



# Waterloo Central School District

## Continuity of Instruction During Short Term Closure(s)

### School Closures

The Waterloo CSD will consistently and frequently collaborate with the Seneca County Department of Health to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. School administrators will consider closing school if absentee rates impact the ability of the school to operate safely. The District may also choose to modify operations prior to closing to help mitigate health risks to our students, faculty, staff and the larger community.

Based on positive Covid-19 test results and Department of Health guidance, the district may need to implement a short-term closure. In the event that such a closure is needed, the date(s) of the closure will be communicated with students, parents, and staff through Parent Square, via email and phone call and the information will be made available on the website.

### Skoi-Yase Primary School

All students should be online and ready for learning at 8:55 AM. Classes will start at 9:00 AM with morning announcements that have been prerecorded.

### Protocols for Students in UPK

In the event we go remote, iPads will be distributed along with the directions for use and a scheduled time of when the daily calendar, sharing time, story time, and math lessons will be held. Classroom teachers will also be setting up a schedule of when they will meet individually with students and provide learning activities that Pre-K students can do at home. Learning apps for students have been installed on the iPads.

### Protocols for Students in Grades K,1,2

K-2 teachers will continue to provide live daily instruction. Students in grades K,1,2 will continue to log into SeeSaw to access Microsoft Teams as they normally do to receive classroom instruction. Teachers will be live and will give further instructions on the lessons to complete for the day. Students will also be completing iReady lessons. All communication concerning assignments will go through SeeSaw. Teachers will also be meeting virtually with their reading groups. Any student receiving extra reading or math lessons will be contacted by their reading /math specialist for a virtual meeting time. Students receiving special education services will have their IEP's followed as written virtually.

All Students will participate in a full day of instruction, following their typical arrival and dismissal times.

Note: Teachers will exercise sound professional judgment surrounding developmental readiness and appropriate limits for actual/intermittent screen time. Students will have teacher directed "screen breaks" which will afford students the opportunity to engage in independent learning activities throughout the day. Daily access to special area instruction (Music, PE, ART, Library) will follow current scheduling and will be reflected on the classroom teacher's posted schedule for the day.

## **LaFayette Intermediate School**

All students should follow the times that they have been logging in on remote days. All the log in times are posted on the Waterloo website under the LaFayette tab.

### **Protocols for Students in Grades 3,4,5**

Students in grades 3,4,5 will continue to log into Microsoft Teams through Schoology as they normally do to receive classroom instruction. Teachers will be live and will give further instructions on the lessons to complete for the day.

Other times that students might have to remote in for will include but are not limited to: Specials, Math Skills, ELA skills, counseling, speech, OT, PT (\* if your child has one of these services he or she already knows, and it is part of their current schedule.)

All students will participate in a full day of instruction, following their typical arrival and dismissal times. We will track if a student is logged on during each individual subject area. If your child does not log in, misses more than half the class, or has the camera off and does not respond to multiple attempts from the teacher for them to respond they will be marked as absent from the class.

Note: Teachers will exercise sound professional judgment surrounding developmental readiness and appropriate limits for actual/intermittent screen time. Students will have teacher directed "screen breaks" which will afford students the opportunity to engage in independent learning activities throughout the day. Daily access to special area instruction (Music, PE, ART, Library) will follow current scheduling and will be reflected on classroom teacher posted schedule for the day.

## **Protocols for Students in Grades 6-12**

During any short term or extended closures, students in grades 6-12 will continue to follow their regular schedule and report remotely to all classes. Students will attend all classes at their regularly scheduled time via Microsoft Teams through Schoology. All instruction and learning materials will be delivered electronically throughout the period of closing.

### **Accessing Microsoft Teams Links/Video Conferencing**

Microsoft Teams links are embedded in Schoology/SeeSaw Classroom in each class. Students just need to log into Schoology or SeeSaw on their school-provided device.

### **Attendance During Closure**

Attendance of any school-age student of compulsory age, who resides in the district must be reported. As such, Waterloo CSD must report daily attendance for all school age students of compulsory age and uses SchoolTool, to collect and report daily student engagement and attendance. Attendance for students at the secondary level will continue to be tracked, monitored, and reported. For students who are NOT consistently engaging in remote learning, Waterloo CSD will explore a variety of methods for reaching out to families:

- Phone calls
- Emails
- Written correspondence via mail
- Parent/family/ student meetings with counselors, psychologists, and/or administration
- “Check and Connect” – an adult who is responsible to check in on the student every day, whether instruction is in-person or remote
- Home visits/wellness check conducted by counselor, School Resource Officer, and/or school administrator
- Collaboration with Child Protective Services, when necessary
- Collaboration with Seneca County surrounding Persons in Need of Supervision Petition, when necessary

## **Grading During Closure**

Per the WCSD Reopening Plan, the Waterloo CSD will utilize traditional grading practices at the elementary and secondary levels. At the secondary level, all grading will align to NYS Standards and learning outcomes for course. Grades will consist of a percentage score for assignments, participation, and assessments throughout the year, regardless of the instructional setting. Students will not receive pass/fail but will pass or fail a course based on current levels of proficiency based on a variety of assignments, tasks, performances, and assessments. At the elementary level, all grading will align to the outcomes of the academic curriculum and NYS Learning Standards and will be reported using a standards-based grading model on school report cards.

Note: SchoolTool will continue to be used as the platform for entering and reporting grades at both the elementary and secondary levels.

## **Provisions for Special Education Students**

The Office of Special Education Programs under the US Department of Education has reinforced to districts that no matter the primary instructional delivery approach, IEP teams remain responsible for ensuring that a Free Appropriate Public Education (FAPE) is provided to all children with disabilities. In addition, IEP teams are responsible for identification of how the special education team will implement programs and services, in a variety of instructional methods and settings.

Whether services are provided in-person, remote, and/or through a hybrid model, WCSD will address the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

Our special education teachers will review current IEP goals for students, consult with general education teachers and families, and make decisions on levels of direct/indirect support which will occur during remote learning. Our special education teachers will also support planning for and implementation for delivery of IEP accommodations, including those specific to testing.

## **Student Meals During Closures**

In the event of a school closure, free "grab-and-go" breakfast and lunch meals will be available to all Waterloo Children 18 years old and younger. Meals will be available for pick up between 11:00 am-12:00 pm or 4:00 pm -5:00 pm on Mondays and Wednesdays outside the High School cafeteria by the loading dock area. Three days' worth of meals will be provided on Mondays and two days' worth of meals will be provided on Wednesdays. In the case of a short-term COVID-related closure, the district will provide a link on the school website and in any email or print communication for the

purpose of tracking family interest in the free meal program. This will help school nutrition staff meet the needs of our families without generating unnecessary food waste.

## **Protocols for Staff During Closures**

Unless otherwise directed, all staff will be expected to report to the school building at their regularly scheduled times. Staff should remain socially distant in their workspace throughout the buildings. All staff will be expected to continue to wear appropriate face coverings when they are not able to maintain social distance from others. Staff should limit their movement throughout the buildings and their interaction with others to mitigate spread of germs. Staff should continue to diligently practice proper hand and respiratory hygiene.

## **Athletics**

In the event Waterloo High School and/or Waterloo Middle School go fully remote, Waterloo CSD will work collaboratively with the Seneca County Department of Health to determine next steps in regard to NYSPHSAA interscholastic athletics for grades 7-12 which includes both in-season sports and off-season conditioning. In addition, the Fitness Center Re-Opening Plan will also be revisited.

## IMPORTANT INFORMATION FOR PARENTS:

- Waterloo CSD email is [firstname.lastname@waterloocsd.org](mailto:firstname.lastname@waterloocsd.org).
- Waterloo CSD passwords are: wat (K-1) Wat (2-12) and student ID number followed by an explanation point (eg. Wat12345!).
- Students will use their Waterloo CSD account to login to laptop and access Outlook (email)
- Student access to email from their laptop or another device:
  - Go to the Waterloo CSD district website ([www.waterloocsd.org](http://www.waterloocsd.org)) and click on “For Students” to sign into your Office 365 online account.
  - Enter your Waterloo CSD email address and password (see above).
  - Click on Outlook for email
  - Remember to check your email every day!
- To access a Microsoft Teams Meeting:
  - Click on the Teams Meeting join link provided by your teacher on your class Seesaw or Schoology page
  - Leave your microphone muted unless instructed by your teacher. Be respectful and appropriate at all times during your class/meeting.
- To access SchoolTool: (grades 6-12 only)
  - Login with your first.last name (not your email) and regular password.
- To access Clever: Login using the 4 colored squares (active directory login)
- Technology Support: Send an email to your building’s helpdesk
  - Skoi-Yase - [syhelpdesk@waterloocsd.org](mailto:syhelpdesk@waterloocsd.org)
  - LaFayette - [lfhelpdesk@waterloocsd.org](mailto:lfhelpdesk@waterloocsd.org)
  - Middle School - [mshelpdesk@waterloocsd.org](mailto:mshelpdesk@waterloocsd.org)
  - High School - [hshelpdesk@waterloocsd.org](mailto:hshelpdesk@waterloocsd.org)
  - Or call your student’s school main office