

Regional Programs and Services

On Friday, August 7th, Gov. Andrew Cuomo announced that school districts in New York State will be able to reopen at the start of the 2020-2021 school year provided they are able to develop a comprehensive reopening plan.

District and BOCES reopening plans must adhere to regulations and align with guidance provided by the NYS Department of Health, the CDC and the NYS Education Department.

The Monroe One BOCES Reopening Plan is accessible at [Monroe.edu/ReopeningPlan](https://www.monroe.edu/ReopeningPlan)

➤ **School Schedules**

School schedules have been developed to maximize in-person instruction to the greatest degree possible for all special and regular education students enrolled in Monroe One BOCES programs.

➤ **Transition Plan**

In the event that we need to transition to a hybrid or remote model in any of our programs we will continue to engage students in both synchronous and asynchronous instruction to increase engagement, promote continual growth and connectedness.

SYNCHRONOUS

Remote Synchronous Instruction:

Two-way, real-time/live virtual instruction between teachers and students when students are not on campus.

In this method, the required amount of instructional time is scheduled each day.

Synchronous instruction is provided through a computer or other electronic device.

ASYNCHRONOUS

Remote Asynchronous Instruction:

Instruction that does not require having the instructor and student engaged at the same time.

In this method, students learn from instruction that is not necessarily being delivered in-person or in real time.

The student is required to be engaged daily throughout the school day with work and the teacher is required to give daily feedback.

Students may have set times they are required to interact virtually with the teacher.

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Communication/Family and Community Engagement

To help form its reopening plan, Monroe One BOCES sought feedback and input from stakeholders, including administrators, faculty, staff, students, parent/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included online surveys, virtual forums/meetings and one-on-one conversations.

➤ Community Commitment

Monroe One BOCES remains committed to communicating all elements of this reopening plan to students, parent/guardians, staff and visitors.

- The plan is available to all stakeholders online at Monroe.edu/ReopeningPlan
- It will be updated throughout the school year, as necessary, to respond to local circumstances and guidelines.
- Significant changes will be communicated directly to parents/guardians, using a variety of methods; including email, robocalls, website and social media postings.
- Communication can be translated into one's preferred language, as requested.
- Monroe One will create and deploy signage throughout its buildings to address public health protections surrounding COVID-19.
 - In addition, Monroe One will encourage all staff, students and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of personal protective equipment and healthy hygiene practices.
- Information forums will be held with parents and guardians.

➤ School Closures

School building administrators will communicate with each other regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely.

- Specific conditions that warrant the closure of schools will be identified and displayed to all stakeholders in advance.
- Monroe One will be in close communication with state and local health departments to determine when the school is unsafe for in-person instruction.

Physical Environment

➤ Classrooms

For each classroom/program

- Each classroom will be set up to allow appropriate social distancing of at least six feet or a barrier between all students and staff.
- Class sizes will allow for enough space for each student inside the classroom to maintain social distancing.
- Windows will be open when weather permits to enhance airflow.
- Desks and tables will be spaced six feet apart.
- Students will engage in lessons on social distancing protocols, non-touch affection/greetings and proper hand washing techniques.
- Classroom spaces and items will be regularly cleaned and disinfected.

For TASC and Adult Ed:

- Distance learning opportunities will be available to students choosing remote instruction.
- If TASC enrollment surpasses 7, instruction will move to a hybrid model.
- If Adult Ed surpasses 7, class will split up to use two rooms.

➤ Hallways

- Social distancing will be maintained of at least six feet.
- Floor markings and signs will be in place, including on entrances, restrooms and classrooms.
- Face coverings are required for staff and students, who are medically able to wear one, in all common areas of the facilities.
- Inviting visitors into the facilities is discouraged.

➤ Student Restrooms

CW Building: Consultant Teacher/Tutoring

- Restrooms will be open to one student at a time, with staff attending and waiting in the hall to indicate the restroom is occupied.

Tops Plaza: Adult Ed

- Restroom is open to one student at a time.

Building 9: TASC and Adult Ed

- Restroom is open to one student at a time, staff will coordinate oversight

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➤ **Student Property and Supplies**

As an ongoing effort to reduce the spread of COVID-19, and per NYS guidelines, Monroe One will reduce/eliminate the use of shared items.

CW Building: Consultant Teacher/Tutoring

- Paper and pencil tasks will be minimized, with electronic assignments when possible.
 - Monroe One will work through requests for service to provide technology and needed devices for students.
- Students are asked to bring minimal personal belongings.
- Backpacks can be stored at the student's feet.
- Students will be provided a bag or bin to keep school materials and supplies.
 - Items will not be shared between students.

Tops Plaza: Adult Ed

- Paper and pencil tasks will be minimized, with electronic assignments when possible.
 - Students will have access to program-provided devices
- Students should limit the personal items they bring with them to the facility.

Building 9: TASC and Adult Ed

- Paper and pencil tasks will be minimized, with electronic assignments when possible.
 - Students will have access to program-provided devices.
- Students should bring minimal personal items with them into the building.
- Backpacks can be stored at the student's feet.
- Students will be provided a bag or bin to keep school materials and supplies.
- Items will not be shared between students.

➤ **Conference rooms and shared spaces**

The use of shared spaces is being reduced in each building.

CW Building: Consultant Teacher/Tutoring

- The conference room will only be utilized for 1:1 meetings with social distancing guidelines met, and only when video conferencing is not reasonable.
- The staff lounge will be closed, with members having limited access to fridge

Entering and Exiting the Building

➤ Arrival and Dismissal Procedure

CW Building: Consultant Teacher/Tutoring

- Students will have their temperature checked upon arrival.
- Late arrivals will need to buzz in at the door, indicate their status as a student and be met at the door for temperature check prior to entry into classroom.

Building 9: TASC and Adult Ed

- Students will enter Door 4

➤ Main Office and Visitor Policy

CW Building: Consultant Teacher/Tutoring

- Visitors are asked to give advanced notice by contacting staff by phone/email.
- No more than two people, in addition to clerical staff, will be allowed into the office at any time.
- Social distancing and face coverings will be required while within the main office.

Tops Plaza: Adult Ed

- Visitors will be limited to essential visitors only.
- Only clerical staff will be in the office area.
- Social distancing and face coverings will be required while within the main office

Building 9: TASC and Adult Ed

- Only essential visitors will be allowed.

➤ Transportation

- Students must follow their district's policy when it comes to riding the bus
 - This could include wearing a mask while waiting for and riding the bus
 - Maintaining social distancing and health and safety guidelines

Food Service

➤ Cafeteria and Classroom Procedures

CW Building: Consultant Teacher/Tutoring

- If a student needs a snack or drink, social distancing and face covering guidelines will be maintained.
- Snacks and drinks will be consumed in the classroom.

Tops Plaza: Adult Ed

- Adult students and staff will be required to carry-in/carry-out any needed snacks and beverages

Building 9: TASC and Adult Ed

- Students and staff will be required to carry-in/carry-out any needed snacks or beverages

Compliance and Accessibility

➤ Parent and student compliance

Face coverings will be required, for those medically able to wear one, in every building and program. Social distancing guidelines will be followed in each program and building.

CW Building: Consultant Teacher/Tutoring

- CT/Tutor parents will need to complete, sign and return the 20-21 policy document(s) prior to the start of service.

Tops Plaza: Adult Ed

Adult students will need to complete, sign and return the 20-21 policy document(s) prior to enrollment.

Building 9: TASC and Adult Ed

- Parents of TASC students need to complete, sign and return the 20-21 policy document(s) prior to enrollment.
- Adult Education students need to complete, sign and return the 20-21 policy document(s).

➤ Instructional Accessibility

- Monroe One is committed to providing instruction that is accessible to all students, regardless of attendance or social distancing.
- A system will be created for assigning and turning in assignments.
 - Teachers will be using different technology to support a more virtual platform.
- Technology and support will be in place to prepare students for the possibility of moving to distance learning.

Attendance Guidelines

Schools are responsible to develop a mechanism to collect and report daily engagement or attendance regardless of instructional setting.

- Daily attendance reported in School Tool each day for students present in class.
- Daily attendance reported by end of day Monday for students who participated remotely the previous week.
- Follow existing protocol for students reported absent.
- Follow MCH protocol for any student reported absent for COVID-19 exposure or diagnosis.

➤ Attendance Notes

Each time a student is absent, a parent/guardian must contact the Attendance Secretary to report the absence and reason. For any absence, a written note or email must be submitted to the Attendance Secretary.

A written note should include:

- the date the note was submitted
- the date(s) of the absence(s)
- the reason for the absence(s)
- the signature of the parent/guardian
- any needed medical clearance/doctor's note(s)

➤ Chronic Absenteeism

Chronic Absenteeism= missing 10 % or more of enrolled school days.

This includes both excused and un-excused absences

- Use these guidelines with your team as a framework for working with students/families who have chronic attendance issues.

➤ Excessive absence protocol

When a student accumulates 10 **unexcused** absences in a half-year period (2 quarters).

- The case manager will be responsible for flagging the team when ten unexcused absences are reached in a half-year period
- Subsequent checkpoints will go into effect no matter what quarter we are in after the initial flag by the case manager.

Health and Safety

➤ Overview

CW Building: Consultant Teacher/Tutoring

- Access to a BOCES/RH health check process for staff and students will be provided.
- Students will be educated on health, safety and hygiene guidance.
 - This includes learning non-touch greetings, proper hand washing techniques, wearing a mask/face covering, social distancing and school protocols.
- Extra face coverings will be kept in the main office for teachers to access as needed.
- Reminders will be posted and spoken on hand washing requirements, including right before and after all meals.

Tops Plaza: Adult Ed

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- Students will be educated on health, safety and hygiene guidance.
 - This includes learning non-touch greetings, proper hand washing techniques, wearing a mask/face covering, social distancing and school protocols.
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- Reminders will be posted and spoken on hand washing requirements, including right before and after all meals.

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➤ **Face Coverings**

Monroe One BOCES requires all students, staff and visitors, who are medically able, to wear a face covering when entering a bus or building and within all common areas and restrooms of the facilities, regardless of expected occupancy or crowding.

- Face coverings must completely cover the nose and mouth and be securely fastened. Alternative face coverings such as those with transparent mouth areas are approved.
- Monroe One BOCES encourages all staff and students to provide their own face coverings in an adequate number to keep a fresh, clean supply ready for everyday use. However, Monroe One BOCES maintains a supply of disposable face coverings, as well as reusable face shields, for replacements, forgotten and otherwise missing face coverings.
- Neck gaiters, bandanas and scarves are not acceptable forms of face coverings.
- Regular mask breaks will be built into the schedule to allow students to take off their face covering while maintaining health and safety guidelines.

➤ **Cleaning and Disinfecting**

Monroe One BOCES made a special effort during the school closing period to thoroughly clean and disinfect all facilities. Cleaning routines have long been in place to negate pathogens borne by blood and other body fluids, as well as to maintain a pleasant, orderly environment.

- Classrooms will be sanitized between students.
- Restrooms, health suites, isolation rooms and respiratory therapy rooms are disinfected after cleaning.
- Cleaning logs will be maintained of the date, time and scope of cleaning and/or disinfection of each room or area.

Screening Protocols

Routine health screening of students, faculty, staff and, where applicable, contractors, vendors, and visitors will be performed to identify any individuals who may have COVID-19 symptoms or who may have been exposed to the COVID-19 virus.

- Individuals will have their temperature checked each day, ideally at home, prior to entering any school facility.
- If an individual presents with a temperature greater than 100 F, the individual will be denied entry, or sent directly to a dedicated area prior to being picked up or otherwise sent home.

➤ Screening

- Screening is a questionnaire that asks if the individual has:
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19.
 - tested positive for COVID-19 in the past 14 days.
 - experienced any symptoms of COVID-19, including temperature of greater than 100 degrees F in the past 14 days.
 - traveled internationally or from a state with widespread community transmission of COVID-19 per NYS Travel Advisory in the past 14 days.
- Screening will ideally be performed remotely, by telephone or electronic survey which may involve the parent/guardian, before the individual reports to school.
 - Remote screening will be coordinated to identify individuals who should not go to school, they will be referred to their health care provider for further evaluation and potential COVID-19 testing.
- Parents are asked to check their child's temperature at home every day, before leaving for school.
 - As a secondary screening, all students will have their temperature checked upon arrival by trained staff members.
- On-site screening will be coordinated in a manner that prevents individuals from intermingling with others prior to completion of the screening.
- Screening will be required of all vendors and visitors using the same screening questionnaire and temperature check.

Emergency Evacuations and Drills

➤ Safety Drills

Schools are required to conduct evacuation and lockdown drills. During a pandemic, steps will be taken to minimize the risk of spreading infection while conducting drills. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

Evacuation drills during a pandemic

- Drills will be modified to ensure appropriate distance is kept between individuals to the evacuation site.
 - This will be accomplished by using a staggered schedule, where classrooms or areas are evacuated separately with the goal of minimizing contact of individuals in hallways, stairwells and the evacuation site.
- Individuals will need to wear face coverings during drills if unable to maintain physical distancing.
- In the event of an actual emergency the most imminent concern is safety, meaning that social distancing may not be possible and should not be the first priority.
- In the event of an unplanned fire alarm activation, face coverings should be worn and social distancing maintained to the extent possible.
- If schools reopen in a hybrid model, then drills must be performed so that all students receive instruction in emergency procedures and participate in drills.

Lockdown drills during a pandemic

- Drills will be modified so that social distancing is maintained in classrooms/offices.
- Specifically, during a lockdown drill doors and windows should still be locked but individuals should not stay out of sight/hide. Rather, instruction should focus on discussing where to hide and what to do in the event of a real lockdown.
- In the event of an actual emergency lockdown, the most imminent concern is safety, meaning that social distancing may not be possible and the response should be as normal and involve locking doors and staying out sight.
- Face coverings/masks should be used as appropriate.

Social Emotional Well-Being

Monroe One BOCES understands the important role of climate and culture, more specifically, social and emotional learning (SEL) and how critical it is in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning. We have extended current strategies and initiated plans for developing positive school climates, educator well-being, and recommendations on how to prepare for, and integrate SEL and behavioral health support for both in-person schooling and remote learning.

➤ COVID Related Services

After almost 6 months of school closure, 2020 – 2021 will build on the developing capacity of educators to support all students through practices that are grounded in the core values of trauma-responsive schools and services.

- Reestablishing relationships and connectedness across staff and students.
- Building systems and practices that support wellness.
- Investing to promote welcoming, nurturing environments.
- Furthering training in and use of restorative practices and processes across the organization.
- A committee including Mental Health professionals will oversee the reentry process and the specific needs of staff and students.
- Bird-Morgan began developing SEL curriculum this summer to address current student needs around COVID-19, as well as other pertinent areas of current concerns.
- Bird-Morgan Social Workers and Behavior Specialists dedicate a significant portion of their day in the classroom to address social emotional curriculum during the school day.
- Monroe One is currently collaborating with our component districts in the development of valid, age-appropriate screening instruments.
 - These tools are being developed with attention to accessibility, equity and will be able to be administered in-person or remotely.

Technology and Connectivity

➤ Access

- Monroe One BOCES will determine the level of access to devices and internet all students and instructional staff have in their places of residence by surveying families and staff.
- Monroe One BOCES will address the need to provide devices and internet access to students and teachers who do not have sufficient access.

➤ Training

- All teachers and instructional leaders will have the opportunity to participate in professional development on designing effective remote learning experiences by instructional technology specialists.
- Teachers will also have access to resources and training on best practices for instruction in an online environment.

➤ Tools and Support

- Monroe One BOCES will utilize technology tools that are compliant with NY Education Law 2-d and Part 121 of the Commissioner's Regulations.
- Student learning management systems will be used to provide consistent instructional content to students, and communication to parents/guardians regarding instructional tasks and materials.
- Monroe One BOCES will also use video conferencing tools to meaningfully connect and engage with students while in a remote learning environment.
- Students who are not able to access high-speed internet will receive phone calls home and hard copies (or flash drives) of materials until a more meaningful solution for computer access and internet connectivity can be resolved.
- Technology resources and training will be available to students and parents via the Monroe One BOCES website.
- Monroe One BOCES technology staff will provide technology support for teachers, students and parents.