



DERUYTER

CENTRAL SCHOOL



*“Recovering,
Rebuilding,
Renewing”*

DeRuyter Central School

DeRuyter Central School

2020-2021 School Re-Opening Plans

Table of Contents

DISTRICT INFORMATION	4
Superintendent	4
Contact Information	4
REOPENING PLAN	5
▶ Communication/Family & Community Engagement Reopening Plan	6
“Recovering, Rebuilding, Renewing”	6
▶ Health & Safety	9
Daily Health & Temperature Screenings	9
Hand Hygiene Plan	10
Respiratory Hygiene Plan	11
Restricted Areas	12
Return to School After Illness	17
COVID-19 Testing	17
Contact Tracing	18
School Health Office Cleaning	20
▶ Facilities	22
▶ Child Nutrition	24
▶ Transportation	26
▶ Social Emotional Well-Being	28
▶ School Schedules	30
▶ Attendance & Chronic Absenteeism	32
▶ Technology & Connectivity	33
▶ Teaching & Learning	33
▶ Special Education - Required Notices	36
▶ Bilingual Education & World Languages - Required Notices	37
▶ Teacher & Principal Evaluation System - Required Notices	38
▶ Certification, Incidental Teaching, & Substitute Teaching - Required Notices	39

DeRuyter Central School

DISTRICT INFORMATION

Dr. David M. Brown

dbrown@deruytercentral.org

315-852-3400 xt. 7410

Provide a web-link for each school re-opening plan.

- <http://www.deruytercentral.org/districtpage.cfm?pageid=794>

The specific letter going home to the district includes an email with this correspondence:

7/31/2020

Dear Rocket Families:

On behalf of the faculty, staff, administration, Reopening Task Force, and The Board of Education we would like to express our sincere appreciation for your feedback including emails, letters, phone calls, surveys, and task force meetings.

Community Health

Concern for the health and safety of our students, faculty, staff, and families was at the heart of our decision making throughout this process. We believe that in-person instruction will always be our first desire. The social and emotional well-being of our children also played into our decisions as well as the maturation and abilities to thrive in and out of school. A child being in school is part of their social and emotional health.

Challenges

All public school districts in New York State are required to follow the exhaustive guidance and mandates set forth in the document included on our website: [NYSED Reopening Schools Guidance](#). Social distancing guidelines create challenges with

physical space restrictions, transportation, personnel, supervision, social and emotional needs, and instruction. Our plan is based on current available data and could change at any time during the summer and the year ahead.

DeRuyter Central School

The Plan

All students in grades PK-8th Grade will be provided in-person instruction every day. Students in grades 9-12 will be learning in a Hybrid model where they come to school one day (A Day) and have home instruction on the opposite day (B Day). Specific details and groupings will be coming out later this summer.

Alternatives

If at any time the Governor were to give us a new directive, we are preparing steps to move into a PK-12 Hybrid Process, or a total Remote Learning Process if instructed to do so. It is important that we are prepared for any mandates that are “thrown our way.” We will continue to work with members of the Reopening Task Force as we await a response from the Governor and/or State Education Department.

Your Plan

The plan is attached to this email as well as being on our website. We need to know who is going to use school transportation and who is choosing to keep their children home. There is a link to your responses on the website and also in the attached notice. We **need** every family to respond to this notice.

Families will also receive this notice in the US Mail but we would appreciate families clicking on the link and uploading their answers so we can plan, but if needed, a hard copy is being sent home. As always, if you have any questions do not hesitate to contact any of the administrative team including Kevin Springer, Transportation and Facilities, Brenda Scutt, Food Service, or Kim, Jenny, Steve, Jim, or myself.

Sincerely,

David

David M. Brown, Ed. D.

Superintendent of Schools

[DeRuyter Newsletter Link](#)

DeRuyter Central School

REOPENING PLAN

Our Reopening Plans include the elements outlined in the [guidance released by NYS Department of Health \(DOH\) on July 13, 2020](#).

- DeRuyter Central School's Reopening Plan is posted on our website www.deruytercentral.org in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders (On the COVID-19 Page). It is posted on individual school websites and centrally on our main district-wide page. There is a link to all needed documents that relate to COVID-19 and Reopening.
- [DeRuyter Central School](#) includes all assurances completed by David M. Brown, Ed. D., Superintendent, and all of the elements outlined in the New York State Department of Education guidance document.
- Surveys, letters to the community, lists of participants in our Large Reopening Committee and five subcommittee members are listed on the website. Subcommittees for reopening include:
 - Transportation/Facilities/Food Service
 - Social and Emotional Support
 - Teaching and Learning
 - Large Space Instruction
 - Health and Wellness
- Plan is found on our COVID-19 Page <http://www.deruytercentral.org/districtpage.cfm?pageid=794>

► Communication/Family & Community Engagement Reopening Plan

"Recovering, Rebuilding, Renewing"

1. *The following groups have been and will continue to be involved and engaged throughout the planning process.*

Audiences:

Students and Parents
Staff
Community Members
District Administrators
School Board Member
Public
Mayor of DeRuyter
Booster Club Officer(s)

DeRuyter Central School

2. DeRuyter 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.

Public Communications

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

Communication Method	Responsible Party
Local TV, radio, and newspapers	Administration/ Communications
District website - dedicated page for reopening	Administration/ Communications
Social media platforms	Administration/ Communications
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 • Vinyl decals on floors, as needed 	Administration/ Communications
Town Hall Events, Meetings, Webinars	Administration/ Communications

Parents/Guardians and Students

All public communications methods outlined above may be utilized by **DeRuyter Central School**

Communication Method	Responsible Party
SchoolMessenger	Superintendent/Communications
Emails to parents/guardians	Administration/Teachers
Letters sent home from Administration	Administration/Communications

All District Staff

All communications methods outlined above may be utilized by **DeRuyter Central School** in addition to:

Communication Method	Responsible Party	Frequency
DeRuyter Central all-staff email	Administrators/Support Staff	Weekly or as needed
Newsletters, print and digital	Communications/Administrators	Bi-Monthly

DeRuyter Central School

SchoolMessenger	Building Principals/ Communications	As needed
Letters home, if necessary	DeRuyter Central School Administration Members	As needed
Staff meetings	DeRuyter Central School Administration Members	As needed

3. DeRuyter Central School District will ensure 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.

EX: Training and timelines for training is provided in the following ways:

- Staff will be trained during Staff days in August
- Students will be trained the week of September 8, 2020

4. DeRuyter Central School District will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and 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](#)

5. Additionally, DeRuyter Central School provides copies of this document in the language(s) spoken at home among families and throughout the school community (Spanish and Italian). Written plans are also accessible to those with visual and/or hearing impairments.

Interested parties can access those documents by following these procedures:

- The District Website has the plan in both languages
- El plan del distrito está en el sitio web en ambos idiomas.

For copies of this document in other languages, please contact Dr. David Brown, Superintendent.

Para obtener copias de este documento en otros idiomas, comuníquese con el Dr. David Brown, Superintendente.

Per copie di questo documento in altre lingue, si prega di contattare il Dr. David Brown, Sovrintendente.

6. Additional Considerations for Effective Communications and Family Engagement
DeRuyter Central Schools provide regular updates about safety, scheduling, and all

DeRuyter Central School

other information families should be aware of on the DCS website . Families can also provide feedback at anytime by completing this open survey. These surveys have been available since July 15th and will remain open until August 15th. If necessary the deadline will be extended.

DeRuyter Central School also has a COVID-19 hotline which you can access by calling 315-852-3400 and asking to speak to someone about COVID-19.

Up to the minute information about COVID-19 can be found on our COVID-19 website here <http://www.deruytercentral.org/districtpage.cfm?pageid=794>

All other concerns can be directed to our school safety officer Dr. Brown

- The safety coordinator can answer questions regarding COVID-19 from:
 - Students
 - Faculty
 - Staff
 - Parents/Legal guardians
 - Community

► Health & Safety

1. DeRuyter Central School District's reopening plan reviewed and considered the number of students and staff allowed to return in person.

- The following factors were considered when determining resumption of in person instruction:
 - *Ability to maintain appropriate social distancing or face coverings*
 - *PPE and face covering availability;*
 - *Availability of safe transportation*
 - *Local hospital capacity – consult your local department of health.*

2. DeRuyter Central School District has and continues to engage 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 following list, while not exhaustive, are the stakeholders in our planning:

Staff - Non-Teaching
Transportation
Food Service
Maintenance
Teaching Staff
Administration

DeRuyter Central School

Community

Booster Leaders

Students - High School

Parents

Mayor

- *Group was hand selected and additional requests for volunteers which started in June and the final group was selected the first week of July.*
- *Full Group met and reviewed the process and history of COVID-19 and its impact on DeRuyter Central Schools.*
- *Subcommittees were formed and members were asked to rank their desires for specific committees and every member was put on their first or second choices. Majority were on their first choice.*

3. DeRuyter Central School District's reopening plan includes 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.

DeRuyter Central School District utilizes the plan stated on pages 5 and 6 and additionally continues to provide communication both digitally and non-digitally (example: paper copies sent via USPS and available in main offices).

4. DeRuyter Central School District's reopening plan has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to **observe for signs of illness** in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel. The following pages were created based on collaboration with the Superintendent and the Health Subcommittee of the DeRuyter Reopening Task Force. Led by Jessica Vadala, RN, DeRuyter nurse, and David M. Brown, Ed. D., Superintendent.

Daily Health & Temperature Screenings

5. *DeRuyter Central Schools* 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.

6. *DeRuyter Central Schools* require 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. *DeRuyter Central Schools* require all students or staff with a temperature, signs of illness, and/or a positive response to the *DeRuyter Central School's* questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being

DeRuyter Central School

picked up or otherwise sent home.

8. *DeRuyter Central Schools* require all visitors, guests, contractors, and vendors entering the school to follow all *DeRuyter Central School's* health screening guidelines.

9. DeRuyter Central School District's 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.

10. DeRuyter Central School District's reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

11. *DeRuyter Central Schools* provide signage to instruct staff and students in correct hand and respiratory hygiene.

Hand Hygiene Plan

DeRuyter Central Schools 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) are available throughout the building including the cafeteria. At the time of this printing substantial extra sanitizers are being purchased to better equip our buildings.
- 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 and requested to wash their hands with soap and water.

DeRuyter Central Schools provides the following:

- Facilities and supplies for hand washing including soap and water;
- Paper towels and touch free paper towel dispensers where feasible, air dryers have been removed and disabled from all buildings;
- 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.

DeRuyter Central School

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;
- Before and after attending special area classes; 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.

DeRuyter Central Schools will provide tissues in each classroom and common areas.

- No touch 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. This will be part of the instructional practices shared with students and staff.
- Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material. This will be part of the instructional practices shared with students and staff.

11. DeRuyter Central School's reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.

DeRuyter Central Schools defines social distancing as keeping a six foot space between yourself and others.

DeRuyter Central Schools has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible. The steps our district is taking are listed below:

- The size of groups/cohorts of students are determined by the number of students who can be in each classroom while maintaining 6 feet social distancing.
- District Drop off plan: In the parent communications, caregivers are

DeRuyter Central School

instructed that a special holding place in the district will be utilized to pick up or drop off students during normal business hours. There is a NO VISITOR regulation in the district until further notice.

- Reduce in-school movement where possible: Students in PK-6 will remain in classrooms except to move to PE, Music, Visual Art, and Library. Social distancing will occur during transitions and in each of the transitioned classrooms.
- The district is utilizing large group areas like the Library and the Band Room for larger numbers of students and putting music education in the small gymnasium to fulfill the social distancing needs for that department following NYS Spacing Guidelines.
- Staggered Special Area Teachers Plan
 - PK-12 Vocal/General music is moving to an elementary classroom and band small group instruction is occurring in the alternate music classroom and 7th and 8th grade science is moving into the band room. Library is also being used for overflow classes.
- Staggered Restroom Plan
 - Staffing collaboration is occurring during the summer to facilitate social distancing and scheduling in regards to Restroom usage.
- DeRuyter Central Schools have turned desks to face the same direction in all rooms, including staff members.
- DeRuyter Central Schools will open windows to improve ventilation.
- DeRuyter Central Schools will keep individual student belongings separated and limit use of shared supplies to one group of students, and/or clean between use by cohorts of students;
- Utilize to every extend possible digital options

Restricted Areas

DeRuyter Central Schools restrict 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;

DeRuyter Central Schools will utilize playgrounds when proper safeguards are in place. In elementary school settings, we are staggering playground use rather than allowing multiple classes to play together. We will have students wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.

We have ensured 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.

DeRuyter Central School

We are canceling:

- Concerts through December
- All Dances
- Fundraisers involving multiple student/adult gatherings
- Parent/Teacher Conferences - Moving to Virtual
- Field trips
- Community Usage of our Buildings
- Extra Curricular Outings

We are limiting visitors in the following ways:

- Visitors are not allowed in our buildings
- Students will/can be dropped off and picked up at a designated site outside of the main buildings
- Students who are ill will have parents contacted and picked up outside of the buildings.
- Until further notice, all community usage/rental of school district property (ex: gymnasium and auditorium) will be postponed due to COVID cleaning, disinfecting, and social distancing.

12. DeRuyter Central Schools is making remote learning available to high risk students or families that have a person at high risk. Families will be asked to opt into sending their children or opting out of sending their children. Commitment of one semester is requested.

DeRuyter Central Schools provides accommodations to students in the school community that are medically vulnerable or high-risk groups.

- We provide the following options
 - Remote Learning
- For families with special needs or students who are medically fragile and 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 Dr. Brown so we can coordinate accommodations for your child.
 - We will coordinate with:
 - school health services personnel
 - special education personnel
 - pupil personnel services and
 - administration

DeRuyter Central School

- If you are choosing to not send your child to school, we will provide remote instruction (100% online) but you must commit to remote instruction for the first semester (until February 1st, 2021.) Details on the instructional practice will be communicated to parents once completed. *DeRuyter Central Schools* is working with the BOCES for instructors to provide remote instruction and is still in the planning stages. The communication for households that is being sent via USMail and via School Messenger has a return sheet (also available to return via the internet) must be returned attesting to whether each family student is coming back, homeschooling, or requesting remote learning.

13. DeRuyter Central School District requires all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

DeRuyter Central Schools follow [OSHA COVID-19 guidance for its employee](#) along with the [guidance put forth by the CDC](#) in partnership with our local health department (County of Madison).

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

DeRuyter Central Schools require 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 cloth face coverings:

- Whenever they are within 6 feet of someone
- In hallways;
- In restrooms; and
- In other congregate settings, including buses.

DeRuyter Central Schools provide 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.

DeRuyter Central Schools 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, we cannot be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, *DeRuyter Central Schools* will provide students the ability to “tap out” if needed. We are also putting into place the ability for staff to reach out to other staff and also “tap out” if needed.

Face coverings should not be placed on:

DeRuyter Central School

- 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.

[DeRuyter Central Schools](#) provide instructions, available on the COVID-19 Page of our Website, to all students, parents/guardians and staff, contractors and vendors (and posted throughout the buildings) 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 impaired) who benefit from being able to see more of the face of the staff member.

14. [DeRuyter Central Schools](#) is ensuring we have adequate supplies of PPE by working through cooperative purchases through our BOCES and collaborating with our local health department

15. [DeRuyter Central Schools](#) requires students and staff with symptoms of illness must be sent to the health office. [Mrs. Jessica Vadala, RN](#) is available to assess individuals.

If a school nurse is not available, the Superintendent, or his designee, 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.

[DeRuyter Central Schools](#) follow 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

DeRuyter Central School

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

DeRuyter Central Schools require 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.

DeRuyter Central Schools 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.
- *DeRuyter Central Schools* refer 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, *DeRuyter Central Schools* will ensure that person keeps at least a 6-foot distance between ill students. If they cannot be 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,

DeRuyter Central School

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

- Students will 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, *DeRuyter Central Schools* will call 911 and notify the operator that the person may have COVID-19;
- *DeRuyter Central Schools* 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. Employees should 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

DeRuyter Central School

If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee should notify the local health department to determine what steps are needed for the school community. Superintendent Brown is a member of a weekly conference call with Madison County for up to the moment updates from the State and County Health Departments and will share important regulations with the community.

Return to School after Illness

DeRuyter Central Schools follow 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

COVID-19 Testing

DeRuyter Central Schools comply with CDC guidance and we do not conduct COVID-19 testing or 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.

If you need a COVID-19 test please contact your county health department. Any family needing assistance can reach out to our medical office, our school nurse Mrs. Jessica Vadala, or the Superintendent.

Contact Tracing

DeRuyter Central School

DeRuyter Central Schools cooperate 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 will 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. DeRuyter Central School complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

DeRuyter Central Schools collaborate with our local Madison County health department 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.

Dr. David M. Brown, Superintendent, will consider closing school if absentee rates impact the ability of the school to operate safely. *DeRuyter Central Schools* may choose to modify operations prior to closing to help mitigate a rise in cases, and will consult our medical director and/or the local department of health when making such decisions.

17. *DeRuyter Central Schools* follow the CDC 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.

DeRuyter Central Schools cleaning includes classrooms, restrooms, cafeterias, libraries, playgrounds, and busses.

To help with cleaning and disinfection *DeRuyter Central Schools* will perform the following:

- Keep accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;

DeRuyter Central School

- Perform normal routine cleaning with soap and water 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;
- Daily cleaning and extra personnel are being hired to cover evening cleaning and disinfecting.
- *DeRuyter Central Schools* will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

*Cleaning plans should include considerations regarding the safety of custodial staff and other people who are carrying out the cleaning or disinfection.

DeRuyter Central Schools will clean high touch surfaces frequently throughout the day.

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.

Two additional Cleaning Staff have been posted and hoped to be hired by September 1st to facilitate to cleaning during the days and evenings to clean and disinfect the entire district.

Windows will be opened when possible and air filters will be changed regularly for clean and consistent air flow.

There are no band instruments being shared by students.

DeRuyter Central Schools clean playgrounds per CDC guidance:

DeRuyter Central School

- 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.

Disposable items should be used as much as possible including:

- Disposable pillow protectors; or
- Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.

18. DeRuyter Central School District's reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons

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

DeRuyter Central School

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. DeRuyter Central School District's reopening plan has a written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school's charter).

20. DeRuyter Central School District designates a COVID-19 safety coordinator (David M. Brown, Ed.D.) 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.

David M. Brown, Ed.D., Superintendent of Schools

711 Railroad Street, DeRuyter, NY 13052

315-852-3400 xt. 7410

► Facilities

1. DeRuyter Central School District's reopening plan which include 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. DeRuyter Central School District ensures compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

3. DeRuyter Central School District's reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4. The District plans on testing for Lead-In-Water during the month of October, 2020.

4. DeRuyter Central School District's reopening plan must 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. Each classroom has a dispenser and additional dispensers are being installed in our hallways.

5. DeRuyter Central School District's reopening plan which includes the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation

DeRuyter Central School

ensures the submission of detailed floor plans to OFP for review.

6. DeRuyter Central School District ensures that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.

7. DeRuyter Central School District ensures the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.

8. DeRuyter Central School District ensures that each building provides one drinking fountain per one hundred occupants.

9. DeRuyter Central School District maintains adequate, code required ventilation. We have purchased the new MERV13 Filters to improve air filtration and quality

10. DeRuyter Central School District ensures project submissions only dedicated to "COVID-19 Reopening" are beled as such.

11. DeRuyter Central School District complies with 2020 BCNYS Section 2606.

Child Nutrition

1. DeRuyter Central Schools is part of the Community Eligibility Program grant and provides all students with access to school meals each school day. This must include students in attendance at school and students learning remotely. No students are charged for breakfast and lunch in our district.

[All Students will have access to meals that are compliant with the National Breakfast and Lunch Program.](#)

- Meals will be prepared and served in accordance with all local health department and CDC guidelines.

[DeRuyter Central Schools'](#) plan for child nutrition includes:

DeRuyter Central School

- 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. DeRuyter Central School District's reopening plan must address all applicable health and safety guidelines.

3. DeRuyter Central School District's reopening plan includes measures to protect students with food allergies while providing meals in spaces outside the cafeteria.

4. DeRuyter Central School District's reopening plan 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 not be allowed.

Handwashing sinks will be clearly labeled and available for student use before and after meals. Hand Sanitizer wall units will be available in hallways and cafeteria. New USDA Signage for hand washing will be posted. Signage will be posted and students will be reminded by teachers and staff that sharing food and beverages.

5. DeRuyter Central School District's reopening plan requires cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

Cleaning and disinfection will be done in between service times prior to the next group of students entering the service and dining areas. Cafeteria and or janitorial staff will clean and disinfect using products recommended by the CDC. All product material safety data sheets will be kept on file in the district office.

6. DeRuyter Central School District's reopening plan ensures compliance with Child Nutrition Program requirements.

All meals will be in compliance with the SBP and NSLP Programs. Menus, recipes and production sheets will be used daily and kept on file for the current year plus three years.

DeRuyter Central School

7. DeRuyter Central School District's reopening plan includes protocols that describe communication with families through multiple means in the languages spoken by families (English, Spanish, and Italian).

Food service information will be distributed to families using the district website, monthly newsletter, menus and social media sites.

8. DeRuyter Central School District's reopening plan requires that students social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

All staff will ensure that students maintain social distancing (six feet apart) while consuming meals

► Transportation

1. DeRuyter Central School District ensures 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 by districts and contract carriers will be cleaned/disinfected once a day.

2. DeRuyter Central School District ensures high contact spots will be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.

3. DeRuyter 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. DeRuyter 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. DeRuyter Central School District requires that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.

6. DeRuyter Central School District requires 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. DeRuyter Central School District's transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.

8. DeRuyter Central School District requires our transportation department/carriers to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.

DeRuyter Central School

9. DeRuyter Central School District ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages. Reminders to workers that they can not bring sanitizer on the bus.

10. DeRuyter Central School District requires drivers, monitors and attendants who must have direct physical contact with a child must wear gloves which are made available from the district.

11. DeRuyter Central School District requires that school bus drivers, monitors, attendants and mechanics perform a self-health assessment for symptoms of COVID-19 before arriving to work.

12. DeRuyter Central School District requires that students must wear a mask on a school bus if they are physically able. They will wear a mask, if physically able, as they step on the bus, during their transport, and until they arrive in a room and are socially distanced from other humans.

13. DeRuyter Central School District ensures that students who do not have a mask will NOT be denied transportation. Extra masks are provided and made available on each district transport.

14. DeRuyter Central School District will provide a mask to any students who does not have one with them.

15. DeRuyter 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. DeRuyter Central School District will train and provide periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

17. DeRuyter Central School District will require that students will be trained and provided periodic reminders on the proper use of social distancing.

18. DeRuyter Central School District requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in- person session education when/if the district is not.

DeRuyter Central School

Social Emotional Well-Being

At DeRuyter, we define Social and Emotional Learning (SEL) as the process through which children and adults: understand and manage emotions, set and achieve positive goals, feel and show empathy toward others, establish and maintain positive relationships, and make responsible decisions (CASEL, 2020). Over the past two years, DeRuyter Central School has been focused on professional development for all staff in the area of social emotional learning and trauma informed practices, and infusing those practices into the culture of our district. We implemented PBIS district wide and infused the Second Step SEL curriculum into our elementary program and health courses. Prior to the pandemic, our District Planning Team (shared decision making committee) had already committed to SEL as a priority area of focus for our district. We recognize that as we return to the school building this school year that students and staff will be faced with a myriad of emotions, anxiety and personal/professional and family challenges. We know that people of all ages and roles in the school will present with different needs at different times as they navigate new conditions in a familiar environment.

Our welcome back experience will maintain a focus on the social and emotional well-being of our staff and our students through the development of relationships to facilitate healing, trust, and confidence in returning to the school setting. Our approach to social and emotional learning is designed to provide all students with a solid foundation of multi-dimensional supports with additional support systems and resources for students with greater levels of need.

Our comprehensive counseling plan guides the work of our school counselors in supporting students and families during times of transition, facilitating communication about resources and expectations, and guidance to individuals as they plan their path to success.

[DeRuyter Central School District Counseling Plan](#)

2. DeRuyter Central School established an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, Town Mayor, All District Administrators and Leaders, County Health Department Members, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.

DeRuyter Central School District has an advisory board which consists of representatives from district and building administration, school counselors, school psychologist, teachers, support staff, parents, students, school board, and outside agency providers that worked collaboratively to develop our comprehensive school counseling plan in the 2018-2019 school year, and continues to work to guide the implementation and progress on that plan. The Social Emotional Support subcommittee of the DCS Reopening Task Force met to review the plan and make adjustments to that plan to ensure that we are prepared to support the needs of our students, and that information was

DeRuyter Central School

presented to the larger task force and is included in our reopening plan. The subcommittee is continuing to meet in order to plan our professional development for the school year, and to support the implementation of those recommendations.

Our Student Support Team (SST) is made up of district and building administration, school counselors, school psychologist, school resource officer and an agency mental health counselor. SST will meet at least weekly to review referrals for support and plan for intervention for students at higher levels of need.

Our PBIS committee is made up of district and building administrators, school counselors, school psychologist, teachers, and paraprofessionals will continue to meet regularly to continue our implementation of PBIS district wide, with a focus on relationship building, teaching new routines and procedures, and reinforcing positive behaviors.

We will provide Tier 1 supports to all students through our PBIS program, Responsive Classroom practices at the elementary level, teaching of the Second Step SEL curriculum PK-8, holding regular class/grade level meetings focused on the skills of SEL with building/district themes, infusing SEL skills into the curriculum at all levels, and expanding our Teacher Advisory Program (TAG) (a formal check and connect program) to incorporate all students. We are exploring the use of a universal screener to be implemented to provide us with additional data on students current state, and level of need.

We will establish a virtual resource page for resources related to mental health, behavioral and emotional supports that includes services available within the district as well as community resources with information about accessing these services. We will continue to distribute articles and resources from the Employee Assistance Program (EAP), and make sure all employees are aware of the programs services and how to access them.

For students needing Tier 2 and Tier 3 supports we have the following in place:

There are two school counselors and one school psychologist available for small group and individual counseling. In addition, we have an agency mental health counselor that provides individual and family counseling.

The SST team is developing a referral form to be used by staff and parents for in house services for our students and will be reviewing those and connecting students with appropriate services at our weekly meetings. The school counselors and school psychologist will provide outreach to families of students that have been referred by school staff.

DCS is fortunate to have a mental health counselor through an outside community agency that provides services to our students and families on our school campus. In addition to providing services, that counselor is a member of our SST team, and will assist with making appropriate service recommendations based on our referral process. DCS will collaborate with the agency to provide outreach to our families to ensure that they are aware of these services and how to

DeRuyter Central School

access them.

Each building has an RTI team that addresses not only academic supports and interventions, but also behavioral and emotional supports and interventions. These teams meet at least monthly and progress monitor students. At least one member of each team also sits on SST so the teams are able to collaborate and share information via those members.

Each of these teams will continue to function, and provide direct student support in all three circumstances: In person, hybrid or remote learning.

Professional Learning for Faculty and Staff:

We have two professional development days prior to the first scheduled day of classes for faculty and staff. Those two days will focus on how to talk with and support students during and after the ongoing COVID-19 public health emergency, That training will include at least the following:

- **Trauma Informed Practices:** : The district will provide a review and update on the impact of trauma on the brain and learning that was conducted during the 19-20 school year. We will focus on the message that we can assume that everyone (adults and students alike) have experienced some level of trauma due to the pandemic and ongoing civil unrest in our country. Given that, it is important to revisit what we learned last year about the impact of trauma on our learning and behaviors, and strategies to build resilience to overcome that impact. We will reinforce that trauma changes the thinking patterns and brain chemistry of those affected by it. The training also provides information about the prevalence of adverse childhood experiences and how their impact can manifest in children and adults throughout their lives. We will focus on the importance of relationships and building connections with each other and our students. In addition, discuss the importance of routines and procedures being taught and utilized to establish an environment where students feel safe and secure.
- **Strategies for Facilitating Conversations:** A session on facilitating class meetings and 5 minute conversations with students during individual check and connect sessions will be shared. Faculty and team meetings will be used to reflect on progress and add additional strategies throughout the year.
- **Building Capacity for Social Emotional Learning:** The district will review and update training on social emotional learning competencies that we introduced in the 2019-2020 school year. We will add a review of the Second Step curriculum for all staff so that everyone is aware of what skills and competencies are being taught at which levels.
- **Resources and Referral Process:** Our SST will provide training on resources that are available to support students that need additional support outside the classroom and the process to access those supports. The virtual resource page will also be shared at that time.
- The District will also be providing annual update training to all staff on DASA and Mental

DeRuyter Central School

Health.

Throughout the school year, we will continue to offer support and professional learning in all of these areas during our Superintendent's conference days as well as during team/department and faculty meetings. In the event that we go to remote learning, administration will hold regular team and faculty/staff meetings (at least weekly) and will infuse this information into those sessions.

Supporting Adults:

- Employee Assistance Program (EAP): EAP is a service to local school districts through OCM BOCES to provide school employees with support and connections to health and human services when needed. The EAP offers short term counseling through teletherapy to employees and their family members. The EAP also provides a variety of wellness workshops to small groups on topics of interest including: caregiving, time management, healthy eating, and stress management.
- Adult social emotional competencies: In order to support our students we need to support ourselves and each other. With that in mind, we will provide training to all staff on adult SEL competencies and share strategies for self care.
- Utilize Professional Learning Communities, Department teams, and grade level teams to build in time for social and emotional support amongst adults. Working with our school social worker and counselors, monthly meetings will establish systems for colleague check-ins and team building.
- The district is creating a Tap in Tap Out program to support faculty and staff as we reopen to in person learning. The purpose of this program is to provide adults the means to practice self care and take a short respite from their duties as the need arises.

School Schedules

Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants. Due to circumstances outside of our control, we may have to modify how we deliver that instruction at various times throughout the school year. Therefore, we are working on the following modes for delivering instruction:

Mode A (In-Person Instruction) - This is the model we are all the most familiar with. This would mean that students and staff operate as our typical school day without social distancing, wearing masks, or have any concerns at all about transmitting a virus among us. Also, we will run our normal bus routes and we will have multiple students in each seat. In addition, field trips and extracurriculars (sports, clubs, musical) function as they normally would. This may not be practical until there is a vaccine specific to COVID-19.

Mode B (Hybrid Instruction) - In this model, all students in grades UPK through Grade 8 will be

DeRuyter Central School

attending school each day. Classrooms have been established so that there are less students in these classrooms and we limit their movement throughout the building. In grades 9-12, we will follow an A-B Format in which half of each grade level will attend school each day. Students that are in remote learning that day will complete assignments from teachers at home. They will be able to contact their teachers electronically should they have any questions or concerns about their work. However, any student that attends BOCES will attend everyday including CTE programs, Alternative Education, or any Special Education Programs.

Mode C (Remote Instruction) - In this model, all students will be in remote learning and we will deliver instructional materials through Google Classroom or by hand. We will also deliver food as we were able to do from March to June.

Attendance & Chronic Absenteeism

1. DeRuyter Central School District's reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.

During Hybrid and remote learning attendance will be taken each day. Students are expected to be in attendance and if they do not "check in" will not be given credit for that day.

When a student is ill in all three scenarios (in-person, hybrid, or remote) parents must inform the school attendance clerk that the student is not participating in instruction for that day.

If a student does not have connectivity during Hybrid and Remote learning check-in with telephones will be used. All of this will be shared with students at the beginning of the year of in-person instruction as well as communications with families during the summer of 2020.

► Technology & Connectivity

1. Each school and/or district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.

Each student in the DeRuyter Central School District is given a chrome book for instructional practice while in-person. Students in grades PK-12 will take them home if we move into remote learning.

Students in 2nd-12th grade have Chromebooks and PK, K, and 1st have Tablets to use in school and at home. Surveys were sent out to families with children in the district to ascertain their access to the internet. Families without internet were offered mobile "hot spots" to use that allowed them connectivity to online instruction. Families without internet access were also notified of how they could contact Spectrum, a local internet

DeRuyter Central School

service provider, to secure free internet for a limited time. Additionally, students and parents were made aware of local institutions where free wifi could be accessed if connectivity issues at home existed.

Teachers were also surveyed about their access to reliable internet. Teachers who have limited internet access at home are encouraged to find locations where internet access is available for free, such as at the school or their local library.

Students and staff are asked to keep the school informed should they encounter difficulties with internet access so alternative methods to instruct them (paper copies, flash drives) can take place.

If a student does not have connectivity the district does have hotspots available to give to our students.

2. Each school and/or district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.

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.

[Insert Plan](#)

► Teaching & Learning

Each school and/or district reopening plan includes a continuity of learning plan for the 2020-2021 school year. Such a plan must prepare for in-person, remote, and hybrid models of instruction.

Beginning September 8th, DeRuyter Central Schools will educate PK-8th grade students on a daily basis utilizing masking and social distancing. Our normal process and schedule will be enacted for the start of the school year. Changes in the food distribution will include use of classrooms, cafeteria and large group instructional spaces like the small gymnasium.

Grades 9-12 will utilize a Hybrid Model starting September 8th. Students will be divided into two groups and attend school on an ADay/BDay Cycle. Students will rotate every Wednesday on either A Day or B Day and a schedule is being created so families will know for the entirety of the first semester (September 8th through February 1st) which Wednesdays their child will attend. Students will have attendance taken while in their home instruction on the days they are not physically in attendance. See the section on Hybrid models process in this document for further details.

If we are instructed to close the physical campus for instruction we will move to a remote process for all PK-12 students. Daily attendance will be taken and a schedule for classes will be shared. It is the intention of the district to educate the students and parents before a total

DeRuyter Central School

remote process goes into effect. If the State Education Department or Governor moves us into a remote instructional practice we will work with teachers during the summer to prepare and communicate the details of remote learning with our students.

At the time of this upload we are not planning a total in-person educational component for all students PK-12 but will have in-person for PK-8. We have moved traditional rooms to facilitate the most students in each room throughout the district so students can social distance in as many rooms as possible. Students will wear masks and socially distance when moving from point to point. Mask Breaks are being scheduled in the daily routines of in-person instruction days.

Whether in-person, hybrid, or remote teachers are working on curriculum and New York State Standards and how they will meet these standards in each educational process and setting.

In all models of instruction DeRuyter Central Schools will ensure regular substantive interaction between students and teachers. In person instruction will be delivered with the needs of individual students in mind. Social-emotional health and development will be prioritized and teachers will recognize the added importance of taking the necessary time to build community and connections after the extended closure. In a hybrid model of instruction students will attend school in-person 2-3 days per week and will learn remotely the balance of the days. During remote learning days students will have access to a teacher via google meet, email, or communication app. Students with disabilities and ENL students will receive services daily. In a remote learning environment teachers will provide direct instruction daily and will also offer office hours at a consistent time. Classes will be offered daily at all grade levels via google meet.

DeRuyter Central Schools will ensure that students receive direct instruction daily from qualified teachers on State standards. Schedules will be developed for each model of instruction to ensure learning continues. Alternate arrangements will be made for students lacking internet connectivity to access grade level curriculum and teacher support. Students will receive feedback on their progress and performance from their teachers in a timely manner in all models of instruction.

DeRuyter Central Schools will post all information regarding the various models of instruction on the school website, send out mailings, and all administrative staff will be available to answer questions via phone and email. This information will be provided in multiple languages if needed. DeRuyter Central Schools will also adopt a communication platform to be used to facilitate and streamline clear and consistent communication with PK-12 parents throughout the school year. Staff specializing in technology will be available throughout the school year to assist students and parents with technology issues and questions. Teachers will be available via email, phone, parent-teacher conferences, communication platform, and during office hours in the event of remote instruction.

***As districts and charter schools develop instructional models under the three delivery methods (in-person, remote and hybrid), attention must be paid to how students are assessed and further, how student progress will be communicated to parents and caregivers.

DeRuyter Central School

Students will be assessed in all models of instruction. Students will receive regular feedback from teachers on their assignments and their understanding of introduced concepts will be assessed. Quarterly report cards will be sent home to parents and students in grades 6-12 will also receive progress reports every five weeks.

7. Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.

DeRuyter Central Schools has received information from Cortland and Madison county preschool service providers detailing how they are adhering to DOH and NYSED guidelines. Students in our Prekindergarten program will be meeting every day with New York State certified teachers and teacher aide.

► Special Education - Required Notices

1. DeRuyter Central School District's 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.

Students with disabilities who receive special education services will receive those services in the same format in which instruction is provided to general education students, with appropriate social distancing and protections in place. Classroom capacity plans have taken into account the presence of consultant teachers, teaching assistants, and teacher aides in order to include them in measures to maintain social distancing. DeRuyter will provide daily special education services in all models of instruction.

Under a plan to provide instruction in a hybrid format, including in person instruction every other day, students with disabilities will be prioritized for in person attendance to the extent practicable. Students with disabilities will receive services and support daily, with virtual instruction and services being offered on remote attendance days. Students with disabilities will attend in person three days per week and will be offered remote learning opportunities and supports two days per week.

In a remote instruction model special education students will receive all services remotely, including daily instruction from a special education teacher, appropriately modified assignments, and teletherapy (if applicable). Remote services will be offered via google meet and appropriately modified assignments will be posted on google classroom.

- Students receiving related services will participate in teletherapy sessions with district and

DeRuyter Central School

contracted providers, over video conferencing (google meet) or telephonically if video conferencing is not able to be carried out.

- Students receiving direct and indirect consultant teacher services will be provided with modifications and accommodations to learning activities through co-planning with general education teachers, with additional availability to receive support from the direct consultant teacher during google meet sessions and extra help periods.
- Students receiving in district special class and resource room services will receive those services through remote offerings (google meet and google classroom) to the extent practicable and taking individual student needs into consideration.

2. DeRuyter Central School District's reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.

To the extent practicable, special education services will be provided in a manner consistent with the services listed on each student's Individualized Education Plan. If services are provided in any manner other than that listed by the student's Individualized Education Plan, due to restrictions on facility and human resource capacity, the change in conditions will be discussed with the student's parent and documented. The completion of an IEP amendment will be considered on a case-by-case basis and dependent upon the nature of the change in condition, anticipated duration of the change, and recommendations of the NYSED. At the beginning of the 2020-2021 school year each identified student with a disability will be assigned a case manager. The case manager will contact each student's parent on their caseload and provide information about the services listed on the Individualized Education Plan and how each of them will be carried out under the reopening guidelines the district is currently adhering to. In the event of a change in general education services, and subsequently special education services, to a plan with reduced facility and human resource capacity, case managers will contact parent(s) of each student on their caseload affected by the change in order to explain the new conditions for providing services. Related services providers will also contact parents over the phone to explain any change in the conditions or format of services provided.

Special education teachers and related service providers will document student attendance for all in person and remote services. They will also keep progress notes regarding IEP goals and session notes as typical. Special education teachers and related service providers will communicate with families via the District adopted communication platform, email, and phone. Special education teachers will be required to hold office hours daily for students and parents to check in with questions in a remote instruction model. IEP progress reports will be sent home to parents quarterly to report progress on student goals in all models of instruction.

3. DeRuyter Central School District's 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.

DeRuyter Central School

DeRuyter will provide communication regarding the provision of services in a parent's preferred language as requested. Our ENL staff also facilitates communication with families whose preferred language is a language other than English. Parents will be routinely contacted regarding their child's progress and all parents will have the opportunity to meet with staff, including special education staff, during offered or otherwise scheduled parent-teacher conferences.

4. DeRuyter Central School District's 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.

To ensure an understanding of the provision of services for students participating in programs outside of the DeRuyter CSD, the directors of special education will serve as liaison to those programs to communicate student services, any changes in the conditions of those services as a result of required reduce facility or human resource capacity, and ensure communication is provided directly to parents from case managers and service providers assigned to the student through those programs. The CPSE will work with service providers from all counties to provide services consistent with those listed on each student's individualized education plan to the extent practicable. The CSPE will work in accordance with Departments of Health of Cortland and Madison counties to ensure safe practices in accordance with current county guidance and will collaborate with municipalities for the provision of preschool services. The CPSE will ensure that service providers present families with timely and accessible communication regarding any changes to conditions in which services can take place, based on county guidance. Students with disabilities who receive services under an Individualized Education Plan will continue to receive the same progress reports, which are provided at the same time as general education progress reports. These reports provided information and data on student progress toward annual goals, as listed on the student's individualized education plan. Special education teachers and service providers are expected to continue to measure progress on annual goals as required and outlined by the IEP to the extent practicable and under the guideline provided by NYSED. Parents will continue to receive these reports whether services are provided in per person, remotely, or via a hybrid model. Special education providers communicate with parents via email, phone, at parent-teacher conferences throughout the year, and in conjunction with general education staff. Parent input is sought at least annually at the time of student annual review meetings.

DeRuyter will continue to collaborate to provide appropriate services to meet the needs of students in programs outside of the District. This includes services and programming provided through BOCES, private settings, and service coordination related to transitioning after high school. DeRuyter also collaborates with a charter school in the area to ensure the provision of special education services in that setting.

5. DeRuyter Central School ensures access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique

DeRuyter Central School

disability related needs of students.

Students with disabilities will continue to receive accommodations, modifications, supplementary aids and services, and technology (including assistive technology) as described on their Individualized Education Plans and/or Section 504 accommodation plans. Provisions have been made to support related service providers with personal protective equipment and environmental modification necessary for implementing in person services to the greatest extent practicable. Student IEPs and 504 plans are written by their respective committees based on the present levels of performance of each student and their individual needs to access and benefit from their education. In addition to prioritizing students with disabilities for in person attendance, the CPSE, CSE, and 504 teams will collaborate with general education teachers, administrators, and specialists to adapt and implement accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the needs of each individual student, if circumstances necessitate a hybrid or remote learning model. In the event that a student is demonstrating new needs or barriers to accessing and benefitting from their education, the district and families can request a program review for the committee to collaborate and examine how to meet those needs, utilizing best practices to the extent practicable.

► Bilingual Education & World Languages - Required Notices

1. DeRuyter Central School District ensures 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...). reopening plan which reopens using in-person or hybrid instruction must 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.

2. DeRuyter Central School District ensures 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...). plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) 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

DeRuyter Central School

hybrid learning.

3. DeRuyter Central School District ensures 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](#)

Due to the needs of DeRuyter Central School District ELL students correspondence will be done in English, Spanish, and Italian.

► Teacher & Principal Evaluation System - Required Notices

1. Each school and/or district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan (or, for charter schools, the school's charter), including any variance applications approved by the Department.

[Our District APPR Plan is attached here and is being updated at the time of this printing. The majority of the language has and will remain the same.](#)

[DeRuyter APPR Plan](#)

Certification, Incidental Teaching, & Substitute Teaching - Required Notices

1. DeRuyter 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.