

# Lyncourt Union Free School District 2020-21 Reopening Plan



“Recovering, Rebuilding, Renewing”



## 2020–21 Reopening Plan

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## District Information

### Contact Information

Mr. James Austin, Superintendent  
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 2707 Court Street Syracuse, New York 13208  
 (315) 455-7571 jaustin@lyncourtschool.org

**Link to District Reopening Plan:** <http://www.lyncourtschool.org/districtpage.cfm?pageid=407>

**Lyncourt UFSD COVID-19 Safety Coordinator:** Mr. James Austin, Superintendent

**Main Contact for identification of positive COVID-19 Cases:** Mrs. Kimberly Davis, Building Principal

### Reopening Committee Members

Mr. James Austin, Superintendent  
 Mrs. Beth Cusick, Secretary to Superintendent  
 Mrs. Kimberly Davis, Principal  
 Mrs. Margaret Del Vecchio, Teacher Assistant, Co-President of the Lyncourt Teachers' Association  
 Mrs. Jackie Derouchie, Librarian  
 Mrs. Jeanette Finocchiaro, 1st Grade Teacher  
 Mrs. Sarah Greenway, ENL Teacher  
 Mrs. Chenelle Horton, Teacher, Co-President of the Lyncourt Teachers' Association  
 Mrs. Melanie Lowery, School Nurse  
 Mrs. Katie Mahoney, Director of Special Education  
 Mrs. Catherine Marchese, Business Administrator  
 Mrs. Monica Norton, Community Representative from the Saline Free Library, Parent  
 Mrs. Amy Rotundo, Data/Curriculum Coordinator  
 Mrs. Kimberly Vespi, Board of Education Member, Parent

### Introduction

The Lyncourt Union Free School District is looking forward to safely welcoming students back to school this September. During this unprecedented time of change, we know that the 2020-2021 school year will look different and there will be tremendous adjustments to adapt to. We are committed, however, to implementing stringent health and safety measures in order to protect our students, staff, and families. While we have developed a comprehensive plan to support the in-person return of our students, the final decision of which instructional model we utilize, will be a data-driven process based on decisions made by Governor Cuomo, the Onondaga County Executive and Health Department, as well as the New York State Education Department. Therefore, additional plans for hybrid and complete remote-learning models have been developed. The Lyncourt Reopening Committee will continue to update and modify this plan, which we view as a "living document". As situations develop, additional information is received, and feedback from the New York State Department of Education and local health agencies is obtained, aspects of the plan are subject to change. We also wish to thank all of our Lyncourt stakeholders, including, students, parents, families, staff, community members, Board of Education members, and our partnering agencies, for their tremendous support of our school and our students' education.

**We are Lyncourt Strong!**

## Reopening Plan

Our Reopening Plan includes all the requirement elements outlined in the guidance released by NYS Department of Health (DOH) on July 13, 2020. Our Reopening Committee worked together to develop a plan that was safe, but also provided students with the most in-person learning possible. The circumstances related to COVID-19 evolve rapidly, and we will update this plan frequently based on guidance from local, state, and national guidelines. The feedback of our Lyncourt parents, guardians, and families from our Fall 2020 Reopening Surveys was also critical in developing this plan. Feedback from these surveys showed more than 50% of our Lyncourt Community were strongly in support of a normal return to school with new procedures in place. More than 60% of our parents and families also indicated they would be willing to transport their child(ren) to school if that would help reduce population density on school buses.

At this time, the district feels we are able to safely return all UPK-4<sup>th</sup> grade students to daily in-person instruction by temporarily reassigning staff members to elementary classroom positions. We are able to safely return 50% of our general 5<sup>th</sup>-8<sup>th</sup> grade student population to in-person instruction each day. Every other day, the general 5<sup>th</sup>-8<sup>th</sup> grade student body would attend remote-learning classes, via synchronous live-streaming of their core classes. All Special Education and English Language Learners would be able to attend daily in-person instruction. This plan, however, is subject to change pending additional guidance from Governor Cuomo, the New York State Education Department, and the Onondaga County Health Department.

In order for the Lyncourt Union Free School District Reopening Plan to be successful, appropriate training will need to be provided to all students, staff and families. The District Reopening team is working on the development of these training materials and will be updating this plan with their inclusion in the coming weeks. The first goal of these trainings is to ensure our staff, students and families understand the Health and Safety measures the district has put into place. The primary concern of our district is to ensure our community's safety. The next goal is for all stakeholders to understand the instructional model we are implementing, as well as the expectations for attendance and virtual learning. The district will also be providing various supports for our students, staff and families, including technology, mental health, social-emotional and child nutrition services. All of us are working diligently to ensure a smooth and successful start to the new school year.

The Lyncourt Union Free School District Reopening Plan is posted on our website in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. Additional translations of this plan have been made available in the various languages primarily spoken in our community. Parents and guardians who have decided their child will not participate in any in-person instruction outlined in this plan and/or if their child has certain medical conditions that are considered "[high-risk](#)" for developing severe complications from COVID-19, we ask them to please contact [Mrs. Kimberly Davis](#), Building Principal for arrangements by **August 14<sup>th</sup>**.

The Lyncourt Union Free School District includes all assurances completed by the Superintendent Austin and all of the elements outlined in the [New York State Department of Education guidance document](#).



## Return to School Plan

### In-Person UPK 4 & Hybrid 5-8 Model

Grade Level	Schedule	Attendance	Technology
UPK-4 <sup>th</sup> Grade	In-School Monday-Friday	Daily attendance is taken for all students through the School Tool Student Management System.	Students have access to 1:1 device while attending In-Person instruction. Classroom teachers continue to maintain their Google Classroom site.
5 <sup>th</sup> -8 <sup>th</sup> Grade Students	In-School Every Other Day, Remote Learning Opposite Days	Daily attendance is taken for all students attending <b>both</b> In-Person and Remote-Learning Instruction through the School Tool Student Management System.	Students are issued a Chrome Book by the district to use at home and while attending In-Person instruction. Students access their core classes during Remote Learning days through their teachers' Google Classroom sites. The district will assist those families who do not have access to internet service to ensure their child is able to participate in all virtual instruction.
5 <sup>th</sup> -8 <sup>th</sup> Grade English Language Learners and Students with Disabilities	In-School Monday-Friday	Daily attendance is taken for all students through the School Tool Student Management System.	Students are issued a Chrome Book by the district to use both at home and while attending In-Person instruction.

*5<sup>th</sup>-8<sup>th</sup> grade students and families will be notified by August 21<sup>st</sup> regarding which cohort they have been assigned to (Day 1 or Day 2 Group).*

*\*Return to School Plan is subject to change pending additional information from local and state government.*

#### Section 1: Communication/Family & Community Engagement

The Lyncourt Union Free School District has created a Reopening team which includes the following stakeholders; teachers, administrators, community representative, parents, health care representative, union representatives, as listed above.

1. The Lyncourt UFSD Reopening Committee has developed building entry protocols that outline the instructions and training for all people entering the building. This document was distributed to all staff through an email on June 30. Specific procedures to follow include, directions for wearing a face covering, monitoring of potential COVID-19 systems, completing an electronic staff survey, and hand disinfection protocols are outlined for all entrants, prior to any entry into the school building. In addition, signage is posted at the doors and kiosks are located at each entry point for completion of the electronic health screener. These protocols are included in this Reopening Plan and will continue into the 2020–21 school year. At this time, the Onondaga–Cayuga–Madison BOCES is developing an app for its component districts to use for daily staff wellness screenings. Once this app is operational, the Lyncourt UFSD will transition from the online, electronic survey, to the BOCES app. This app will allow district administration to be notified immediately should a staff member or essential visitor respond “yes” to any of the health screening questions.

To ensure the school district, its employees, and visitors comply with protective equipment requirements, the Lyncourt Union Free School District will do the following:

- Implement mandatory health screening assessment before employees begin work each day and for essential visitors, asking about:
  1. *Since your last day of work, or last visit here, have you had any of these symptoms in the last 14 days? Symptoms of COVID-19 may include but are not limited to (refer to CDC for most recent information):*

- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fever or feeling feverish*
- *Chills*
- *Fatigue*
- *Muscle/body pain*
- *Headache*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea*
- *Vomiting*
- *New loss of taste or smell*

*2. Have you tested positive for COVID-19 in the past 14 days?*

*3. Have you had any close contact in the last 14 days with someone with a confirmed or suspected COVID-19 case?*

*4. Also consider travel, either internationally or outside of the state in the last 14 days? (following NYS guidance)*

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

- Assessment responses will be reviewed every day by the Lyncourt administration and such review must be documented. If the answer to any of these are YES, the employee/visitor will not be allowed to enter and will be directed to contact their healthcare professional.
2. The reopening committee is also in the process of developing specific instructions, training, and signage for a September In-person reopening for students and staff, as well as for parents, guardians, and community members. To communicate this plan to our community, the Lyncourt Union Free School District will utilize the following means:
- Regular parent and community updates through the School Messenger phone and text system sent by the District Superintendent.
  - Frequent updates on social media accounts, including, the [Lyncourt School Facebook page](#), [Lyncourt School Twitter page](#), and the [district webpage](#) maintained by the Lyncourt District Office.
  - Email updates to all Lyncourt Staff through the district email system, sent by the Lyncourt UFSD Administrative Team.
  - A hard copy letter of all reopening details and instructions will be sent through US Mail in August 2020, to all community members from the Lyncourt Superintendent and Building Principal.

All communications and correspondence will be sent in the home language of our families and community members. For copies of this document in any language, please contact [Mrs. Kimberly Davis, Building Principal](#)

3. The Lyncourt Union Free School District is in the process of developing training videos, presentations, and documents for all staff, students and families. The trainings will be sent to all stakeholders electronically through email and posted on our district social media accounts, prior to the September In-person Reopening. In addition, the training outline will be sent with the hard copy letter to all families through the US Mail. The trainings will outline for all stakeholders:
- [Proper hand washing](#)
  - [Proper face covering procedures, including wearing and removal](#)
  - [Social Distancing requirements](#)
  - [Respiratory hygiene](#)

The Lyncourt UFSD will ensure all students are taught and trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Training and timelines will be provided in the following ways:

- Videos developed by the Reopening and PBIS Teams, sent via email and posted on Lyncourt Social Media Accounts in August 2020. [Training videos provided by the CDC](#) will be reviewed to ensure accurate information and procedures are implemented.

- Written Instructions sent via US Mail prior to the September Reopening to all students and parents, in the home language of each family.
- Visual signage will be posted throughout the building and in all classrooms prior to the September Reopening. Again, [campaigns created by the CDC](#) will be referenced to ensure accurate information and procedures are enacted.

4. The Lyncourt UFSD will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained. [CDC: K-12 Schools and Child Care Programs FAQs](#) [DOH: Interim Guidance for In-Person Instruction at Pre-K to 12 Schools](#).

5. Additionally, the Lyncourt UFSD will provide copies of this document in the languages spoken at home among families and throughout the school community (Burmese, Spanish, Bengali, Arabic, Nepali, Swahili, Vietnamese, Laotian, Somali, and Kachin). Written plans are also accessible to those with visual and/or hearing impairments. Interested parties can access those documents by following these procedures contacting Mrs. Kimberly Davis, Building Principal at (315) 455-7571 or [kdavis@lyncourtschool.org](mailto:kdavis@lyncourtschool.org)

6. The Lyncourt Union Free School District provides regular updates about safety, scheduling, and all other information families should be aware of the [District website](#). Families can also provide feedback at any time by calling the Lyncourt Main Office at (315)455-7571 or emailing [kdavis@lyncourtschool.org](mailto:kdavis@lyncourtschool.org)

7. The Onondaga County Health Department also has a COVID-19 hotline which you can access by calling the [Upstate University Hospital's Triage Line](#) at 315.464.3979 and asking to speak to someone about COVID-19.

8. Updated information about COVID-19 can be found on our [Lyncourt UFSD COVID-19 website](#).

9. All other concerns can be directed to the [Lyncourt UFSD COVID-19 Safety Coordinator, Mr. James Austin, Superintendent](#).

## **Section 2: Health and Safety**

### **Introduction**

The health and safety of our students and staff is our top priority. We want all members of the Lyncourt community to follow the safeguards we've outlined to help keep our community safe. The Lyncourt Union Free School District's COVID-19 health and safety reopening plan establishes and explains the policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) guidelines for COVID-19, and the State's "New York Forward" guidelines, along with federal Occupational Safety and Health Administration (OSHA) standards related to employee safeguards and potential exposure to COVID-19. As the health and safety of district staff is our top priority, the plan has a strong commitment to those measures. There are numerous factors we have considered when determining resumption of in person instruction, including but not limited to:

- Our staff and students' ability to maintain appropriate social distance
  - Our District's PPE supply and cloth face mask availability
  - The availability of safe transportation for our bussed students
  - The local hospital capacity and consultation with Onondaga County representatives.
1. Therefore, the Lyncourt Union Free School District has created a Reopening plan for an Elementary In-person (UPK-4) and a Hybrid (5-8) return to the building with these Health and Safety measures in place:
    - Reduced classroom and learning location capacity to approximately 50% capacity or less.
    - Classroom and learning locations that allow for 6 feet of social distancing space between each student.
    - Adequate PPE and face mask availability for the number of students and staff in the building.
    - Transportation plans that meet the CDC recommended safety guidelines and reduced bus capacity.
    - Continual communication with the Onondaga County Health Department regarding local hospital capacity and transmission rates.
  2. The Lyncourt Union Free School District has created a Reopening team which includes the following stakeholders; teachers, administrators, community representative, parents, health care representative, union representatives, as listed above. We have developed a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information, as outlined in Section 1 of this plan.
  3. The Lyncourt UFSD has a Reopening plan to train staff, prior to the September reopening, to **observe for signs of illness** in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.
  4. Students who are designated as medically high risk by their pediatrician or other health professional, will be offered a total remote learning option. Staff who are designated as medically high risk by their physician will be offered possible accommodations as required by state and federal law and leave legislation. These situations will be determined on a case by case basis by district administration.

#### A. Daily Health and Temperature Screenings

- All Lyncourt staff, visitors, guests, contractors and vendors will be directed to complete a [Wellness Health Screening](#) daily, before entry to the building.

- Staff with a temperature, [signs of illness](#), and/or a positive response to the questionnaire will be asked to return and remain home and notify the school district.
- Additionally, all staff will be screened daily with a temperature check upon entry into the school building, each morning upon arrival. Any staff member with a temperature greater than 100 degrees will be asked to return home for a medical evaluation.
- Students will be screened each morning, prior to entry into the school building by district staff. Students who have a temperature with the normal range (below 100 degrees) will be given a green sticker to wear, indicating to the staff who works with them, that they have been screened and are able to safely enter the building. Students with a temperature greater than 100 will not be allowed entry into the building, if their parent or guardian is still with them. In the event the student does not have a parent or guardian present, they will immediately be taken to the school health office, isolated from other students and be monitored by the school nurse until a parent, guardian or emergency contact can pick them up.
- Students who take bus transportation will have their temperature screening completed at the bus stop, prior to entry to the vehicle.
- The Lyncourt Union Free School District Reopening Plan includes distributing to parents, guardians and families, a list of [signs and symptoms](#) to refer to as they have questions regarding their child's illness.
- Staff who present with an illness while the school nurse is not available will be directed to leave the school building and follow up with their healthcare provider.
- Students who present with an illness while the school nurse is not available will be held in an isolated area located in the health office. The child will be picked up from school by the parent or person the parent/guardian designated on their child's reopening paperwork, which is required by the school prior to the start of the school year. Follow up will be required by a healthcare provider.
- The Lyncourt UFSD has a written protocol and appropriate signage to instruct staff and students in [correct hand](#) and [respiratory hygiene](#).

## B. Hand Hygiene Plan

1. The Lyncourt UFSD has built in staggered hand washing times for students and staff. We have also increased hand hygiene to include:
  - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
  - Use of alcohol-based hand sanitizers (60% alcohol or greater) located in hallways throughout the school building.

- Hand sanitizer provided throughout common areas (e.g. entrances, cafeteria), near high touch surfaces.
  - [Signage throughout the building](#) and near hand sanitizers, indicating visibly soiled hands should be washed with soap and water.
  - Any staff or student unable to use hand sanitizer will be required to wash their hands with soap and water.
2. The Lyncourt UFSD has provided the following:
- Facilities and supplies for hand washing including soap and water
  - Paper towels and paper towel dispensers. There are no air dryers in the building
  - No-touch trash cans
  - Alcohol-based hand sanitizers with at least 60% alcohol or disinfectant hand wipes
  - Time in the schedule to allow for frequent hand washing
  - [Promotion of proper hand washing](#) before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate
3. All students and staff should wash hands, as follows:
- Upon entering the building and each classroom
  - After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops)
  - Before and after breakfast, 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
  - Anytime hands are visibly soiled

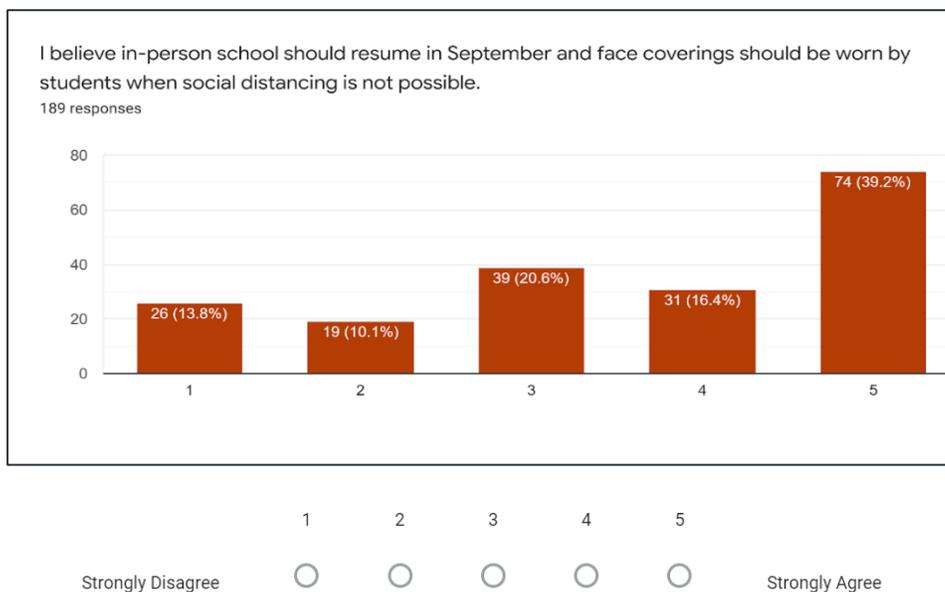
### C. Face Coverings and Respiratory Hygiene Plan

1. All students and staff should [cover their mouths or noses with a tissue when coughing or sneezing](#) and dispose of the tissue appropriately. The Lyncourt UFSD provides tissues in each classroom and common areas.
2. No touch trash receptacles are available in each room and common area.

3. If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands.
4. Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.
5. Face covering/masks shall be worn by all Lyncourt School building occupants unless precluded by medical conditions (documentation will be required).
6. While on district premises, all persons must have in their possession a face covering/mask at all times.
7. Face coverings must be worn immediately when in the presence of another at all times. The face covering absolutely must be in place before having any close contact and all the while having close contact with any other person. Close contact is defined as within six feet of another person (common hallways, restrooms or other areas).
  - Disposable face coverings will be provided by the district
  - Disposable face covering should not be laundered but disposed of properly
  - Face covering care will be the responsibility of the employee
  - Employees may wear their own cloth face covering or face covering/mask
8. When wearing face coverings, staff will receive training on it covering their nose and mouth completely. Specific instructions will include:
  - Face coverings should fit snugly but comfortably against the side of the face
  - Face coverings should fully cover the mouth and nose
  - Face coverings should be secured with ties, elastic or ear loops
9. The Lyncourt UFSD has a plan for explicit teaching to students of the [importance of wearing a face covering](#), with intermittent mask breaks when students are able to maintain a minimum of 6 feet of distance in a well-ventilated area or outdoors.
10. Classrooms should have a breathing-break area designated, near a window, for students that is a minimum of 6 feet away from other students.
11. Students will be offered a mask break at regular intervals throughout the day.
12. Class mask breaks will be scheduled by the district in order to maintain safety and distance from other cohorts. Locations will be designated for each specific cohort that allow for social distancing and are well-ventilated (ex: outside covered areas, large gymnasium, open lobbies, etc.).
13. District/school has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

14. The Lyncourt UFSD is purchasing both cloth and disposable face coverings from multiple sources in order to maintain an adequate supply of PPE for use by staff, students, and visitors who do not have their own. In addition, the district will be maintaining an adequate supply of clear face masks, cloth face masks, disposable face masks, goggles, face shields, gowns, and gloves for use by school health professionals.

#### Results from the Lyncourt Union Free School District Fall 2020 Reopening Parent and Family Survey regarding Face Coverings



#### D. Social Distancing and Restricted Area Plan

- All staff, students and visitors will keep six (6) feet away from other persons and will not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness. All common areas will be marked with 6-foot distancing signage on the wall and floors, including:
  - Standing in line (screening, bathrooms, break/lunch rooms, serving areas)
  - Room occupancy. All classroom and student areas will be limited to approximately 50% capacity or less. Occupancy limits will be posted near the doorways of each classroom.
  - Stairways will be designated as one way and hallways will be designated with signage for staying to the right at all times. Floor tape will be applied. The tape should illustrate two-way directional traffic as done with roadways.
  - All people will travel with their right shoulder close to the wall. All staff, students and visitors will be trained not to touch the wall while walking down the hallway (specified in our district videos and training documents).
  - For large group activities where social/physical distancing is not possible, activities such as: trainings, meetings, plays, sporting events and concerts, will be cancelled or held virtually.

2. The Lyncourt UFSD has ensured that student groupings are reduced in size and are as static as possible by having their cohorts stay together whenever feasible. The steps our district has taken are:
  - The size of each cohort of students are determined by the number students who can be in each classroom while maintain 6 feet social distancing.
  - A staggered arrival and dismissal plan to reduce population density.
  - Various assigned building entry points for grade levels during the morning arrival
  - District drop-off plan for parents transporting their children
  - Reduced hallway passing times with elementary students eating meals in the classroom, having special area classes held in their classroom and creating Middle School core learning classrooms
  - Staggered restroom use
  - Teacher and student desks facing the same direction
  - Opened windows to improve ventilation whenever possible
  
3. The Lyncourt UFSD has eliminated the use of the following for the 2020-21 school year
  - All Middle School lockers
  - All Elementary cubbies and shared student storage space
  - Shared student materials (ex: writing utensils, student scissors, and learning manipulatives)
  - School cafeteria for student meals
  - Extra-curricular activities that impede social distancing requirements (ex: drama and choral performances)
  
4. We are limiting gathering in small spaces (e.g., elevators, faculty offices) by more than one individual at a time, unless all individuals in such space are wearing acceptable face coverings.
  
5. The Lyncourt UFSD will utilize playgrounds when proper safeguards are in place. We are staggering playground use rather than allowing multiple classes to play together. We will have students wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.
  
6. We have ensured that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require projecting the voice, playing a wind instrument, or aerobic activity. If 12 feet of distance cannot be maintained in Special Area classes such as Physical Educaiton and Music, Low-risk activities in those classes will be implemented, such as games and activities which require no physical contact, voice projection or shared equipment.

#### E. Possible & Confirmed Cases and Return to School After Illness

1. If the student feels sick while at school and/or is suspected of having COVID-19:

- The student will be isolated in the Lyncourt Health Office in a designated room until picked up from school by parent or designated emergency contact. If multiple students are suspected of COVID-19 they must be isolated and separated by at least 6 feet, while wearing a face covering.
- During the time of isolation, the school nurse will be supervising the student in the isolation area.
- The child will be picked up from school by the person the parent/guardian designated on their child's reopening paperwork, which is required by the school prior to the start of the school year.

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

- Students should be escorted from isolation area to the parent/guardian.
- The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center.
- Symptomatic students or staff members will follow [CDC's Stay Home When You Are Sick](#) guidance unless otherwise directed by a healthcare provider or the local department of health.

3. If a student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, the Lyncourt School staff will call 911 and notify the operator that the person may have COVID-19:

- Lyncourt UFSD staff will be training on the symptoms of [Multisystem Inflammatory Syndrome in Children](#) (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. Employees will notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:
  - Fever
  - Abdominal pain
  - Vomiting
  - Diarrhea
  - Neck pain
  - Rash
  - Bloodshot eyes
  - Feeling extra tired
- Staff must call for emergency transport (911) following district policies {insert policy reference}, 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

4. In the case of an employee or student testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting the building: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Close off areas used by the person (staff, student, or visitor) who is sick
- The school may not necessarily need to close all operations, if we are able to isolate and close off the affected areas adequately
- Open outside doors and windows to increase air circulation in the area
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait as long as possible
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms
- Temporarily turn off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it may be opened for use
- Workers without close contact with the person who is sick can return to work immediately after disinfection
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
- Continue routine cleaning and disinfection. This includes everyday practices we normally use to maintain a healthy environment

5. The Lyncourt Union Free School District will take the following measures for a fully-recovered staff or student returning to school following illness or diagnosis of confirmed case of COVID-19:

- In coordination with the Onondaga County Health Department, students or staff will not be allowed to return to the school building until all recommended criteria are met, based on the guidelines at the time.
- The district complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19.
- The district will collaborate with the Onondaga County Health Department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

#### F. Cleaning and Disinfection

The District will follow the hygiene and sanitization requirements from the Centers for Disease Control and Prevention (CDC) and NYSDOH document “[Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19](#)”. Disinfecting products specifically labeled for SARS-CoV-2 have been procured and will be used. Sanitizing products will be provided and located on/near commonly shared equipment and supplies (e.g. copiers). Prior to use of a shared piece of equipment, the employee should sanitize the parts that will be touched. After use of a shared piece of equipment, the employee should sanitize the areas that were touched. Employees should then practice hand-washing or hand sanitization procedures. Custodial and cleaning staff will be provided with disposable gloves and masks to perform their cleaning and disinfecting duties. They will also receive training on proper cleaning and disinfecting procedures well as the proper use of each product. Training will be ongoing and reinforced.

Our In-Person UPK-4<sup>th</sup> grade and Hybrid 5<sup>th</sup>-8<sup>th</sup> grade Model is structured so that students are staying stationary as much as possible. UPK-5<sup>th</sup> grade students will eat lunch and have Special Subject classes in their classroom. 6<sup>th</sup>-8<sup>th</sup> students will have all core classes in the same classroom and eat lunch in their Advisory groups of 8 or less. Staying as stationary as possible and within their student cohorts, reduces chances for cross-contamination and reduces the number of times student surfaces need to be disinfected during the school day. Our district cleaning and disinfection schedule will allow for afternoon and evening deep cleaning of our school facility, thereby reducing the need for school to close for cleaning purposes.

The Lyncourt UFSD will implement the following cleaning and disinfection protocol:

##### 1. Classrooms-Daily unless noted otherwise

- Clean and disinfect high touch surfaces (but not limited to): All classroom desks and chairs. Additional cleaning of classroom desks will be necessary before and after student snacks and meals, when students are eating in their classrooms.
- Door handles and push plates

- Bathroom faucets
- Light switches
- Shared telephones
- Shared desktops (6<sup>th</sup>-8<sup>th</sup> grade cohorts). Additional cleaning of student desktops will be necessary before and after student snacks and meals, in the locations students are eating with their Advisory cohorts.
- Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the classroom door is cleaned at minimum once per week
- Walls are spot cleaned as needed
- Carpets are spot cleaned as needed
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)
- Vacuum carpet daily (if applicable)
- Re-stock all paper and soap products
- Clean Baseboards and Light Fixtures – (Weekly as needed)
- Replace Lights as needed (Notify Custodian or Maintenance)

## 2. Restrooms -Daily unless noted otherwise

- Clean and disinfect toilets and sinks
- Clean and disinfect high touch surfaces
- Door handles and push plates
- Light switches
- Handrails
- All trash receptacles emptied and trash removed from the room

- Floors fully mopped
- Clean Doors and Partitions
- Walls are spot cleaned (as needed)
- Check that toilets, faucets, and drains are working
- Check and empty Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Restock all toilet paper and soap products
- Clean Baseboards and Light Fixtures – (Weekly as needed)
- Replace Lights as needed (Notify Custodian or Maintenance)

### 3. Common Areas (Hallways) and Special Area Classrooms Daily unless noted otherwise

- Clean and disinfect high touch surfaces
- Drinking Fountains (**no touch bottle fillers only will be utilized**)
- Door handles and push plates
- Bathroom faucets
- Light switches
- Handrails
- All trash receptacles emptied and trash removed
- Floors swept and mopped
- Walls are spot cleaned, when soiled
- Carpets are spot cleaned
- Make sure all windows are locked
- Make sure all unoccupied classrooms are locked
- Replace Lights as needed (Notify Custodian or Maintenance)

### 4. Health Office- Daily except for Isolation Area\*

- Clean and disinfect health cots regularly (after each student use)
- Discard or launder coverings after each use
- Cover treatment tables and use pillow protectors
- Clean and disinfect high touch surfaces (but not limited to):
- Classroom desks and chairs
- Door handles and push plates
- Bathroom faucets
- Light switches
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Make sure all windows are locked
- Re-stock all paper and soap products
- Clean Baseboards and Light Fixtures – (Weekly as needed)
- Replace Lights as needed (Notify Custodian or Maintenance)
- \*Health Office Isolation Area will be completely cleaned and disinfected after each use

5. Clerical/Administrative Offices- Daily unless noted otherwise

- Clean and disinfect high touch surfaces:
- Door handles and push plates
- Bathroom faucets
- Light switches

- Shared telephones, desktops, computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Wipe clean tables and furniture
- Window in the door is Cleaned-Weekly
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Vacuum carpet daily
- Restock all paper and soap products
- Clean Baseboards and Light Fixtures – (Weekly as needed)
- Replace Lights as needed (Notify Custodian or Maintenance)

#### G. Emergency Response Drills

The Lyncourt Union Free School District will hold all required emergency response drills, including evacuation and lockdown drills, but while maintaining social distancing and safety protocols. Emergency response drills may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled. All grade levels will participate in the required number of drills, including:

- Shelter-In-Place
  - Hold-In-Place
  - Evacuation
  - Lockout
  - Lockdown
1. Shelter-In-Place protocols will be the same with the following changes:
    - Provide 6 feet of space between students and staff during the Shelter-In-Place
    - Use of face coverings throughout the event may be considered
    - If 6 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event

- Extra face coverings will be on hand in the event that a person does not have one
  - Staff will be directed to listen for updates and respond accordingly through the district Navigate Prepared System and School Messenger.
2. Hold-In-Place protocols will be the same the following changes:
- Provide 6 feet of space between students and staff during the Hold-In-Place
  - Use of face coverings throughout the event may be considered
  - If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event
  - Extra face coverings will be on hand in the event that a person does not have one
  - Staff will be directed to listen for updates and respond accordingly through the district Navigate Prepared System and School Messenger.
3. Evacuation protocols will be routinely the same with some minor adjustments:
- All outside locations for evacuation will allow 6 feet of separation of students and staff. All locations will not impede emergency responders or vehicles.
  - In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings will be worn at all times
  - Extra face coverings will be on hand in the event that a person does not have one
  - Staff will be identified to hold the door, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task will be assigned to hold the door for one or more classrooms or until confirmation that everyone has vacated the building
  - As written in the established protocols, designated staff will bring all necessary items needed including the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
  - If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event
4. Lockout protocols will be the same, besides maintaining 6 feet of space between students and staff in the area.
5. During a Lockdown, there may be a violation of the 6-foot recommendation between people, despite a 50% reduction in room capacity. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past, keeping students as far apart as possible. In addition, the following measures will be taken:
- Evaluate, in advance, if there is room to social distance without being in the line of sight

- Face coverings will be worn during the event at all times
- Extra face coverings will be on hand in the event that a person does not have one
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

#### H. COVID-19 Testing and Contact Tracing

The Lyncourt Union Free School District complies with CDC guidance and we do not conduct COVID-19 testing. If a staff or student needs a COVID-19 test they will be directed to contact their health care provider. If they do not have a doctor and have questions, symptoms, or may have been exposed to someone who has tested positive for COVID-19, they will be directed to call the [Upstate University Hospital's Triage Line](#) at 315.464.3979.

The Lyncourt Union Free School District cooperates with state and local health department contact tracing. We assist the Onondaga County 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.

**Lyncourt UFSD COVID-19 Safety Coordinator:** Mr. James Austin, Superintendent

### **Section 3: Facilities**

During the 2020-21 school year, the Lyncourt Union Free School District will not be making any changes, physical alterations, or acquiring any additional space beyond our current physical location. Our reopening plan utilizes all existing instructional spaces. The district will ensure the following:

- All Fire Codes and regulations will be maintained
- Doorways released during the activation of the fire alarm system will remain unchanged. Doorways will remain open unless activated by the fire alarm system.
- All required Emergency Drills will be practiced and documented as required.

- Building Condition Survey and Visual Inspection will take place as required.
- Lead Testing in 2020 will be conducted as required.
- There will be no alterations to the configuration of existing classrooms or spaces.
- The school cafeteria will not be used by students for meals.
- The school gymnasium and auditorium will be utilized with recommended social distancing measures in place, for the specific activities being conducted (6-12 feet as per CDC guidelines).
- Any child care programs that operate with Lyncourt UFSD students, will follow all CDC and Onondaga County Health Department guidelines.
- No new facilities will be leased and no temporary structures will be utilized.
- The district assures the of toilet and sink fixtures meet the minimum standards of the BCNYS.
- The district assures there is one drinking fountain per one hundred occupants.
- The district has a plan for how to maintain adequate, code required ventilation.
- Ventilation requirements are met with the mandated MERV11 filters installed.
- The district assures any use of any plastic separators will comply with the 2020 BCNYS Section 2606.

#### **Section 4: Child Nutrition**

**Lyncourt UFSD Child Nutrition Contacts:** [Terry Ralston](#), [Rich Gunter](#)

Lyncourt UFSD will continue to provide breakfast and lunch meals to all students during the designated school year, following the District School Calendar. Child Nutrition Program guidelines will continue to be adhered to in all menu planning and distribution. All meals, whether served in school or meals sent home, will comply with USDA and New York State Child Nutrition guidelines including all meal pattern requirements.

Both in-person onsite and at-home offsite children will be provided meals.

##### **PreK-4th Grade Meals**

For students in grades PreK through 4th grade attending school, lunch will be served to them at their desk and breakfast will be given to them as they enter to be taken to their classroom and eaten at their desk.

##### **5th-8th Grade Meals**

For students in grades 5 through 8, meals will be picked up at the cafeteria line and will be eaten in a small group setting averaging eight students in separate and staggered areas under the supervision of an advisor.

Students will not use a pin pad to enter their numbers when cashing out. Ala Carte items will be limited and staff will serve items.

### Remote day Meals

For students learning remotely, breakfast and lunch will be given to them to take home for the days they will not be attending in person. Parents and guardians who have decided their child will not attend any in-person instruction should contact the [Lyncourt Main Office](#) by August 14<sup>th</sup> for information regarding meals and child nutrition services.

Sufficient time will be allotted between cohorts to allow tables, chairs, etc. to be cleaned by trained staff using a disinfectant wipe. Time will be allowed between lunch serving sessions for staff to clean and sanitize the serving line areas. The district will actively promote a comprehensive handwashing and infection prevention campaign. All necessary hand sanitizing stations, social distance barriers and appropriate signage to protect students will be in place in the food eating areas and cafeteria serving area. Hand sanitizer and hand washing at sinks with soap and water will be available and scheduled both before and after meals are consumed for all grade levels. Students will not be permitted to share food or any eating utensils. Students will be instructed on the health and safety importance to cleanse hands before and after meals, to only remove their mask while eating and drinking, to not share any foods with others, and to maintain distancing while having meals. Reminder posters, repeat instruction and monitoring will help facilitate compliance. Students will be sufficiently distanced and monitored while eating meals in the school.

Rosters will be used in classrooms, which will include any allergy or dietary restriction information. Regardless of eating meals in the classroom or at home, proper documentation and processes will be followed to assure students with food allergies will be kept safe from exposure to allergic reactions. Students with food allergies will sit at designated table(s) as necessary. Supervisory staff will be trained to recognize allergic reactions as warranted.

All communications and correspondence will be sent in the preferred language of our families and community members.

### Section 5: Transportation

The Lyncourt Union Free School District will fulfill existing transportation mandates to the extent required by law. No transportation will be denied to students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools. During the 2020-21 school year, if our Elementary In-Person and Grades 5-8 Hybrid Instruction Models are able to be implemented within all Health and Safety, Transportation, and DOH requirements, Lyncourt UFSD will provide transportation to those students who require it. In the event the Onondaga County Health Department, Governor Cuomo, or the District Superintendent determines all in-person instruction be discontinued and a complete hybrid or remote learning model must be enacted, transportation services will be modified. However, if the Lyncourt Union Free School District is in session remotely or otherwise, pupil transportation must be provided to nonpublic,

parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions even when the district is not; In addition, the district reserves the right to discontinue and/or modify transportation services for In-Person Instruction, if the Superintendent deems the current instructional model no longer safe due to social distancing challenges, COVID-19 concerns, outbreaks, or concerning data trends.

In coordination with the Solvay Union Free School District, the following mandatory school bus requirements will be followed:

1. Students will be required to wear masks (unless the student has a medical note) and social distance on the bus.
2. Approximately 22 students will be on the bus, every other seat, with masks, and socially distanced. The social distancing rule is not required in the case of students who are siblings and/or from the same household.
3. All buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned and disinfected between each run.
4. Transportation staff will be allotted 20 minutes to clean and disinfect busses between runs.
5. School buses will not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses. Busses will be stocked with disinfecting wipes for hands and surfaces.
6. Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet.

The following mandatory school bus staff requirements will be followed:

1. School bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19 they should notify their employer and seek medical attention.
2. School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield.
3. In coordination with the Solvay Union Free School District, Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment, social distancing, and the signs and symptoms of COVID-19. These trainings may be done virtually or through in person professional development.
4. The Transportation Departments will need to provide Personal Protective Equipment, including masks and gloves, for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as the dispatch office, employee break room and bus garage.
5. In coordination with the Solvay Union Free School District, Lyncourt Union Free School District will provide gloves for drivers, monitors, and attendants who must have direct physical contact with a child.

6. The Lyncourt Union Free School District has hand sanitizer stations provided around the building for transportation staff to use in between bus runs.

The following mandatory student transportation requirements will be followed:

1. As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school.
2. Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
3. Students must social distance (six feet separation) on the bus.
4. Students who do not have a mask can NOT be denied transportation.
5. Students who do not have masks must be provide one by the district.
6. Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.
7. Students will be trained and have periodic refreshers on the symptoms of COVID-19, the use of face coverings and proper social distancing in school and on the bus.

All communications and correspondence regarding transportation will be sent in the preferred language of our families and community members.

[Click here](#) for information regarding Lyncourt UFSD Transportation and contacts.

### **Section 6: Social Emotional Well-Being**

Based on the data collected from the most recent parent survey, we are anticipating and preparing for supporting students during this transition back to school. The Lyncourt Union Free School District Counseling Plan will be reviewed and updated to meet current needs. Guided by the Advisory Council and implemented and supported by the District's Positive Behavior Support Specialists, student and staff social and emotional wellness will be addressed as we work to reopen and renew our school community. The Lyncourt UFSD is working to do the following:

- Establish an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists to inform the comprehensive developmental school counseling program plan.

- The Lyncourt Union Free School District SEL Advisory Council will meet prior to the school year to review and update the current School Counseling Plan.
- The Council will also meet at least twice during the 2020–21 school year to review and adjust the plan as needed.
- The School Counseling Plan will be made available on the school website and updated for parents throughout the school year.

Lyncourt Union Free School District SEL Advisory Council Members

Amy MacCaull, Guidance Counselor  
 Kelly Schroeter, School Psychologist  
 Crystal Butler, Social Worker  
 Melanie Lowery, School Nurse  
 Kimberly Davis, School Principal  
 Katie Mahoney, Director of Special Education  
 Colleen Gowing, ARISE Social Worker  
 Robin Schrader, Parent

- Students in Grades UPK–5 will receive daily explicit social emotional instruction through the [Second Step SEL curriculum](#).

**Second Step Key Concepts UPK–5**

<b>Skills for Learning</b>	Key skills that help students manage their learning in the classroom: Listening, focusing attention, using self–talk and being assertive.
<b>Empathy</b>	Understand our feeling and identify and understand the feeling of others
<b>Emotion Management</b>	Identifying our strong emotions and developing strategies to help manage them in many different situations.
<b>Problem Solving</b>	Students learn how to use specific strategies to solve problems in a variety of situations.

- Students in Grades 6–8 will receive explicit social emotional instruction through the [Second Step SEL curriculum](#) through an advisory program. Students will meet in small groups with an advisor on a daily basis for 30 minutes. The purpose of an advisory is to create a positive, supportive environment where students feel a “connection”. Advisory will place an emphasis on building social skills and problem solving. In small groups, students will strive to become better listeners and develop empathy for others. Advisors will provide close supervision of academic performance and student accountability.

## Second Step Key Concepts 6-8

<b>Mindset and Goals</b>	Students develop a growth mindset and learn research-based strategies for achieving goals. Lessons can be applied to social and academic aspects of their lives.
<b>Values and Friendships</b>	Students learn to make decisions based on their personal values and to build strong friendships and relationships while avoiding negative ones.
<b>Thoughts, Emotions and Decisions</b>	Students are taught the relationship between thoughts, emotions, and decisions and learn strategies for staying in control when they're experiencing strong emotions.
<b>Serious Peer Conflict</b>	Students are taught how to identify, avoid, and resolve serious conflicts. They also learn strategies to prevent bullying and harassment.

- Screening and monitoring tools aligned to the [Second Step Curriculum](#) are administered three times a year to identify students who are struggling with the application of skills and may be in need of alternative opportunities to develop these skills.

<b>Grade</b>	<b>Monitoring Tools</b>	<b>Skills assessed</b>
UPK- Kindergarten	Devereux Early Childhood Assessment (DECA)	Initiative Self-Regulation Attachment/ Relationships Problem Solving Behavior Concerns
Grade 1-8	Devereux Student Strengths Assessment (DESSA)	Initiative Self-Regulation Attachment/ Relationships Problem Solving

**Interventions**

Low	Medium	High
<ul style="list-style-type: none"> <li>• Parent Contact Collaboration</li> <li>• Classroom Instruction</li> <li>• Accommodations in the classroom</li> <li>• Check In/Check Out with teacher</li> <li>• Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact and Collaboration</li> <li>• Small Group Intervention with Social Worker, School Psychologist or Guidance Counselor</li> <li>• SEL instruction with Special Education Teacher in a small group setting</li> <li>• Referral to ARISE or Health Home</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact and Collaboration</li> <li>• Referral to Social Emotional Team</li> <li>• Individual Counseling with School Worker, School Psychologist, and Guidance Counselor</li> <li>• Interaction Guidelines</li> <li>• Referral to ARISE or Health Home</li> </ul>

- Social Emotional Team (SET) - A systematic team process used to mobilize school resources to remove barriers to learning. It is designed to assist in identifying issues including mental health issues that pose a barrier to a student's success. Resources are provided in collaboration with the child's parent/guardian, classroom teacher, other essential staff members and community based support personnel.
- School-Based Mental Health for Students - Through a partnership with ARISE, students in grades UPK-8 can be provided with outpatient mental health services both in the school setting and through tele-therapy. This partnership will work to effectively diminish barriers that historically have prohibited some families from accessing supportive mental health services.
- School Based Mental Health Support for Adults and Families- Through a partnership with ARISE, adult and family counseling can be provided with outpatient mental health services both in the school setting and through tele-therapy. This partnership will work to effectively diminish barriers that historically have prohibited some families from accessing supportive mental health services.

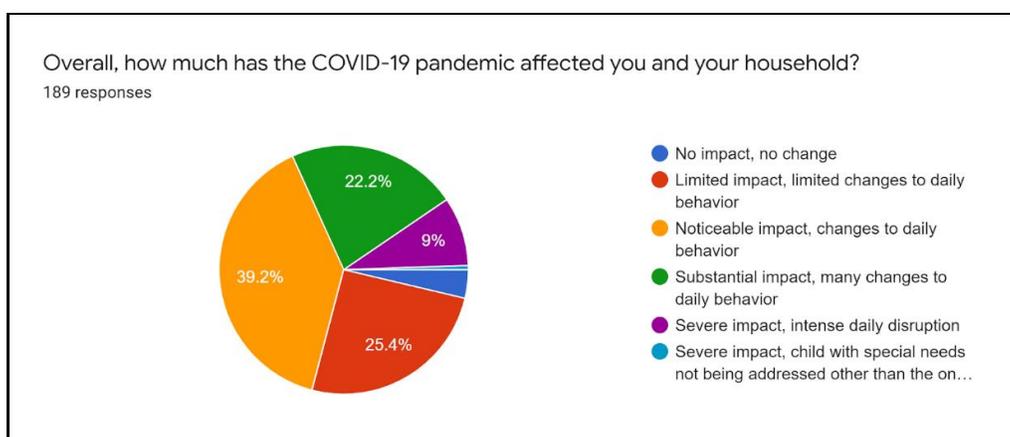
The Lyncourt UFSD will implement professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff. We are planning for the following trainings:

- Trauma-Informed Care - During the fall of 2020, all staff members will begin training in Trauma Informed-Care. Trauma-Informed Care (TIC) is an approach in the human service field that assumes

that an individual is more likely than not to have a history of trauma. Trauma-Informed Care recognizes the presence of trauma symptoms and acknowledges the role trauma may play in an individual's life, including school staff.

- Advisory Training for Middle School Advisors - Will be implemented using the Second Step online training platform.
- Consultative Support for School Staff - Classroom teachers will have access to consultative support from the School Social Worker, School Counselor, School Guidance Counselor and Positive Behavior Support Specialists' to handle student concerns.
- Employee Assistance Program - An Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems.

#### Results from the Lyncourt Union Free School District Fall 2020 Reopening Parent and Family Survey regarding COVID-19 Impact



[Click here](#) for contact information for the Lyncourt UFSD Student Support Services Department.

## Section 7: School Schedules

### In-Person (UPK-4<sup>th</sup> grade) & Hybrid (5<sup>th</sup>-8<sup>th</sup> Grade) Model

The Lyncourt Union Free School District has devised a plan for resuming In-person instruction to fullest extent possible for the 2020-21 school year. In keeping with social distancing and reduced capacity guidelines, we have determined that all students in grades Universal Pre-Kindergarten through 4th grade are able to return to a minimum of 6 hours of daily in-person instruction. We are able to resume daily instruction in these grade levels, by reassigning intervention teachers as elementary classroom teachers and reallocating intervention learning spaces as elementary classrooms. All intervention staff with reassignments for the 2020-21 school year, are certified in both their original and temporary teaching assignments. For example, reading intervention teachers who are certified in K-12 Reading (Permanent) or Birth-6 Literacy (Provisional) are also dually certified in Elementary Education (UPK-6 Permanent) or 1-6 Grade (Provisional).

Students in grades 5–8 will return to in-person instruction every other day, Day1/2 rotation schedule, with a minimum of 6 hours of daily in-person instruction. The exceptions are Students with Disabilities, English Language Learners, and students experiencing homelessness. Students with these designations will be able to attend in-person instruction daily, provided the current health and safety circumstances within the district facilities, transportation, and Central New York Region as a whole, allow it.

With this combination In-Person/Hybrid Instructional Schedule, all classroom locations will be maintained at 50% capacity or less. Students in grades UPK–5 will remain stationary in their classrooms and remain with their cohorts. All intervention, ENL, and Resource services will be provided by classroom only, in order to eliminate any mixing of student cohorts. Elementary students will eat lunch and receive Special Area instruction in their classrooms. The exception is Recess and Physical Education, which may be conducted outside, weather permitting and at district discretion.

Students in grades 6–8 will remain with their cohort (Day 1 or Day 2 students) for core classes to minimize hallway pass times. Students in grades 6–8 will have a beginning of the day Advisory period and later eat lunch within their Advisory Teams of 8 students or less to allow for social distancing while eating and receiving social-emotional support. Middle School students will not be utilizing lockers for the 2020–21 school year. All student materials and supplies will be kept at their desks in their core classroom location. Though passing times are reduced, when students do have to change their learning location, staggered transition times will be implemented by grade level.

Staggered arrival and dismissal times will be implemented based on grade level and type of transportation (walker, busser, parent drop-off/pick-up). Students from the same family who have different arrival times, will be allowed to enter the building in the earliest arrival window. Those siblings who arrive early and have to wait for their class to begin, will be supervised in the Auditorium, seated every other row and every 2 seats. A similar plan at the end of the day will be implemented, with students from the same family being dismissed together, during the same dismissal window.

#### Hybrid Model (UPK–8<sup>th</sup> grade)

In the event of increasing COVID-19 cases and rising infection rates, the In-Person Instructional Plan will need to be re-examined. If the Onondaga County Health Department, State of New York Governor's Office, or other governing body recommends or requires local school districts to reduce in-person instruction or further reduce our building capacity, our entire UPK–8th grade district will operate on a Day 1 and Day 2 schedule. In addition, this Hybrid Instructional schedule of students attending every other day will be implemented, should student enrollment exceed the mandatory Health and Safety requirements of New York State or at the discretion of the district superintendent, should COVID-19 risks increase in the school or community at large.

A communication plan for how student schedules will be modified will be shared during the transition period from In-person to Hybrid learning for students in grades UPK–4. Staff, students, parents, and families will be notified of the following:

- Student assignment to Day 1 or Day 2 attendance rosters (general education 5<sup>th</sup>–8<sup>th</sup> grade students).

- Siblings will be scheduled to attend in-person instruction on the same day to ease child care burdens on parents and families.
- The continuation of Child Nutrition requirements for students not attending every day.
- Virtual, electronic, and hard copy materials available for learning on the days students are not physically present in the building.
- Learning expectations for virtual instruction on the days students are not physically present will be shared with all students and families in the beginning of the 2020-21 school year for all Instructional Plans, including the Hybrid model.

Again, as with a the UPK-4<sup>th</sup> grade In-Person Instructional Plan, staggered arrival and dismissal times will be implemented based on grade level and type of transportation (walker, busser, parent drop-off/pick-up). Students from the same family who have different arrival times, will be allowed to enter the building in the earliest arrival window. Those siblings who arrive early and have to wait for their class to begin, will be supervised in the Auditorium, seated every other row and every 2 seats. A similar plan at the end of the day will be implemented, with students from the same family being dismissed together, during the same dismissal window.

#### Remote Learning Model (UPK-8<sup>th</sup> grade)

Should regional metrics or local COVID-19 trends warrant a complete In-Person Learning shut-down the Lyncourt Union Free School District will transition to a full remote learning model. The Full Remote Instruction plan would only be enacted when the In-Person Instruction and Hybrid options are no longer feasible based on District, local, or state officials recognizing that the level of community spread is too great and all constituents are at heightened risk. Full Remote Instruction is a continuation of the In-Person Instruction option, in that it will be taught by each child's classroom or core subject teachers. Staff, students, and families will be notified by the District through a School Messenger phone call and email should the Remote Learning Plan need to be implemented. Full remote instruction will look significantly different than last spring.

Utilizing feedback from teachers, staff, and parents, families will notice a more comprehensive plan for full remote instruction if needed this school year. Students in all grade levels will be able to access live, virtual instruction via their Classroom or Core Teacher Google Classroom websites. Students' materials, activities, assignments, and resources will be provided virtually through this format. In addition, the district may provide hard copy materials and texts, as deemed necessary depending on the grade level and student needs. Students will be required to attend the live instructional sessions. If students do not attend these sessions, they will be counted as absent for the day unless prior arrangements have been made with the teacher. Students will be expected to "attend" class virtually daily and to complete/turn in assigned work. Parents should call students in sick, just as they would during normal in-person instruction, when needed.

Parents and guardians who have decided their child will not participate in any in-person instruction outlined in this plan and/or if their child has certain medical conditions that are considered "[high-risk for developing severe complications](#)" from COVID-19, we ask them to please contact [Mrs. Kimberly Davis](#), Building Principal for arrangements by **August 14<sup>th</sup>**.

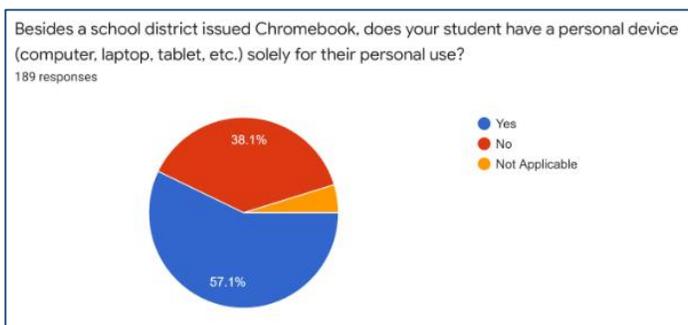
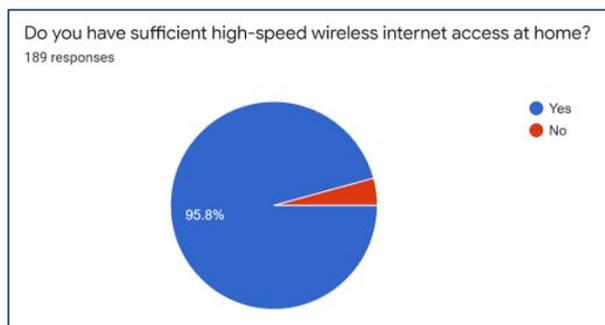
All communications and correspondence regarding student schedules will be sent in the preferred language of our families and community members.

### **Section 8: Attendance and Chronic Absenteeism**

The Lyncourt Union Free School District utilizes the School Tool Student Management System to collect and report daily student attendance. Regardless of the instructional model implemented, this system will be used to collect attendance each day. On remote learning days, either via a hybrid or complete remote learning model, students will be required to “sign in” at a specific time (determined by grade level) to the best of their ability for live stream instruction and attendance. If a student is sick or has another legal excuse, parents/guardians must call the [Lyncourt Main Office](#) or [School Nurse](#), to let us know their child will be absent or late to instruction. If a student is not able to sign in at those specific times on a given day, the student or parent can then contact the teacher to make arrangements to sign in at a different time during that day so attendance can be accounted for. Attendance Recording will be flexible given the students’ ability to log on. For any other extenuating circumstance that prohibits a student from attending any live, remote instruction, the parent/guardian should contact [Mrs. Kimberly Davis](#), Building Principal for arrangements.

### **Section 9: Technology and Connectivity**

It is the goal of the Lyncourt Union Free School District, that every student and family is able to fully access technology for instructional purposes. We believe technology should be a tool for learning and not a barrier. Therefore, we have surveyed our community to analyze those who need district assistance in obtaining and/or utilizing technology for remote learning and communication purposes. The results are below.



Based on these results, the district has purchased enough Verizon Wireless MiFi portable hotspots for those that do not have adequate high-speed wireless access at their residence to be able to be issued out. For Grades 5-8 Chromebooks and chargers will be checked out to each student through the School Library System (SLS). Students will be expected to have their district assigned Chromebook fully charged each day when arriving at school. For Grade PreK-4 Class sets of Chromebooks will be available in each of the classrooms. Students will be assigned one device to use every day, in an effort to reduce the spread of germs between students. Spare Chromebooks will be available in the school and we will also have charging stations available to recharge. Disinfectant wipes will be available to wipe down and of the shared/spare devices.

The Lyncourt Union Free School District has set up a [COVID-19 webpage](#), as a link off of the main Lyncourt UFSD website. This webpage is one of our points of contact for parents, families, and students to receive access to updated information, as well as district contacts. In addition, the district has developed webpages for families by elementary and middle school levels for how to access all of the online learning platforms that are a part of our Continuity of Instruction Plan, including [Google Classroom](#). There is also a link for parents that gives them help with supporting their child's learning at home and for technology support. [Click here for the link to the Lyncourt Technology Help Desk](#).

The district's teachers will leverage Google Classroom as the Learning Management System (LMS) and as a central location for students, parents/guardians, and staff. In addition to the professional development for staff, training videos will be posted online for students, parents, and staff.

### **Section 10: Teaching and Learning**

The Lyncourt Union Free School District's Return to School plan prioritizes the health and safety of students and staff while maximizing educational opportunities. Our reopening model for the 2020-2021 school year outlines in-person, remote, and hybrid models of instruction. All UPK through 8<sup>th</sup> grade instruction is aligned with the outcomes in the [New York State Learning Standards](#). Regardless of the model implemented, at any point in the school year, instruction will regular and substantive interaction with an appropriately certified teacher. A clear plan for how the district will communicate with all Lyncourt families for how their child will be instructed, the technology methods utilized, and district contact information has been outlined.

#### **2020-21 Lyncourt UFSD Communication Timeline**

July 31, 2020: Lyncourt UFSD Reopening Plan posted on [District Webpage](#)

August 4, 2020: Lyncourt UFSD Reopening Committee meets to review the Plan

August 5<sup>th</sup>-21<sup>st</sup>: Additional Lyncourt UFSD communication regarding the Continuity of Learning Plan and possible updates the Reopening Plan, sent via School Messenger, Lyncourt Facebook page, Lyncourt Twitter account, Lexikeet Translator Services, individual parent and family contacts, letters mailed via USPS, and email.

\*August 14<sup>th</sup> Deadline for Parents and Families to decide if their child will not participate in any in-person instruction. Parents should contact [Mrs. Kimberly Davis, Building Principal](#).

August 21<sup>st</sup>: District will notify 5<sup>th</sup>-8<sup>th</sup> grade general education students and families which cohort they will be in (Day 1 Group or Day 2 Group).

By August 31<sup>st</sup>: Training videos, transportation information, and Health & Safety information will have been sent to Lyncourt students, staff, and families for reopening with students on September 9<sup>th</sup> and 10<sup>th</sup>.

\*All communications will be sent in the preferred language of the parent/family or translated by a live interpreter via Lexikeet.

Lyncourt UFSD 2020-21 Continuity of Learning Plan

Instructional Model	In-Person UPK 4 & Hybrid 5-8 Model	UPK-8 Hybrid Model	Remote Learning Model
<b>Attendance</b>	<p>1.) Students in Grades UPK-4 attend school daily. Attendance is taken as normal through the School Tool Student Management System.</p> <p>2.) Students in Grades 5-8 attend school every other day on a Day 1/Day 2 rotation. The exception is for ELL Learners, Students with Disabilities, and homeless students who are eligible to attend every day in any grade level. Attendance is taken for both students physically in the building and those attending synchronous instructional virtually, through the <a href="#">School Tool Student Management System</a>.</p> <p>3.) All teachers and staff will report to the school building at their assigned time.</p>	<p>1.) Students in all grades (UPK-8) attend school every other day on a Day 1/Day 2 rotation. The exception is for ELL Learners, Students with Disabilities, and homeless students who may be eligible to attend every day in any grade level, depending on the current Health and Safety situation and state guidelines.</p> <p>2.) Student attendance will be taken for both students physically in the building and those attending synchronous instructional virtually, through the <a href="#">School Tool Student Management System</a>.</p> <p>3.) Special Education and ELL Teachers will provide live instruction as per students' IEP and/or required instructional Units of Study on remote learning days.</p> <p>4.) All teachers and staff will report to the school building at their assigned time.</p>	<p>1.) Students in all grades (UPK-8) attend in a remote learning model.</p> <p>2.) Elementary classroom and 6-8 Core subject teachers are required to provide live instruction daily via Google Classroom.</p> <p>3.) Special Education and ELL Teachers will provide live instruction as per students' IEP and/or required instructional Units of Study.</p> <p>4.) Special Subject Teachers will provide live instruction on a rotation schedule that is dependent on the grade level, required state credits and hours, and length of course.</p> <p>5.) Student attendance will be taken through the <a href="#">School Tool Student Management System</a> based on student participation in live virtual instruction and through engagement in Google Classroom activities.</p> <p>6.) Unless directed differently by the Onondaga County Health Department, Governor Cuomo or the NYS Education Department, all teachers and staff will report to the school building at their assigned time.</p>
<b>Virtual Learning</b>	Students in grades 5-8 will have a live-streaming, synchronous learning schedule every other	Students will have a live-streaming, synchronous learning schedule every other day and be	Core subject teachers are required to provide live instruction daily via Google

	<p>day. Students in grade 5 will attend virtual ELA and Math instruction on their scheduled remote learning day. Students in grades 6–8 will attend virtual core subject instruction blocks on their scheduled remote learning day. Students in grades 5–8 will have individual Chrome Books for use both during In-Person and Virtual Learning instruction.</p>	<p>provided devices by the district for every other day remote learning.</p>	<p>Classroom. Students will be provided devices by the district for full-time remote learning.</p>
<p><b>Curriculum &amp; Instruction</b></p>	<p><u>Academics:</u> All UPK–8<sup>th</sup> grade New York academic learning standards will be addressed. Intervention (AIS) services will be provided either by the classroom teacher or another certified teacher, within the classroom cohorts, on in-school learning days.</p> <p><u>Science Labs:</u></p> <ul style="list-style-type: none"> <li>• Will take place in the science classroom with socially distancing protocols followed and masks on. There will be a rotation schedule for students to complete labs if social distancing protocols cannot be followed</li> </ul> <p><u>Physical Education</u></p> <ul style="list-style-type: none"> <li>• UPK–5 will be on a 5-day rotation schedule 2x per week. PE Teachers will either hold class in large gym, socially distanced, outside weather permitting, or have virtual options for students. Recess will be limited to one class at a time with social distancing practiced.</li> <li>• Middle School 6–8 students will have PE on in-school learning days. Instruction will be provided either socially</li> </ul>	<p><u>Academics:</u> All UPK–8<sup>th</sup> grade New York academic learning standards will be addressed. Intervention (AIS) services will be provided either by the classroom teacher or another certified teacher, within the classroom cohorts, on in-school learning days.</p> <p><u>Science Labs:</u></p> <ul style="list-style-type: none"> <li>• Will take place on in-person learning days.</li> </ul> <p><u>Physical Education, CTE</u></p> <ul style="list-style-type: none"> <li>• Same as In-Person Learning Model</li> </ul> <p><u>Arts, Library</u></p> <ul style="list-style-type: none"> <li>• UPK–5 students will participate in Special Area classes when in-person on a 5-day rotation schedule. Teachers will either hold class in students’ classrooms, socially distanced, and each student using individual materials.</li> </ul>	<p><u>Academics:</u> All UPK–8<sup>th</sup> grade New York academic learning standards will be addressed. Intervention (AIS) services will be provided either by live via Google Classroom by the classroom teacher or another certified teacher, daily, within the remote learning schedule.</p> <p><u>Science Labs:</u></p> <ul style="list-style-type: none"> <li>• Labs will be completed to the best students’ ability virtually with live Google Meet Sessions and/ or teacher prepared video simulations of the lab.</li> </ul> <p><u>Physical Education, Arts, CTE, Library</u></p> <ul style="list-style-type: none"> <li>• Teachers will hold virtual learning sessions, either live or asynchronous via their Google Classroom sites.</li> <li>• Resources will be provided to students and families to assist in student learning and progress in the individual course standards.</li> </ul>

	<p>distanced in large gym, outside, or in classrooms.</p> <p><u>Arts, Library</u></p> <ul style="list-style-type: none"> <li>• UPK-5 will be on a 5-day rotation schedule for Special Area courses. Teachers will either hold class in students' classrooms, socially distanced, and each student using individual materials.</li> <li>• Students in grades 6-8 will attend Art and Music classes in the assigned course room, social distanced and wearing face coverings, on the days they have in-person instruction. Activities will be limited to those not requiring voice projection or sharing of materials.</li> <li>• 6-8 students will use the Library Media Center only when a device is needed and/or a book needs to be signed out. All social distancing protocols will be in place.</li> </ul> <p><u>CTE</u></p> <ul style="list-style-type: none"> <li>• Middle School CTE Teachers will have the students every in-person learning day for 20 weeks in order to fulfill CTE credits.</li> </ul>		
<p><b>Assessment &amp; Grading</b></p>	<p>Students in UPK-4<sup>th</sup> grade will be assessed as typical, based on their grade level, individual learner profile, services received and according to district requirements.</p> <p>Students in grades 5-8 will be assessed only on In-Person Instructional days. Students will be assessed based on their grade level, individual learner profile,</p>	<p>Students in all grades will be assessed only on In-Person Instructional days. Students will be assessed based on their grade level, individual learner profile, services received and according to district requirements.</p> <p>Universal screenings UPK-8<sup>th</sup> grade benchmark assessments, NYSITELL testing, progress monitoring, and any related</p>	<p>Students will be assessed only on content delivered through live-virtual instruction. Students will not be held accountable for content not delivered directly by the teacher through live instruction. Students can be assigned readings and activities electronically, but should not be given assessments on those assignments unless the content was shared verbally during a lesson by the teacher.</p>

	<p>services received and according to district requirements.</p> <p>Universal screenings UPK-8<sup>th</sup> grade benchmark assessments, NYSITELL testing, progress monitoring, and any related child-find assessments or other required testing will be administered to students as mandated, on in-person learning days.</p> <p>Due to the spring school closure and the learning gaps students will have while transitioning back to school, students with disabilities and English Language Learners should not be given a failing grade for any work attempted to the best of their ability.</p>	<p>child-find assessments or other required testing will be administered to students as mandated, on in-person learning days.</p> <p>Due to the spring school closure and the learning gaps students will have while transitioning back to school, students with disabilities and English Language Learners should not be given a failing grade for any work attempted to the best of their ability.</p>	<p>Universal screenings UPK-8<sup>th</sup> grade benchmark assessments, NYSITELL testing, progress monitoring, and any related child-find assessments or other required testing will be administered to students to the fullest extent possible in a virtual format (ex: AIMS Web Plus Test Nav, live oral screening through Google Meet, audio taped fluency readings, etc.)</p> <p>With the unique challenges of remote learning for students with disabilities and English Language Learners, these students should not be given a failing grade for any work attempted to the best of their ability.</p>
<b>Technology</b>	<p>1:1 Chrome Book devices for UPK-4<sup>th</sup> grade students in the building</p> <p>1:1 Chrome Book devices for 5<sup>th</sup>-8<sup>th</sup> grade students to utilize both in school and at home for virtual instruction.</p> <p>All teachers and staff will be provided the necessary technology devices for virtual learning instruction.</p>	<p>1:1 Chrome Book devices for UPK-4<sup>th</sup> grade students in the building. Chrome Books will be signed out for home use by students who do not have access to a device in their home to use during remote learning days.</p> <p>1:1 Chrome Book devices for 5<sup>th</sup>-8<sup>th</sup> grade students to utilize both in school and at home for virtual instruction.</p> <p>All teachers and staff will be provided the necessary technology devices for virtual learning instruction.</p>	<p>1:1 Chrome Book devices will be issued for all students in the building 1<sup>st</sup>-8<sup>th</sup> grade. Chrome Books will also be signed out for home use by UPK and Kindergarten students who do not have access to a device in their home to use during remote learning days.</p> <p>All teachers and staff will be provided the necessary technology devices for virtual learning instruction.</p>
<b>Parent &amp; Family Communication</b>	<p>For all instructional models, parents, guardians and families will receive schedules and instructions for their child's live instruction via Google Classroom in their preferred language. LexiKeet Translator Services may be utilized for families as appropriate. These schedules and instructions will be sent through multiple points of contact, including emails, notices through teachers' Google Classroom sites, and the School Messenger System. Follow-up phone calls will be made the district staff to ensure families are aware and understand the instructional learning model their child is participating in. Information will be shared through the district social media accounts as well (Twitter and Facebook).</p>		

<p><b>Food Service</b></p>	<p>1. Students in Grades UPK-4 will receive free breakfast and lunch every day. Lunches will be delivered to students' classrooms.</p> <p>2. Students in Grades 5-8 will receive a free breakfast and lunch when attending In-Person days and will take home a bagged breakfast and lunch for the following Remote/Virtual-Learning day. Students will pick-up their lunches on a staggered schedule, while maintaining social distancing and wearing face coverings.</p>	<p>All students will receive a free breakfast and lunch when attending In-Person days and will take home a bagged breakfast and lunch for the following Remote/Virtual-Learning day.</p>	<p>All students will be eligible for free meals via a district delivery and/or meal pick-up schedule.</p>
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Outdoor recess will be held weather permitting. Students will not have access to shared equipment, such as balls or jump ropes. Students will have access to the playground, only within their cohort and during their scheduled time. Contactless activities will be encouraged. Masks will not be required outdoors, provided students maintain social distancing. On days when indoor recess is necessary, students will stay in their homeroom to engage in activities that are contactless. Masks will be required for indoor recess. Students will follow hygiene protocols immediately following recess.

During the 2020-21 school year, large assemblies, gatherings, events, and extracurricular activities will be cancelled or held virtually. There will be no field trips, concerts, clubs or after-school activities scheduled at this time.

Teachers and staff will receive additional training before school starts and throughout the year to meet the needs of the rapidly changing learning environment. We are working diligently to ensure a smooth and successful start to the new school year. As previously stated, all reopening plans stated in this document are subject to change. The district will continue to look to local and state government, as well as the NYS Department of Education for updated information and guidance regarding all of these plans and policies.

All communications and correspondence regarding the Lyncourt Continuity of Learning Plan will be sent in the preferred language of our families and community members.

**Section 11: Special Education**

The Individuals with Disabilities Education Act (IDEA) has been maintained during the pandemic. The Lyncourt Union Free School District is committed to working with the parents/guardians of Students with Disabilities to provide individualized instruction based on each learner. During in-person instruction, service providers will follow the District's health and safety protocols in the Special Education environment while implementing each student's Individualized Education Plan (IEP). Upon returning to school, case managers will address

student-specific needs arising from the transition back into school buildings while considering whether or not a student has experienced a regression of skills and/or lack of progress. If regression and/or a lack of progress is present, the IEP team will identify opportunities for recovery, including additional, new, or different services and accommodations. If the District is required to transition to Hybrid or Distance Learning, case managers will schedule a parent/teacher conference to discuss the contents of the IEP and create this Individualized Continuity of Learning Plan for students in a hybrid/remote environment. When working with students through alternative delivery models, the school or district will make a good faith effort within available capabilities to provide a Free Appropriate Public Education (FAPE).

Parents/Guardian at any time can contact the Director of Special Education to request a Committee on Special Education (CSE) program review meeting for their child

Director of Special Education: Katie Mahoney

[Email-kmahoney@lynccourtschool.org](mailto:Email-kmahoney@lynccourtschool.org)

Phone: 315-455-7571 (extension #5)

In the event of increasing COVID-19 cases and rising infection rates, the In-Person Instructional Plan will need to be re-examined. If the Onondaga County Health Department, State of New York Governor's Office, or other governing body recommends or requires local school districts to reduce in-person instruction or further reduce our building capacity, our entire UPK-8th grade district will operate on a Day 1 and Day 2 schedule. In addition, this Hybrid Instructional schedule of students attending every other day will be implemented, should student enrollment exceed the Health and Safety mandatory requirements of New York State.

In the event that the county or state requires districts to reduce capacity due to an increase in COVID-19 cases, special education students may be required to participate in a hybrid model of instruction. Special education programs and related services will transition to Hybrid model. A Hybrid model would include a combination of In-person and tele therapy for speech therapy, occupational therapy, counseling and physical therapy. Resource, consultant teacher and special class programs would be a combination of in Person instruction and Distance Learning using platforms such as Google Classroom and Zoom. If parents request a low technology option for their child, materials would be sent home weekly

Every student with an IEP will be assigned a special education case manager to facilitate communication and scheduling if the district is required to transition to a Hybrid model. A Hybrid Individualized Continuity of Learning Plan will be created with parents/guardians to determine how student services will be implemented during the transition period from In-person to Hybrid learning. Programs and services delivered in-person, remotely, or a combination of both (e.g., flexibility with respect to the mode or manner; group or individual sessions; specific group size for related services, frequency, duration and location of related services, special class size ratio, and duration of program instruction) will be discussed considering the specific needs of the student. This plan is a flexible document and can be adjusted to best meet the needs of the student.

In the event of additional increasing COVID-19 cases and rising infection rates, the Hybrid Plan will need to be re-examined. If the Onondaga County Health Department, State of New York Governor's Office, or other

governing body recommends or requires local school districts to eliminate in-person instruction or further reduce our building capacity, our entire UPK-8th grade district will operate using a Distance Learning model. In the event that the county or state requires districts to eliminate capacity due to an increase in COVID -19 cases, special education students may be required to participate in a Distance Learning model. Special education programs and related services will transition to a Distance Learning model. This model could include a combination of low technology (packets sent home) and tele therapy for speech therapy, occupational therapy, counseling and physical therapy. Resource, consultant teacher and special class programs could be a combination of low technology (packets sent home) and remote learning using platforms such as Google Classroom and Zoom.

While transitioning from the Hybrid model to total Distance Learning model, parents and the special education case manager will create a Distance Learning plan. This plan will determine how student services will be implemented during the transition period from Hybrid learning to Distance Learning.

In order to create meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA, the Lyncourt UFSD will implement the following:

- Every student with an IEP is assigned a case manager who is responsible for overseeing an Individual Continuity of Learning Plan. This a flexible document that can be adjusted in consultation with the parent/guardian.
- If the district learning plan changes from In-Person to a Hybrid Model or Distance Learning, case managers will contact the parents/guardian of each student and develop a continuation plan to best meet the needs of the student.
- The plan addresses program and service delivery, program modifications and tests accommodations.
- The parent/guardian will receive a copy of their child's revised document following each adjustment to the plan.
- All communications for parents/guardians of ELLs will be in their preferred language and mode of communication

Our school reopening plan also addresses collaboration between the committees on Preschool Special Education (CPSE) and Committees on Special Education (CSE) as well as program providers representing the variety of settings where students are served in order to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

- Children receiving preschool special education services will have an Individual Continuity of Learning Plan that will be monitored and updated by the CPSE chairperson in collaboration with service providers and parents/guardians.
- The chairperson will contact all parents and providers prior to re-entry to finalize the Individual Continuity of Learning Plan.

- CPSE chairperson, providers and parents/guardians will work collaboratively to ensure and provide services consistent with the recommendations on the IEP and monitor student progress.
- Updates or changes to the plan will be documented and a copy of revised plan will be sent to the parent/guardian.
- CPSE chairperson and providers will communicate with parents in their preferred language or mode of communication and will document their outreach efforts.

Parents/Guardian at any time can contact the Director of Special Education to request a Committee on Preschool Special Education (CPSE) program review meeting for their child.

Director of Special Education: Katie Mahoney

[Email-kmahoney@lynccourtschool.org](mailto:Email-kmahoney@lynccourtschool.org)

Phone: 315-455-7571 ext #5

In the event of increasing COVID-19 cases and rising infection rates, the In-Person Instructional Plan for Students with Disabilities will need to be re-examined. If the Onondaga County Health Department, State of New York Governor's Office, or other governing body recommends or requires local school districts to reduce in-person instruction or further reduce our building capacity, our entire UPK-8th grade district will operate in a Hybrid or Distance Learning Model.

- Student accommodations, modifications, supplementary aids and services, and technology (including assistive technology) will be provided to each student through In-person instruction on a daily basis.
- Methods of providing student's accommodations, modifications, supplementary aids and services, and technology (including assistive technology) will be documented in collaboration with the student's parent/guardian as the district transitions from In-Person to Hybrid Learning or Distance Learning.
- A copy of the Individual Continuity of Learning Plan will be provided to parents/guardian.
- Any changes or updates to the document must be in consultation with the parent/guardian and the revised document must be provided to the parent/guardian.
- All communications for parents/guardians of ELLs will be in their preferred language and mode of communication

The Lyncourt Union Free School District Reopening Plan ensures all students with an IEP access to In-person instruction and services on a daily basis. Services will be provided to all students as per their IEP, in a manner that adheres to the regulations under FAPE while following guidelines to ensure the student's health and safety.

- Every student with an IEP is assigned a case manager who is responsible for overseeing an Individual Continuity of Learning Plan.

- If the district learning plan changes from In-Person to a Hybrid Model or Distance Learning, case managers will contact the parents/guardian of each student and develop a continuation plan to best meet the needs of the student. The plan addresses program and service delivery, program modifications and tests accommodations.
- This individualized plan is a flexible document that can be adjusted in consultation with the parent/guardian.
- Parents/Guardian will receive a copy of their child's Individual Continuity of Learning Plan following each adjustment to the plan
- All communications for parents/guardians of ELLs will be in their preferred language and mode of communication

[Click here](#) for contact information for the Lyncourt UFSD Student Support Services Department.

## **Section 12: Bilingual and World Languages**

The Lyncourt Union Free School District is pleased to welcome back our English Language Learner students and offer them daily in-person instruction. We have students and families representing 16 different countries and 12 languages. We will ensure the required instructional [Units of Study](#) will be provided to all returning Lyncourt English Language Learners based on their 2018-19 NYSESLAT results. For newly enrolled and entering Kindergarten students, the district will complete the ELL identification process within 30 school days of the start of the school year (by approximately October 9<sup>th</sup>). After this 20-day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

All communications the district and teachers make with parents and families through our School Messenger system, Google Classroom, individual communication apps, and on our district website, are able to be translated into a family's preferred language. All ELL families in our district will be notified about and instructed on these translation services, prior to the school reopening, as it is our district policy to always communicate with families in their preferred language. Through district outreach and communication, we have confirmed our ELL families utilized these translation services during the 2019-20 school year and they were successful in communicating information regarding the spring school closure. In addition, the district will continue to contract with Lexikeet Translator services, to make individual phone contacts with each ELL student's parents to review the district's 2020-21 Continuity of Learning Plan, provide additional explanation and translation of any communications, and review the logistics of Lyncourt UFSD Reopening Plan. Through Lexikeet, ELL families are called individually by a translator who speaks their preferred language. The translator is able to review not only district expectations for learning, but also ensure families have received translated communications regarding free breakfast and lunch distribution, social-emotional supports available, district technology and district-issued devices (Chrome Books, Kajeet hotspots, Google Classroom codes, etc.) as well as ELL teacher contact information. In addition, the translators are able to answer parent and guardian questions and give the district information on individual families' concerns, questions, and feedback to district administration and staff.

Any communications provided by teachers that are not sent through the automatic translation methods above, are able to be translated by our ELL and classroom teachers through various apps and programs the district utilizes. The ELL Teachers have set up their own Google Classrooms as well, giving parents and students the opportunity to communicate directly with them and to provide students individualized instruction. Finally, the district has set up a [link off of the district website homepage](#), specifically for our ELL families. This link takes families to a site with a folder for every language spoken in our district (Nepali, Burmese, Swahili, Vietnamese, Laotian, Spanish, Kachin, Arabic, Bengali, Karen, and Dinka). There is health and safety information regarding COVID-19 for every family in our district in their home language provided.

### **Section 13: Teacher and Principal Evaluation System**

The Lyncourt Union Free School District ensures that all teachers and the building principal will be evaluated pursuant to the approved 2020-21 Lyncourt Union Free School District Teacher Annual Professional Performance Review Plan, including any potential variance applications approved by the Department.

### **Section 14: Certification, Incidental Teaching and Substitute Teaching**

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