



2020-2021 McGraw Central School District REOPENING PLAN

Updated for 2021-2022 School Year

Revised August 26, 2020 ***revised September 14, 2020revised October 1, 2020
Revised March 15, 2021 *revised August 4, 2021



McGraw Central School District



*“Recovering,
Rebuilding,
Renewing”*



2020-2021 District Re-Opening Plan

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McGraw Central School District



DISTRICT INFORMATION

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Elementary Principal: Susan Prince
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Director of Special Education/Curriculum: Karen Genzel
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Director of Technology: Kevin Solan
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Provide a web-link for each school re-opening plan: www.mcgrawschools.org



McGraw Central School District



August 2020

Dear Parents and Community Members:

McGraw Central School District intends to provide high quality instruction for all students PK-12 in September. Committees have been meeting for several weeks to use the guidance put forth from the New York State Department of Health and New York State Education Department to create acceptable safety procedures for three possible models of instruction: In-person, Hybrid, or Remote.

The Governor has stated that he will be making a decision some time during the first week of August as to the extent that schools will be able to have in person instruction this fall. The assumption at this point is that McGraw will be in a Hybrid Model where families that feel at risk sending their child in person, will have the choice to have their child educated remotely in a synchronous manner with the students attending daily at the 7-12 grade level, and at a scheduled time for students in grades K-6.

We understand the need for working families to have a safe place for their children to be cared for and educated. We have measured classrooms and learning spaces in the buildings. We have adjusted teaching assignments. We have secured safety training materials for employees and students. We are able to include all enrolled students at full capacity right now. We understand that there is a fear for many with children or family members with medically fragile situations. The district has determined that the hybrid model with a choice for home remote instruction as an option, is the best direction for us currently.

The intention is to eventually return to full in-person instruction in the future. We also understand that depending on the metrics determined by the governor of the virus locally, we may need to go completely remote again. We will be ready for that as well.

Please feel free to call the principal's office if you have any questions. We will work together with our teams to get you the answers that you seek and solutions for your concerns.

Thank you,

Melinda McCool
Superintendent of Schools

☐ ☐ #EAGLESTRONG ☐



REOPENING PLAN

August 2020

McGraw Central School District's Reopening Plan includes the elements outlined in the guidance released by NYS Department of Health (DOH) on July 13, 2020 and the subsequent guidance provided by NYSED .

- McGraw Central School District Re-Opening Plan is posted on our website www.mcgrawschools.org in a location that is easily referenced by students, parents, teachers, administrators, and other community stakeholders. It is posted on individual school websites and centrally on our main district-wide page.
- McGraw Central School District includes all assurances completed by the Superintendent, Melinda McCool, and all of the elements outlined in the New York State Department of Education guidance document.

► Communication/Family & Community Engagement Reopening Plan

"Recovering, Rebuilding, Renewing"

1. McGraw Central School District collaborated with the following groups while creating the Reopening Plan:
 - a. Principals, Administrators, Supervisors
 - b. McGraw Faculty Association and CSEA
 - c. Teachers, Support Staff
 - d. OCM BOCES partners, neighboring school district representatives
 - e. Community members, parents, students
 - f. Health Care Professionals, District RN, School Physician, DOH representatives
 - g. Wellness Committee members
 - h. Board of Education Members
 - i. County Legislators



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

A. McGraw Central School District will communicate the re-opening plan to the parents, legal guardians of students, staff, and students via a written document.

B. This document will be placed on the School Website and be available in hard copy to all students. It will include instructions for daily school attendance; training for social distancing, hygiene, face coverings and cleaning; methods of requesting additional information.

- a. Parents will be mailed a summary document of the safety protocols and plan highlights created by the building principals. This document will also be available on each school building webpage
- b. Trainings for staff will take place on the two superintendent conference days prior to the first day with students and available virtually previous to that.
- c. Trainings for students will take place on the first day of school and repeated as necessary for the safety and wellness of the children and adults in the school. Videos will be available in advance on the district website.
- d. The written document posted on the school website will be updated as necessary and as information becomes available or regulations change.
- e. Updates and reminders will be shared via the McGraw Central School website, Superintendent Facebook posts, School Messenger, and notices sent home in backpacks or US Mail.

To ensure regular and informational communications with the public, McGraw Central School District will implement the following methods of communication:

<i>Communication Method</i>	<i>Responsible Party</i>
District website	Administration
Prominent signage in buildings to promote health & safety guidelines that follow NYSDOH and CDC guidance: <ul style="list-style-type: none">● Printed signs● Digital signage● Decals on floors, as needed	Principals/Director of Facilities
Letters/Newsletters	Administration



McGraw Central School District



Parents/Guardians and Students

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

<i>Communication Method</i>	<i>Responsible Party</i>
SchoolMessenger	Building Principals/Superintendent
Emails to parents/guardians	Administration/ Teachers
Letters sent home from Administration	Administration

All District Staff

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

<i>Communication Method</i>	<i>Responsible Party</i>	<i>Frequency</i>
McGraw Central School District all-staff email list	Administrators/Support Staff	Weekly or as needed
Newsletters, print and digital	Administrators	Monthly
SchoolMessenger	Building Principals/ Superintendent	As needed
Direct supervisor communications - phone calls and texts	McGraw Central School District Supervisors	As needed
Letters home, if necessary	McGraw Central School District Administration Members	As needed
Staff meetings held in person or virtual using Google Meet	McGraw Central School District Administration Members	As needed



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3. McGraw Central School District ensures all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Training will be provided online prior to the start of school and in first period on the first day of class by utilizing the following resources:

- [Infection Prevention for COVID-19, An Illustrated Summary](#)
- *Responding to Our New Normal: A Resource Guide for Educators and Parents Facing Social Distancing and Remote Learning.* OCM BOCES
[http://www.ocmboces.org/tfiles/folder3488/Resource%20Guide_SDC_Final%20\(1\).pdf](http://www.ocmboces.org/tfiles/folder3488/Resource%20Guide_SDC_Final%20(1).pdf)
- *How to Safely Wear and Take Off Cloth Face Coverings*
Centers for Disease Control and Prevention. CDC, July 6, 2020
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- *How to Protect Yourself and Others* Centers for Disease Control and Prevention. CDC, July 6, 2020
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- *Social Distancing* Centers for Disease Control and Prevention. CDC, July 6, 2020
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- *Helping Children Cope with Changes Resulting from COVID-19* Adapted from, Talking to Children About COVID-19 (Coronavirus): A Parent Resource, National Association of School Psychologists and National Association of School Nurses, NASP, 2020.
<https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/helping-children-cope-with-changes-resulting-from-covid-19>
- Video: *Infection Prevention for COVID-19: An Illustrated Summary*, Yale School of Medicine You Tube Video (6 minutes) <https://youtu.be/VqttqozWzBQ>



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

[CDC: K-12 Schools and Child Care Programs FAQs](#) [DOH: Interim Guidance for In-Person Instruction at PreK to 12 Schools](#)

Samples of signs that will be placed throughout the elementary and MS/HS may be found here:

https://drive.google.com/file/d/1VZnk-rGAmvDkfykqCeKM0sv_AJkcFhfx/view?usp=sharing

In addition, teachers will review protocols daily at the start of class until they become a habit. Role modeling and role playing will be done by teachers and students to better understand the guidelines and expected protocols.

5. Additionally, McGraw Central School District may provide copies of this document in the language(s) spoken at home among families and throughout the school community.

*For copies of this document in other languages, please contact:

Mark Dimorier, MS/HS Principal - 607-836-3601

Susan Prince, Elementary Principal - 607-836-3631

6. McGraw Central School District will provide regular updates about safety, scheduling, and all other information families should be aware of through the Principals' Re-Opening Summary Document found on the McGraw Central School District website in an effort to provide effective communications and family engagement.

Current information about COVID-19 can be found on the Cortland County Health Department website <https://www.cortland-co.org/432/Health-Department>.

All other school related health, safety, and instruction concerns can be directed to one of our school safety officers:

Mark Dimorier, MS/HS Principal - 607-836-3601

Susan Prince, Elementary Principal - 607-836-3631

The safety coordinator can answer questions regarding COVID-19 from:

- Students
- Faculty
- Staff
- Parents/Legal guardians



► Health & Safety

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

McGraw Elementary School

- McGraw Elementary School currently has a student population of approximately 250.
- There are a total of 26 classrooms and 18 elementary certified teachers with 10 additional teachers certified in other areas.
- Instructional rooms will have no more than 16 students in a classroom which will more than maintain the recommended guidance for people per square foot in each instructional space and allow for socially distancing in each instructional setting.
- With current space and faculty, McGraw is able to instruct all currently enrolled students in the building, maintaining social distance during instruction in collaboration with utilizing face coverings, recommended hygiene, regular deep cleaning and disinfection.

McGraw MS/HS

- McGraw Middle/High School currently has a student population of approximately 300.
- There are a total of 29 classrooms and 33 certified teachers.
- Instructional rooms will maintain the recommended guidance for people per square foot in each instructional space.
- Classes that contain more than 20 students or have a smaller area, will use some of our larger classrooms to accommodate the few extra people. Additional cabinets, bookshelves and personal items have been removed to accommodate social distance in classrooms. With all enrolled students returning with the current student schedules in place, larger classrooms are available for the classes with the greatest number of students.
- With current space and faculty, McGraw is able to instruct in the building all currently enrolled students, maintaining social distance during instruction in collaboration with utilizing face coverings, recommended hygiene, regular deep cleaning and disinfection.

2. McGraw Central School District engaged with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.

- *The Health and Wellness Committee met to discuss the reopening plan initially on June 1, 2020.*



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- *The committee met again on Friday, July 24, 2020 to review and discuss the progress of the reopening plan. This committee has set monthly meetings to review progress and the need for revisions in the plan for the 2020-2021 school year. The Committee consists of Administrators, Board of Education members, Community Members, Parents, Teachers, Support Staff, and Students.*
- *Committee members have additionally participated in sub-committee groups and brought back information to the whole group.*
- *Superintendent McCool has had several meetings with union leadership, county school district leadership, OCM BOCES component district leadership, County Legislators, Administrators, Faculty, Staff, and Community Members.*
- *Principal Dimorier has met with the Cortland County Legislators, Administrators, Faculty, Staff, Parents and Students.*
- *Principal Prince has met with Community Emergency Health Workers, Administrators, Faculty, Staff, Parents and Students.*
- *Nurse Whorrall has met with the Administration, the Cayuga Medical Team including our District medical advisor, and the Tompkins County Health Department.*
- *Facilities and Transportation Director McCall has met with the Cortland County Legislators, Cortland County Emergency Response Team, Community Members, Administrators, Faculty, Staff, and Parents.*
- *Monthly Wellness Committee meetings were held throughout the year. Updates will be communicated to the community and school employees by methods outlined on p.7-8 of this document. Up-to-date guidance information will be disseminated and reviewed at each meeting. The District Re-Opening Plan will be revised and communicated as necessary.*

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

- A. McGraw Central School District will communicate the re-opening plan to the parents, legal guardians of students, staff, and students electronically via a written document entitled **The McGraw Central School District Reopening Plan 2020-2021**.
- B. This document will be placed on the School Website and be available in hard copy to all students and families upon request. It will include instructions for daily school



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attendance; training for social distancing, hygiene, face coverings and cleaning; methods of requesting additional information.

- f. Parents will be mailed a summary document of the safety protocols and plan highlights created by the building principals. This document will also be available on each school building webpage.
- g. Trainings for staff will take place on the two superintendent conference days prior to the first day with students and available virtually previous to that.
- h. Trainings for students will take place on the first day of school and repeated as necessary for the safety and wellness of the children and adults in the school. Videos will be available in advance on the district website.
- i. The written document posted on the school website will be updated as necessary and as information becomes available or regulations change.
- j. Updates and reminders will be shared via the McGraw Central School website, School Messenger, and notices sent home in backpacks or US Mail.

C. Training and signage as noted on page 3-4 of this document.

4. McGraw Central School District Nurse Whorrall, RN, will present on the first Superintendent Day of the 2020-21 school year to all faculty and staff a training entitled ***How to Observe for Signs of Illness***. She will share that all symptomatic persons will be required to be sent to the school nurse or other designated personnel.

Her materials will include the following: Children who have COVID-19 may be asymptomatic or present with many symptoms that are similar to other childhood illnesses. Because it is hard to differentiate, during this time, parents will be asked to keep their children home if any of the following exist:

- 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 will also be recommended to notify the school nurse or designated individual if they observe additional 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.
- Students and staff exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse.



► Daily Health & Temperature Screenings

5. McGraw Central School District has a protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students. This protocol will only be used when required by the Department of Health.

Students:

- Parents will be responsible for taking their child's temperature at home prior to sending to school.
- A paper form or electronic app will be provided to families and must be returned daily to the homeroom teacher upon arrival stating that the child had a temperature below 100 degrees Fahrenheit.
- In the event that a child remains home, the parent is responsible for calling the nurse's office to report it. The district also requests a courtesy phone call to the transportation department in the event that a child will not need district transportation for the day.
- In the event that a child does not have a completed form from home, the nurse or a designated employee will perform a temperature check within the first period of the day.
- Periodically families will have to complete a questionnaire pertaining to their child(ren). The first questionnaire must be completed and turned into the classroom/homeroom teacher on the first day of school.

Staff:

Staff members will complete the following 4 question form daily prior to reporting to work:

1. I have 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? _____ Yes _____ No

2. I have tested positive through a diagnostic test for COVID-19 in the past 14 days
_____ Yes _____ No

3. I have experienced symptoms of COVID-19 including a temperature of greater than 100.0 degrees Fahrenheit in the past 14 days.
_____ Yes _____ No

4. I have travelled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
_____ Yes _____ No



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If you answered YES to any of these questions, DO NOT COME TO WORK AND CALL YOUR SUPERVISOR IMMEDIATELY. If your supervisor is unavailable call the District Office at 607-836-3636 and leave a message for Melinda McCool.



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Actions taken from a yes response will be according to current health department guidance.

6. McGraw Central School District requires that ill students and staff be assessed by the school nurse and all ill students and staff will be sent home for follow up with a healthcare provider.

7. McGraw Central School District requires all students with a temperature, signs of illness, and/or a positive response to the McGraw Central School District questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. McGraw Central School District requires all staff with a temperature, signs of illness, and/or a positive response to the McGraw Central School District questionnaire to immediately leave the building.

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

- All will be required to complete the same questionnaire as employees including name and contact information when entering the school past the secure vestibule. The secure vestibule will be cleaned as needed after visitors throughout the day.
- Visitors will be discouraged from entering the building until further notice.
- Signs will be placed at entrances and in the waiting area outlining all protocols within the building.
- Entrance to the building will be limited to only those absolutely necessary as deemed by the building principal or supervisor in charge.
- Vendors will be required to make appointments and communicate virtually.
- Parents will be asked to drop off and pick up their children at a designated outdoor location before and after school. Parents may use the secure vestibule for pick up and drop off once the school day is in session. PK-1st graders will be escorted to their parents/guardians using social distancing. Students in grades 2-5 will exit the building as instructed by office staff members.
- Parents will be encouraged to send early dismissal notes in with students. These notes will be verified by the nurse via a phone call and when the parent arrives at the building the student will be called to be dismissed and the student will be sent out to the vehicle or to the secure vestibule where parents may wait.
- Staff should leave a list of expected visitors with the main office door supervisor. Unexpected visitors will be turned away if the person they wish to see is not available.
- Parents picking up students during the school day will wait in the secure vestibule and will not enter the building any farther.
- All people who enter school property, which also includes school vehicles, or



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attend school sponsored events are directed and required to follow the District's Re-opening Plan and written protocols. This includes, but is not limited to, any requirements to wear face masks, wash hands, maintain social distancing, permit temperature checks, and answer screening questionnaires. Failure to follow the Plan or protocols, as well as failure to follow the directive of an appropriate school official relating to following the Plan or protocols, may result in a person being refused entrance, or an administrator directing the person to leave the school property or event. It may also result in further consequences as follows: - for all people, the District may contact law enforcement for trespass where the person refuses to leave school property as directed, as well as for any other violations committed; - for students, discipline pursuant to the District's Code of Conduct for insubordination, endangering the health, safety, or welfare of others, as well as other applicable violations of the Code of Conduct; - for parents and other visitors, ban on attending school events as well as consequences pursuant to the Visitors' Code of Conduct; - for school personnel formal discipline, up to and including termination.

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

Children who have COVID-19 may be asymptomatic or present with many symptoms that are similar to other childhood illnesses. Because it is hard to differentiate, during this time, parents will be asked to keep their children home if any of the following exist:

- 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;
- Diarrhea;
- Body aches;
- Pink eye; and/or
- purple toes or fingers.
- Tested positive for COVID -19 or exposure to someone with COVID-19 (unless cleared by their primary care provider or the department of health)



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When to call you primary care provider:

- Your child has shortness of breath or trouble breathing;
- Exposure to someone with known COVID-19;
- Concerns that symptoms may be caused by another cause ie asthma, strep throat, seasonal allergies;
- Concerns about your child's health.

When to return to school:

- Fever free without fever reducers for at least 72 hours AND all other symptoms improving;
- Symptoms have been attributed to another cause as documented by your primary care provider and cleared to return to school;
- To be determined by the Department of Health if COVID 19 exposure or COVID positive test.
- A student's return to school after an illness will follow current CDC guidelines and this information will be relayed to the parent by the nurse.

10. McGraw Central School District provides signage to instruct staff and students in correct hand and respiratory hygiene. CDC signage will be used and placed throughout the building and in classrooms. Hand washing signage will be placed near each bathroom sink area as a reminder for appropriate hand washing.

Hand Hygiene Plan

McGraw Central School District has built in staggered hand washing times for students and staff. We have also increased hand hygiene to include:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
- Use of alcohol-based hand sanitizers (60% alcohol or greater)
- We provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able;
- We have signage near hand sanitizer indicating visibly soiled hands should be washed with soap and water; and
- Any staff or students unable to use hand sanitizer are permitted to wash their hands with soap and water.



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Hand Hygiene Training Verbiage:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Hand Sanitizer Training Verbiage:

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

McGraw Central School District provides the following:

- Facilities and supplies for hand washing including soap and water;
- Paper towels and touch free paper towel dispensers where feasible;
- No-touch trash cans;
- Alcohol-based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
- Time in the schedule to allow for frequent hand washing; and
- Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.

All students and staff should wash hands, as follows:

- Upon entering the building and each classroom;
- After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops);
- Before and after snacks and lunch;
- After using the bathroom;
- After helping a student with toileting;
- After sneezing, wiping or blowing nose, or coughing into hands;
- Upon coming in from outdoors; and
- Anytime hands are visibly soiled.



► Respiratory Hygiene Plan

- All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. McGraw Central School District provides tissues in each classroom and common areas.
- No touch/floor pedal trash receptacles are available in each room and common area.
- If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands.
- Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

11. McGraw Central School District will ensure all persons in school buildings keep social distance whenever possible. Social distancing signage will be placed throughout the building; distance markers will be placed in hallways, classrooms, etc. as a reminder of the appropriate distance. Staff members will be instructed to remind students of social distancing and mask wearing when distancing is not possible.

- McGraw Central School District defines social distancing as keeping a three foot space between yourself and others.
- McGraw Central School District has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible.
- The size of groups/cohorts of students are determined by the number of students who can be in each classroom while maintaining 3 feet social distancing.
- The district will implement the following stagger arrival plan:
 - One bus will be unloaded at a time. The district has 7 bus routes. Each bus will begin unloading after the one in front has completely emptied. Students will wear masks until seated in homeroom.
- District Drop off plan:
 - All parent drop offs at the high school are encouraged to take place in the vicinity of East Ave and West Academy Street. Students will walk to the school via sidewalks and enter the student entrypoint. Students will wear masks until seated in homeroom.
 - All parent drop offs at the elementary school will take place at the student drop off loop or West Academy facing east (to prevent the need to cross the street.)
- Reduce in-school movement where possible, for example:
 - Elementary classrooms will be self-contained until further notice
 - Breakfast and Lunch will be in classrooms for the primary grade



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levels and distanced in the cafeteria for the intermediate grade levels at the Elementary School.

- MS/HS will send students directly to a learning space at the beginning of the day.
- Staggered Restroom Plan -Classrooms in both buildings will have scheduled restroom breaks by class and grade. No student will be refused a restroom break in the case of an emergency.
- McGraw Central School District has turned desks to face the same direction in all rooms.
- McGraw Central School District will keep individual student belongings separated and limit use of shared supplies to one group of students, clean between use by cohorts of students;
- The district will utilize digital options when appropriate.

► Restricted Areas

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

McGraw Central School District will utilize playgrounds when proper safeguards are in place. In elementary school settings, we are staggering playground use rather than allowing multiple grades to play together. We will have students wash hands before and after touching play structures; wear masks if desired and appropriate.

The district will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity unless masks are worn.

The district is canceling in-person after-school events, field trips, and extra curricular activities until further notice and deemed safe to do so. Some events may occur virtually. Extra-curricular events will occur in the 2021-2022 school year. In person events will occur as allowed by the health department.

The McGraw Central School District will not allow students to fundraise in person during the pandemic state of emergency.



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The McGraw Central School buildings will not be available for outside organization use during the pandemic state of emergency. School events will take precedence.

Visitors will remain in the secure vestibule. Visitation will be restricted in the school buildings until further notice.

12. During the State of Emergency, McGraw Central School District provides accommodations to students in the school community that are medically vulnerable or of a high-risk group by providing a virtual model of instruction in which a family may choose to have their child remotely, but synchronously educated with their child's class or schedule.

- Families with special needs students or those who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Please contact Karen Genzel, so we can coordinate accommodations for your child. An Individual Health Plan can be created for students when school is back to the complete In-person model of instruction.
 - We will coordinate with:
 - school health services personnel
 - special education personnel
 - pupil personnel services and
 - administration
- If you are choosing to not send your child to school, we will provide remote synchronous instruction when in the hybrid phase or remote phase of instruction. Remote learning will not be available when school is back to complete in-person instruction.
- McGraw is not providing virtual instruction in the 2021-22 school year unless required to do so.

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

McGraw Central School District follows OSHA COVID-19 guidance for its employees along with the guidance put forth by the CDC in partnership with our local health department.

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



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

- If they are unvaccinated
- Whenever they are within 3 feet of someone
- In hallways;
- In restrooms; and
- In other congregate settings, including buses.

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

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

Face coverings may be challenging for students to wear in all-day settings such as school. Students will be allowed to remove face coverings during seated instruction if the classroom teacher permits it, while eating lunch, and when more than 3 feet from another individual on the school facilities.

Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

McGraw Central School District provides instructions to all students, parents/guardians and staff, contractors and vendors on:

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

Please note: Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy).

These alternate coverings may also be used for certain students (e.g., hearing



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impaired) who benefit from being able to see more of the face of the staff member.

All personnel who enter school property, which also includes school vehicles, or attend school sponsored events are directed and required to follow the District's Re-opening Plan and written protocols. This includes, but is not limited to, any requirements to wear face masks, wash hands, maintain social distancing, permit temperature checks, and answer screening questionnaires. Failure to follow the Plan or protocols, as well as failure to follow the directive of an appropriate school official relating to following the Plan or protocols, may result in formal discipline, up to and including termination for school personnel.

14. McGraw Central School District is ensuring we have adequate supplies of PPE and cloth face coverings for school staff and students who forget masks, by working through cooperative purchases through OCM BOCES and collaborating with our local health department.

15. McGraw Central School District has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

McGraw Central School District requires students and staff with symptoms of illness be sent to the health office. Vanessa Whorrall, RN, is available to assess individuals in person at the McGraw Elementary School and via telemedicine with McGraw MS/HS when necessary. Heather Wilcox, RN, is available to assess individuals in person at the McGraw MS/HS and via telemedicine with the Elementary School when necessary.

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

McGraw Central School District follows Education Law § 906, which provides "whenever...a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law⁷. The director of school health services, or other health professionals acting upon"

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



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they may deem necessary to protect the health of the students and staff.

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

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

Health office social distancing includes:

- Nurses Desk is 6 feet from cots;
- Cots are 6 feet from another cot or sitting area a child may need;
- Dispensing medications to a child is 6 ft from any other child and done in a separate area from sick children if feasible;
- Children are 6 feet from entrance door to allow another child to safely enter if needed;
- Staff to call health office first before sending a child to limit visits when another sick child may be in office if feasible;
- Masks and/or face shields in use when social distancing can not occur.

McGraw Central School District will take the following steps:

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



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isolated in a separate room from others, we will provide a facemask (e.g., cloth or surgical mask) to the student if the ill person can tolerate wearing it and does not have difficulty breathing.

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

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

Staff must call for emergency transport (911) following district policies, for any student showing any of these emergency warning signs of MIS-C or other concerning signs:

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



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► Return to School after Illness

McGraw Central School District follows CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath

Update 10/01/2020



► COVID-19 Testing

McGraw Central School District complies with **Health Department** guidance and we do not conduct COVID-19 testing nor require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.

Testing is ordered through Health Care Providers in the community.

Cortland County residents who are experiencing coronavirus symptoms need to call their doctor, who will coordinate any necessary testing. If you are instructed by a medical professional to get tested, follow their instructions for a sample collection and then go directly to your home and **DO NOT LEAVE YOUR HOME**, and isolate yourself from your household to the extent possible until you receive results from your provider. The provider who orders the test will be who contacts you with the result; it could take up to a week or more to get results.

For people who don't have a primary-care physician, they can call

- Guthrie Cortland Medical Center Incident Command line at **(607) 428-5121** or the Emergency Department at **(607) 756-3740** for screening.
- Upstate Medical University Triage Line at **(315) 464-3979**
- Cayuga's Call Center at **(607) 319-5708**



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► Contact Tracing

McGraw Central School District cooperates with state and local health department contact tracing. We assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors which includes date, time and where in the school they visited; and
- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
- Maintaining confidentiality as required by federal and state laws and regulations.

School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

16. McGraw School District will comply with DOH 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.

MCSD under the guidance of the Cortland County Health Department will allow students and staff who screen positive for COVID-19 symptoms to return to work/school only when:

- Documentation of evaluation by a healthcare provider (healthcare provider note clearing a person to return to school) is provided, and
- A negative COVID19 testing document is provided, and
- Symptom resolution, or
- If COVID-19 positive, a release from isolation as required by Department of Health.

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

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



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

McGraw Central School District follows the CDC document that provides Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary.

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

To help with cleaning and disinfection McGraw Central School District will perform the following:

- Keep accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Perform normal routine cleaning with soap and water which will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
- Provide disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19.
- Provide frequent disinfection of surfaces and objects touched by multiple people;
- We will keep all disinfectants out of the reach of children;
- Building classroom high touch areas are cleaned and disinfected when a cohort change occurs.
- Building classrooms, hallways, and offices are deep cleaned and disinfected at the close of each school day by maintenance staff.
- McGraw Central School District will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

CLASSROOM CLEANING PROCEDURES for FACILITIES STAFF

1. *Dump all trash, change trash bags as needed—Daily.*
2. *Dust all ledges, windowsills, files and bookshelves—Weekly.*
3. *Wash & clean desks, tabletops, countertops, sinks, soap dishes and paper towel dispensers—Daily.*
4. *Wash all windows as needed—Exterior-Monthly.*
5. *Wash doors as needed—Daily.*
6. *Wash & clean all water fountains inside and outside with disinfectant cleaner—3 X's Daily.*
7. *Vacuum all rugs in each room—Daily or remove temporary.*
8. *Sweep floor in toilet rooms, clean toilets with disinfectant cleaner inside and outside down to floor, include chrome fixtures, seats and flush valves; wash walls with disinfectant; wet mop floor with disinfectant—Daily.*
9. *Wash all door knobs with disinfectant cleaner—Daily.*
10. *Wash all marks off walls as needed—Weekly.*
11. *Sweep & dust mop entire room moving furniture when necessary, clean all debris from corners—Daily.*
12. *Wet mop all floors with cleaner daily or as needed.*
13. *Shut off all lights and lock room.*
14. ****Use same procedure for each classroom occupied by students or staff****



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McGraw Central School District will clean high touch surfaces frequently throughout the day. Teachers and support staff will have access to cleaning wipes and sprays for this purpose when students have left the classroom.

Examples of high touch surfaces include:

- Tables;
- Doorknobs;
- Light switches;
- Countertops;
- Handles;
- Desks;
- Phones;
- Keyboards and tablets;
- Toilets and restrooms; and
- Faucets and sinks.

Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities. Students will have access to approved sanitizers and may use this to sanitize their personal workspace or supplies as deemed appropriate by their teacher.

McGraw Central School District cleans playgrounds per CDC guidance:

- High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely
- Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.

School Health Office Cleaning

School health office cleaning must occur after each use of:

- Cots;
- Bathroom; and
- Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer's directions.
- High touch surfaces made of plastic or metal, such as grab bars and door handles will be cleaned routinely.

18. McGraw Central School District will conduct required school safety drills with modifications ensuring social distancing between persons



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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 weeks to reduce the occupancy of the school building, schools must 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:

- Conduct lockdown drill in classroom setting while maintaining social distancing and using masks;
- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person; and
- Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

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

19. McGraw Central School District will allow the YWCA run after school daycare programs. YWCA after school care will follow McGraw Central School protocols for health and safety.

Extra Curricular Activities will be added by the Board of Education and Superintendent per recommendation from the Wellness Committee.

In September 2020 the following extra curricular activities will be included:

- Safety Patrol
- Yearbook Club (Elementary and MS/HS)
- Wellness Committee

October:

- Instrumental Ensemble (Jazz Band)
- Art Club
- Elementary Student Council
- Future Business Leaders of America
- Junior Honor Society
- National Honor Society
- Students for the Environment

November:

- Senior Class



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- Junior Class
- Sophomore Class
- Freshman Class
- Junior High Class
- Vocal Ensemble
- Virtual Golf Tournament - HS
- Elementary Intramurals
- HS Intramurals

December:

- Bowling
- Musical
- Clay Target League

January 2021:

- Virtual Golf Tournament - HS
- Elementary Intramurals
- HS Intramurals

February 2021

- Varsity Boys & Girls Basketball
- Varsity Volleyball

March 2021

- Varsity Boys & Girls Soccer
- Varsity Golf

2021-2022 Extracurriculars will occur as a normal when state of emergency is lifted and allowed by Department of Health.

20. McGraw Central School District will designate a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

McGraw Elementary School COVID-19 safety coordinator - Mrs. Susan Prince: 607-836-3631

McGraw MS/HS COVID-19 safety coordinator - Mr. Mark Dimorier: 607-836-3601

► Facilities

1. McGraw Central School District will ensure that changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.

2. McGraw Central School District will comply with the 2020 Building Visual Inspection.

3. McGraw Central School District will provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.



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4. McGraw Central School District will ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.
5. If the need arises for the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation, McGraw Central School District will ensure the submission of detailed floor plans to OFP for review.
6. If the need arises, McGraw Central School District will ensure that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.
7. McGraw Central School District reopening plan will not include new facilities for leasing therefore will not need to provide a plan to consult with OFP for a preliminary evaluation.
8. McGraw Central School District reopening plan will not include the temporary or permanent use of Tents, therefore will not need to provide plans adhering to the BCNYS.
9. McGraw Central School District ensures that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.
10. McGraw Central School District ensures that each building provides one drinking fountain per one hundred occupants.
11. McGraw Central School District will maintain adequate, code required ventilation (natural or mechanical) as designed.

Comprehensive Ventilation Plan- Maximizing the efficiency of the ventilation in the building, in collaboration with HVAC professionals, based on local environmental conditions (temperature/humidity) and ongoing community transmission in the area by:

- Increasing the percentage of outdoor air, (e.g., using economizer modes of HVAC operations) potentially as high as 100% when compatibility verified with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations.
- Increase total airflow supply to occupied spaces, where possible.
- Disable demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.
- Use natural ventilation (i.e., opening windows if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.
- Improve central air filtration:
 - Increase air filtration external icon to as high as possible without significantly diminishing design airflow.



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- Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass.
 - Run the HVAC system at maximum outside airflow for 2 hours before and after occupied times, in accordance with industry standards external icon.
 - Icon by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials. Have staff work in “clean” ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open).
 - Exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.
12. If the need arises, McGraw Central School District will ensure that all project submissions only dedicated to “COVID-19 Reopening” will be labeled as such.
13. McGraw Central School District will comply with the 2020 BCNYS Section 2606 when including the use of plastic separators.

Child Nutrition

1. McGraw Central School District will provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.

McGraw Central School District plan for child nutrition includes:

- students in attendance at school; and
- students learning remotely.
- meets all applicable health and safety guidelines
- includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria
- includes 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.
- includes protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.
- ensures compliance with Child Nutrition Program requirements.
- includes protocols that describe communication with families through multiple means in the languages spoken by families.

2. McGraw Central School District will address all applicable health and safety guidelines.



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McGraw Elementary:

1. Unvaccinated cafeteria staff will wear face covering and gloves. Meals will be delivered to classrooms for Pre-k- 2nd grade.
2. Students will be required to wear face covering until seated and remain 3 feet apart.
3. The cafeteria tables will allow for approximately 2 students using socially distanced seating for grades 3-5. Grades PK-2- will eat in their classrooms under teacher supervision.
4. Table seats will be marked with alternate color X's where students can sit.
5. Student meals will be checked off by the cashier. As the district is CEP, no money will be exchanged unless students purchase ala carte items. These items may be limited.



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McGraw MS/HS:

1. **Unvaccinated** cafeteria staff will wear face covering and gloves.
2. Students will be required to wear face covering until seated and remain socially distanced.
3. The cafeteria tables will allow for approximately 75 students using socially distanced seating. Forty minute lunch periods with >75 students will have alternate socially distanced seating in the foyer space outside the auditorium, **as well as alternate seating in the gymnasium.**
4. Table seats will be marked with alternate color X's
5. Distance markers will be put along two walls of the cafeteria and up the hallway between rooms 11 and 12—the first 75 students will enter the cafeteria and pick up a lunch
6. Student meals will be checked off by the cashier. As the district is CEP, no money will be exchanged unless students purchase a la carte items.

Remote Learners: Meals will be provided to remote learners by request. Meals will be “grab and go.” Pick up or delivery may be arranged by contacting the building principal.

3. McGraw Central School will protect students with food allergies if providing meals in spaces outside the cafeteria through Health Plan communication to teachers and staff, proper eating space cleaning, avoiding use of allergen food choices when necessary for groups, and socially distanced seating.

4. McGraw Central School will ensure that all students will perform hand hygiene before and after eating, be reminded daily of appropriate hand hygiene, and discourage sharing of food and beverages.

5. McGraw Central School will require cleaning and disinfection prior to the next group of students arriving for meals, when served in the same common area.

6. McGraw Central School ensures compliance with Child Nutrition Program requirements

7. McGraw Central School will communicate with families through multiple means in the languages spoken by families as necessary.

8. McGraw Central School will require that students social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.



► Transportation

1. McGraw Central School District will ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day will be cleaned/disinfected at least once a day.
2. McGraw Central School District ensures high contact areas will be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.
3. McGraw Central School District ensures school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.
4. McGraw Central School District ensures that school bus drivers, monitors and attendants do not carry personal bottles of hand sanitizer with them on school buses.
5. McGraw Central School District will require that school bus drivers, monitors, attendants and mechanics **who are not vaccinated** must wear a face covering along with optional face shield **unless the health department requires differently**. For employees with healthcare provider documentation stating they are not medically able to tolerate face covering, we cannot require that they do so.
6. McGraw Central School District transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
7. McGraw Central School District transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.
8. McGraw Central School District will provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.
9. McGraw Central School District ensures that hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.
10. McGraw Central School District drivers, monitors and attendants who must have direct physical contact with a child are required to wear gloves.



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11. McGraw Central School District requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work during the public health state of emergency.

12. McGraw Central School District requires that students must wear a mask on a school bus if they are physically able.

13. McGraw Central School District ensures that students who do not have a mask will NOT be denied transportation. If a student is without a mask, they will be given one by their bus driver upon entering the bus prior to taking a seat.

14. McGraw Central School District bus drivers will give a district provided mask to students who do not have one.

15. McGraw Central School District ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

16. McGraw Central School District will provide training during bus drills and periodic reminders to students on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

17. McGraw Central School District will train and provide students with periodic reminders on the proper use of social distancing.

18. McGraw Central School District will provide pupil transportation for students attending nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of the district and whose schools are conducting in-person session education when/if the district is not.



► Social Emotional Well-Being

1. McGraw Central School District ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs. To see the McGraw District Developmental School Counseling plan click here - [Comprehensive Guidance Plan](#)
2. McGraw Central School District has a Guidance Committee that works as a collaborative group, comprised of parents, students, members of the board of education, school building leaders, community-based service providers, teachers, certified school counselors, and school psychologist, to inform the comprehensive developmental school counseling program plan.
3. McGraw Central School District will provide resources to students in need and complete referrals to address mental health, behavioral, and emotional support services and programs through regularly scheduled Child Study Team Meetings in addition to parent requests. Staff members may refer students to counselors who have had a behavior change, academic changes and/ or have confided that they are struggling to a trusted adult. Intervention strategies including collaboration with county counseling services are utilized to assist students in need. Throughout the COVID-19 crisis, additional supports have also included support teachers and teaching assistants reaching out by phone to walk students through completing assignments when the stress seemed overwhelming or families were struggling with the remote instruction.
4. McGraw Central School continues 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.
5. The district will implement the "Positivity Project" to assist with preventative Social Emotional Learning. The elementary school started this in 2019-20. The MS/HS will start implementation during homerooms in the 2021-22 school year.



School Schedules

1. McGraw Central School plans to follow a regular schedule upon return to school in September 2020 and 2021. According to the the most up to date guidance from the NYS Department of Health, the size and space of our facilities allow for appropriate precautions to be taken to allow all registered students to attend. We understand the concern of several of our families and will allow parental choice in our remote model of instruction until the Governor or DOH rule that it is no longer necessary. In the event that the district needs to go to a completely remote model of instruction, MS/HS students will attend classes virtually on a synchronous schedule.

***Remote Instruction if not planned for 2021-22 school year.**

One scheduling item that will occur in the remote model will include limiting elective classes for students choosing remote instruction in the MS/HS.

The McGraw Central Schools may choose to temporarily move classes where an individual has tested positive for COVID-19 to remote/virtual format until all contacts can be identified, notified, tested, and cleared.

To maximize in-person instruction, McGraw Central School District has considered measures that can be implemented to decrease density and congregation in school facilities and on school grounds when possible, such as:

- Utilizing larger learning spaces for classes with a higher student population;
- Limiting time in the hallways and at lockers;
- Limiting extra-curricular activities while the student body and staff adjust to the new safety procedures.
- Allowing for more in-person instruction;
- Adjusting class or work hours, where appropriate and possible; and/or
- Staggering schedules and allowing more time between classes to reduce congestion in hallways, walkways, and buildings;

The district is prepared to shift back to fully remote learning models should circumstances change and school buildings are required to close. Regardless of the instructional model implemented, equity and access will be the priority for all students.



► Attendance & Chronic Absenteeism

1. McGraw Central School District will collect and report daily student engagement or attendance while in a remote or hybrid schedule.

All teachers PK-12 will be required to take attendance on SchoolTool daily by class period at the Middle/High school level (6-12) and by day for the Elementary level (PK-5).

Attendance will be counted for those physically present and students that are logged in and engaged in the class through GoogleMeet during the synchronous instruction.

Attendance of any school-age student of compulsory age, who resides in the district or is placed by a parent/guardian in another public school district, a charter school, or is placed by a district administrator or the CSE of the school district in educational programs outside the district (such as, another school district, BOCES, approved private in-State or out-of-State school, and State supported school) must be reported in SIRS. To date, the reporting of daily attendance of Prekindergarten students is not required. Attendance must be reported by any reporting entity that is required to take attendance; Resident students of compulsory age who were not in attendance in a public school, including charter schools, nonpublic school, or approved home schooling program in the current school year must be reported until they exceed compulsory school age, they no longer reside in the district, or the district has documentation that the student has entered another educational program leading to a high school diploma; Students who drop out while still of compulsory school age must be kept on the school attendance register until they exceed compulsory school age or move out of the district.

Technology & Connectivity

1. McGraw Central School district has surveyed faculty and student families regarding the level of access to devices and high-speed internet that all students and teachers have in their places of residence in the spring and summer of 2020. New registrants will be surveyed during the registration process.

2. McGraw Central School District addresses the need to provide devices and internet access to students and teachers who currently do not have sufficient access.

- Teachers will teach daily from their classrooms with school devices and internet access. ►
- Students in grades PK-12 will be given a district owned device if they need it.



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- The technology director will work with families to access the internet as available through Spectrum, ATT, Verizon and utilizing district owned Kajeet mifi devices where access is possible. In addition, the school district will provide a parking lot hotspot for students in need of internet access.
- Kevin Solan, McGraw School District Technology Director, met with Spectrum on 7/29/2020, to look at various low-cost options for families using Spectrum's 'Stay connected' program.

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

- Students unable to utilize the hotspot or other internet options will be given a series of recorded lessons on a flashdrive to be used in conjunction with the Google Classroom Documents that teachers create. Paper copies of those documents will be delivered and traded daily via the district's transportation department courier service. This service will occur daily with the afternoon bus runs.
- Teachers will use their district issued laptop or desktop with webcam/document camera/microphone setup and cast their screen to the smartboard (for the students in the classroom and at home/remote) and stream it on Google Hangout/Meet for the remote students, they will seamlessly switch between streaming the video, and show/share their desktops.
- Students physically in the classroom will receive the same instruction as the at home students, who will join Google meeting/classroom at the scheduled class time and can participate in class as if they were physically in the classroom.
- Teachers will use the built in webcam on their laptop, or webcam on their desktop computer to show himself or herself and keep the laptop/webcam pointed away from the rest of the class. (We determined that the teacher can get up to about 10 feet away from the laptop and the mic still picks them up very well, so the teacher has the option to sit in front of the webcam or to get up and interact with the Smartboard.)



► Teaching & Learning

1. McGraw Central School District has a continuity of learning plan for the 2020-2021 school year that may be utilized in three different instructional models: in-person, remote, and hybrid. McGraw Central School District is prepared for in-person, remote, and hybrid models of instruction. Instruction is aligned with the outcomes in the New York State Learning Standards. Equity is at the heart of all school instructional decisions. All instruction, whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, will have clear opportunities for instruction that are accessible to all students. Such opportunities are aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers. Instruction aligned to the academic program includes regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in person, remote or hybrid). The school and classroom teacher will communicate office hours for parent questions and feedback. Contact information for technology assistance will be available on communication materials.

With current space and faculty, McGraw is able to instruct in both buildings all currently enrolled students maintaining social distance during instruction in collaboration with utilizing face coverings, recommended hygiene, regular deep cleaning and disinfection.

McGraw Elementary School:

- In-Person instruction - McGraw Elementary School has the space and staffing to immediately begin in person instruction with current recommended social distancing; face covering usage on busses, in hallways, and playground; respiratory hygiene adherences; and increased cleaning and disinfection. Complete in-person instruction will be the only option to take place when the Governor allows it. When utilizing the in-person model, students participating in person will be mandatory for attendance. **New registrations received after September 14, 2020, that require additional space in classrooms may be required to remain remote until a space opens up for in-person.**
- Complete Remote Instruction - All classes will be run through Google Classroom/Google Meet with classroom teachers for a minimum of one hour daily at a time determined by the teacher in accordance with their assigned schedule in small groups. Classroom Teachers will run four one hour small group sessions with no more than 5 students in a group. Projects and activities will be assigned for content areas on the Google Classroom platform. Special Area Teachers will hold synchronous classes that align with their weekly schedule. Students that log in will be offered a 40 minute lesson per week in the special



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area content. Students will receive a participation grade in the special areas.

Teachers will post a minimum of one hour daily of office hours between 8:00AM and 3:20PM for parents. The McGraw Elementary will go completely remote as directed by the Governor's order or DOH. All virtual courses will be graded and students will be required to attend and engage daily to receive credit for the class in accordance with the District attendance policy. This option could occur for short-term or long term periods of time in direct relation to the illness rate in the Cortland County region. The school would move to the in-person model as soon as allowed to do so by the Governor's order or DOH. When a parent chooses the remote model at the start of this year, they may change to "in-person" no earlier than the end of the ten week marking period, unless the governor or DOH requires that all students return prior to that date.

- o McGraw Central School will not be providing a remote option for Pre-kindergarten students.
- o Remote instruction is not an option for the 2021-22 school year unless required by NYSED or DOH.

McGraw MS/HS:

- o In-Person instruction model - McGraw MS/HS has the space and staffing to immediately begin in person instruction with current recommended social distancing; face covering usage on buses, in hallways, and playing fields; respiratory hygiene adherences; and increased cleaning and disinfection. Complete in-person instruction will be the only option to take place when the Governor allows it. When utilizing the In-person model, students participating in person will be mandatory for attendance. New registrations received after September 14, 2020, that require additional space in classrooms may be required to remain remote until a space opens up for in-person.
- o Complete Remote Instruction - All classes will be run through Google Classroom/Google Meet with classroom teachers at their regularly scheduled time. The MS/HS will go completely remote as directed by the Governor's order or DOH. All virtual courses will be graded and students will be required to attend and engage daily to receive credit for the class in accordance with the District attendance policy. This option could occur for short-term or long term periods of time in direct relation to the illness rate in the Cortland County region. When a parent chooses the remote model at the start of this year, they may change to "in-person" no earlier than the end of the 5 week marking period, unless the governor or DOH requires that all students return prior to that date. At any time after that, parents may choose to have their child re-enter the in person model at the end of a report card period. The school would move to the in-person model as soon as allowed to do so by the Governor's order or DOH.
- o Remote instruction is not an option for the 2021-22 school year unless required by NYSED or DOH.



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2. McGraw Central School District has an educational program that is aligned to the New York State Learning Standards. The curriculum created for each grade and course, regardless if instruction is delivered in-person, or in a remote model, will be followed.

3. The McGraw Central School District's reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person or remotely. All students receiving remote instruction, will be included on the teacher daily log form that was used during remote instruction in the spring of 2020. Forms will be turned into the building principals weekly. Two teachers are assigned to students in grades K-6 that are participating in remote instruction at the start of the school year. Grades 7-12 will attend remote instruction synchronously.

4. McGraw Central School District understands that equity must be at the heart of all school instructional decisions. All instruction has been developed so that whether delivered in-person or remotely due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities are aligned with State standards and include routine scheduled times for students to/interact and seek feedback and support/from their teachers.

5. McGraw Central School has a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information is accessible to all, available in multiple languages based on district need, widely disseminated, and includes clear and multiple ways for students and families to contact schools and teachers by email, Google classroom online platform, SchoolTool, and/or by phone.

Parents will be directed to use our SchoolTool parent portal to communicate with their child's teachers. This tool will be used to ask questions, seek assistance, view grades and student progress as well as to check for understanding of lessons. Teachers can also easily send emails to parents through this tool. Google classroom/meeting may be used for video conferencing as well.

6. Assessments at the elementary level will include STAR, Reflex Math, and Achieve 3000 on a regular basis for all three methods of instruction delivery. Pertinent formative and summative assessments will be assigned as it relates to the content and grade level. Progress reports and report cards will be adjusted over the summer to match the types of assessments anticipated for grading and evaluation of student learning for all instruction models. Progress reports and report cards will continue to be shared with families in the regularly scheduled 5 and 10 week marking periods.

Assessments at the MS/HS level will include pertinent formative and summative assessments that will be assigned as it relates to the content and grade level. Project based learning and rubric assessments will be encouraged. Progress reports and report cards will continue to be shared with families in the regularly scheduled 5 and 10 week marking periods.



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► Special Education - Required Notices

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

A. All special education students are ensured a free and appropriate public education (FAPE) whether services are provided in-person, remotely, or through a hybrid model. The health, safety and well-being of our students, families, and staff is carefully considered in this plan and consistent with changing health and safety conditions.

B. McGraw Central School plans for students to receive in-person services. Our continuum of services include: Consult Teacher Direct; Resource Room; Special Class (i.e., 5:1, 15:1, 8:1+1, and 12:1+3:1); and Related Services - occupational therapy (OT), physical therapy (PT), speech/language therapy (SPL), teacher of the visually impaired (TVI) , and audiology. Students and service providers who are unable to remain **three** feet apart during any portion of service implementation will wear masks.



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

Our special education service providers will document in-person attendance, services and progress with the use of district-approved instructional and related service logs for remote distance services. The logs include services provided, frequency, attendance, progress and communication with parents/guardians (at least weekly).

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

- A. CSE and CPSE meetings will be held in-person with the committee chair, school psychologist, general education and special education teachers present in each school's conference room with windows open (weather permitting) and utilizing social distancing.
- B. Other committee members and parents/guardians will join via phone conference or Google Meet.
- C. Parents may request to meet in person with the committee and this will be accommodated.
- D. Annual reviews, triennial re-evaluations, program reviews, and initial eligibility CSE/CPSE meetings will be held within the timelines of NYS regulations and guidelines.
- E. Communication with parents will be in the parent's preferred language and in their preferred mode of communication.
- F. Service providers will contact parents/guardians within the first seven days of school to communicate their child's schedule for services.

4. Each school and/or district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.



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A. McGraw Central School district has less than 600 students. Our providers, school psychologist (CPSE Chair), special educators and Director of Special Education (CSE Chair) often serve on the same committees (CSE and CPSE).

B. We will also use Google Meet to have Special Education Department meetings (at least monthly) to ensure that there is excellent communication among all special education staff and between committees regarding: the delivery of services consistent with students' IEPs, FAPE, documentation, progress monitoring, parent engagement/communication, and the need to protect the health and safety of students and those providing services.

C. Special education staff also meet with students' general education team members to collaborate on these topics and more.

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

A. McGraw Central School District Special education students in preschool through high school are ensured access to their accommodations, modifications, supplementary aids and services and technology as indicated in their IEPs.

B. While it is easier to provide this access when students are in school in-person, we are able to provide access when remote learning is required through Google Classroom, Google Meet, teletherapy, and phone calls (including parent/guardian communication).

Bilingual Education & World Languages - Required Notices

1. McGraw Central School District will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

At the time this document was written, McGraw Central School District does not have any ELL students registered.



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2. McGraw Central School District will provide required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. Units of Study and Staff Requirements: ENL (K-8) Units of Study and Staffing Requirements: ENL (9-12) Additional Units of Study and Staff Requirements for TBE Former ELLs at the Commanding level of proficiency within two years of exiting ELL status are to continue receiving Former ELL services in the form of Integrated ENL or other Former ELL services approved by the Commissioner under Part 154-2.3(h) during in-person or hybrid learning.

3. McGraw Central School District will ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication (e.g. text, robocalls, Whats App, emails...). Parent Engagement Resources from OBE WL

► Teacher & Principal Evaluation System - Required Notices

McGraw Central School District ensures that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan using the NYSUT Rubric, including any variance applications approved by the Department. The APPR committee met with the principals in July of 2020 to discuss continued use of the NYSUT Rubric and the specific domains and the focus on effective teaching and learning strategies.

► Certification, Incidental Teaching, & Substitute Teaching - Required Notices

McGraw Central School District ensures that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.