronous instruction during each school day.

ECSD student expectations for synchronous learning:

- Students attend class on time, per their class schedule.
- Students will follow ECSD dress code.
- Students are ready to engage and learn.
- Students should have a designated, distraction-free workspace to engage in learning.
- Students will show their face on the screen to engage with the teacher virtually.
- Students will participate in the class activities, discussions and assignments.

Remote Asynchronous Learning is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of Schoology and Zoom.

ECSD student expectations for asynchronous learning:

- Students will complete asynchronous activities assigned each day.
- Students show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
- Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.

Time Management and Accountability

SCHEDULE FOR ECSD REMOTE LEARNING @ HOME

While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent or student should contact the teacher for additional assistance.

ATTENDANCE AND CHRONIC ABSENTEEISM

The Elmira City School District has a mechanism to collect and report daily teacher/student engagement or attendance while in a remote or hybrid schedule. The District will utilize online and in-person attendance systems to ensure all student engagement is collected and reported in accordance with NYSED criteria. Systems will include Schoology and School Tool for collecting and recording data and School Messenger for notifications.

ENGLISH LANGUAGE LEARNERS AND WORLD LANGUAGES

We will continue to screen and enroll students in the appropriate manner to ensure the 10-school day rule is followed. Our process incorporates screening by District ELL staff, enrollment paperwork completed by the Central Registrar, communication from all District employees to ensure timely implementation.

ELL staff will utilize in-person and online instructional options through Schoology to meet the required minutes of instruction for all ELL students.

Our ELL staff will continue to have Open House events, virtually and/or in person to provide valuable information to parents/guardians. ELL staff will develop communication plans for each student based on parents preferred communication methods to ensure regular communication between home and school.

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Instructional Roles & Learning Tools for ALL Learning Environments

Although students may be learning in different environments, ECSD is committed to providing consistency in high quality instruction and learning tools for all students.

Preparation for Learning	
Student	• Be prepared for learning each day and have work and assignments completed and ready. • Complete coursework by deadline set by teachers. • For face-to-face learning: Take all materials and devices home each day in order to be prepared for possible school closure.
Parent	• Access parent resources to learn how students will navigate Schoology, Microsoft Teams and/or Zoom. • For face-to-face learning: Encourage your child to have their things in their backpack/device and ready for school the night before. • For ECSD REMOTE LEARNING @ HOME: Create a designated place in your home for your student to use as their remote classroom.
Teacher	• Meet weekly with collaborative team to plan instruction for all students. • Utilize the District curriculum documents and follow the ECSD scope and sequence • Use Schoology as the Student learning platform • Upload weekly/daily instructional materials into Schoology. • Be prepared to teach daily lessons.

High Quality Instruction in School and Online

Learning & Teaching Expectations	
Student	• Attend classes according to school schedule (either face-to-face or remotely) and give your best efforts in your school assignments. • Participate in face-to-face learning activities or live synchronous virtual sessions as instructed by teachers. • Be organized in your work and in getting projects completed. • Ask questions and communicate with your teacher. • Be aware of what you should be learning each day. • Become familiar with the structure of your educational learning platform and how your teacher organizes information. • Turn in assignments on time.
Parent	• Access Parent Portal (grades 7-12) to view student grades. • Check in with student(s) to monitor completion of homework and assignments. • Discuss your child's favorite part of their day and what they learned in school. • Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year in your role as a learning coach. • Provide your child with assistance on their day-to-day activities with the exception of designated independent work. • Consider creating a designated learning/study space for your child at home to learn comfortably. • Maintain communication with your child's teacher by phone, email and/or online meetings to create a learning partnership. • Monitor and ask for evidence that your child is on track with assignments and coursework.
Teacher	• Teach students how to access learning materials through Schoology. • Provide face-to-face, live synchronous instruction, post asynchronous learning and facilitate learning throughout the day. • Manage online and offline resources to provide consistency and routines for students. • Provide clear learning goals for students. • Follow the expectations established across the District for either Schoology. • Check student assignments in a timely manner and give feedback in verbal or written form at a weekly minimum to provide next steps or necessary academic intervention/extension. • Post grades in a timely manner according to District grading guidelines.

Support and Intervention

Support and Intervention	
Student	• Attend intervention/tutorial sessions as established by your teacher or school.
Parent	• Allow your child to attend intervention/tutorial sessions as needed. • Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher. • Help your child own their learning. Provide support and encouragement and expect your children to do their part.
Teacher	• Provide intervention or tutorial sessions as needed. • Follow student IEPs / 504 accommodations in all learning environments. • Use data to pinpoint students' specific needs for enrichment and intervention. • Monitor student progress with fidelity according to recommendations. • Provide and communicate office hours or conference period for student/parent support. • Attend and participate in professional learning.

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LEARNING TOOLS FOR BOTH ENVIRONMENTS

	Information
Device	All students will be offered a device to use in either learning environment.
Instructional Platform	• All teachers, grades PK-12 will use Schoology, Zoom, and/or Microsoft Teams as their primary learning management system and communication tool for the 2020-2021 school year. • Assignment submissions: For both environments, student assignments will be submitted (as much as possible) through Schoology to eliminate unnecessary contact and shared materials.

	Information
Online Resources	• All teachers in PK-12 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences. • Students will have access to online resources. • No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time.
Communication	*Communicating with teachers:* • All teachers will establish times when they are available to meet with parents and answer student questions. • Contact information will be provided at the beginning of each semester and posted in building designated educational learning platforms. *Use of student email:* • Students in grades K-12 will be provided a District managed email account and Microsoft 365 account beginning in the fall of 2020. • These accounts should be utilized for all communication directly between teachers and students.
Technology	Elmira City School District recognizes the need to ensure all students have reliable access to adequate technology resources on and off School in order to fully participate in academic programming. ECSD is

Tools for At-Home Learning

Technology	Elmira City School District recognizes the need to ensure all students have reliable access to adequate technology resources on and off School in order to fully participate in academic programming. ECSD is preparing for ECSD REMOTE LEARNING @ HOME and possible school closures due to COVID-19 as follows: • Learning devices will be provided as need. • No deposit is required. • Students and families are expected to follow guidelines for care and use in order to ensure these public resources are effectively maintained. • Relevant notifications, instructions, procedures, policies and processes are available on the ECSD website and Facebook page.

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School Safety Drills

Modifications to evacuation drill protocols may include, but are not limited to:

Conducting drills on a "staggered" schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose; and

If schools re-open with a "hybrid" in-person model, such as one where students attend school alternate school days to reduce the occupancy of the school building, we will be certain that all students are receiving instruction in emergency procedures, and participating in drills

Modifications to Lockdown Drills may include, but are not limited to:

a) Conduct lockdown drill in classroom setting while maintaining social distancing and using masks;

b) Conducting lockdown drills on a "staggered" schedule with smaller numbers of students present to maintain social distancing, however we will be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person;

c) Conduct lockdown drill in classroom without "hiding"/ "sheltering" but provide an overview of how to shelter or hide in the classroom.

Social and Emotional Well-Being

We recognize that this is a less than ideal situation for our young learners. The pandemic and upheaval of routine for our students and families can cause anxious feelings.

The Elmira City School District has an advisory council composed of counselors, Family and Community Outreach Coordinators (parent representative), community partners, and other essential stakeholders from various disciplines to address the social and emotional needs of our students. This council is an important school community resource, especially during this time.

As always, the District will provide students resources and referrals to address mental health, behavioral, and emotional support services and programs. Our comprehensive protocol refers students to the School Based Mental Health (SBMH) model and we have unlimited spots to accommodate all students with a need. We also supplement this program with day-to-day support from counselors, social workers and community schools support staff.

Additionally, the Elmira City School District will partner with community agencies, school counselors and Restorative Practices staff, to provide 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. Staff participating in this Professional Development will appropriately build this skill set to effectively support students and families.

Return to School
Health & Safety Protocols

Students and staff will return to campuses with increased health and safety measures in order to combat the effects of COVID-19 in our schools. District leadership has received input from all stakeholders and engaged in meaningful conversations with health authorities to create a reopening plan with safety and health at the forefront.

Following are the return to onsite work protocols for ECSD buildings. Since this is an ever-changing situation, the District may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, ECSD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The District will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms.

Preparation for the Opening of School

ECSD will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Elmira City School District will obtain and maintain adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals. The District has collaborated with County Officials to properly secure a 90-day supply of PPE.

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations and resources to assist with plans and protocols for health and safety.

Before schools re-open, ECSD will implement health and safety plans that include:

- Adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
- Cleaning products approved by governing authorities and per guidelines from the Environmental Protection Agency
- Compliance with CDC, Health and Human Services, the NYSED and Department of Health and other jurisdictional policies
- Staff trainings for observing students or other staff members for signs of any type of illness such as flushed cheeks; rapid or difficulty breathing (without recent physical activity); Fatigue, and/or irritability; and Frequent use of the bathroom.
- Communication of procedures and expectations upon entering facilities and throughout buildings
- Written protocol and display of appropriate signage to instruct staff and students in correct hand and respiratory hygiene. The District will place consistent signage based on CDC recommended guidelines throughout all of our 14 facilities
- Written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible. The District has posted consistent signage based on CDC recommended guidelines throughout all of our 14 facilities.
- 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. The District will follow ADA guidelines to make reasonable accommodations for all students and staff.
- Written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained. The District is requiring all students, staff and visitors who are able to wear a mask when unable to properly social distance. Proper signage will be displayed at all entrances to inform all students, staff and visitors of the expectations.

School Health and Wellness

As students and staff return to face-to-face instruction in the fall, their traditional environment may look different due to enhanced safety and health protocols. This new normal will require an adjustment for all, but ultimately these changes will keep health and safety as the top priorities on every campus. All students and staff will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home.

The Elmira City School District 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.

Per the Chemung County Department of Health, "the county publishes our county's hospital capacity on the county website". The Department of Health will collaborate with the school District to provide guidance on closures based on hospitalization rates and capacity. In the event of a confirmed case the District will disinfect all necessary areas based on CDC guidance for cleaning and disinfecting.

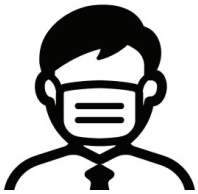
The Centers for Disease Control and Prevention (CDC) keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/31/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater);
- 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; and/or
- Diarrhea.

Staff are educated to observe students or other staff members for signs of any type of illness such as: Flushed cheeks; Rapid or difficulty breathing (without recent physical activity); Fatigue, and/or irritability; and Frequent use of the bathroom.

In the event of confirmed case of COVID-19, the District will contact the Chemung County Department of Health. The County's Public Health Nurse works directly with illness cases to provide guidance on disinfection, cleaning and reopening. Based on guidance from the Department of Health, a single case would not warrant a school closure, as long as community transmission is not high, determined on a case-by-case basis.

Do Your Part



Health Screen Protocols

The Elmira City School District has a written 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.

We are asking parents to please monitor their child's temperature daily before school. Temperature check is only accurate when there has been no use of fever-reducing medications i.e.: Tylenol (Acetaminophen), Motrin, Advil (Ibuprofen).

A screening tool will be provided by the school. Please make sure you are completing and submitting this questionnaire to the school as instructed.

A screening questionnaire determines whether the individual has:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Students riding a bus will be screened at the bus stop by designated staff before boarding the bus. Screening will include temperature check and COVID-19 questions. If student with any above symptoms is identified, a parent will be contacted, and student will not be allowed to board the bus. Students arriving via bus will enter the school building at the designated entrance so that staff is aware that bus students have been screened. Students will then proceed to classroom/homeroom.

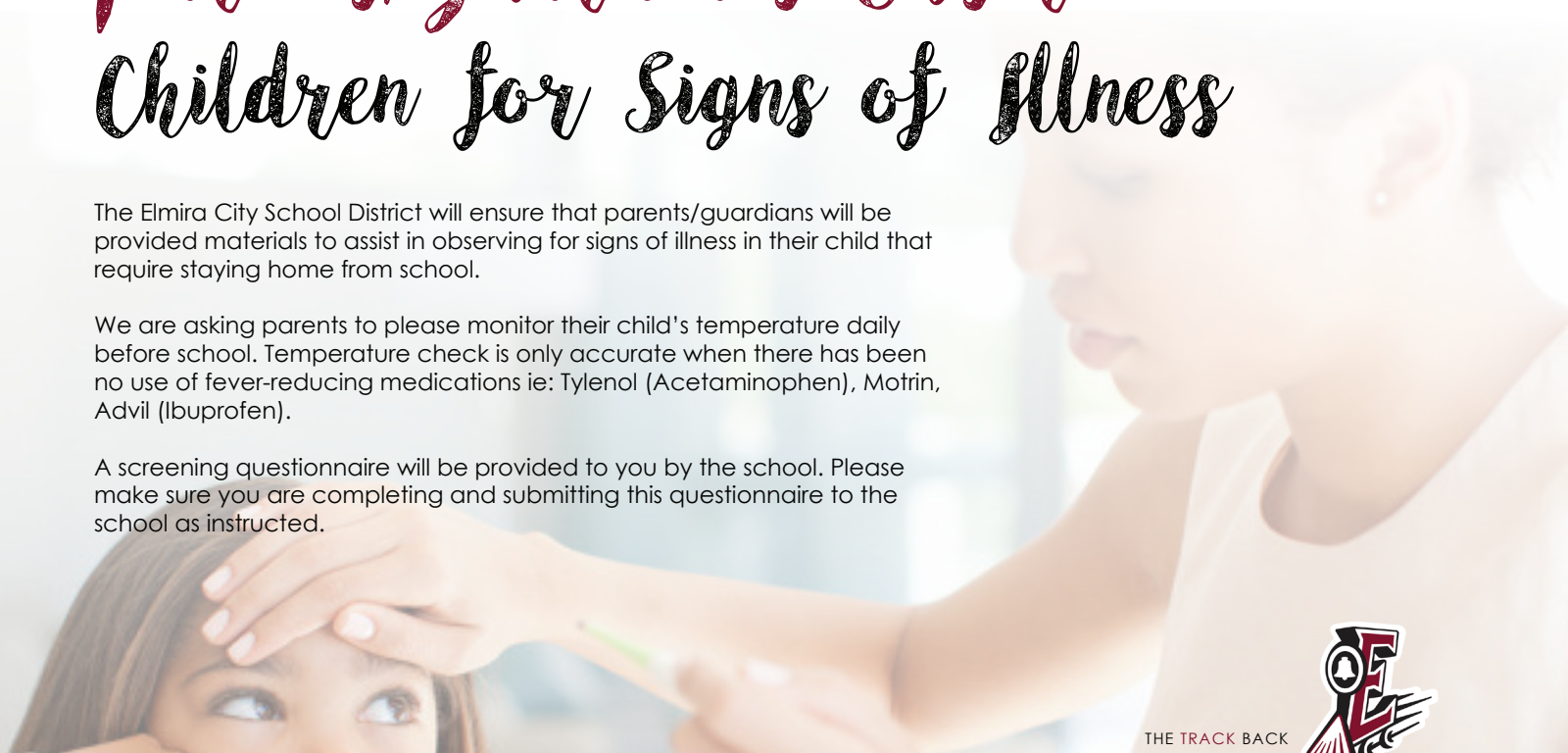
Students who walk to school, are dropped off, or drive will be directed to designated entrance for health screening. Appropriate social distancing guidelines and supervision will be in place while students wait for assessment. Trained staff will also abide by appropriate social distancing and PPE guidelines. Screening will include temperature check and questions. Students passing screening will proceed to classroom/homeroom.

Parents/Guardians Observe Children for Signs of Illness

The Elmira City School District will ensure that parents/guardians will be provided materials to assist in observing for signs of illness in their child that require staying home from school.

We are asking parents to please monitor their child's temperature daily before school. Temperature check is only accurate when there has been no use of fever-reducing medications ie: Tylenol (Acetaminophen), Motrin, Advil (Ibuprofen).

A screening questionnaire will be provided to you by the school. Please make sure you are completing and submitting this questionnaire to the school as instructed.



Positive Screen Protocols

Positive Screening Upon Arrival to School

If your child reports to school with any positive symptoms, they will immediately be isolated under supervision until parent/guardian pickup. Parent/Guardian will be advised to notify Health Care Provider.

Nurse will escort student outside to parent/guardian for pickup. We ask that you do not enter the building unless otherwise directed.

Student Becoming Ill in School

Staff will be trained to identify potential COVID-19 symptoms. If your child develops symptoms during the School Day, they will immediately be isolated under supervision, assessed by health care personnel, and parent/guardian will be notified for pickup of student.

It is imperative that your child's school have updated contact information. Please notify school of change of address and/or phone number immediately.

In the event that a parent/guardian cannot be reached for pickup, designated school staff (2 staff members required) will make a home visit to advise need for pickup. If parent/guardian not home, home visits will be made to designated emergency contacts.

Assessment by School Nurse or Healthcare Provider

The Elmira City School District ensures that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.

Written Protocol for Positive Response to Questionnaire | Students and Staff

The Elmira City School District has a written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised.

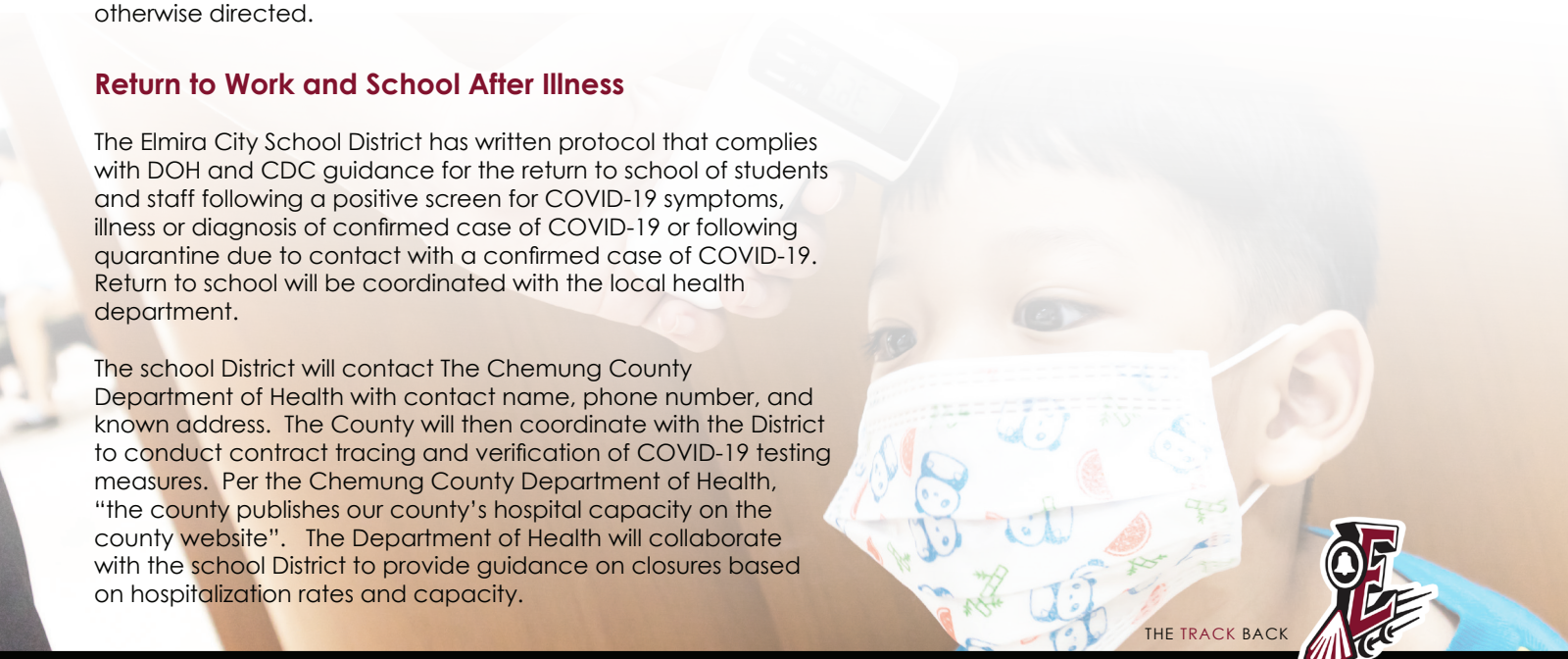
If your child reports to the school staff any positive answers to the screening questions, they will be isolated under supervision until parent/guardian pickup. Parent/Guardian will be advised to notify Health Care Provider.

A School Nurse will escort student outside to parent/guardian for pickup. We ask that you do not enter the building unless otherwise directed.

Return to Work and School After Illness

The Elmira City School District 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.

The school District will contact The Chemung County Department of Health with contact name, phone number, and known address. The County will then coordinate with the District to conduct contract tracing and verification of COVID-19 testing measures. Per the Chemung County Department of Health, "the county publishes our county's hospital capacity on the county website". The Department of Health will collaborate with the school District to provide guidance on closures based on hospitalization rates and capacity.



Following Guidance and Protocols

Schools must follow CDC, NYSDOH and local Health Department guidance for allowing a student and staff member to return to school after being diagnosed with COVID-19 or exhibiting symptoms consistent with possible COVID-19.

Symptoms of COVID-19 but does NOT have COVID-19:

If a person has symptoms of possible COVID-19 illness, but is determined NOT to have COVID-19 by a healthcare provider (physician, nurse practitioner, or physician assistant), they can return to school when:

- There is no fever, without the use of fever reducing medicines, for at least 24 hours;
- They have been diagnosed with another condition (not COVID-19) and have a healthcare provider written note stating they are clear to return to school.
- They are allowed to return to school based on existing school District illness policies / protocols.

Symptoms of COVID-19 & is diagnosed with COVID-19:

If a person has symptoms of COVID-19 and has been diagnosed with COVID-19 by a healthcare provider either based on a positive test result or just based upon their symptoms, they should remain at home and not return to school until:

- It has been at least ten days since the individual first had symptoms, AND;
- It has been at least 24 hours 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.
- Repeat COVID-19 testing is NOT required prior to reentering school. However, if a healthcare provider advises a person to be COVID-19 test negative prior to school reentry, they can reenter school when they have no fever, their respiratory symptoms have improved, and they have received two negative test results in a row, at least 24 hours apart.

No symptoms of COVID-19 & is diagnosed with COVID-19:

If a person has tested positive for COVID-19, but has no symptoms of COVID-19, they should remain at home and not return to school until:

- 10 days have passed since test was done (if they continue to have no symptoms of COVID-19).
- Repeat COVID-19 testing is NOT required prior to reentering school.
- However, if a healthcare provider advises a person to be COVID-19 test negative prior to school reentry, they can reenter school when they have no fever, their respiratory symptoms have improved, and they have received two negative test results in a row, at least 24 hours apart.

COVID-19 illness & people with weakened immune systems:

People with conditions that weaken their immune system (immunocompromised), who acquire COVID-19 illness, might need to stay home longer than 10 days. This would be determined and communicated to the school District by their

Protocols for Personal Protective Equipment

Schools are required to comply with the Governor's Executive Order regarding the wearing of masks. Students and staff are expected to wear face coverings during school hours. This requirement is subject to change.

- Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- Staff and students will appropriately wear face coverings at all times that social distancing is not possible.
- Students will wear face coverings in hallways, common areas and during arrival and dismissal.
- Students will not be required to wear face coverings while eating but will be distanced 6 feet apart.
- Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to the building principal.

Protocols for Visitors, Contractor & Vendors

The Elmira City School District has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.

The District will minimize visitors to the building to only essential workers allowed to enter the site. Those deemed essential will be screened and names will be recorded by trained personnel prior to entering and having student or staff contact.

Protocols for Hand Sanitizing

The Elmira City School District has written protocol to clean and disinfect schools following CDC guidance.

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff. The Elmira City School District has written protocol to clean and disinfect schools following CDC guidance.

Hand sanitation units will be installed in strategic areas around all of ECSD's 14 facilities.

Hand sanitizer will be available at the main entry to the school, in classrooms, in the cafeteria and in common areas throughout the School.

Staff and students will be expected to regularly wash or sanitize their hands.

Hand Washing/Sanitizing Expectations

- Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
- Habitual and thorough hand washing after recess, before eating and following restroom breaks.

Disinfecting Expectations

- Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
- Staff will limit the use of shared supplies when possible.

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ELMIRACITYSCHOOLS.COM/THETRACKBACK

Protocols for School Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff. Health screening protocols are currently in place to ensure employees have not traveled to a restricted state or been in contact with anyone who tested positive for COVID-19.

The District does not currently plan to install additional dividers in any instructional or students occupied spaces. The District does plan to evaluate each secure entrance to ensure that appropriate health and safety measures are in place to prevent the potential spread of COVID-19.

Daily School Cleaning

- Each classroom will be cleaned and disinfected daily.
- All high-touch areas will be disinfected throughout the day.
- Custodians will be expected to wear PPE (masks and gloves) during work hours.
- Cafeterias will be disinfected between lunch periods.
- Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

Restrooms

- The District will properly socially distance toilet and sink fixtures.
- All bathroom facilities will be placed on a high frequency usage cleaning schedule.
- Cleaning Logs will be maintained on all areas designated high frequency.
- Staff will supervise and limit the number of students that enter the bathroom at one time to comply with Chemung County Department of Health recommendations and social distancing.
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced.

Drinking Fountains

The District will close all drinking fountains that are not touch free water-bottle refilling stations. The District has touch free water-bottle refilling stations at grades 7-12. It is strongly encouraged that all families bring their own water bottle. Students will be able to fill their water bottle at a centrally located filling station. Elementary schools will set up centeralized water bottle filling stations.

High Frequency Areas

High frequency areas will be placed on a daily schedule with multiple cleanings performed in each designated area. Examples of high frequency areas are but not limited to; tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets and restrooms and faucets and sinks.

Ventilation

Proactive HVAC ventilation and filtration is a critical first step to help ensure a safer indoor environment for increased occupancy in light of the COVID-19 pandemic. The District plans to ventilate each room at or above the designed minimum outdoor air requirement for each piece of mechanical equipment. We will increase the number of hours the equipment runs in the occupied, ventilating state beyond actual occupancy time ranges. The district plans to install Merv-13 filters in mechanical units designed to serve multiple spaces to reduce transmission of potential threats between spaces.

Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Classes/grade levels will sign up to reserve common areas.
- Schools will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use(s). When needed, students will bring personal supplies from the classroom.
- There will be procedures for students to sanitize their spaces before and after usage.
- Number of students in a common area will be based upon social distancing practices.
- Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
- The use of virtual meetings/videoconferencing is preferred when possible
- If meetings must be held in-person, all social distancing protocols will be implemented:

Facial Coverings

- Six-feet social distancing when possible
- Limiting the sharing of materials/supplies

Training

At the start of the school year all students and staff, who attend school in school, will receive training on new protocols and procedures related to COVID-19.

Students

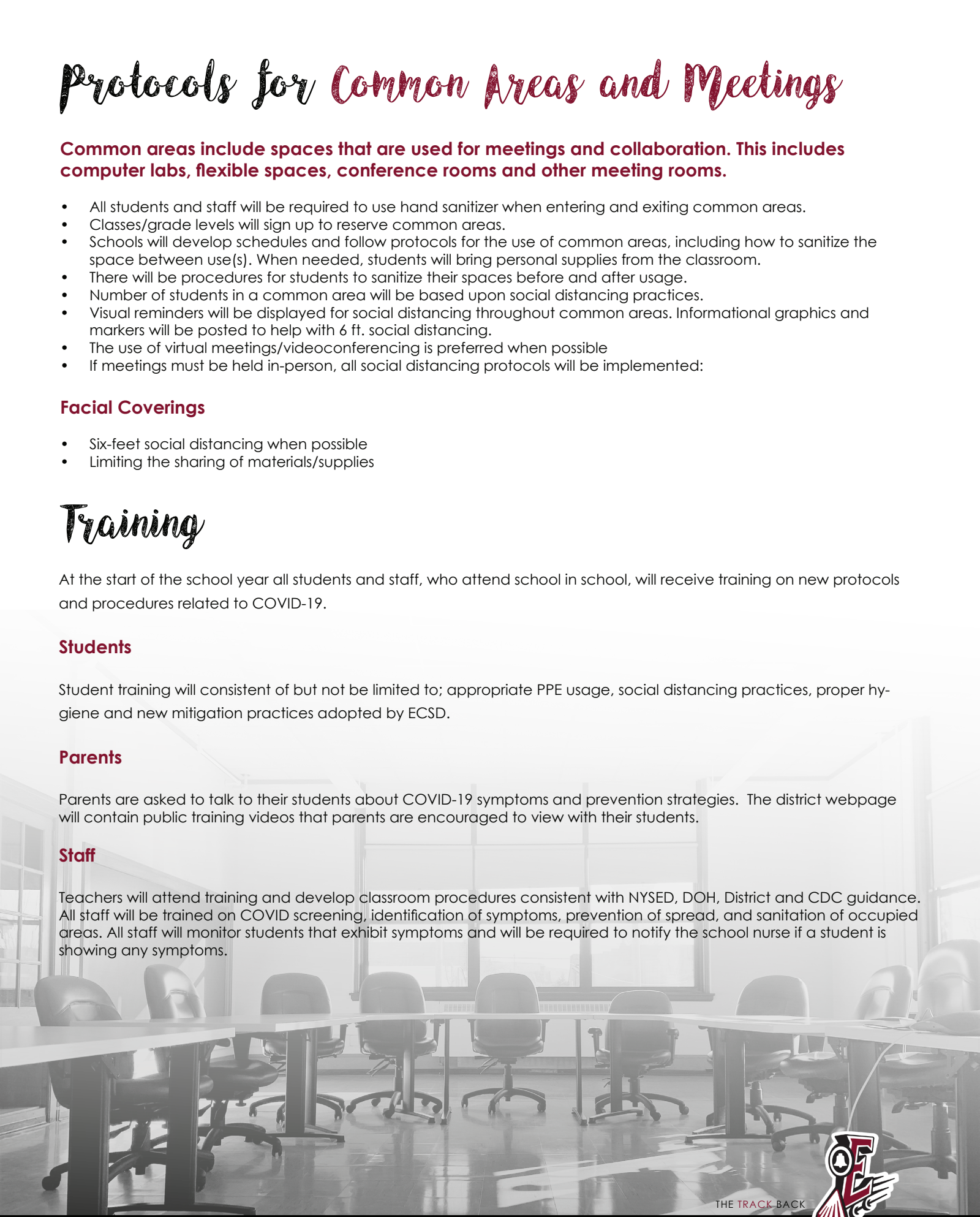
Student training will consistent of but not be limited to; appropriate PPE usage, social distancing practices, proper hygiene and new mitigation practices adopted by ECSD.

Parents

Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies. The district webpage will contain public training videos that parents are encouraged to view with their students.

Staff

Teachers will attend training and develop classroom procedures consistent with NYSED, DOH, District and CDC guidance. All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of occupied areas. All staff will monitor students that exhibit symptoms and will be required to notify the school nurse if a student is showing any symptoms.



Bus Transportation

As schools reopen, students using school bus transportation services will follow revised protocols. Starting at the time when students arrive at their designated bus stop and board the school bus, the new safety and sanitizing protocols will need to be followed. Students will be assigned routes based on their daily attendance schedules.

Safety and Security

- All School Bus Drivers, Bus Aides and Students will be required to wear a mask*
- Students will be trained during proper bus safety and COVID-19 procedures during their required school bus safety drills.
- The District will provide initial training to all drivers prior to transporting students and will provide refresher training throughout the school year.

Cleaning and Disinfecting

- School bus drivers, bus assistants and staff will be spraying and wiping down seats and high-touch items with disinfecting spray after each cohort.
- School bus's will be cleaned and disinfected daily, particularly high-touch surfaces such as bus seats, steering wheels, knobs and stairway handrail.

Bus Stop Expectations

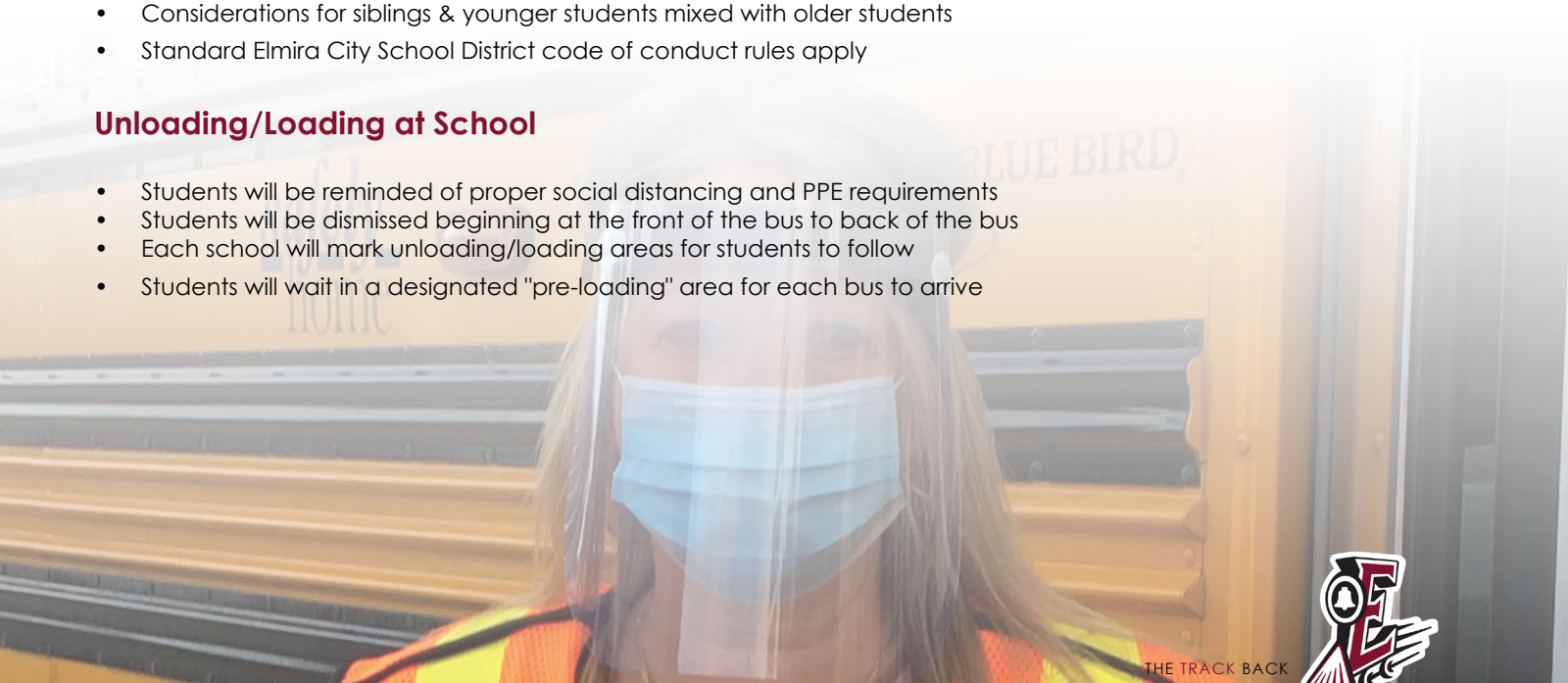
- Students should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus.
- Students should NOT share food, drinks or personal devices.
- Student temperatures will be taken prior to riding the school bus.

Bus in Motion Expectations

- Masks will be required at all times
- Seating: Students will be seated starting from the back seats, then toward the front
- Considerations for siblings & younger students mixed with older students
- Standard Elmira City School District code of conduct rules apply

Unloading/Loading at School

- Students will be reminded of proper social distancing and PPE requirements
- Students will be dismissed beginning at the front of the bus to back of the bus
- Each school will mark unloading/loading areas for students to follow
- Students will wait in a designated "pre-loading" area for each bus to arrive



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Cafeteria - Breakfast & Lunch

Elmira City School District will provide our students with access to school meals each school day. This includes students in attendance at school and students learning remotely.

Health and Safety

- The Elmira City School District will ensure that students adhere to social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.
- The District plans to limit the number of students in our dining facilities to ensure proper social distancing.
- In addition, students and staff will be required to wear masks while not seated for dining.
- The District will be marking one-way direction pathways for student movements.
- The District will limit the hands-on interaction between food items and utensils. Food items will be individually packaged to provide student choice while promoting appropriate hygiene.

Cleaning and Disinfecting

The Elmira City School District will ensure protocols and procedures for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area. The District will schedule additional cleaners and staff to each dinning facility to ensure that areas are disinfected prior to and after usage. Each cafeteria entrance will be equipped with hand sanitizer stations.

Proper Hygiene

The Elmira City School District will ensure 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. The District will install signage in our dining facilities to provide guidance on appropriate hygiene, discouragement of food sharing and promotion of recommended practices.

Breakfast

The District plans to provide all students a breakfast as they enter the building daily. Meals will be consumed in cafeterias and morning locations.

Lunch

For our elementary students the District plans to provide lunch in our cafeterias for those students attending in-person. For our secondary students each building will develop a plan with multiple options for lunch dining.

Remote Feeding

In addition, the District will provide meals remotely to families who are attending remotely or not scheduled for in-person instruction. A detailed meal plan will be communicated to all families via our school website and letters sent directly to families. The plan will include locations, menus, family sign-up options, meal schedule, and pick-up windows. Remote feeding pick-up locations will remain at Diven Elementary, Fassett Elementary, Broadway Academy and Elmira High School. Pick-up times on Wednesday will be between 7am-8am and 11:30am-12:30pm.

Cafeteria Expectations

Student	• Students will be expected to follow school guidelines for cafeteria procedures. • Students will be seated according to a seating plan for students consistent with social distancing guidelines • All students are expected to wash hands or use hand sanitizer prior to eating. • Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.
Parent	• At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias. • Parents are encouraged to speak to their children about safety protocols and social distancing. • Parents are asked to read and be familiar with all school communication regarding health and safety protocols. • Parents should talk to their students about COVID-19 symptoms and prevention strategies.
Staff	• Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines. • A seating plan for students eating in the cafeteria will be followed for social distancing. • Assigned staff supervises students in cafeteria lines and ensures that students maintain desired social distance. • A seating plan for students will be followed for social distancing. • We will monitor students while in the cafeteria to ensure social distancing.

Recess/Playground

Administrators will provide training for staff on guidelines and procedures associated with outdoor play and student activities. Administrators will develop a schedule for students to access the playground equipment. Staff will monitor students to ensure safety guidelines are followed. Each school building will consider multiple mitigation factors when establishing a recess schedule. Options will include but not limited to; limiting the number of students per recess group, staggered schedules, structured recess and consistent cohorts to be utilized. Additional clearning of playground equipment will occur daily.

After-School Enrichment Programs

The Elmira City School District has written plan for District-run before and aftercare programs.
ARCADE, ESAP and APEX will adhere to all building guidelines and safety precautions after the school day that are in play and in school plans during the day. Program coordinators will communicate with building principals regularly to ensure fidelity. All afterschool program will be able to provide services in-person or remotely.

Hallways and Lockers

- To prevent congregating during transition times, students will not be assigned an academic locker. Students will be permitted to bring backpacks to class.
- Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
- Visual markers will be developed to help students maintain physical distances and adhere to established School traffic flow in hallways.
- Traffic patterns will be established throughout the School that separates individuals to the greatest extent possible

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Open Communication

Consult District website for latest information and updated **frequently asked questions: elmiracityschools.com/thetrackback**

Follow **@ElmiraCitySchoolDistrict** on Facebook

Follow **@ECSD_Schools** on Twitter

Subscribe to our YouTube page: **ElmiraCitySchoolDistrict**

Email the District with your questions about The Track Back Plan:
trackback@elmiracityschools.com

elmiracityschools.com/thetrackback

THE TRACK BACK