

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

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SUBJECT: Discussion of 2021-2022 District-Wide School Re-Opening Plan

DATE: August 23, 2021

REASON FOR BOARD CONSIDERATION:

The Board of Education will discuss the Ogdensburg City School District 2021-2022 District-Wide School Re-Opening Plan.

FACTS AND ANALYSIS:

Due to COVID-19, New York State School Districts are required to develop a 2021-2022 District-Wide School Re-Opening Plan in accordance with New York State Guidance Document's Provisions. Mr. Kevin K. Kendall, Superintendent of Schools, will discuss the 2021-2022 District-Wide School Re-Opening Plan and answer any questions the Commissioners may have.

RECOMMENDED ACTION:

No action necessary – discussion only.

APPROVED FOR PRESENTATION TO THE BOARD:

  
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Superintendent

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Attachment

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# Ogdensburg City School District

2021-22 Reopening  
and Continuity Plan

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## **KEY ELEMENTS**

- As there is no guidance from NY State nor NY State DOH, this plan is written in accordance with CDC guidelines as directed from NY State.
- In consensus with Federal and State ideologies, The Ogdensburg City School District is committed to an in-person instructional model and is excited to have all students back in regular attendance this school year.
- Based on CDC and SLCDPH guidance, coupled with the recent COVID spike in St. Lawrence County, we will be beginning the school year with all students, staff, and visitors masked indoors regardless of vaccination status.
- Although we will be wearing masks, we are hoping to return to near normal operations such as:
  - Utilizing our normal day and period schedule.
  - Allowing students to eat in the cafeteria.
  - Scheduling full band and choral groups.
  - Allowing visitors back in the building for events and contests.
- School breakfasts and lunches will again be free for all students.

# GENERAL HEALTH PRACTICES

- COVID-19 Instructions and protocols will be communicated to all students, staff, parents, community members, and visitors utilizing multiple methods.
  - Signage at all entrances and exits, throughout the hallways, restrooms, cafeteria, and other necessary areas directing all with proper safety protocols.
  - Appropriate hygiene practices including hand washing/disinfecting and respiratory will be covered topics included in the signage and training.
  - District website will contain all safety information and protocols.
  - Mailings and emails will be sent to all parents and students.
  - All vendors and visitors will be notified of safety protocols.
  - Time sensitive or emergency information will be shared via One Call Now.
- Training will be provided to all parents using the above mentioned methods in the identification of COVID-19 symptoms.
  - Parents will be instructed to keep their children home if they exhibit any of the signs.
- All staff will receive appropriate training to recognize symptoms of COVID-19 and will be continuously instructed to assess students in their care as well as other staff members and immediately notify the school nurse if anyone displays symptoms.
  - Staff members will discreetly ask a symptomatic student to check in at the nurse's office for follow-up screening.
  - All ill students and staff members who fall ill while at school will be required to be assessed by the school nurse.
  - Ill students and staff members will be required to follow return to school protocols as determined by the SLCDPH.
- All parents will be required to screen their children daily, including temperature checks prior to coming to school or boarding the bus.
  - Parents will hold their children at home if they show any symptoms and will notify the school nurse.
  - The District will assist any families who do not have the proper equipment to check their childrens' temperature.
- All Staff will be required to sign an attestation at the beginning of the school year stating they will self-screen daily.
  - Any staff member who replies yes to any of the screening questions will need to immediately notify their supervisor and seek a follow-up with their health care provider.
- The District will maintain isolation rooms for any COVID-19 symptomatic students and/or staff. This room will be separately supervised.
- All visitors, guests, parents, and vendors will be required to sign-in and provide an answer to the self-screening survey posted at every entrance.
  - Anyone who has an affirmative answer to the survey will be denied entrance.
  - If a parent or guardian answers in the affirmative they will be required to take all students living in their household home until cleared by a healthcare provider.
- If there is a confirmed case of COVID -19 in the District, Public Health will be immediately consulted for the next steps.
  - Any affected students/staff that could be mandated into self-quarantine will then engage in remote instruction for the duration of the quarantine.

- Students/Staff who tested positive for COVID-19 will be allowed to return based on CDC guidance and clearance from public health.
- Social distance protocols:
  - Maximum distancing will be utilized based on instructional needs.
  - All furniture will be arranged to maximize space for social distancing.
  - Alternate spaces may be utilized to provide additional distancing as needed for lunch and breakfast.
- All students, staff, and visitors will be required to wear a face mask while indoors regardless of vaccination status. This will be reevaluated based on any altered guidelines from the CDC, NYSDOH, or SLCDPH.
- Mask breaks will be allowed at teacher discretion.
- The District will have an available supply of PPE for students and staff who forget their own.
- If there is a confirmed case of COVID-19 in the District:
  - Public Health will direct all additional quarantines and necessary measures.
- School Safety Drills: Fire and Lock-Down Drills will be conducted as normal.

## **FACILITIES**

- The District will maintain all State mandated minimums for plumbing facilities and fixtures.
- The District will maintain the State mandated minimum number of drinking fixtures.
  - Drinking fixtures will be available as water fill stations only.
- District will maintain code required ventilation in all spaces as required.
  - Classrooms and other occupied spaces will keep windows open to the extent practicable.
- The District is in the process of securing portable air purification for classrooms.

## **DISINFECTING/CLEANING**

- All cleaning/maintenance staff will undergo specific training related to CDC approved methods of cleaning and handling of cleaning products.
- All shared materials will be disinfected as often as practicable
- School Cleaning/Disinfecting
  - Entire school will receive a full disinfecting cleaning every day.
  - High touch surfaces used by more than one student/staff member will be disinfected periodically throughout the day.

## **TRANSPORTATION**

### **The School Bus:**

- All students and staff will be required to wear a mask while on the bus.
- High surface contact areas will be disinfected between the a.m. and p.m. run.
- Full bus disinfection will occur after the p.m. run.

### **School Bus Staff:**

- As per District protocols, all transportation employees will perform a self-health assessment for COVID-19 symptoms prior to arriving to work and will notify their supervisor if experiencing any symptoms.
- All transportation staff will wear a face covering while transporting students and while performing any duty that does not allow social distancing.
- As per District procedures all transportation staff will be trained on proper use of PPE and COVID-19 symptom recognition.
- All necessary PPE including masks, scrubs/gowns, and gloves will be provided to transportation staff.
- Gloves will be required for staff working with students requiring direct physical contact.

## **MEAL SERVICE**

- All students will be provided with free breakfast and lunches throughout the school year.
  - Ala Carte items will be available for purchase.
- Students will return to eating in the cafeteria.
  - Alternate eating spaces will be provided as necessary to provide adequate distancing.
  - Students will be masked while waiting in line and any time they are up out of their seats.
- Any students in quarantine will be provided with take-home meals at a time and location that will be determined on a case-by-case basis.

## **ATHLETICS**

- NYSPHSAA guidelines regarding hygiene, social distancing, and any other general considerations will be followed for all seasons.
- Pending any changes in future guidelines there will be no limit on the number of spectators allowed at events.
- All participants, staff, and spectators will be required to mask at **indoor** events regardless of vaccination status.

## **TEACHING AND LEARNING**

### **Full In-Class Instruction**

A full in-class instruction model would result in all students returning to school on a typical five day per week schedule. The Ogdensburg City School District will put the following practices in place for the return to full, in-person instruction. The ability to perform in-person instruction requires the weekly monitoring of the Data Tracker, provided by the Centers for Disease Control (CDC).

The CDC has developed four levels of indicators and threshold for community transmission of COVID-19. The CDC also provides recommendations for physical distancing and cohorting for elementary, middle, and high schools at each level of transmission. These recommendations are summarized below and are required to be adhered to when implementing physical distancing of less than six feet in classrooms. Please refer to the table below. The Ogdensburg City School District will monitor our county transmission level on a weekly basis. Any change in designation

may require the district to pivot Ogdensburg Free Academy back to its Hybrid Model. As always, please monitor the district's Facebook page, webpage and the One Call Now system.

Prevention Strategies by Level of Community Transmission			
Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
<b>Elementary Schools</b> Physical distancing: at least 3 feet between students in classrooms		<b>Elementary Schools</b> Physical distancing: at least 3 feet of distance between students in classrooms	
<b>Middle and High Schools</b> Physical distancing: at least 3 feet between students in classrooms		Cohorting recommended when possible <b>Middle and High Schools</b> Physical distancing: at least 3 feet of distance between students in classrooms	<b>Middle and High Schools</b> at least 6 feet distance between students in classrooms - Hybrid Model
		Cohorting recommended when possible	

## Fully Remote Instruction

A fully remote instruction model would result in all students working remotely from home five days per week.

- **Communication**

- Teachers will use one of two learning management systems to communication with both students and parents:
  - **Seesaw** will be the learning management system used by all teachers in UPK-Grade 3.
  - **Google Classroom** will be the learning management systems used by all teachers in Grades 4-12.
- Both students and parents will receive training on how to access and utilize the appropriate learning management system based on the age of their child.
- Ongoing communication with families will take place through Seesaw, Google Classroom, the Ogdensburg City School District webpage, the Ogdensburg City School District Facebook page, and One Call Now.

- **At Home Learning Parameters**

- A student's daily schedule for at-home learning will mimic that of a typical in-class school day.
  - An elementary student's day will begin at approximately 8:20 AM and conclude at 2:50 PM.
  - A middle or high school student's day will begin at approximately 7:51 AM and conclude at 2:50 PM.
    - The school day will follow the nine period schedule allowing students to be directly instructed by teachers at the time (and period) the student would be with that teacher during in-class instruction. This will prevent conflicts in schedule from occurring.
- Remote instruction will be expected as follows:
  - Elementary students will be expected to participate in approximately one – two hours daily of direct instruction (with the teacher) with additional independent practice time required.

- Middle and high school students will be expected to participate in approximately two-three hours daily of direct instruction (with the teacher) with additional independent practice time required.
- Agendas for each class will be shared by teachers with students on a daily basis.
- Daily attendance will be taken for all students as required by the NYSED.
- Daily contact will be made with all students as required by the NYSED.
- All students in need will be provided a Chromebook to be utilized at home during remote instruction.
- Personal hotspots have been purchased and will be provided for families in need.
- If fully remote learning is enacted after a period of in-class instruction, every effort will be made to send necessary resources and materials home with students at that time.
- Subsequent mailings and pick-ups/drop-offs of resources and materials will be scheduled periodically.
- The district's grading policy will be followed; however, flexibility will be stressed.

### **Hybrid Delivery Model of Instruction**

In the event that a change is necessary, a hybrid delivery model of instruction would result in students working some days remotely from home and some days in-person at school.

- In order to follow health and safety measures, as well as capacity constraints, we are planning for a cohort-based approach whereby students rotate between in-person and remote learning.
- All cohorts will stay in the same room, as much as possible throughout the day, and teachers will travel.
- All students in self-contained Special Education classrooms and CTE programs will attend school full-time, 5 days per week.
- Families will be able to opt out of in-person instruction and choose remote learning fulltime, in which case the student will be assigned to a cohort and work with that cohort each day, from home.
- Model :
  - Two consecutive days rotational
  - Two In-Person Cohorts
- Summary:
  - Two in-person cohorts
  - Groups A and B will rotate attendance
    - Cohort A attends every Monday and Tuesday in person
    - Cohort B attends every Thursday and Friday in person
  - Rotating Wednesdays
    - Cohort A and Cohort B rotate on Wednesdays
- On any day a cohort is not learning in-person, students will be expected to work remotely.

At any time, the Ogdensburg City School District may be closed due to COVID-19. This decision will be made in conjunction with the St. Lawrence County Department of Health, the New York State Department of Health, the New York State Education Department and the Governor's office. Should a full closure occur, the district will engage in fully remote instruction as outlined in this document.



More information regarding specific building expectations and schedules will be forthcoming.

## **SOCIAL EMOTIONAL WELL-BEING**

### **Staff Mental Health**

- Support the well-being of staff members. As educators' social-emotional state improves, they will better be able to support the social-emotional well-being and learning needs of their students.
- Considerations:
  - Provide time and space for individuals to process traumatic events, re-establish connections with each other, and receive support that promotes their healing.
  - Prioritize educator self-care and wellness through the summer and at the start of the 2021-2022 school year.
  - Support educators' access to mental and behavioral resources and encourage them to utilize these services.
  - Create opportunities for staff to regularly practice and reflect on their social and emotional competencies.

### **Mental Health/ Trauma-informed Practices for Students**

#### **The district will:**

- Be proactive in providing access to mental health and trauma support for adults and students, including partnerships with outside entities and agencies. The communication plan will include how to access both school and community support for students, staff, and families in all learning environments (in-person, hybrid, and remote).
- Pertinent school personnel will assess student mental health, while maintaining HIPAA requirements and identify students in need of additional support.
- Establish and communicate to all staff, guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- Identify a point person(s) to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.
- Use the crisis management plan as needed following an acute incident (e.g., loss of student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- Designate a mental health liaison (school-based) who will work across the district, local public health agencies, and community partners.
- Activate communication channels for district stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- Communicate with parents and guardians any return to school transition information including:
  - Destigmatization of COVID-19;
  - Educating their children on mask wearing and social distancing;
  - Understanding normal behavioral response to crises;
  - General best practices of talking through trauma with children; and

- Positive self-care strategies that promote health and wellness.
- District Response Teams:
  - Assess the needs of identified at-risk populations
    - Building principals, counselors, nurse, and trusted staff members
    - DTST (District Trauma Sensitive Team)
- Professional Development for Staff:
  - Provide staff the necessary resources and education that will assist them with meeting the social emotional needs of their students:
    - Book Studies
    - Discussions
    - ACEs Study and Mindset assessments
    - Strategies on building relationships with students and their families
- District Counseling Plan
  - Will provide relevant information to assist families regarding school and community agency resources.

## **TECHNOLOGY AND CONNECTIVITY**

The Ogdensburg City School District was well-positioned to deal with the technology demands of a remote environment and is dedicated to ensuring a continued readiness for remote transition for individual students or the entirety of the school. As such the following practices will be implemented:

- Resurvey families to collect updated information about the numbers, types, and condition of devices used in their homes to support remote learning as well as any lack of internet service.
  - The District will provide a Needs Assessment to all families inquiring:
    - If they currently have home internet access
      - Families will be asked what internet service they have (in order to assess whether the connection is capable of streaming live video)
    - If the students have devices at home. If they do not, students will receive a district-issued Chromebook to complete schoolwork.
- Continued efforts to expand at-home access to devices and the internet.
  - The District continues to work with community partners to make certain ALL homes have high- speed access to the internet.
  - The District will promote awareness of any federal or state programs offering affordable high-speed internet to our families.
- The District is working collaboratively with local educational partners to provide online collegiate-level opportunities for students to receive post-secondary class experience.
- The District Technology Coordinator will be the point of contact as survey information becomes available.
- Include remote learning guidelines in our District Technology Plan.
- Include opportunities for training and support for educators to adapt remote learning for the classroom in the PD plan.
  - The District has and will continue to offer several PD sessions on remote learning strategies and tools.

- The District Technology Coordinator will be the support leader for the District.
- The District publishes the Technology Coordinator's name and contact information on the District's website.
- Utilizing the following procedures for return and inventory of district-owned devices
  - Safely bagging devices collected at schools;
  - Sanitizing the devices prior to a repair or replacement evaluation;
  - Ordering accessories that may be needed over the summer; and
  - Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement.
  - Utilize a team to assist with processing, returning, and maintaining devices.
- Regular completion of tests of infrastructure.
- Work closely with BOCES and community partners to assist families who can not afford internet access.