



Marcellus Central School District

2020-2021 SCHOOL REOPENING PLANS

“Recovering,
Rebuilding,
Renewing”

**KCH Elementary School
Driver Middle School
Marcellus High School**

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DISTRICT INFORMATION

BEDS Code

421101060000

Superintendent

Michelle Brantner

Contact Information

Marcellus Central School District

2 Reed Parkway

Marcellus, NY 13108

Phone: (315) 673-6000

E-Mail: mbrantner@marcellusschools.org

Location of School Reopening Plan: <http://www.marcellusschools.org>

School Health Director/Physician

Dr. Mark Pisik

Marcellus Central School District

2 Reed Parkway

Marcellus, NY 13108

Phone: (315) 673-6000

School Nurse Coordinator

Amy Steigerwald

Marcellus Senior High School

1 Mustang Hill

Marcellus, New York 13108

(315) 673-6300

asteigerwald@marcellusschools.org

COVID Hotline

Marcellus Schools will contact the following organizations for guidance in a COVID crisis:

New York State Department of Health

Corning Tower, Empire State Plaza

Albany, New York 12237

1-888-364-3065

Onondaga County Department of Health

421 Montgomery St Basement lvl Rm. 80

Syracuse, NY 13202

(315) 435-3252

Marcellus Central School District

July 2020

Dear Marcellus School District Community:

Who knew that March 16, 2020 would be the day that our lives as educators, students and parents would change forever. In the wake of the COVID 19 outbreak, schools were forced to close leaving our students and teachers to do their best to continue teaching and learning separated from each other. Like many of us here at school, I am certain you watched the news week after week waiting for the next announcement from our Governor hoping he would announce a date for school reopening.

Here we are, July of 2020, still waiting for another announcement, one that will hopefully bring some of our students back to our buildings. In preparation for that moment, school district administrators have been hard at work developing plans that will meet the needs of all students whether returning in person, in a virtual learning environment, or some combination of the two. While all of us would like our world, and our schools, to return to life as we knew it, we must prepare to unite together as partners to do our best to educate our children during this challenging and unprecedented time.

What follows in the pages of this document are our plans to create the safest learning environment possible for our students. We have worked thoughtfully and diligently to best meet the needs of all of our students, including those needing extra assistance. We have developed plans to transport, protect, feed, teach and clean up after any students who return to in person schooling, taking extra care to follow the guidelines provided to us by the NY State Department of Education and the NY State Department of Health. We humbly admit to you that none of us entered the teaching profession to teach through a screen. Working directly with students is what feeds us all. We recognize that, for now, we must take every precaution to protect each other until such time that our nation is able to find a response to this virus that will serve to protect us going forward.

Please take some time to review sections of the document that relate to your child and his/her needs. Remember that we are here, as your partner, to assist in any way that we can. Should you have questions, or suggestions, please reach out to us.

Sincerely,

Michelle L. Brantner

Michelle L. Brantner

REOPENING PLAN

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

- The Marcellus Central School District Reopening Plan is posted on our website [here](#). It is also posted on individual school building websites and on our dedicated [COVID 19 webpage](#).
- The Marcellus Central School District reopening plan includes all assurances completed by the Superintendent of Schools and all of the elements outlined in the New York State Department of Education guidance document.
- The School Superintendent is designated as the District COVID 19 Safety Coordinator. The Coordinator’s 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.

► The Planning Process

The Marcellus School District remains committed to providing the best educational environment possible for our students. In addition, we are required to comply with the guidelines set forth by the New York State Education Department and the New York State of Health. Our plan contains parameters for three scenarios when the following conditions exist:

- Hybrid Instruction (Yellow)
 - Social distancing is required limiting the ability to bring back all students at one time
- Virtual Instruction (Red)
 - School buildings are closed by order of the Governor, County Executive or Superintendent of schools based on increasing spread of COVID 19, or other situation related to COVID 19 making it unsafe to open school
- Live Instruction (Green)
 - A vaccine or treatment has been developed and available and we are able to return all students to in-person instruction without social distancing requirements

The Marcellus School District employed a process for developing a plan for reopening engaging an array of stakeholders. The following process was utilized:

<u>Date</u>	<u>Activity</u>	<u>Persons Involved</u>
June 25	Union leader reopening planning	Union leadership from all units
July 9	K-5 Reopening Think Tank	Teacher leaders, administrative team
July 10	6-12 Grade reopening Think Tank	Teacher leaders, administrative team
June/July	Counselor brainstorming sessions	School counselors
June/July	Administrative cabinet planning	School administration

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July 16/17	Nurse planning sessions	School nurses
July	Department & grade level meetings	Teaching staff
July 27	Community reopening planning team	Various community and school stakeholders

The district provided a draft reopening plan to all district staff and the community reopening planning group with a feedback window of one week. Feedback will be collected and used to edit and improve our plan to meet the needs of all students. Staff were afforded the opportunity to send in questions using a shared question and answer document. Parents were encouraged to send in questions to a district administrator. Their questions and answers were shared out on the website and through social media as they arrived.

School District Administration

Michelle Brantner	Katherine Cook	Donna Rice
Jean Sharlow	Eric Hubbard	Ryan Riefler
Anthony Sonnacchio	John Durkee	Susan Stearns
Kara Lux	Michael Free	
Robert Montgomery	Karen Quill	

K-6 Planning Committee (met July 16)

Maureen Manciocchi	Erin Malone
Stacey Scott	Cynthia Warren

7-12 Planning Committee (met July 17)

Alan Wing	Erin Watson
Richelle Schettine	Kristin Peenstra
Brian Ackles	
Lauren Collister	

Reopening Planning Committee (met July 27)

Michelle Brantner	Bechy Eaton	Donna Rice
Jean Sharlow	Laura Egli	Ryan Riefler
John Durkee	Jennifer Harvard	Richelle Schettine
Katie Cook	Mary Hughes	Nancy Schuller
Bob Montgomery	Christa Lemczak	Dr. Jana Shaw
Eric Hubbard	Mike McAuliff	Dr. Stephen Spitzer
Mike Free	Amy MacNabb-Warren	Susan Stearns
Tony Sonnacchio	Maureen Manciocchi	Amy Steigerwald
Brian Ackles	JoMarie Mariani	Rocky Tangredi
Katie Battaglia	Maureen Menke	Sue Tavolacci
Amanda Bowman	Pragya Murphy	Laurie Updike
Lauren Collister	Jackie Pearce	Katie Walsh
Tyler Cooper	Lorraine Phillips	Melissa Zacholl
Shawn Daniul	Barb Rawlings	Bethany Sly
Jen Decook	Kathy Rein	

► Communication/Family & Community Engagement Reopening Plan

“Recovering, Rebuilding, Renewing”

Communications Plan

The school and/or 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. The communication plan can be retrieved [by clicking this link](#).

Public Communications

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

<u>Communication Method</u>	<u>Responsible Party</u>
Local TV, Radio, and Newspapers	District Administration
District Website	District Administration
Social Media	District Administration
Signage (digital, printed, vinyl adhesive decals) to promote health and safety guidelines established by the NYSDOH and CDC	District Administration
Virtual and/or In-Person Meetings	District Administration

Parents/Guardians and Students

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

<u>Communication Method</u>	<u>Responsible Party</u>
School Messenger	Superintendent, Building Principal
Remind	Building Principal, Teacher
Email	Administration, Teacher
Letters Sent Via Postal Mail	Administration

All District Staff

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

<u>Communication Method</u>	<u>Responsible Party</u>
Marcellus All-Staff Email List	Administration, Directors
School Messenger	Superintendent, Building Principal
Phone/Text Message	Administration, Directors
Staff Meetings	Administration, Directors

Training

In order to ensure that students and staff are safe at school, we will ensure all students are taught how to follow new COVID-19 protocols safely and correctly:

- In advance of school re-opening, videos and support materials will be provided to families to review with their children including the following topics
 - safety protocols such as [social distancing](#) and safe movement throughout the building
 - daily screening process
 - [proper wearing of masks](#)
 - hand washing
 - respiratory hygiene
- Staff members will be trained in all areas of safety protocol for in-person learning, in order to better support students, through video and related materials and during opening day staff meetings.
- All students electing in person learning will receive additional training by classroom teachers during the first week of school to ensure their adherence with all safety protocols. Continued follow up instruction will occur until 100% compliance is achieved.
- New students beginning in person instruction will receive training materials in advance with instruction provided during their first day of in person schooling.

Promoting Safety & Health

The Marcellus School District recognizes the importance of encouraging all students, faculty, staff, and visitors to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained. We will employ the following methods to promote these practices:

- Signage will be posted at entrances to school buildings including the requirement of wearing a face covering and maintaining social distance.
- Visitors will not be admitted to school buildings except in unique or emergency situations. Prior to admittance, they will be asked a series of screening questions and be given a mask if they are not already wearing one.
- Information regarding our practices with visitors to our campus will be posted to our website on our COVID 19 information page.

Plan Accessibility

Additionally, the Marcellus School District will provide copies of this document in the language(s) spoken at home among families and throughout the school community including Spanish, Russian and any other identified home languages. Written plans are also accessible to those with visual and/or hearing impairments. Interested parties can access those documents by following these procedures:

- Families identified as having a home language other than English and are in need of translated documents will be provided a copy of this document in their home language. Families may also request a copy translated into their home language in the event that they are not identified.
- Families needing a copy of the document due to a visual impairment may also request a copy of the document in large print.
- Copies can be requested by contacting the Assistant Superintendent for Curriculum, Instruction, Data and Assessment, Jean Sharlow, at 315-673-6000.

Updates and Feedback

The Marcellus School District recognizes the need for continuous communication including two way dialogue between school and families. As a result, in addition to providing regular updates about safety, scheduling, and all other information families should be aware of on the district website, in print form and through phone calls and apps, families will also be asked to provide feedback at various times by completing surveys throughout the course of the COVID 19 crisis.

In the event that information is needed or a student or family member wishes to share feedback or information they may call the district office at 315-673-6000. The administrative assistant will direct your call accordingly. For up to the minute access to the latest information relating to the school district's response during the COVID 19 crisis, please visit the COVID 19 page located on the homepage of our website. The dedicated COVID-19 webpage can be found [here](#).

All other concerns can be directed to our school safety officer and Superintendent of Schools, Michelle Brantner, by calling (315) 673-6000 or at mbrantner@marcellusschools.org.

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

- Students
- Faculty
- Staff
- Parents/Legal guardians

Please note that information relating to health concerns will likely be referred to the appropriate health agency such as the Onondaga County Health Department.

► Health & Safety

The Marcellus School District will train and instruct all staff members to observe for signs of illness in students, themselves and their colleagues using the following procedure. The process requires symptomatic persons to be sent to the school nurse or to other designated personnel:

- Observe for the following symptoms that are typical of persons infected with COVID 19:
 - **Fever or chills**
 - **Cough**
 - **Shortness of breath or difficulty breathing**
 - **Fatigue**
 - **Muscle or body aches**
 - **New loss of taste or smell**
 - **Sore throat**
 - **Congestion or runny nose**
 - **Nausea or vomiting**
 - **Diarrhea**
 - **Headache**

- Once a staff member identifies an individual as displaying symptoms that could be attributed to COVID 19, the staff member should direct the affected individual to report to the nurse's office in their respective building for further evaluation.
- The staff member will contact the nurse's office to alert her that someone will be coming in for evaluation.
- This protocol will be reviewed with staff at opening day meetings and periodically at regular meetings thereafter.

Daily Health & Temperature Screenings

Marcellus Central School District has a protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

- Each day, every staff member in the district including teachers, teaching assistants, teaching aides, administrators, school nurses custodians, bus drivers, food services, and any substitutes must complete a Health Survey certifying they currently have a temperature less than 100 degrees F and have no symptoms of COVID19. This survey will be done electronically utilizing an electronic tool or an app provided to all staff members. Signs and symptoms of COVID 19 will be listed at the top of the survey.
- All staff will be trained prior to the opening of school and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

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- Each day, every student's parent or guardian will complete a temperature check and health screening questionnaire for symptoms of COVID19. Parents will complete a brief paper form signed by the parent certifying that the health screening was done. Students will submit this form first thing in the morning as they enter the building. Any student who arrives without the proper screening certification will be sent to an isolation room until they can be properly screened by staff and parents will be notified. Staff conducting health screenings for students MUST be wearing an N95 mask or equivalent face covering. The district will include a question about thermometer needs in their parent survey in August to determine families not in possession of a thermometer who may require screening assistance.
- If the at home screening process results in the discovery of a temperature or symptoms possibly attributed to COVID 19, parents are instructed to keep students home from school and follow up with a health care provider. Parents are directed to contact the school to report the student absences as usual.
- Twice a month, parents will be expected to complete, using a provided paper form, a longer health check certifying that their children have not been in close proximity in the last 14 days with anyone who has tested positive, or has had symptoms of COVID19, if that person has tested positive with a diagnostic test in the past 14 days, has experienced any symptoms of COVID 19, and has traveled internationally or to a state that has a widespread community transmission of COVID19. If the parent cannot certify this, the student will not be allowed to attend school or school events for 14 days. This bi-monthly survey will be provided with the paper forms provided to families.
- In the event that a student or staff members does not complete daily screening protocols, they will be evaluated by the school nurse prior to continuing with their school day.

Health Evaluation for Risk of COVID 19

All students or staff with a temperature, signs of illness, and/or a positive response to the Marcellus Central School District questionnaire will be sent directly to a dedicated isolation area where a nurse will further assess their condition and contact parents or guardians to request pick up. The following procedures will be followed:

- Any individual who screens positive for COVID19 exposure or symptoms, or who presents with a temperature greater than 100 degrees F, will not be allowed to proceed to classes. If it is discovered that any individual entering school has symptoms or has a temperature greater than 100 degrees F, they will be sent home and advised to contact their health care provider for evaluation.
- During the school day, any staff member or student who develops COVID19 symptoms will be sent immediately to an identified area designed to separate students, faculty and

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staff with symptoms of COVID19 from others until they can go home. Students who have a positive screen will be separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.

- Any student or staff member who screened positive for COVID19 symptoms CANNOT return to the in-person learning environment until cleared by a physician. This return to learning protocol must include at minimum documentation from a health care provider evaluation, negative COVID 19 testing, and symptom resolution, or if COVID 19 positive, release from isolation by a physician with a negative COVID 19 test.

Health Screening of Visitors

Marcellus Central School District requires all visitors, guests, contractors, and vendors entering the school to follow all Marcellus Central School District health screening guidelines. Note that during the time of COVID 19 transmission, visitors to the building will be limited. Visitors may enter the building only in emergency situations or when extenuating circumstances require it:

- Each visitor coming to any building in the Marcellus Central School district will be required to complete a health screening. The designated screener in each building will conduct a temperature check and administer a questionnaire. Anyone with a fever greater than 100 degrees F, or with any symptoms of COVID19 will be denied entry and advised to follow up with their health care provider.
- Any visitors who enter a school building will sign in or be screened through the Raptor system in order to facilitate contact tracing in the event of the discovery of an infected party.

Hand Hygiene

The Marcellus School District recognizes the importance of hand hygiene. As a result, the following processes will be employed during in person instruction:

- Build in staggered hand washing times for students and staff to allow for increased washing while observing social distancing including upon entering each building or classroom, before meals, after recess or physical education, before and after removing PPE and other times as appropriate (see below).
- Instruct staff and students in proper hand washing methods washing with soap and warm water, lathering for a minimum of 20 seconds.
- Provide [signage](#) in each bathroom in a conspicuous location detailing proper hand washing methods.

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- Remind staff and students to use sanitizer whenever hand washing is not possible and in addition to hand washing as an extra layer of precaution.
- Provide alcohol-based hand sanitizer (60% alcohol or greater) receptacles throughout the building and encourage the use of sanitizer upon entering and exiting spaces. Hand sanitizer receptacles are available at entrances, in all main offices, all classrooms and at various hallway locations throughout the school building.
- Provide signage near hand sanitizer indicating visibly soiled hands should be washed with soap and water.

All facilities contain supplies necessary for hand washing including soap and water, paper towels and touch free paper towel dispensers where feasible, and no-touch trash cans are available for disposal of waste.

Students and staff will be instructed to wash hands in the following situations:

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

Respiratory Hygiene

The Marcellus School District recognizes the importance of respiratory hygiene. As a result, the following processes will be employed during in person instruction:

- All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. The district provides tissues in each classroom.
- No touch trash receptacles are available in each room and common area for disposing of waste.
- Staff and students will be instructed to use the inside of the elbow (or shirtsleeve) to cover the mouth or nose if no tissue is available.
- Students and staff will be directed to perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

Social Distancing

The Marcellus School District defines social distancing as keeping a six foot space between

yourself and others. In cases where students would be projecting breathing such as singing, aerobic activities or playing an instrument, we recognize that the guideline for social distancing doubles to twelve feet.

The Marcellus School District has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible. Due to varied courses and schedules, this is more challenging to achieve in grades 7-12. As noted in the plan for reopening under “yellow” conditions, students will be assigned a cohort of either A or B and will attend classes with their group throughout the time that school is in session. The steps our district is taking are listed below:

- **School buildings/classrooms**
 - Each classroom space will be assessed for capacity taking into consideration current social distancing guidelines. Students will be assigned to classroom spaces based on the ability to house them safely.
 - Families will have the option to select virtual schooling by quarter to further reduce the number of students attending in person.

- **Visitors to school buildings (parents, mailmen, UPS drivers)**
 - The district will limit contact and entry of parents/legal guardians into the building to the greatest extent possible.
 - Parents and visitors will be greeted at the single point of entry for the building. Their need for entry will be assessed.
 - Only visitors with an expressed need to enter a school building will be granted entry.
 - Visitors will be informed of the requirement to observe social distancing.
 - All visitors will be required to wear a mask while in the building.
 - All visitors granted entry will be screened including a temperature check and brief questionnaire.
 - Visitors will be required to sanitize their hands upon entry and prior to departing.
 - The district will work with vendors and other regular visitors to arrange for delivery outside of regular school hours.
 - Signage will be placed at all entrances detailing these requirements.

- **Transportation**
 - Students who are able will be required to wear masks on the bus and social distance whenever possible. Students who are unable to medically tolerate a face covering, as noted in documentation provided from a physician, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering and will not be denied transportation.
 - Students who do not have a mask will not be denied transportation and will be provided a mask by the district.

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- Wheelchair school buses must configure wheelchair placement to ensure social distancing of 6 feet.
 - Transportation staff cannot congregate in the building and when entering the transportation building to retrieve keys or paperwork will observe social distancing and wear a mask.
 - The district will establish designated areas for student drop-off and pick-up to maximize social distancing during arrival and dismissal times. We will also direct students to remain in cars or buses to promote proper social distancing upon entry and will use a staggered entry process where buses and cars will pull up, inload and proceed off of our campus. Whenever possible, single point of entry will be used to better monitor students entering and being screened. In the event that congestion impedes our ability to safely utilize a single point of entry, other entrances will be designated.
- **Food Service (Breakfast & Lunch)**
 - Students will dine in classrooms at designated times and will adhere to social distancing guidelines.
 - In many cases preselected lunch and breakfast items will be delivered to classrooms. There will be grab and go items which may be purchased by students at select locations in some cases.

Restricted Areas

The Marcellus School District will prohibit the use of classrooms, lockers, locker rooms (with the exception of locker room bathrooms as needed), cubbies, entryways, hallways and other building locations to promote gathering by staff or students so that individuals can be socially distanced. We are limiting gatherings in small spaces such as elevators, faculty offices to no more than one individual at a time, unless all individuals in such space are wearing acceptable face coverings or a situation warrants two people in an area as a result of a medical situation or other precipitating factor.

The district will utilize playgrounds when proper safeguards are in place. Safeguards include:

- Staggering playground use rather than allowing multiple classes to play together.
- Requiring students to wash hands before and after play.
- Maintain 6 feet of space from other children as much as possible.
- Requiring the wearing of masks while using outdoor spaces.

School district events that promote large gatherings, including but not limited to, open houses, athletic contests, concerts, drama productions, assemblies, etc. will be cancelled or re-designed until such time that social distancing guidelines are relaxed enough to allow them to continue.

Staff and Student Accommodations

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The Marcellus School District provides accommodations to students in the school community that are medically vulnerable or a member of a high-risk group.

- We provide the following options:
 - Families may elect for a child's instruction to be fully virtual with no in person instruction (families will be asked to make their schooling selection through a survey in early August).
 - Families may elect to change from remote to hybrid or hybrid to remote at the beginning of each marking period. Changes may be made at other times if there are extenuating circumstances.

**Staff members working with a fragile population will take an abundance of caution including frequent hand washing, monitoring symptoms and staying home when ill, and wearing masks at all times.*

- 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, we will make every effort to accommodate their needs within the NYSED and NYSDOH guidelines. 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 Director of Special Education, Kara Lux, at 315-673-6006 so that we can coordinate accommodations for your child.

The Marcellus School District provides accommodations to staff in the school community that are medically vulnerable or a member of a high-risk group or are caring for or living with a vulnerable individual.

- We provide the following options:
 - We will afford staff with accommodations provided by the Family & Medical Leave Act, Families First Coronavirus Response Act, and any other accommodations afforded by State and Federal legislation.
 - We will afford staff with leave available through their respective collective bargaining agreements.
 - In the event that there are opportunities for virtual work, staff members will be offered the opportunity to work virtually whenever possible. Those with their own pre-existing medical conditions will be given priority when assigning virtual work.

Adherence to Guidance and Regulations

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The Marcellus School District follows [OSHA COVID-19 guidance](#), [guidance put forth by the CDC](#) in partnership with our local health department, guidance from the NY State Department of Health and the NY State Education Department regarding safety protocols for staff and students during this time of COVID 19 outbreak.

We currently have adequate supplies of PPE available through OCM BOCES cooperative purchasing arrangements and collaborating with our local health department and county.

We require all individuals in school facilities to keep a social distance of 6 feet whenever possible. We also require all individuals in school facilities and on school grounds to wear cloth face coverings as follows:

- Whenever they are within 6 feet of someone;
- In hallways;
- In restrooms;
- In other congregate settings (including buses);
- In classrooms.

We provide acceptable face coverings to employees who are unable to provide a face covering on a daily basis. In addition, students who do not arrive at school with a face covering will have one provided to them. Students and staff may use alternate face coverings such as 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 such as speech therapy). These alternate coverings may also be used for certain students and staff members, such as those who are hearing impaired, who benefit from being able to see more of the face of the staff member. Any time that our buildings are open for in person instruction, we will supply PPE as per Executive Order 202.16.

In certain cases, staff and students may have documentation from their health care provider stating they are not medically able to tolerate face covering. As a result, we will not require them to do so. In addition, face coverings should not be placed on:

- Children younger than 2 years old;
- Students, with documentation from a doctor, 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.

Face coverings may also be challenging for students, especially younger students, to wear in all-day settings such as school. The district will provide **brief mask breaks** as follows:

- When seated in a classroom for short breaks when observing social distancing.
- When consuming food or beverages.

Face Covering Signage

The following instructions will be provided to all students, parents/guardians and staff, contractors and vendors in the form of a flyer posted to the website, mailed in back-to-school instructions and distributed to visitors as they enter the building:

- The proper way to:
 - Wear face coverings;
 - Wash hands before putting on and after removing their face covering;
 - Discard disposable face coverings;
 - Routinely clean reusable face coverings;

*We will emphasize that face coverings are for individual use and should not be shared.

Protocol for Confirmed case of COVID-19

The Marcellus School District recognizes that at some point we may be faced with a student or staff member who contracts COVID 19. In such cases the district will work in conjunction with the Onondaga County Health Department to follow protocols that will best protect students and staff from further exposure. In general, the procedures below will be followed:

- The Marcellus School District requires that students and staff with symptoms of illness must be sent to the health office. A nurse is available in each school building to assess individuals.
- If a school nurse is not available, symptomatic students and staff will have to be isolated until such time that they can be evaluated by a health care provider. Any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition must be sent home from school and required to follow up with a family health care provider.
- We follow Education Law § 906, which provides that whenever a district student 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. The school nurse shall immediately notify a local public health agency of any disease reportable under the public health law. Effective February 1, 2020, the 2019-Novel Coronavirus was added to the Public Health Law as a significant threat to public health, and the NYS Commissioner of Health designated 2019-Novel Coronavirus as a communicable disease under 10 NYCRR Section 2.1.
- School staff must immediately report any illness of students or staff to the school nurse or other designated staff member that show symptoms that could be attributed to COVID 19. Such reports will be 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 and if possible, will be separated by at least 6 feet.

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The district will take the following additional steps to prevent infection:

- Close off areas used by a sick person and not use these areas until after cleaning and disinfection has occurred.
- Open outside windows and doors to increase air circulation in the area whenever possible.
- Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, we will 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, and common areas.
- Wait until an area has been appropriately cleaned and disinfected before it can be reopened for use.
- Allow individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 to return to the area and resume school activities immediately after cleaning and disinfection.
- Follow 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.

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 the 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 a separate room is not available, the district will ensure that at least a 6-foot distance is maintained between ill students. If they cannot be isolated in a separate room from others, the district will provide a face covering if the ill person can tolerate wearing it and does not have difficulty breathing, and is not already wearing a face covering.

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. In addition, those testing positive for COVID 19 must follow return to school protocols outlined in this plan.

Staff Training for Signs of Multisystem Inflammatory Syndrome

District staff will observe for signs and 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) 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

Return to School after Illness

The Marcellus School District follows CDC guidance in accordance with protocols established with the NY State and Onondaga County Health Departments for allowing a student or staff member to return to school after general illness or exhibiting symptoms of COVID-19. The return to school protocol is as follows:

For Illness including any Symptoms of COVID 19

Any student or staff member who has COVID19 symptoms will be referred to a physician. If the physician attributes the symptoms to an underlying chronic condition with unchanged symptoms or to a **confirmed** acute illness (ie. laboratory confirmed tested flu, or strep) AND does not suspect COVID 19, then a note signed by the health care provider explaining the alternate diagnosis is required. A signed health care provider note documenting unconfirmed illness such as viral upper respiratory illness or viral gastroenteritis will NOT be accepted. **COVID testing will be required if the health care provider can not confirm the acute illness.**

Please visit the following website to review the NYSDOH guidance document for schools.

https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12_toolkit.pdf

NYSDOH Return to School Protocol

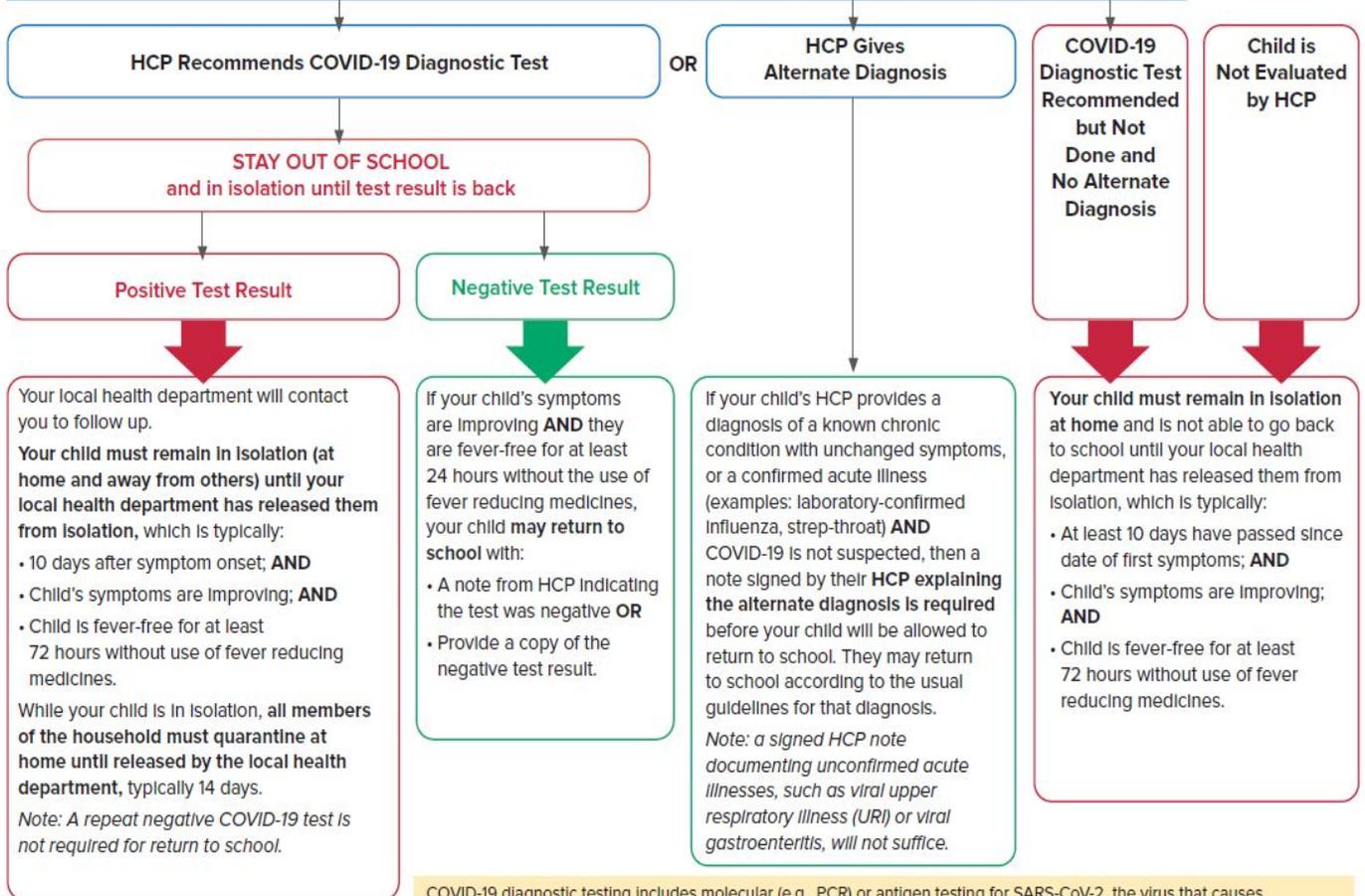


Department of Health

New York State Department of Health (NYSDOH) Pre-K to Gr 12 COVID-19 Toolkit

My child has COVID-19 symptoms. When can they go back to school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

Return to School after Illness (continued)

For Diagnosed Case of COVID 19

Any student or staff member who has tested positive for COVID19 must adhere to the following return to learning protocol which must include at minimum documentation/evaluation from a health care provider releasing the individual from isolation, a negative COVID 19 test, and symptom resolution.

In summary, in order to return to the learning environment, any student or staff member who tested positive needs a doctor's note and a negative COVID19 test.

For Following Quarantine by Health Department

Any student or staff member who was required to quarantine by the Onondaga Department of Health must present a release from quarantine notice from the DOH to return to school.

COVID-19 Testing

The Marcellus School District complies with CDC guidance. We do not conduct COVID-19 testing or require testing or antibody testing of students or staff members at this time. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health once a referral due to symptoms have been made.

If you need a COVID-19 test please contact:

**Urgent Medical Care
803 West Genesee Street
Skaneateles, NY 13152
(315) 685-9355**

**Auburn Community Hospital
17 Lansing Street
Auburn, NY 13021
(315) 255-7209**

**Wellnow Urgent Care
271 Grant Ave
Auburn, NY 13021
(315) 704-6097**

**Wellnow Urgent Care- Fairmount
3504 West Genesee Street
Fairmount, NY 13219
(315) 401-0754**

Contact Tracing

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

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

School staff will work with the local department of health to determine who is to be excluded from school based on contact.

The district will collaborate with our local 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.

District administrators will consider closing school if absentee rates impact the ability of the school to operate safely, including not having sufficient staff due to illness, medical concerns or other related reasons. The district may choose to modify operations prior to closing to help mitigate a rise in cases. We will consult our medical director and/or the local department of health when making such decisions.

School Health Office Cleaning

School health office cleaning following CDC guidelines and manufacturers directions will occur after each use of:

- Cots;
- Bathroom; and
- Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.)

Disposable items will be used as much as possible including:

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

Protocols for Cleaning & Disinfecting

The district follows the [CDC provided 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. Cleaning includes classrooms, restrooms, cafeterias, libraries, gymnasiums, shared athletic equipment, playgrounds, and buses.

- School Buildings
 - Cleaning and disinfection procedures for the school will be in accordance with [CDC](#) and [DOH](#) guidance.
- Transportation
 - All buses which are used every day by districts will be cleaned/disinfected once a day. High contact surfaces will be wiped down between runs.

To help with cleaning and disinfection the district will perform the following:

- Keep accurate attendance records of students and staff members;
- Ensure student schedules are up to date;
- 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 (throughout the day) disinfection of surfaces and objects touched by multiple people (high touch surfaces);
 - Tables;
 - Doorknobs;
 - Light switches;
 - Countertops;
 - Handles;
 - Desks;
 - Phones;
 - Keyboards and tablets;
 - Toilets and restrooms; and
 - Faucets and sinks.
- We will keep all disinfectants out of the reach of children. Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- We will disinfect school buildings nightly.
- The district will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

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District staff will be provided with cleaning products, rags and gloves to use when participating in cleaning and disinfection protocols. SDS (Safety Data Sheets) sheets are available for review by all staff members participating in such activities to determine any concerns that may arise from using the product.

District custodial staff will provide an overview of steps to take to safely use cleaning products that will be used by those not generally engaged in cleaning activities such as instructional staff.

Most heating and cooling filters will be replaced and disposed of three times per year (as opposed to twice per year prior to COVID-19). Non-disposable filters are cleaned on a monthly basis.

In order to increase airflow in school buildings, whenever possible and weather permitting, windows and doors will be opened throughout the day. Upon the departure of students and staff each evening, every effort will be made to open windows and doors to air out indoor spaces as part of the daily cleaning process. Note: during the school day, the Marcellus School District locks all exterior doors with access provided by a secure single point of entry.

Safety Drills

The Marcellus School District will conduct required school safety drills with modifications ensuring social distancing between persons as follows:

Fire Drills

- Rooms will be evacuated on a staggered schedule to avoid congestion ensuring that all students practice a drill within the confines of a school day.
- Social distancing will be observed as students evacuate.
- All staff and students will wear face coverings during drills.

Lock Down Drills

- In the event that drills are staggered, all students practice a drill within the confines of a school day
- Social distancing will be observed as student lock down.
- All staff and students will wear face coverings during drills.
- Drills will be conducted in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

Staff will instruct students that in the event of an actual emergency that requires evacuation or lockdown, the most imminent concern is to get to safety. Maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

Facilities

2020 Building Condition Survey and Visual Inspection

The district is required to submit its Building Condition Survey in 2020-2021 and is therefore exempt from the Annual Visual Inspection requirement in 2020-2021. Compliance with the submission deadline for the district's Building Condition Survey will be met.

Lead-In-Water Testing

Lead testing can only occur when buildings are occupied and operating under normal conditions. We continue to plan performance of required lead and water testing after the return of students this fall.

Alcohol-based Hand-Rub Dispensers

The district will ensure that all existing and new Alcohol-based hand-rub dispensers which are installed in any locations are in accordance with FCNYS (Fired Code of New York State) 2020 Section 5705.5.

Installation of Dividers

The district will, should alterations be made to facilities involving installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors and other points of congregation, ensure the submission of detailed floor plans to the Office of Facilities Planning for review.

Code Review

The district will, should alterations be made to facilities involving new building construction and temporary quarter projects, submit to the Office of Facilities Planning for a full code review.

New Facilities Preliminary Evaluation

The district will, should reopening plans include new facilities for leasing, consult with the Office of Facilities Planning for a preliminary evaluation.

Tents

The district will, should reopening plans include use of tents, provide plans adhering to the BCNYS (Building Code of New York State).

Toilet and Sink Fixtures Minimum Standards

The district will ensure that the existing or altered number of toilet and sink fixtures meets the minimum standard of the BCNYS (Building Code of New York State).

Drinking Stations

Students will be able to fill personal water bottles at filling stations. We will discontinue the use of drinking fountains as a source of water. Students who do not have a personal water bottle will be provided one.

Code Required Ventilation

The district will maintain adequate, code required ventilation as designed and increase the fresh air ventilation rate to the extent possible to aid in maintaining a healthy indoor air quality.

Project Submissions

The district will ensure that all project submissions only dedicated to “COVID-19 Reopening” will be labeled as such.

Plastic Separators

The district will ensure the use of plastic separators will comply with the 2020 BCNYS (Building Code of New York State) Section 2606.

▶ Child Nutrition

The Marcellus School District will provide all students eligible for free and reduced priced lunch with access to school meals each school day. This must include students in attendance at school and students learning remotely. In addition, students engaging in “in-person” schooling will also have access to meals on days they are in attendance. See process plans below:

- Students in attendance at school will have access to breakfast and lunch.
- Students will be required to social distance (currently 6 ft.) when consuming food.
- Students who qualify for free and reduced priced lunch and breakfast will have access to meals during “in person” instruction, on virtual instruction days, and students assigned to fully remote instruction.
- The food service program will meet all applicable health and safety guidelines and insure compliance with Child Nutrition Program requirements.
- The district will institute additional measures to protect students with food allergies if providing meals in spaces outside the cafeteria (see below).
- The district will have established 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 (see below).
- The district will ensure that all spaces used for meals will be thoroughly cleaned and disinfected prior to the next group of students arriving for meals, if served in the same common area.

- The district will provide communication with families through multiple means in the languages spoken by families (see communications plan for details).

Due to the increased potential for the spread of COVID 19 when sharing food and beverages, this practice will be discouraged. Classroom teachers and kitchen staff will provide students with frequent reminders to discontinue sharing food and beverages.

Students will maintain social distance of 6 feet while eating in classrooms or cafeterias as they will remove masks once seated to consume food or beverages.

Communication

All communication with families regarding student access to meals when participating in “in-person” and virtual schooling will be provided in their preferred language as per the results of the home language questionnaire. Written documents will be translated and verbal communication will be provided through an interpreter, when necessary.

Health and Safety Guidelines

The protocols for ensuring health and safety when consuming food are as follows:

- The district will comply with [CDC guidelines](#) for cleaning and disinfecting all areas associated with food service including the kitchen itself, the cafeteria when used, freezers, coolers and food storage areas.
- Cafeteria staff will be provided with adequate supplies of PPE, tissues and hand sanitizer in order to safely work in a kitchen environment.
- Gloves will be required to be worn by kitchen staff at all times and changed when necessary to avoid cross contamination.
- The food service staff will frequently clean and disinfect high touch surfaces including carts used in transport of food, point of service touch pads, counters, tables and chairs.

All responsible parties will ensure that eating and serving surfaces are sanitized prior to meals being consumed, or distributed and after.

Food Allergies

The procedures for identifying students with allergies include but are not limited to the following:

- The school nurse will identify all students with documented food allergies in grades K-12.
- The appropriate staff will be notified if a student has a food allergy, the scope of the allergy, and the best plan to accommodate the student.
- All food preparation will follow SOP (standard operating procedure) for specialized student menus.

- The classroom teacher will communicate the relevant information to the classroom community and additional staff, which may include, but are not limited to, separate eating location, hygiene/cleaning protocols, disposal of food items.
- Menu items will comply with all Child Nutrition guidelines set forth by NYSCN.

Hand Hygiene

Students will perform [hand hygiene](#) before and after eating as follows:

- Students will be directed to [wash hands](#) prior to proceeding to the cafeteria in a manner that preserves social distancing.
- Students will use soap, running warm water, and disposable paper towels following handwashing protocols.
- Students will be encouraged to use sanitizer in addition to washing.
- When washing is not possible, sanitizing will be required before and after eating.
- [Signage](#) demonstrating the proper procedures and instructions for proper hand hygiene will be posted near handwashing stations.

▶ Transportation

All students will be provided transportation by the district to the extent required by law. Pupil transportation will be provided to nonpublic, parochial, private, charter schools or students placed out of district regardless of the status of the district's own instructional schedule.

Health & Safety Guidelines

In order to insure the safety of students and transportation staff, the following health and safety protocols will be followed:

- All buses which are used every day by districts will be cleaned/disinfected once a day. High contact surfaces will be wiped down between runs.
- Per NYS reopening guidance, school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.
- School bus drivers, monitors, attendants and mechanics must wear a face covering and may also choose to wear an optional face shield.
- School bus drivers, monitors and attendants are prohibited from carrying personal bottles of hand sanitizer with them on school buses.
- All staff will be trained and provided periodic refreshers on the proper use of personal protective equipment, the proper use of social distancing, and the signs and symptoms of COVID-19. Training will be provided using an online application (SafeSchools) and/or the district's designated Health and Safety Officer.

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- The district will provide personal protective equipment such as masks and gloves for drivers, monitors and attendants in buses if staff members are unable to provide their own PPE.
- The district will provide hand sanitizer in the transportation building for use by staff.
- Drivers, monitors and attendants who have direct physical contact with a child must wear gloves (they will be provided by the district).
- Each day, all transportation staff must complete a Health Survey certifying they currently have a temperature less than 100 degrees F and have no symptoms of COVID19. This survey will be done electronically or through an app provided by the district. Signs and symptoms of COVID 19 will be provided at the top of the survey.
- All students will be required to wear masks when riding school buses. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health as per a doctor's order are not subject to the required use of a face covering and will not be denied transportation. Students who do not have a mask will not be denied transportation and will be provided a mask by the district. Students who are not able to wear a mask will be required to socially distance themselves from other students on the bus.
- Only one student will be permitted per seat. Siblings living in the same household may share a seat on the bus.

► Social Emotional Well-Being

Social and emotional learning (**SEL**) provides a foundation for creating a safe and positive learning environment which enhances students' ability to succeed in school, careers, and life. The Marcellus Central School District is dedicated to ensuring that the Social-emotional needs for all students and staff are addressed. When provided with instruction in SEL, children and adults will learn to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

The Marcellus School District has developed a district-wide and building-level comprehensive developmental school counseling program plan. The plan was developed under the direction of certified school counselor(s), and is reviewed and updated annually to meet current needs.

[Marcellus School District School Counseling Program Plan](#)

The School Counseling Plan was developed in cooperation with our School Counseling Plan Advisory Committee. This Group will continue to meet through the coming year, as required by State Education Department regulation, to monitor district needs related to social emotional learning, and revise the plan as needed to meet the needs of our students. Special consideration will be made for the unique circumstances created by the COVID 19 pandemic.

SEL Advisory Council

Michelle Brantner
John Durkee
Kara Lux
Karen Quill
Jennifer Baker
Heather Arcese
Katie Battaglia

Bethany Woods
Alan Wing
Lorraine Reynolds
Lisa Hitchcock
Cathy Arvantides
Mary Hughes
Teresa Clarke-McNaney

Elizabeth Milliken
Laurie Updike
Ryann Riefler
Rocky Tangredi
Janine Lundigran
Patty Sager

The social emotional welfare of all children is the responsibility of every adult in the district. With that said, an effective and efficient process for identifying and providing resources is essential in meeting the needs of students in this extraordinary time. The district utilizes a tiered approach to identifying and responding to the needs of our students. The process is outlined below:

- **Tier one:** Intervention begins with foundational instruction and resources provided to all students including classroom content instruction and Positivity Project resources. Using the Michigan Model for Health and other resources, school counselors provide all students with instruction on personal safety in grades k-6. Lessons in health and physical education focus on wellness and maintaining personal physical and mental wellness.
- **Tier two:** Building staff identifies students of concern academically or socially-emotionally to refer to a Student-at-Risk committee. The committee is tasked with reviewing data and information relating to the progress of each referred student and recommending additional support, resources, and referrals for the student and/or family.
- **Tier three:** When students are not making adequate progress after implementing tier 2 interventions, additional supports are employed and outside referrals may be provided to connect families to outside agencies for additional support.

In addition to employing a tiered intervention system as detailed above, each building schedules weekly student services meetings including administrators, counselors, and school psychologists to discuss and determine a course of action for students at risk.

Our Staff plays an important role in supporting the social and emotional wellbeing of our students. To that end, the district is committed to providing professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff. Details of those plans are below:

- Staff will be provided with opportunities to attend CPI Trainings to gain skills in de-escalation techniques including verbal, non verbal and physical interventions.

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- Staff will be provided with opportunities to attend Book Studies for utilizing a Trauma Informed approach when working with all students to create a safe and supportive learning environment.
- Staff will be provided with appropriate opportunities to engage in wellness focused activities with colleagues throughout the school year as permitted by current social distancing guidelines and group gathering size limits.
- Staff will be provided with PD through faculty meetings utilizing the [CASEL SEL Roadmap for Reopening Schools](#).

School Schedules

The Marcellus School District desires to provide a safe school environment for all students. During this time of COVID 19 the following protocols will be in place to further address practices that will limit the spread of COVID 19:

- Reduce in-school movement where possible. Strategies include:
 - One direction movement in hallways and stairwells where possible
 - Staggered classroom release
 - Special area teachers travel to classrooms where practical
- Large spaces such as the large group instruction room, cafeteria, library etc. will be converted to classroom space when group size dictates a larger area to insure social distancing.
- K-3 students will be allowed to use restrooms in classrooms one at a time.
- 4-12 students will be allowed to use hallway restrooms with no more than three students in a restroom at a time, with every other sink blocked off to ensure social distancing.
- All classroom desks, including the teacher desk will face in the same direction. If facing a teacher desk in the same direction as student desks is not feasible, the teacher will not be seated facing students during “in person” instruction.
- Classroom and building windows and doors will be opened as weather permits to increase ventilation. (Note: due to a need for security our exterior doors will remain closed and locked at all times).
- Classroom teachers will keep individual student belongings separated and limit the use of shared supplies to one group of students, cleaning of spaces and materials will occur between use by cohorts of students.
- Students will be afforded the option to select virtual schooling during the COVID 19 crisis.

K-6 Students

RED: Full Virtual Schooling

In the event that school is closed by the NY State Governor, County Executive or Superintendent of Schools during the COVID 19 pandemic due to increased cases in the district or region, insufficient staff to safely open school or other extenuating circumstances, all students will engage in a remote learning model. The protocols will be as follows:

- Instruction will be provided both synchronously (learning that happens at the same time for the instructor and the learners, meaning that there's real-time interaction between them. It can happen on and offline) and asynchronously (learning that doesn't necessarily happen at the same time for the instructor and the learners. There's no real-time interaction; the content is created and made available for consumption later on).
- Student attendance will be taken and logged daily. During synchronous instruction it will be assessed by a student's presence and participation during full group or small group virtual classes. During asynchronous learning it will be assessed by work completion and engagement using Go Guardian, SeeSaw and google Classroom logs etc.

YELLOW: Return to school hybrid model

In the event that the Governor of NY State gives permission for schools to open, the following model will be utilized to comply with current NY State Department of Health guidelines. Appropriate social distancing will be maintained in classrooms, cohorts will be created to limit spread of illness and all students will be afforded the opportunity for synchronous and asynchronous instruction over the course of each day of the week. The KCH Elementary school will function on a 2:1:2 schedule as follows:

- Students will be assigned, keeping family groups together, to either group A or group B.
- Group A will attend school on Monday and Tuesday and have virtual instruction on Thursday and Friday.
- Group B will attend school on Thursday and Friday and have virtual instruction on Monday and Tuesday.
- Wednesday will be a day of virtual instruction for all and will include synchronous (small group or individual) and/or asynchronous instructional opportunities for all students. All instruction, synchronous or asynchronous will be delivered by current school staff whenever possible. In the event that we are unable to accommodate the requests for virtual learning due to not having a critical mass at a particular grade level or in a particular subject area, other regional virtual school options will be explored and utilized.
- Classroom student capacity will be analyzed and groups assigned to rooms based on the number of students in the group and the spaces available. Space utilization capacity will be determined taking into consideration the social distancing requirements in place at the time (currently 6 square feet).
- Families will be able to elect full time virtual instruction for their child if they feel

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uncomfortable with him/her returning to school in person due to concerns with COVID 19.

- Students considered having high needs (special class, integrated co-teach and direct consultant teacher model) as specified on their individualized education plan or are English Language Learners will have the option to attend school on both A and B days. Parents will be surveyed regarding their preference. Students falling outside of the definition of high needs will receive synchronous and asynchronous services following the 2:1:2 day pattern based on the group to which they are assigned.

GREEN: School Open for all District Students

In the event that a cure or vaccine is developed for COVID 19 and/or by order of the NY State Governor, schools are directed to reopen for all students, the following will be in place:

- Social distancing will not be possible therefore, social distancing must not be a requirement for students and staff to observe.
- All students and staff will comply with any and all updated guidance from the NY State Health Department and the State education Department.
- Students would follow a schedule that mirrors that which was in place during hybrid (yellow) instructional models.
- Students who were placed in virtual instruction for the year would have the option to return to full time instruction.

Grades 7-12 Students

RED: Full Virtual Schooling

In the event that school is closed by the NY State Governor, County Executive or Superintendent of Schools during the COVID 19 pandemic due to increased cases in the district or region, insufficient staff to safely open school or other extenuating circumstances, all students will engage in a remote learning model. The protocols will be as follows:

- Instruction will be provided both synchronously (learning that happens at the same time for the instructor and the learners, meaning that there's real-time interaction between them. It can happen on and offline) and asynchronously (learning that doesn't necessarily happen at the same time for the instructor and the learners. There's no real-time interaction; the content is created and made available for consumption later on).
- Student attendance will be taken and logged daily. During synchronous instruction it will be assessed by a student's presence and participation during full group or small group virtual classes. During asynchronous learning it will be assessed by work completion and engagement using Go Guardian and google Classroom logs etc.

YELLOW: Return to school hybrid model

In the event that the Governor of NY State gives permission for schools to open, the following model will be utilized to comply with current NY State Department of Health guidelines. Appropriate social distancing will be maintained in classrooms, cohorts will be created to limit spread of illness and all students will be afforded the opportunity for synchronous and asynchronous instruction over the course of each day of the week. Students in grades 7-12 will function on a 2:1:2 schedule as follows:

- Students will be assigned, keeping family groups together, to either group A or group B.
- Group A will attend school on Monday and Tuesday and have virtual instruction on Thursday and Friday.
- Group B will attend school on Thursday and Friday and have virtual instruction on Monday and Tuesday.
- Wednesday will be a day of virtual instruction for all and will include synchronous (small group or individual) and/or asynchronous instructional opportunities for all students. All instruction, synchronous or asynchronous will be delivered by current school staff whenever possible. In the event that we are unable to accommodate the requests for virtual learning due to not having a critical mass at a particular grade level or in a particular subject area, other regional virtual school options will be explored and utilized.
- Classroom student capacity will be analyzed and groups assigned to rooms based on the number of students in the group and the spaces available. Space utilization capacity will be determined taking into consideration the social distancing requirements in place at the time (currently 6 square feet).
- Families will be able to elect full time virtual instruction for their child if they feel uncomfortable with him/her returning to school in person due to concerns with COVID 19.
- Students considered having high needs (special class, integrated co-teach and direct consultant teacher model) as specified on their individualized education plan or are English Language Learners or are designated as homeless will have the option to attend school on both A and B days. Parents will be surveyed regarding their preference. Students falling outside of the definition of high needs will receive synchronous and asynchronous services following the 2:1:2 day pattern based on the group to which they are assigned.
- Students in grades 7-12 will follow a block schedule that is semestered. This format affords the opportunity for students to access fewer classes at a time and limits the need to juggle many different courses, google classrooms, etc. simultaneously.
- The schedule allows for four class blocks and a lunch period. Students will take 2 core classes and language (unless language exempt) as well as PE and an elective one semester and 2 cores, 2 or 3 electives and PE in the second semester.
- Students requiring resource room will be scheduled in place of one of their elective options.
- Music ensembles will be scheduled only in the spring in the hope that we will be able to gather in larger groups and sing/play instruments. These activities currently require 12 square feet of space for social distancing which has been deemed impossible with current conditions. Students will continue to work on music skills in the first semester through individual or small group lessons and other independent study activities.
- The lunch block will contain a block of time for tutoring and advisement. Students will remain

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in classrooms for meals and will be able to connect with teachers as needed either in person or virtually based on availability.

- On virtual days students will engage in synchronous and asynchronous work in small groups either with peers or with a teacher and peers and will have projects and assignments to work on.
- High school students will also have the option to elect a limited number of virtual classes based on their particular needs and goals.

*See DRAFT sample schedule below.

Draft Sample Schedule for Students in grades 7-12

Semester 1/2				
Monday	Tuesday	Wednesday	Thursday	Friday
A Day-Cohort A	A-Day-Cohort A	Virtual	B Day-Cohort B	B Day Cohort B
Block-8:00-9:20 Per. 1a	Block Per. 1a		Block Per. 1a	Block Per. 1a
One Per. 1b	One Per. 1b		One Per. 1b	One Per. 1b
Block-9:24-10:44 Per. 2a	Block Per. 2a		Block Per. 2a	Block Per. 2a
Two Per. 2b	Two Per. 2b		Two Per. 2b	Two Per. 2b
Lunch-10:48-11:33	Lunch		Lunch	Lunch
Academic Advisement	Academic Advisement		Academic Advisement	Academic Advisement
Block-11:37-12:57 Per. 3a	Block Per. 3a		Block Per. 3a	Block Per. 3a
Three Per. 3b	Three Per. 3b		Three Per. 3b	Three Per. 3b
Block-1:01-2:21 Per. 4a	Block Per. 4a		Block Per. 4a	Block Per. 4a
Four Per. 4b	Four Per. 4b		Four Per. 4b	Four Per. 4b
Cohort B-Virtual	Cohort B-Virtual	All students are virtual	Cohort A-Virtual	Cohort A-Virtual

GREEN: School Open for all District Students

In the event that a cure or vaccine is developed for COVID 19 and/or by order of the NY State Governor, schools are directed to reopen for all students, the following will be in place:

- Social distancing will not be possible therefore, social distancing must not be a requirement for students and staff to observe.
- All students and staff will comply with any and all updated guidance from the NY State Health Department and the State education Department.
- Students would follow a schedule that mirrors that which was in place during hybrid (yellow) instructional models.
- Students who were placed in virtual instruction for the year would have the option to return to full time instruction.

Protocol for All Grade Levels for Positive COVID 19 Case

In the event that a student or staff member is found to have COVID 19, the following protocol will dictate decisions around scheduling and instruction:

- Classes may be temporarily relocated for isolation purposes.
- Classes may be assigned to a Red model (full virtual schooling) temporarily until test results can be ascertained.
- All contacts will be identified and notified, tested and cleared to prevent further spread.

Communication of Return to School Plans

The Marcellus School District is committed to do our very best to share information in a timely manner. With uncertainties around returning to school, it is even more critical that families have an understanding of options for their children’s education as early as possible so that childcare planning and other family consideration can be made.

We will follow the timeline below for communication of school plans:

July 25, 2020	Overview of draft plan shared with families through school website and social media accounts
July 25, 2020	SchoolMessenger call made to all families directing them to the website
July 31, 2020	Cohorts finalized and classes scheduled (maybe)
August 1-7, 2020	NY State Governor to make announcement about returning to school

August 1-7, 2020	Survey to families immediately following the Governor's announcement for the selection of a learning model for their children
August 3, 2020	Initial schedule information shared with families

**Note: Schedules subject to change due to unforeseen circumstances. In the event that changes come about they will be communicated to families immediately

Attendance & Chronic Absenteeism

Attendance

The Marcellus School District recognizes the importance of regular attendance and engagement in promoting success for all students. We will employ a variety of tools to track attendance and engagement during this time of synchronous and asynchronous learning opportunities as detailed below:

- Individual teachers will track daily attendance using the district's student management system, SchoolTool for all students attending part time in person instruction and for any large or small group virtual sessions.
- Teachers will track asynchronous learning via Go Guardian, google classroom and/or seesaw activity logs during class periods to ensure that students are present and/or engaging in required learning activities. Information obtained from these sources will be transferred to SchoolTool attendance logs.
- Attendance will be monitored bi-weekly and concerns addressed by individual teachers and teacher teams, school counselors and building administrators. Parents and students will be engaged in dialogue as concerns arise and resolution sought.
- The district will follow current district policy relating to the district attendance plan to provide required notifications to families at various attendance thresholds.
- Staff will use virtual time to connect with individual students and families and/or small groups in an effort to support academic and social emotional wellbeing.
- We will seek to encourage participation and engagement by all students by leveraging the parent-school partnership and employing Trauma-Informed Best Practices to support the social emotional learning needs of all students.

Chronic Absenteeism

The Marcellus Central School District is committed to mitigating chronic absenteeism. We recognize in light of COVID 19 that this endeavor is even more important than ever as we lose daily face to face contact with our students in certain instructional models, such as hybrid and remote. We will develop procedures and protocols to ensure that students are attending in all models, in-person, hybrid, and remote. Staff and administration will work together to communicate and engage students and families, especially those with potential attendance challenges.

▶ Technology & Connectivity

Digital Devices

The Marcellus Central School District transformed to a 1 to 1 district several years ago. Every student already received a digital device to use for educational purposes prior to COVID 19. The following details student devices for learning:

- All instructional staff and students will be provided with a device to use for remote learning in accordance with district policy.
- All students in grades K and 1 provided an iPad.
- All students in grades 2nd through 12th provided a chromebook.

Connectivity

Following a period of remote learning in the spring, the Marcellus School District successfully achieved internet connectivity for 100% of its students. To ensure that this same condition exists going forward we will do the following:

- Survey students and staff to identify access to high-speed internet for all students and teachers in their places of residence.
- Any student/family unit or teacher who does not have internet access will be loaned a mobile hotspot for use during remote learning in the event that an alternate means of remote instruction cannot be achieved. All instructional staff and students will be provided with a device to use for remote learning in accordance with district policy.

▶ Teaching & Learning

The plans for Continuity of Learning for each school in the Marcellus Central School District can be found below. All educational programming in each school is aligned to the New York State Standards. Staff have worked collaboratively and continue to do so to prioritize standards and support students who exhibit gaps in their learning. In addition, equity for all students is of paramount priority. We are committed to creating instructional opportunities and experiences

that address the needs of all students and ensure equity. Every student will be provided with a digital device for both in-person, hybrid, and remote learning. In addition, we will make certain that all of our students have internet access.

Parents will be provided clear communication about the various ways they can contact the school, the classroom teacher, and/or the technology department regarding questions about instruction and/or technology. Both email and phone contact information for all consitituencies will be provided and posted on the website under the COVID 19 page, as well as on each school's webiste. This information will be communicated using multiple methods. Parents will be encouraged to provide feedback and communicate any needs to either the buidling administration and/or teachers.

**K.C. Heffernan Elementary School
Kindergarten through Grade 3**

Continuity of Instruction

The Marcellus School District will provide teachers with clear expectations and standards for both hybrid and remote learning. Teachers will be expected to conduct synchronous learning sessions with their students when they are remote to ensure attendance, engagement, and learning. In addition, we are offering our teachers professional development in best practices for distance learning. This professional development is focused on how to design lessons for distance learning. It will include methods for making sound decisions about learning content and conducting synchronous learning opportunities. As well, teachers will explore how to optimally frame asynchronous learning to meet students' needs and ensure success.

In-Person

Should a vaccine or treatment be developed and students can return to full in-person learning, teachers will continue to deliver curriculum and programming as they would prior to COVID 19 with a full week, full day, synchronous instructional schedule, including specials. As always, all teachers will continue to align their teaching to NYS Standards. Since K.C. Heffernan is a 1 to 1 school, teachers will continue to utilize the SeeSaw and Google platform for learning.

Hybrid

Marcellus plans to utilize the following hybrid model when school begins in the fall. Students in grades K - 3 will attend school in-person two days each week. The classroom teacher will use the in-person days to introduce new concepts, reinforce prior learning, and formatively assess student learning and progress in the core subject areas. Teachers will continue to implement curriculum and programming aligned to NYS Standards. During the other three days per week, students will be distance learning. Teachers will be setting up both synchronous and asynchronous learning opportunities for their students. These standard expectations will be set forth before the first day of school. Teachers will be encouraged to set up small synchronous groups to better guide students and meet students' individual needs. In addition, teachers will

thoughtfully develop lessons for asynchronous learning that engage and promote learning and independence.

Our special area teachers will push into classrooms to minimize student movement and will also provide instruction in new concepts, reinforce prior learning, and formatively assess student learning and progress in their specific special area. On days students are distance learning, special area teachers will coordinate with classroom teachers to post both synchronous and asynchronous learning opportunities with the special area teacher. This will allow a streamline and limit the number of locations students will need to attend to to locate information and assignments.

Response to Intervention service providers will also push into classrooms to minimize student movement. On distance learning days, RTI providers will conduct small group synchronous sessions and follow a schedule of virtual meetings, emails, and phone conversations with students and families. The team will also provide support for classroom teachers.

Remote

If there is a continued outbreak of COVID19, Marcellus will be well poised to move to full remote learning. Classroom teachers in grades K - 3 will use one of two platforms to provide instruction; Google Classroom or SeeSaw. Instruction will include the use of instructional videos created by teachers, links to primary teaching tools such as Wonders and Investigations, assignments created using google forms and tools in SeeSaw. Teachers will hold virtual classroom meetings in large or small groups using google meet or Zoom. During remote learning, teachers will be expected to set up both synchronous and asynchronous learning for their students. These standard expectations will be set forth before the first day of school. Teachers will be encouraged to set up small synchronous groups to better guide students and meet students' individual needs. In addition, teachers will thoughtfully develop lessons for asynchronous learning that engage and promote learning and independence.

During distance learning, our special area teachers will coordinate with classroom teachers to post both synchronous and asynchronous learning opportunities with the special area teacher. This will allow a streamline and limit the number of locations students will need to attend to to locate information and assignments.

RTI providers will conduct small group synchronous sessions and follow a schedule of virtual meetings, emails, and phone conversations with students and families. The team will also provide support for classroom teachers. The team will also provide support for classroom teachers.

Teacher Support

All teachers will have scheduled meetings with the building principal for the purpose of planning instruction and responding to feedback. Meetings will be offered weekly to all staff to answer questions or listen to concerns.

Communication

The building administration and teaching teams will communicate with parents through email, text messaging, Remind, Google Classroom, SeeSaw, Zoom, Google Meet, Instagram, and written updates.

Student Monitoring

Student engagement/connectedness will be monitored using electronic communication methods listed above. The responses or lack of responses will be used to monitor and adjust instruction, communication, and discussions on how to best support students and families.

**C.S. Driver Middle School
Grades 4 through Grade 8**

Continuity of Instruction

The Marcellus School District will provide teachers with clear expectations and standards for both hybrid and remote learning. Teachers will be expected to conduct synchronous learning sessions with their students when they are remote to ensure attendance, engagement, and learning. In addition, we are offering our teachers professional development in best practices for distance learning. This professional development is focused on how to design lessons for distance learning. It will include methods for making sound decisions about learning content and conducting synchronous learning opportunities. As well, teachers will explore how to optimally frame asynchronous learning to meet students needs and ensure success.

Grades 4th through 6th

In-Person

Should a vaccine or treatment be developed and we can return to full in-person learning, teachers will continue to deliver curriculum and programming as they would prior to COVID 19 with a full week, full day synchronous instructional schedule, including specials. As always, all teachers will continue to align their teaching to NYS Standards. Since Driver Middle School is a 1 to 1 school, teachers will continue to utilize the Google platform for learning.

Hybrid

Marcellus plans to utilize the following hybrid model when school begins in the fall. Students in grades 4th through 6th will attend school in-person two days each week. The classroom teacher will use the in-person days to introduce new concepts, reinforce prior learning, and formatively assess student learning and progress in the core subject areas. Teachers will continue to implement curriculum and programming aligned to NYS Standards. During the other three days per week, students will be distance learning. Teachers will be setting up both synchronous and asynchronous learning opportunities for their students. These standard expectations will be set forth before the first day of school. Teachers will be encouraged to set up small synchronous groups to better guide students and meet students' individual needs. In

addition, teachers will thoughtfully develop lessons for asynchronous learning that engage and promote learning and independence.

Our special area teachers will push into classrooms to minimize student movement and will also provide instruction in new concepts, reinforce prior learning and formatively assess student learning and progress in their specific special area. On days students are distance learning, special area teachers will coordinate with classroom teachers to post both synchronous and asynchronous learning opportunities with the special area teacher. This will allow a streamline and limit the number of locations students will need to attend to to locate information and assignments.

Response to Intervention service providers will also push into classrooms to minimize student movement. On distance learning days, RTI providers will conduct small group synchronous sessions and follow a schedule of virtual meetings, emails, and phone conversations with students and families. The team will also provide support for classroom teachers.

Remote

If there is a continued outbreak of COVID19, Marcellus will be well poised to move to full remote learning. Classroom teachers in grades 4th through 6th will use Google Classroom platform to provide instruction and manage content. In Classrooms teachers will post: instructional videos, links to resources, reading materials, assignments and discussion opportunities. Instruction will also be provided through additional platforms such as: Zoom, Google Meet, Flipgrid, WeVideo, Screencastify, SmartMusic, hangouts, and email. Instruction also includes the use of online textbooks and resources for our ELA, Math and Social Studies series and our online practice platforms such as IXL, NewsELA, BrainPop, Khan Academy, ConnectEd, Kahoot, Quizzes, EdPuzzle. Teachers will be primarily using Google Classroom and email to assign work to students and provide feedback to students regarding their work. During remote learning, teachers will be expected to set up both synchronous and asynchronous learning for their students. These standard expectations will be set forth before the first day of school. Teachers will be encouraged to set up small synchronous groups to better guide students and meet students' individual needs. In addition, teachers will thoughtfully develop lessons for asynchronous learning that engage and promote learning and independence.

During distance learning, our special area teachers will coordinate with classroom teachers to post both synchronous and asynchronous learning opportunities with the special area teacher. This will allow a streamline and limit the number of locations students will need to attend to to locate information and assignments.

On distance learning days, RTI providers will conduct small group synchronous sessions and follow a schedule of virtual meetings, emails, and phone conversations with students and families. The team will also provide support for classroom teachers. The team will also provide support for classroom teachers.

Teacher Support

All teachers will have scheduled meetings with the building principal for the purpose of planning instruction and responding to feedback. Meetings will be offered weekly to all staff to answer questions or listen to concerns.

Communication

The building administration and teaching teams will communicate with parents through email, text messaging, Remind, Google Classroom, Zoom, Google Meet, Instagram, and written updates.

Student Monitoring

Student engagement/connectedness will be monitored using electronic communication methods listed above. The responses or lack of responses will be used to monitor and adjust instruction, communication, and discussions on how to best support students and families.

Grades 7th & 8th

In-Person

Should a vaccine or treatment be developed and we can return to full in-person learning, teachers will continue to deliver curriculum and programming as they would prior to COVID 19 with a full week, full day, synchronous instructional schedule, including specials. As always, all teachers will continue to align their teaching to NYS Standards. Since Driver Middle School is a 1 to 1 school, teachers will continue to utilize the Google platform for learning.

Hybrid

Marcellus plans to utilize the following hybrid model when school begins in the fall. Students in grades 7th & 8th will attend school in-person two days each week. Students will be following a block schedule to minimize movement during the school day. The classroom teacher will use the in-person days to introduce new concepts, reinforce prior learning, and formatively assess student learning and progress. Teachers will continue to implement curriculum and programming aligned to NYS Standards. During the other three days per week, students will be distance learning. All content area teachers will be setting up both synchronous and asynchronous learning opportunities for their students. These standard expectations will be set forth before the first day of school. Teachers will be encouraged to set up small synchronous groups to better guide students and meet students' individual needs. In addition, teachers will thoughtfully develop lessons for asynchronous learning that engage and promote learning and independence.

Remote

If there is a continued outbreak of COVID19, Marcellus will be well poised to move to full remote learning. All content area teachers in grades 7th & 8th will use Google Classroom platform to provide instruction and manage content.. In Classrooms teachers will post: instructional videos, links to resources, reading materials, assignments and discussion opportunities. Instruction will also be provided through additional platforms such as: Zoom, Google Meet, Flipgrid, WeVideo,

Marcellus Central School District

Screencastify, SmartMusic, hangouts, and email. Instruction also includes the use of online textbooks and resources for our ELA, Math, Science, and Social Studies using online practice platforms such as, Kahoot, Quizzes, EdPuzzle. Teachers will be primarily using Google Classroom and email to assign work to students and provide feedback to students regarding their work. During remote learning, teachers will be expected to set up both synchronous and asynchronous learning for their students. These standard expectations will be set forth before the first day of school. Teachers will be encouraged to set up small synchronous groups to better guide students and meet students' individual needs. In addition, teachers will thoughtfully develop lessons for asynchronous learning that engage and promote learning and independence.

Teacher Support

All teachers will have scheduled meetings with the building principal for the purpose of planning instruction and responding to feedback. Meetings will be offered weekly to all staff to answer questions or listen to concerns.

Communication

The building administration and teaching teams will communicate with parents through email, text messaging, Remind, Google Classroom, Zoom, Google Meet, Instagram, and written updates.

Student Monitoring

Student engagement/connectedness will be monitored using electronic communication methods listed above. The responses or lack of responses will be used to monitor and adjust instruction, communication, and discussions on how to best support students and families.

Marcellus Senior High School Grades 9 through 12

Continuity of Instruction

The Marcellus School District will provide teachers with clear expectations and standards for both hybrid and remote learning. Teachers will be expected to conduct synchronous learning sessions with their students when they are remote to ensure attendance, engagement, and learning. In addition, we are offering our teachers professional development in best practices for distance learning. This professional development is focused on how to design lessons for distance learning. It will include methods for making sound decisions about learning content and conducting synchronous learning opportunities. As well, teachers will explore how to optimally frame asynchronous learning to meet students needs and ensure success.

In-Person

Should a vaccine or treatment be developed and we can return to full in-person learning, teachers will continue to deliver curriculum and programming as they would prior to COVID 19 with a full week, full day, synchronous instructional schedule, including specials. As always, all teachers will continue to align their teaching to NYS Standards. Since Marcellus High School is a 1 to 1 school, teachers will continue to utilize the Buzz and Google platform for learning.

Hybrid

Marcellus plans to utilize the following hybrid model when school begins in the fall. Students in grades 9th through 12th will attend school in-person two days each week. Students will be following a block schedule to minimize movement during the school day. The classroom teacher will use the in-person days to introduce new concepts, reinforce prior learning, and formatively assess student learning and progress. Teachers will continue to implement curriculum and programming aligned to NYS Standards. During the other three days per week, students will be distance learning. All content area teachers will be setting up both synchronous and asynchronous learning opportunities for their students. These standard expectations will be set forth before the first day of school. Teachers will be encouraged to set up small synchronous groups to better guide students and meet students' individual needs. In addition, teachers will thoughtfully develop lessons for asynchronous learning that engage and promote learning and independence.

Remote

If there is a continued outbreak of COVID19, Marcellus will be well poised to move to full remote learning. All content area teachers in grades 9th through 12th will use both Buzz and the Google Classroom platform to provide instruction and manage content. Using either Buzz or Google Classroom, teachers will post: instructional videos, links to resources, reading materials, assignments and discussion opportunities. Instruction will also be provided through additional platforms such as: Zoom, Google Meet, Flipgrid, WeVideo, Screencastify, SmartMusic, hangouts, and email. Instruction also includes the use of online textbooks and resources for our ELA, Math, Science, and Social Studies using online practice platforms such as, Kahoot, Quizzes, EdPuzzle. Teachers will be primarily using Buzz, Google Classroom, and email to assign work to students and provide feedback to students regarding their work. During remote learning, teachers will be expected to set up both synchronous and asynchronous learning for their students. These standard expectations will be set forth before the first day of school. Teachers will be encouraged to set up small synchronous groups to better guide students and meet students' individual needs. In addition, teachers will thoughtfully develop lessons for asynchronous learning that engage and promote learning and independence.

Teacher Support

All teachers will have scheduled meetings with the building principal for the purpose of planning instruction and responding to feedback. Meetings will be offered weekly to all staff to answer questions or listen to concerns.

Communication

The building administration and teaching teams will communicate with parents through

email, text messaging, Remind, Google Classroom, Zoom, Google Meet, Instagram, and written updates.

Student Monitoring

Student engagement/connectedness will be monitored using electronic communication methods listed above. The responses or lack of responses will be used to monitor and adjust instruction, communication, and discussions on how to best support students and families.

Professional Learning

Teachers will engage in professional development prior to the start of school, either in person or virtually, targeted at the following:

- Enhancing their capacity to create learning materials for virtual instruction.
- Implementing new practices that are designed to promote engagement in a virtual environment.
- Expected district minimum standards for student teacher interaction during virtual learning include:
 - Means of tracking attendance
 - Best practices for virtual and hybrid learning environments
 - Flexible options for improving current skills in these areas
 - Effective communication (including 2 way communication) strategies to promote student engagement during virtual or hybrid learning
 - Teachers must share ways that families can contact them with questions and concerns including email address, phone number and other communication schools have available to the teacher and parents

Assessing Teaching and Learning

During this time of virtual and hybrid learning, teachers will be encouraged to experiment with various assessment strategies designed to encourage students to take ownership for their own learning and view themselves as capable of achieving at a high level. To that end, the district instructional staff will focus on the following aspects of assessment:

- Providing rich feedback, relative to the standards
- Employing strategies to promote students self-reflection
- Utilize small group instruction to gain a clearer picture of individual student progress
- Create opportunities for students to share their learning
- Use benchmarking systems when applicable
- Provide feedback through current report card and progress report process
- Hold virtual Student/teacher/parent conferences as needed.
- Update assignments regularly in the parent portal on SchoolTool for students receiving grades on assignments (grades 6-12).

► **Special Education - Required Notices**

Marcellus Central Schools will provide special education services with models consistent with those utilized for all general education students across the school district (See above School Schedules).

Scheduling Options

Additionally, all students determined as high needs will have the option to attend school on both Cohort A and Cohort B days (4 out of 5 days). Students who are defined as “high needs” include those students who receive Special Class, Integrated Co-Teach and/or Direct Consultant Teacher services. Other students may be considered as “high needs” as determined through parent, teacher and/or administrator input. Parents will be surveyed regarding their preference. Students falling outside of the definition of high needs will receive synchronous and asynchronous services following the 2:1:2 day pattern based on their group to which they are assigned.

Least Restrictive Environment

Special education students will be provided a Free Appropriate Public Education (FAPE) in the least restrictive environment and educated with their non-disabled peers to the fullest extent possible and as directed in their IEP's (Individualized Education Plan).

Specialized Programs

Programming for students with disabilities who attend specialized BOCES programs will be provided with a Free Appropriate Public Education (FAPE) according to the guidelines set forth via the local BOCES.

Programs & Services

All special education students will receive special education programs, services and accommodations as they are outlined in their IEP's to the greatest extent possible while adhering to the DOH and NYSED guidelines. Testing accommodations will be provided on in-person days or via technology should students elect to learn solely through a virtual classroom.

Staff Scheduling

Each special education teacher and related service provider will provide their schedules to the Special Education Director. Any adjustments that are necessary to the provision of services on the IEP in order to adhere to the DOH and NYSED guidelines will be communicated with the families.

Communication

The Director of Special Education, Special education teachers and related service providers recognize the importance of strong partnerships with parents. As a result, the following communication protocols will be utilized to promote and maintain such partnerships:

- Special education teachers and administrators will log parent communication.
- Parents will be communicated with in a manner that best supports their needs including

phone calls, virtual meetings, in-person meetings if feasible, emails, progress reports, Google classroom and Remind.

- Information will be shared with parents using the following means: Marcellus School District Website (Special Education Department tab), mailings, phone calls, School Messenger, Virtual Meetings and in-person meetings.
- Parent communication for students and families will be provided in their preferred language and mode of communication via translating software. Translators will be used when needed.

Intra- and Inter-School/Agency Collaboration

Marcellus Central School Special Education Department will meet with the general education teachers weekly to discuss planning for students with disabilities. Student progress towards IEP goals will be monitored and assessed via classroom observation, assignments, assessments and work samples. Communication and progress reporting for IEP goals will be provided quarterly. Teachers will use a variety of parent communication tools, including, but not limited to, Google Classroom, Remind, phone calls, and virtual conferencing.

The Director of Special Education will have ongoing collaboration with Onondaga County, preschool agencies and providers that are working with Marcellus School District students with disabilities and their families. This collaboration will include any adjustments that are necessary to the provision of services on the IEP in order to ensure adherence to the DOH and NYSED guidelines. Additionally, the Director of Special Education and preschool agencies will work collaboratively to ensure that any necessary resources for individual students are made available.

Accommodations

Program Accommodations will be provided as outlined on individual student IEP's, either through virtual and/or hybrid instruction. Any modification to content and curriculum will be facilitated by the special education teacher and general education teacher and provided to the students. Related services will be provided on in-person basis or via a hybrid model, depending on the needs of the specific student and family.

► Bilingual Education & World Languages - Required Notices

English Language Learner (ELL) Identification Process

At registration, each family is asked to complete the Home Language Questionnaire. If it is indicated that a language other than English is spoken at home, an interview is conducted with students from that household by a certified and trained ENL teacher to determine if the NYSITELL assessment is needed. If necessary, the NYSITELL is administered and results are communicated. If the results reveal that the student requires ENL services, they are placed according to their level of instructional need. Students enrolling from another district who were receiving ENL services are entered into a similar program immediately. Translators are utilized if necessary to communicate information with families in their native language. The District monitors the schools to ensure the process is carried out with fidelity by a standard procedure and policy regarding the implementation of the Home Language Questionnaire during registration. Results of the NYSITELL assessment are also

communicated with students, families and the teachers to ensure continuity of instruction for each student. The Marcellus School District will continue to work to ensure the identification process is completed within the timelines provided by NYSED.

ELL Teaching and Learning

The Marcellus Central School District will provide ELL students with the same learning opportunities as all students while attending school virtually or through a hybrid model. Services will follow the [Units of Study and Staff Requirements: ENL \(K-8\)](#), [Units of Study and Staffing Requirements: ENL \(9-12\)](#), and [Additional Units of Study and Staff Requirements for TBE](#). Additionally, ELL's will be provided with the option of attending in-person instruction for 4 days per week.

ELL Services

ELL service providers will log parent communication. Parents will be communicated within a manner that best supports their needs including communication in their preferred language. This may consist of the following: phone calls, virtual meetings, in-person meetings if feasible, emails, progress reports, Google classroom and Remind.

► Teacher & Principal Evaluation System - Required Notices

The Marcellus School District has in place Annual Professional Performance Review Plans in accordance with current State Education Department Regulation to evaluate and promote growth in all of our teachers and administrators. Teachers, both probationary and tenured are observed annually by both a building administrator and an independent evaluator. Building principals receive school building visits at which time the observer is assessing a variety of indicators from an agreed upon rubric.

[APPR Plan for Teachers and Principals](#)

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

The Marcellus Central School District will employ teachers within their NY State issued areas of certification. No teacher will deliver instruction in more than one area outside of their certification(s) unless all attempts have been made to secure a certified individual. In such instances all notification procedures will be followed in accordance with NY State Education Department Regulations.