

# ***Tully Central School District***

## ***Reopening Plan***

### ***Grades PK - 12***



***Revised:***

May 1, 2023

June 8, 2021

April 30, 2021

August 7, 2020

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**Introduction:** This plan is a “living” document and will be updated as needed. Our goal in crafting this plan is to provide as many educational opportunities for our students as possible, while at the same time instituting measures designed to maintain the health and safety of all members of the Tully School Community.

**Submission of Reopening Plans to NYSED:** On July 31, 2020 the Superintendent of Schools assured that the NYSED Requirements listed below will be met during the 2020-21 school year.

**May 2023 Revision:** The District will continue to update the Reopening Plan until September 2023 per NYS requirement.

## **Communication/Family and Community Engagement**

1. **NYSED Requirement:** The school and/or district engaged with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.

**District Plan:** During the July 1st BOE Reorganizational Meeting, the District established a formal ad hoc Reopening Steering Committee. Additionally, four Reopening Subcommittees are in place. The Reopening Subcommittees have been meeting on a regular basis since the middle of June 2020, and will continue to do so for the next few months. The ad hoc Steering Committee began meeting in July 2020, and will continue to do so for the next few months. In July of 2020, District Administrators began meeting with representatives from the Tully Teachers’ Association to discuss our Reopening Plan and will continue to do so for the next few months. Building administrators have held virtual forums with parents to solicit feedback and address parental concerns. The vast majority of our parents completed a reopening survey designed to solicit feedback on preferences for in-person-vs-virtual schooling. Additionally, in March of 2021 all of our families completed surveys designed to solicit feedback on transitioning students from virtual to back in-person schooling. Names of those participating on our reopening committees can be found here:  
<http://www.tullyschools.org/tfiles/folder828/Reopening%20Committees.pdf>.

**May 2023 Revision:** A letter will be sent to all stakeholders through ParentSquare and on the website. A form for feedback will be linked in the letter and on the website. Feedback will be collected from all stakeholders and considered for further revisions.

2. **NYSED Requirement:** The school and/or district developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.

**District Plan:** The district has established a Reopening Webpage. Additionally, the district regularly uses the following means of communicating with students, parents/guardians of

students, and staff: SchoolMessenger, the District Website, emails, texts, the District Facebook page, digital signboards, print signage, parent/student handbooks, faculty/staff handbooks, and the *Knight Insight* (a.k.a. The District Newsletter). This is a link to the Reopening Webpage: <http://www.tullyschools.org/teacherpage.cfm?teacher=1220>. It can also be accessed directly from the homepage of the District Website.

**May 2023 Revision:** The Reopening website is still live on our District website. We have switched from School Messenger to ParentSquare.

3. **NYSED Requirement:** The school and/or district will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

**District Plan:** The District will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly. In addition to in-person teaching and training by the school nurse and other school staff, brief videos will be produced and shared with families prior to the start of school demonstrating proper practices in hand washing, how to properly wear face coverings, how to properly social distance (including visuals in hallways and other spaces), and respiratory hygiene. The videos will be archived on the district's Reopening Website for viewing and review on-demand both in-school and offsite.

**May 2023 Revision:** All common sense health and safety protocols (hand washing, optional masks, respiratory hygiene, etc.) will continue to be encouraged.

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

**District Plan:** The Director of Facilities and Building Administrators will create/purchase and install signage in common areas and classrooms and in strategic locations on school grounds, to encourage all students, faculty, staff, and visitors to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained. Additionally, the district will use video signboards in the lobby of each school building for the same purpose.

**May 2023 Revision:** If updated guidance comes out from the NYS Health Department or Education Department, the District will adjust as necessary. At this time, no updated guidance has been issued.

5. **NYSED Requirement:** The school and/or district will provide communications in the language(s) spoken at home among families and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments.

**District Plan:** The District will translate this plan into the language(s) spoken at the homes of families in the community. Translated versions of this plan will be posted to the district's Reopening Webpage. Additionally, this plan will be saved in a PDF format that is ADA

compliant. Here is a link to the District's Reopening Webpage:  
<http://www.tullyschools.org/teacherpage.cfm?teacher=1220>.

**May 2023 Revision:** Translated materials are always available.

## Health and Safety

1. **NYSED Requirement:** Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction: (1) Ability to maintain appropriate social distancing or face coverings; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity – consult your local department of health.

**District Plan:** The District has constructed potential in-person, hybrid and virtual learning options for students, which allows students, faculty and staff to maintain appropriate social distancing and to wear face coverings when not able to maintain proper social distancing. The district will maintain a three month supply of anticipated face coverings and PPE for students, faculty and staff. Students, faculty, and staff will be allowed to provide their own face coverings and PPE, provided the face coverings and PPE meet proper NYS DOH/CDC guidelines. The District will develop bus routes that allow for some social distancing on buses, and all bus riders will be expected to wear face coverings. The district has surveyed parents to determine which parents will transport their own children to and from school. Prior to finalizing bus routes and ridership, the District will again survey parents to confirm intent regarding transportation. District administrators have met, and will continue to meet periodically, with representatives from the Onondaga County Department of Health and the Onondaga County Executive's Office to coordinate efforts between the district and Onondaga County. This coordination is meant to ensure that the district is aware of updated information relative to public health in the Central New York Region.

**May 2023 Revision:** All learning is in-person.

2. **NYSED Requirement:** Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.

**District Plan:** During the July 1st BOE Reorganizational Meeting, the District established a formal ad hoc Reopening Steering Committee. Additionally, four Reopening Subcommittees are in place. The Reopening Subcommittees have been meeting on a regular basis since the middle of June 2020, and will continue to do so for the next few months. The ad hoc Steering Committee began meeting in July 2020, and will continue to do so for the next few months. In July of 2020, District Administrators began meeting with representatives from the Tully Teachers' Association to discuss our Reopening Plan and will continue to do so for the next few months. Building administrators have held virtual forums with parents, to solicit feedback and address parental concerns. The vast majority of our parents completed a reopening

survey, designed to solicit feedback on preferences for in-person-vs-virtual schooling. Names of those participating on our reopening committees can be found here:

<http://www.tullyschools.org/tfiles/folder828/Reopening%20Committees.pdf>.

**May 2023 Revision:** There was a steering committee for the creation of this plan following all criteria. The revisions are shared with all stakeholders and an opportunity for feedback will always be available.

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

**District Plan:** The district has established a Reopening Webpage. Additionally, the District regularly uses the following means of communicating with students, parents or legal guardians of students, staff: SchoolMessenger, the District Website, emails, texts, the District Facebook page, digital signboards, print signage, parent/student handbooks, faculty/staff handbooks, and the *Knight Insight* (a.k.a. The District Newsletter). This is a link to the Reopening Webpage: <http://www.tullyschools.org/teacherpage.cfm?teacher=1220>

**May 2023 Revision:** We are using ParentSquare instead of School Messenger. All other forms of communication are still in place.

4. **NYSED Requirement:** Each school and/or district reopening plan has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

**District Plan:** Staff members will be instructed to observe for signs of illness in students and staff. These signs of illness are defined by the CDC and are posted on the Onondaga County Department of Health COVID-19 website. Here is a link to that website; <https://covid19.ongov.net/>. Symptomatic students will be placed in a dedicated COVID-19 isolation area where they will be supervised, prior to being picked up or otherwise sent home. Symptomatic staff members will be assessed by the school nurse to determine if they should be examined by either their own physician or the district physician.

**May 2023 Revision:** Updated Department of Health guidelines are being followed.

5. **NYSED Requirement:** Each school and/or district reopening plan has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

**District Plan:** Students and staff entering the school campus or school facilities must submit the results of a temperature screening each school day prior to being permitted entry to school buildings or buses. Faculty/staff, and parents of students, may submit an electronic affirmation of a temperature below 100.0° F prior to coming to school. Any faculty/staff member or student who arrives at school without having submitted an electronic affirmation will be

required to have their temperature checked by an appropriately trained staff member, or the school nurse. Any faculty/staff member or student who is believed to have a temperature greater than 100.0° F during the school day will be isolated and then have their temperature screened again. In addition to a daily temperature screening, faculty/staff will also be required to complete a daily electronic or paper screening questionnaire. The questionnaire will include questions about experiencing typical COVID symptoms, travel history over the most recent 10 days, and positive testing results of themselves or close contacts. This screening questionnaire can be submitted electronically prior to coming to school or completed on-site prior to entering the building. This same screening questionnaire will also be given periodically to students.

**May 2023 Revision:** Not applicable at this time.

6. **NYSED Requirement:** Each school and/or district reopening plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.

**District Plan:** Students and faculty/staff members who are ill will be assessed by the school nurse. Depending on the symptoms and situation, the student will be directed to the isolation room or the nurse will meet the student at their classroom for a screening/evaluation. If a school nurse or medical director is not available, ill students and faculty/staff will be sent home for follow up with a healthcare provider. Students will be required to remain in isolation under supervision until they can be picked up. Faculty/staff and students will not be able to return to school until cleared by a school physician or district medical director.

**May 2023 Revision:** Proper health guidelines per the NYS Department of Health are still followed.

7. **NYSED Requirement:** Each school and/or district reopening plan has written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

**District Plan:** Any student or staff with a temperature, signs of illness, and/or a positive response to the screening questionnaire will be sent directly to a dedicated, supervised, isolation area prior to being picked up or otherwise sent home. At Tully Elementary School, this dedicated isolation area is located in Room 64, which is located immediately across the hall from the nurse's office, which will be located in room 47, for the start of the school year. At the JSHS this dedicated isolation area is located in the room immediately adjacent from the nurse's office. Potentially contaminated areas (i.e.: areas where symptomatic students or staff have been just prior to reporting to the nurse's office/isolation area) will be cleaned and disinfected as soon as practically possible by a building custodian. Please refer to the Onondaga County Health Department COVID-19 website for the most current list of potential COVID-19 symptoms, as defined by the CDC. Here is a link to that website <https://covid19.ongov.net/>.



**May 2023 Revision:** Not applicable at this time.

8. **NYSED Requirement:** Each school and/or district reopening plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.

**District Plan:** Visitors and guests will generally be denied access to the schools. For contractors, vendors, and any necessary visitors and guests entering the schools, they will have their temperature taken and complete the same questionnaire as staff about experiencing typical COVID symptoms, travel history over the most recent 10 days, and positive testing results of themselves or close contacts. This protocol classifies parents picking up ill children as visitors and they would be required to complete the health screening and temperature check in order to enter the building. Parents who do not wish to do so will be required to wait outside for their child(ren) to be escorted to them.

**May 2023 Revision:** Not applicable at this time.

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

**District Plan:** Parents/guardians will be instructed to observe for signs of illness in students and staff. These signs of illness are defined by the CDC and are posted on the Onondaga County Department of Health COVID-19 website. Here is a link to that website; <https://covid19.ongov.net/>. The district will instruct parents/guardians that children with any of these signs of illness are required to stay home from school..

**May 2023 Revision:** Parents and guardians are still encouraged to keep sick children home.

10. **NYSED Requirement:** Each school and/or district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

**District Plan:** The district will produce a COVID-19 Handbook, outlining expectations regarding hand washing and respiratory hygiene. In the charts below are examples of signage that will be strategically placed in our schools and a sample of the type of information that will be included in this handbook.

<a href="#">Poster- Hand Hygiene</a>	<a href="#">Poster- Cough/Sneeze</a>
<a href="#">Poster- Hand Hygiene</a>	<a href="#">Poster - Cough/Sneeze</a>

**Hand Hygiene Protocol**

Tully Elementary School built in staggered hand washing times for students and staff. JSHS students and staff will be more self-directed regarding handwashing. 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) in classrooms, offices, and hand-hygiene and PPE stations.
- We provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able
- We have signage near sinks/sanitizer indicating visibly soiled hands should be washed with soap and water; and
- Any staff or students unable to use hand sanitizer are permitted to wash their hands with soap and water.

The District will provide the following:

- Facilities and supplies for hand washing including soap and water;
- Alcohol-based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
- Time in the elementary schedule to allow for frequent hand washing; and
- Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.

All students and staff should wash hands, as follows:

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

#### Respiratory Hygiene Protocol

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

**May 2023 Revision:** Proper hygiene protocols are still encouraged.

11. NYSED Requirement: Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least six (6) feet whenever possible.

District Plan: The district will produce a COVID-19 Handbook, outlining expectations regarding maintaining a social distance of six (6) feet whenever possible. Classrooms will be set up with desks six (6) feet apart, barriers will be used when desks are closer than six (6) together in classrooms, markers will be strategically placed on floors to define six (6) of distance. Faculty/staff members will monitor and enforce these expectations.

**May 2023 Revision:** Not applicable at this time.

12. NYSED Requirement: Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

District Plan: Students who are at high risk or live with a person at high risk will have the option of full-time virtual schooling. Faculty/staff who are at high risk or live with a person at high risk may request accommodations. The district will review faculty/staff requests for accommodations on a case-by-case basis, and will provide reasonable accommodations when possible. In some cases, staff members may request certain types of leave (either paid or unpaid) authorized by law, District policy, or collective bargaining agreement.

**May 2023 Revision:** Not applicable at this time. Virtual school due to COVID restrictions is no longer available.

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

District Plan: The District will produce a COVID-19 Handbook, outlining expectations that all employees, adult visitors, and students wear an appropriate face covering when in school buildings or on school buses, with the exception of those students who are medically unable to wear a mask and during designated mask breaks.

**May 2023 Revision:** Per the Department of Health, masks are no longer required. If desired, students and staff members have the option to wear a face covering at any time.

14. NYSED Requirement: Each school and/or district reopening plan 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

District Plan: We have surveyed various groups within the district (Nurses, Transportation, Custodial/Maintenance, Special Ed, Administrators, Teaching Staff, etc.) to determine PPE needs. PPE orders were placed in July. The district has placed orders directly with vendors and is participating with OCM BOCES in a regional purchasing process. The PPE orders were created to meet an anticipated 3-month supply, per NYSED guidance. The district will restock PPE as necessary in order to maintain a 3-month supply.

**May 2023 Revision:** PPE is no longer purchased due to COVID requirements. COVID tests are available as needed.

15. NYSED Requirement: Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

District Plan: If there is a confirmed case of COVID-19 in one of our schools, the district will work directly with the Onondaga County Health Department to ensure that proper isolation, monitoring, contact tracing, self-quarantine and quarantine procedures are being followed by all impacted individuals. Here is a link to the Onondaga County Health Department COVID-19 website, where additional specific information can be found: <https://covid19.ongov.net/>.

**May 2023 Revision:** Any updates from the Department of Health will be followed.

16. NYSED Requirement: Each school and/or district reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

District Plan: 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, students and staff will need to provide evidence from either a physician, or the Onondaga County Health Department, that they are cleared to return to school. Those who screened positive for COVID-19 symptoms may be cleared to return by their own physician or the District Medical Director. Those diagnosed with a confirmed case of COVID-19, or following quarantine due to contact with a confirmed case of COVID-19, must either present either evidence of a negative test result or must be cleared by the Onondaga County Department of Health before returning to school. For additional details please follow this link to the Onondaga County Department of Health COVID-19 website: <https://covid19.ongov.net/>.

**May 2023 Revision:** Any updates from the Department of Health will be followed.

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

District Plan: Below are the CDC guidelines for cleaning and disinfecting schools. The district personnel will follow these guidelines:

- **Cleaning:** Wear disposable gloves to clean and disinfect. Clean surfaces using soap and water, then use disinfectant. Practice routine cleaning of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Shared athletic/gym equipment (balls, protective gear, etc.) should be cleaned between use per manufacturer's directions. Each school building will develop a cleaning schedule and maintain a cleaning log that includes the date, time and scope of cleaning and

disinfection in a facility or area.

- **Disinfect** : Recommend use of EPA registered household disinfectant. Diluted household bleach solutions may also be used if appropriate for the surface. Bleach solutions will be effective for disinfection up to 24 hours. Alcohol solutions with at least 70% alcohol may also be used. For soft surfaces such as carpeted floor, rugs, and drapes: Clean the surface using soap and water or with cleaners appropriate for use on these surfaces. Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19. Vacuum as usual. For electronics, such as tablets, touch screens, keyboards, etc. Consider putting a wipeable cover on electronics. Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.
- **Laundry**: For clothing, towels, linens and other items. Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. Wear disposable gloves when handling dirty laundry from a person who is sick. Dirty laundry from a person who is sick can be washed with other people's items. Do not shake dirty laundry. Clean and disinfect clothes hampers according to guidance above for surfaces. Remove gloves, and wash hands right away.
- **Cleaning and disinfecting your building or facility if someone is sick**: Close off areas used by the person who is sick. Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, 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, etc. Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available. 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. Consider temporarily turning 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 an area has been appropriately disinfected, it can 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 that are normally used to maintain a healthy environment.
- **Cleaning and disinfecting outdoor areas**: Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection (is

not proven to reduce risk of COVID-19 to the public). High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

- **Cleaning and disinfecting School Health Office areas:** Cleaning must occur after each use of cots, bathrooms, and health office equipment (per manufacturer's directions). Disposable items should be considered to be utilized when possible including: pillow protectors, disposable thermometers, etc.
- **When cleaning:** Regular cleaning staff can clean and disinfect community spaces. Ensure they are trained on appropriate use of cleaning and disinfection chemicals. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a person who is sick. Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

**May 2023 Revision:** Effective cleaning protocols are in place.

18. **NYSED Requirement:** Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons

**Tully Elementary School Plan:** At Tully Elementary School, fire drills will be conducted with staggered evacuations (one classroom at a time) from the building to ensure social distancing. Students and staff will be required to wear masks for the duration of the drill and until such time as they return to the classroom and can be socially distanced at least 6 feet apart. They would be instructed that in the event of a real emergency, the need to evacuate quickly and safely may result in a need to be closer than 6 feet apart. For lock-down drills, students will practice remaining still and quiet in their seats rather than crowding out of sight. They will be instructed that should a real lockdown occur, the need to be out of sight may result in students being in closer proximity than 6 feet to address the more immediate physical danger.

**Tully Junior Senior High School:** Tully Junior Senior High School will conduct evacuation drills by dividing the building up into specific areas that allows for the greatest amount of social distancing possible to conduct the drills safely. Individual drills will be held for each area. Staff and students will be required to wear masks throughout the drill. For lockdown drills, students will remain in their assigned seats while maintaining quiet. For both scenarios, students will be instructed that in the event of a true emergency, they may need to be closer than 6 feet away from others.

**May 2023 Revision:** All drills are conducted per NYS requirements and are held in the typical manner.

19. NYSED Requirement: Each school and/or district reopening plan has a written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school's charter).

District Plan: The Tully CSD does not run before or aftercare programs. The Tully Afterschool Program runs an aftercare program housed at Tully Elementary School. Child Care Solutions is the agency that oversees this program. Here is a link to the Child Care Solutions website: <https://childcaresolutionscny.org/history>. Specific questions regarding the Tully Afterschool Program Reopening Plan should be emailed to [tullyafterschoolprogram@gmail.com](mailto:tullyafterschoolprogram@gmail.com).

**May 2023 Revision:** Tully After School Program still runs the after school child care.

20. NYSED Requirement: Each school and/or district reopening plan designates a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

District Plan: The Superintendent of Schools (Robert Hughes) will serve as the COVID-19 safety coordinator (administrator). Here is his contact information: [rhughes@tullyschools.org](mailto:rhughes@tullyschools.org) or (315) 696-6204.

**May 2023 Revision:** Darcy Woodcock is now the Superintendent of Schools.

## Facilities

1. NYSED Requirement: Each school and/or district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.

District Plan: Any changes or additions to facilities (including leasing) will be sent for review to the Office of Facilities Planning (OFP), since all spaces to be occupied by public school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. At this time the district does not anticipate making changes or additions to our facilities in order to reopen our schools in the Fall of 2020.

**May 2023 Revision:** Not applicable at this time.

2. NYSED Requirement: Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

District Plan: The district's reopening plan will be in compliance with the 2020 Building Condition Survey and Visual Inspection. The district recently completed the 2020 Visual

Inspection with no material issues. The district is due for another Visual Inspection in 2022 and will have a Building Condition Survey performed in 2023.

**May 2023 Revision:** There are no revisions in this area.

3. NYSED Requirement: Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.

District Plan: Required lead testing will be completed by the district in 2020 per NYS DOH regulation 67-4: Lead-In-Water Testing. DOH requires lead-in-water testing to be conducted when the building is “normally occupied.” NYS DOH advises that schools follow recommended procedures to the extent possible to provide clean and safe drinking water upon reopening. Testing is scheduled to happen in September/October 2020. Our testing has to occur before December 31, 2020.

**May 2023 Revision:** Required lead testing is conducted.

4. NYSED Requirement: Each school and/or district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.

District Plan: The district will provide alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. Alcohol-based Hand-Rub Dispensers are permitted to be installed in rooms and corridors in limited quantities and will be in accordance with FCNYS 2020 Section 5705. Hand sanitizer stations are planned to be located at all school entrances, and additionally will be located where there is a lack of sinks and handwashing capabilities (i.e. near gyms, auditorium, classrooms without bathrooms nearby, etc.).

**May 2023 Revision:** The District will follow the Department of Health’s guidelines with the use of hand sanitizer.

5. NYSED Requirement: Each school and/or district reopening plan which includes the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to Office of Facilities Planning (OFP) for review.

District Plan: Any classroom dividers installed will be approved by the Office of Facilities Planning (OFP). The district will consult our architect and submit floor plans to OFP for approval. This review is required because improperly placed dividers could obstruct escape during an emergency. At this point in time the district does not anticipate installing any dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation.

**May 2023 Revision:** No dividers are used at this time as a COVID protocol.



6. NYSED Requirement: Each school and/or district reopening plan must ensure that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.

District Plan: The district assures that, should new construction, alterations, or leasing of new facilities be made, we will submit the proposed changes to the OFP for review and approval. At this time the district does not anticipate performing any new construction or temporary quarter projects.

**May 2023 Revision:** No new construction or temporary quarter exists because of COVID protocols.

7. NYSED Requirement: Each school and/or district reopening plan which include new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation.

District Plan: Any changes or additions to facilities (including leasing) will be sent for review to the Office of Facilities Planning (OFP), since all spaces to be occupied by public school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. At this time the district has no intent of leasing any new facilities.

**May 2023 Revision:** Not applicable at this time.

8. NYSED Requirement: Each school and/or district reopening plan which includes the temporary or permanent use of tents must provide plans adhering to the BCNYS.

District Plan: At this time the district does not intend on using any temporary structures (i.e. tents). The Building Code Section 3103.1 indicates, "the use of tents and membrane structures erected for a period of less than 180 days shall comply with the Fire Code of NYS".

**May 2023 Revision:** Not applicable at this time.

9. NYSED Requirement: Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.

District Plan: If the district reduces the number of toilet fixtures or sinks in a building in order to facilitate frequent cleaning, we will comply with the number of toilet fixtures and sinks that must be available for use in a building as established by the building code. At this point in time the district plans to close off each sink and urinal that is needed to establish a six feet or greater distance between each sink and each urinal for proper social distancing. The remaining number of working toilet and sink fixtures in use will meet the minimum standards of the New York State Building Code.

**May 2023 Revision:** Not applicable at this time.

10. NYSED Requirement: Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.

District Plan: The district will maintain at least one drinking fountain as required for each one hundred occupants or provide a written plan for a reasonable alternate source of drinking water. We currently also have four bottle filling stations located in the Elementary School and three in the Junior Senior High School to provide another source of drinking water to students and staff. Once the district has established the total number of students who will be participating in our in-person educational program this fall, we will review this topic to ensure the ratios are appropriate.

**May 2023 Revision:** Not applicable at this time.

11. NYSED Requirement: Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.

District Plan: The district will look into increasing the fresh air ventilation rate to the highest extent possible. We plan to increase existing HVAC units to use 100% of outside air until the outside temperatures will not allow it. We are also planning to increase our filtration efficiency from our current MERV 8 filters to a MERV 13 minimum for all HVAC units in the district (classrooms, offices, cafeteria, auditorium, gymnasium, etc.). In addition, we plan to review options for moving to a MERV 14 for units that have the additional capacity to perform at that higher filtration level. A revised filter replacement schedule will also be developed to meet the recommended replacement timelines for the new enhanced filters. The district is conducting an analysis to determine the feasibility of installing HEPA filtration systems in our nurses' offices at both TES and the JSHS, including each COVID-19 isolation room

**May 2023 Revision:** Not applicable at this time.

12. NYSED Requirement: Each school and/or district reopening plan must ensure that all project submissions only dedicated to "COVID-19 Reopening" will be labeled as such.

District Plan: The district will identify any COVID-19 Projects as "COVID-19 Reopening" when submitted to OFP for review. At this time the district does not anticipate having any project submissions dedicated to "COVID-19 Reopening".

**May 2023 Revision:** Not applicable at this time.

13. NYSED Requirement: Each school and/or district reopening plan which includes the use of plastic separators must comply with the 2020 BCNYS Section 2606.

District Plan: The district intends to have approximately 30 individual polycarbonate separators (fire retardant material) installed within the district (15 at each building). The polycarbonate separators were recommended and provided by a NYS Contract vendor and are in compliance with the 2020 BCNYS Section 2606.

**May 2023 Revision:** Not applicable at this time.

## Child Nutrition

1. NYSED Requirement: Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.

District Plan: The district will provide all students enrolled in the SFA with access to school meals each school day, including students in attendance at school as well as students learning remotely. Students on campus will be served meals in a socially distanced setting and students learning remotely will receive required meals that are transported by the school district. Parents/Guardians of students that are learning remotely will contact the Director of Food Service regarding breakfast and /or lunches requested and a list of meals will be generated daily and subsequently transported by Food Service and/or Transportation Dept to the student's residence.

**May 2023 Revision:** Not applicable at this time.

2. NYSED Requirement: Each school and/or district reopening plan must address all applicable health and safety guidelines.

District Plan: The district will provide meals as required by health and safety guidelines (i.e. adhere to NYS health code, etc.). The Director of Food Service will review all safety guidelines per NYS Health Code with School Lunch staff prior to the school year starting (i.e. August). The training and guidance is documented and a list of who attended is retained by the School Lunch Director with a list of employees who attended sent to the Business Office for payroll processing.

**May 2023 Revision:** The NYS Health Code is still followed.

3. NYSED Requirement: Each school and/or district reopening plan include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

District Plan:-The district will continue to be in compliance with all applicable health and safety guidelines, including measures to protect students with food allergies if we provide meals in spaces outside the cafeteria. We will have a list of all students with any food allergies provided from our school nurses. The District will ensure meals are delivered to appropriate students who are appropriately spaced as required.

**May 2023 Revision:** No revisions in this area.

4. NYSED Requirement: Each school and/or district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

Tully Elementary School Plan: At Tully Elementary School, students will be required to perform hand hygiene both before and after eating breakfast, snacks, and lunch time. The use of hand washing for 20 seconds will be preferred and encouraged, but the use of approved hand sanitizer may also be substituted. To increase the likelihood of creating positive habits and

routines, appropriate hand hygiene will be promoted by requiring hand washing/sanitizing in accordance with the NYSED guidance document, p. 28.

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

Students will not be permitted to share their food and beverages with others, including siblings.

Tully Junior Senior High School: Tully Junior Senior High School will encourage students to follow appropriate hand hygiene protocols to wash their hands before and after eating, but the use of hand sanitizer may also be used. Hand hygiene will also be promoted by requiring hand washing/sanitizing in accordance with the NYSED guidance document, p. 28.

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

Students will not be permitted to share food or beverages with others, including siblings.

**May 2023 Revision:** Proper handwashing and hygiene is still encouraged. Food is not shared.

5. NYSED Requirement: Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

District Plan: The district will require cleaning and disinfection prior to the next group of students arriving for meals served in the same common area. The class and meal schedule constructed by the Administration will allow time for cleaning staff to properly clean and sanitize the eating areas before the next group arrives. Custodians will clean the areas while disinfecting as noted per CDC guidance noted in question #17 of the Health & Safety portion of the re-entry plan.

**May 2023 Revision:** No revisions needed at this time.

6. **NYSED Requirement:** Each school and/or district reopening plan must ensure compliance with Child Nutrition Program requirements (if the school is its own SFA – for charter schools that are part of a district’s SFA, the plan must ensure communication with the district regarding food serve requirements).

**District Plan:** The district is in compliance with Child Nutrition Program requirements as required. Our procurement process and record keeping supports this requirement (participating in compliant BOCES bids and through various audits of production records and reviews from outside agencies).

**May 2023 Revision:** No revisions needed at this time.

7. **NYSED Requirement:** Each school and/or district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.

**District Plan:** All communication with families regarding student access to meals, whether participating with in-person schooling or virtual schooling, will be provided in their preferred language. Written documents will be translated using a combination of software translation applications and a human translator, and verbal communication will be provided through an interpreter, when necessary. The Director of Food Service will work with families regarding the need for translated materials and distribute the materials electronically or by mail as requested.

**May 2023 Revision:** All materials will continue to be translated as needed.

8. **NYSED Requirement:** Each school and/or district reopening plan must require that students must social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

**District Plan:** At the Elementary School students will either eat in classrooms or in the cafeteria and will be seated at least six (6) feet apart. At the Junior/Senior High School students will eat in the lobby, or the main gym, or the band room, and will be seated at least six (6) feet apart.

**May 2023 Revision:** Not applicable at this time.

## **Transportation**

1. **NYSED Requirement:** Each school and/or district reopening plan must ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected once a day.

**District Plan:** 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 the district will be

cleaned/disinfected once a day. We are planning to review our routes once we know our student ridership. We plan to have buses that are only used once per day would be cleaned/disinfected after that run and buses used more than once cleaned between runs by Transportation Dept staff. We have a Clorox 360 cleaning machine that we are planning to utilize for most of the cleaning and we will supplement that with soap/water/cleaning wipes as needed.

**May 2023 Revision:** Buses are all cleaned regularly.

2. NYSED Requirement: Each school and/or district reopening plan ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.

District Plan: Each driver will wipe down high contact areas (i.e. handrails, tops of seats, windows, drivers compartment, etc.) after the a.m. and p.m. runs. We plan to have high contact spots cleaned/disinfected after each run. We have a Clorox 360 cleaning machine that we are planning to utilize for most of the larger scale cleaning and we will supplement that with soap/water/cleaning wipes as needed.

**May 2023 Revision:** Not applicable at this time.

3. NYSED Requirement: Each school and/or district reopening plan must ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

District Plan: School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the district. The Bus Dispatcher and Assistant Bus Dispatcher will communicate this to staff while monitoring and ensuring this process is adhered to daily.

**May 2023 Revision:** No revisions needed at this time.

4. NYSED Requirement: Each school and/or district reopening plan must ensure that school bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

District Plan: School bus drivers, monitors and attendants will not carry personal bottles of hand sanitizer with them on the school buses. The Bus Dispatcher and Assistant Bus Dispatcher will communicate this to staff while monitoring and ensuring this process is adhered to daily.

**May 2023 Revision:** No revisions needed at this time.

5. NYSED Requirement: Each school and/or district reopening plan will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.

District Plan: School bus drivers, monitors, attendants and mechanics will wear face coverings, along with a face shield when required. The Bus Dispatcher and Assistant Bus Dispatcher will order all required PPE through the Business Office. The Bus Dispatcher and Assistant Bus Dispatcher will communicate this requirement to transportation staff and ensure this process is adhered to daily.

**May 2023 Revision:** Not applicable at this time.

6. NYSED Requirement: Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

District Plan:-Transportation staff (drivers, monitors, attendants, and mechanics) will be trained and provided periodic refreshers on the proper use of personal protective equipment (PPE) and the signs and symptoms of COVID-19. Training will be provided by a school nurse either in person or virtually. The training is scheduled for either the week of August 10th or 17th to ensure all training is completed before the school year begins. Transportation staff will receive training on all required PPE (i.e. gloves, masks, gowns, shields). Transportation staff will receive the initial training in August and refresher training in the Spring (March) through the use of the two-hour refresher training. Any Transportation Department new hires (after August training date) will be required to receive the training before they start working.

**May 2023 Revision:** Not applicable at this time.

7. NYSED Requirement: Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.

District Plan: Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing. Training will be provided by a school nurse either in person or virtually. The initial training is scheduled for either the week of August 10th or 17th to ensure all training is completed before the school year begins. Transportation staff will receive the initial training in August and refresher training in the Spring (March) through the use of the two-hour refresher training. Any Transportation Department new hires (after August training date) will be required to receive the training before they start working.

**May 2023 Revision:** Not applicable at this time.

8. NYSED Requirement: Each school and/or district reopening plan requires that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.

District Plan: The district will provide Personal Protective Equipment (PPE) such as masks and gloves for drivers, monitors, and attendants. All drivers, monitors, and attendants who must have direct physical contact with students will wear gloves. The Bus Dispatcher and



Assistant Bus Dispatcher will order all required PPE through the Business Office. The Bus Dispatcher and Assistant Bus Dispatcher will provide all transportation staff required PPE before the school year starts and on a continuous basis as new PPE is needed.

**May 2023 Revision:** Not applicable at this time.

9. NYSED Requirement: Each school and/or district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

District Plan: The district will provide hand sanitizer for all transportation staff. Hand sanitizer will be available in the dispatch offices, employee lunch/break rooms, and in the bus garages.

**May 2023 Revision:** Not applicable at this time.

10. NYSED Requirement: Each school and/or district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

District Plan: Drivers, monitors, and attendants who must have direct physical contact with students will be required to wear gloves. The Bus Dispatcher and Assistant Bus Dispatcher will order all required PPE through the Business Office. The Bus Dispatcher and Assistant Bus Dispatcher will communicate this requirement to transportation staff and ensure this process is adhered to daily.

**May 2023 Revision:** Not applicable at this time.

11. NYSED Requirement: Each school and/or district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID 19 before arriving to work.

District Plan: Staff entering the school campus or school facilities must submit the results of a temperature screening each school day prior to being permitted entry to school buildings or buses. Staff may submit an electronic affirmation of a temperature below 100.0° F prior to coming to school. Staff who arrive at school without having submitted an electronic form will be required to have their temperature checked by an appropriately trained staff member, or the school nurse. In addition to a daily temperature screening, staff will also be required to complete a daily screening questionnaire. The screening questionnaire will include questions about experiencing typical COVID symptoms, travel history over the most recent 14 days, and positive testing results of themselves or close contacts. This screening questionnaire can be submitted electronically prior to coming to school or completed on-site prior to entering the building.

**May 2023 Revision:** Not applicable at this time.

12. NYSED Requirement: Each school and/or district reopening plan requires that students must wear a mask on a school bus if they are physically able.

District Plan: Students must wear a mask on a school bus if they are physically able at all times (e.g., entering, exiting, and seated). Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health are not subject to the required use of a face covering. The Bus Dispatcher and Assistant Bus Dispatcher will provide drivers with a list of students medically exempted from wearing. This list will be generated by our school nurses. Any students who are not wearing a mask at the bus stop, beyond those documented medical exemptions,, will be provided with a mask by the driver. Each bus will carry a supply of extra masks or this purpose. If a student is at the bus stop and determined to be medically able to wear a mask (not on the medical list for not having to wear one) but refuses to wear a mask, then the driver will radio back to the Bus Dispatcher and state that they have a student that requires a separate vehicle to be transported to school. Subsequently, a separate transportation vehicle will be dispatched to pick up the student and drive him/her to school. Any students who are not wearing a mask will be isolated at the school until parents can be notified to come pick up the student.

**May 2023 Revision:** Not applicable at this time.

13. NYSED Requirement: Each school and/or district reopening plan ensures that students who do not have a mask will NOT be denied transportation.

District Plan: Students who do not have a mask will not be denied transportation. All students requiring ridership will be transported. The Bus Dispatcher and Assistant Bus Dispatcher will provide drivers with appropriate medical information related students medically exempted from wearing masks, as provided by the school nurses. Any students are not wearing a mask at the bus stop beyond those with documented medical exemptions will be asked by the driver before entering the bus if they need a mask. Each bus will carry a supply of extra masks for students/staff to use if they need one. If a student is at the bus stop and determined to be medically able to wear a mask (not on the medical list for not having to wear one) but refuses to wear a mask, then the driver will radio back to the Bus Dispatcher and state that they have a student that requires a separate vehicle to be transported to school. Subsequently, a separate Transportation vehicle will be dispatched to pick up the student and drive him/her to school. Any students without medical exemptions who are not wearing a mask will be isolated at the school until parents can be notified to come pick up the student.

**May 2023 Revision:** Not applicable at this time.

14. NYSED Requirement: Each school and/or district reopening plan requires that students who do not have masks must be provided one by the district.

District Plan: Students who do not have masks will be provided one by the district. Each driver will have a surplus of masks that will be available on each bus to provide one to any students or staff that requires a mask.

**May 2023 Revision:** Not applicable at this time.

15. NYSED Requirement: Each school and/or district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

District Plan: The Director of Student Support Services will work collaboratively with the Transportation Department to provide guidance, training, and written information that clearly identifies students with disabilities who are unable to wear a mask and instruct those employees on proper support and expectations in working with our specific student population unable to wear masks. The Director of Student Support Services will also work with the Director of the Transportation Department to ensure proper PPE is ordered and provided to those employees working with students unable to wear masks. Transportation staff will also be trained in the proper use and removal/disposal of additional PPE they may require when supporting students unable to wear masks. No student with a disability whose disability impedes their ability to wear a mask will be forced to wear a mask nor will they be denied transportation due to their inability to wear a mask.

**May 2023 Revision:** Not applicable at this time.

16. NYSED Requirement: Each school and/or district reopening plan requires students will be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

District Plan: The District will ensure all students are taught or trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19. In addition to in-person teaching and training by the school nurse and other school staff, brief videos will be produced and shared with families prior to the start of school demonstrating proper practices and what the signs/symptoms look/sound like. The videos will be archived on the district's Reopening Website for viewing and review on-demand both in-school and offsite.

**May 2023 Revision:** Not applicable at this time.

17. NYSED Requirement: Each school and/or district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.

District Plan: The District will ensure all students are taught or trained and provided periodic reminders on the proper use of social distancing. In addition to in-person teaching and training by the school nurse and other school staff, brief videos will be produced and shared with families prior to the start of school demonstrating proper practices in social distancing. The videos will be archived on the district's Reopening Website for viewing and review on-demand both in-school and offsite.

**May 2023 Revision:** Not applicable at this time.

18. NYSED Requirement: Each school and/or district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have

placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not.

District Plan: If the school district is in session remotely or otherwise, pupil transportation will 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 when/if the district is not.

**May 2023 Revision:** Not applicable at this time.

## **Social Emotional Well-Being**

1. NYSED Requirement: Each school and district ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.

District Plan: The Tully Central School District Counseling Department is shifting the focus of school counseling from a student-by-student system to a comprehensive and developmental program that focuses on academic, career, and personal/social development for all K – 12 students. The Tully School Counseling Department is working towards a comprehensive school counseling plan that is designed to meet the needs of our students. A comprehensive school counseling program is developmentally proactive, culturally competent and meets the needs of all students. In order to provide a comprehensive program, counselors must be skilled in leadership, advocacy, collaboration and data analysis. Throughout the summer of 2020 the Tully Central School District Counseling plan has been updated to address the social, emotional and mental health needs of our students and families that have accompanied the recent school closures due to COVID-19. An updated version of our comprehensive counseling plan is posted on the district website. Staff that are responsible for the Tully CSD Counseling Plan include: Paul Schiener, Assistant Principal, Jennifer Newton, School Counselor , Katharine Davin, School Counselor, Shawna Morasco, Social Worker, Melinda Hathaway, School Social Worker , Kyle Taranto, School Social Worker and Timothy Vilhauer, School Psychologist.

**May 2023 Revision:** Paul Schiener is now the Director of Instructional Support Services and our social workers are Melinda Hathaway, Victoria McKeever and Shawna Morasco.

2. NYSED Requirement: Each school and/or district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, 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

District Plan: In accordance with our comprehensive developmental school counseling program plan, the District has established an advisory council comprised of families, students, members of the board of education, community-based service providers, teachers, certified

school counselors, and other pupil personnel service providers including school social workers and/or school psychologists. The advisory council shall meet no less than twice each year for the purpose of reviewing the comprehensive developmental school counseling/guidance program plan and advising on the implementation of the school counseling/guidance program.

**May 2023 Revision:** The District Wellness Committee and Health/Safety Committee meet at least quarterly to discuss comprehensive district procedures in the Reopening Plan.

3. NYSED Requirement: Each school and/or district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs

District Plan: The District school social worker and school counselors are responsible for continuing to address the mental and emotional wellness of our students during the New York State Covid-19 “stay home” orders. During this time, the school social worker and the school social work intern contacted all families in the elementary school to check on the mental wellness of students and family members. School counselors reached out to numerous families as identified by all staff members needing assistance. Through this process, students who were in need of additional services were identified. All family members and students were offered ongoing mental health support by the school social worker and counselors through teletherapy or online sessions. Many students and families in need of mental health support have participated in weekly or biweekly sessions. All contacts, teletherapy, and online services are documented.

The school social worker and counselors are also responsible for identifying and reaching out to students who are in crisis or have been identified as at-risk students. They contact the family to assess the crisis, identify mental health needs and are able to offer services or resources within the community. They also refer families who are in need of tangible resources, such as food, to county programs who can help families acquire essential items. They work closely with administration as well as other members of the district, including nurses, school psychologist, and school counselors to help coordinate management of the mental health and wellness of students throughout the school district.

Additionally, the Tully Central School District has formed a COVID-19 Mental Health and Wellness team. This team meets weekly to identify students and families in need or at risk, develop support structures for families during this crisis, and to provide resources for social emotional learning and mental health education.

The COVID-19 Mental Health/Wellness Team has included resources on our webpage that can help continue to facilitate conversations with students and families regarding their concerns with COVID-19, as well as resources on how students can stay mentally, physically, and emotionally healthy. The team continues to update this website periodically as new information on COVID-19 arises. The Elementary Social Worker Website and the Tully JSHS Counseling Center website each have helpful resources for families as well.

Additionally, the social worker, psychologist and counselors are available to students and families as needs arise and for further support throughout this time away from school. The

support staff can be reached through email or phone and can set up meetings through Google Meet or Zoom. The Mental Health/Wellness Team is available to help provide information, support, referrals to services, and check-ins with students, and counseling.

**May 2023 Revision:** We have a partnership with Helio Health.

4. **NYSED Requirement:** Each school and/or district reopening plan addresses 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.

**District Plan:** The District will create 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. These efforts will be facilitated by social workers, school counselors, and nurses who may use resources provided by our local BOCES (<https://sites.google.com/ocmboces.org/reentry-considerations/home?authuser=0>).

Superintendent conference days at the beginning of the year will be utilized for this purpose with follow up professional development opportunities throughout the school year at staff meetings. Printed and electronic materials will be shared with staff to be used as resources when working with students, faculty, and staff.

**May 2023 Revision:** Teen Mental Health First Aid training has been brought to the district staff. P2 and Second Step talk about resilience and coping skills. The district also has wellness days for students.

## School Schedules

1. **NYSED Requirement:** Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.

**Tully Elementary School Plan:**

### **Grades PK - 6**

Pursuant to the Governor allowing schools to reopen in September, students in grades PK - 6th grade will have the option of attending school in-person, 5 days per week, or engaging in remote learning, 5 days per week.

Tully Elementary has the facility space and staff capacity to comply with social distancing guidelines and accommodate all interested PK - 6th grade on campus. On campus instruction would be a full day as has occurred in past years. Remote instruction would involve a combination of scheduled, structured, online and offline learning experiences that may occur in consecutive or separate time periods each day.

Regardless of instructional model, ALL students will receive instruction from certified teachers in all curricular areas, including special areas (Art, Music, PE, Library) aligned to New York State Learning Standards. Regardless of instructional model, ALL students will have daily

access to their assigned teacher. Regardless of instructional model, ALL students with disabilities will receive special education services as listed on their IEP while adhering to NYSED and NYSDOH guidelines. Regardless of instructional model, ALL students will have daily attendance and engagement recorded.

Should the need arise during the school year for all-remote instruction, teachers who had been providing in-person instruction will transition to the instructional delivery and feedback model in use by the teachers that were providing remote instruction 5 days per week from the outset.

#### Tully Junior/Senior High School Plan:

**Grades 7-12:** Pursuant to the Governor allowing schools to reopen in September, students in grades 7-12 grade will have the option of attending school in-person, 5 days per week, or engaging in remote learning, 5 days per week.

The master schedule of classes will be in place as if all students were attending school five days per week, giving students access to all of their teachers. ALL students will have daily attendance and engagement recorded. Teachers will use Google Classroom for ALL students to access materials during and after instruction, whether participating in in-person or remote learning. Should a student require paper copies of materials, they will be provided.

Should the need arise during the school year for all-remote instruction, the master schedule will continue to be implemented and followed by all teachers and students as it was during use of the hybrid model.

**May 2023 Revision:** The District has resumed its typical schedules.

### **Attendance and Chronic Absenteeism**

1. **NYSED Requirement:** Each school and/or district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.

**District Plan:** All Tully students will be assigned teachers of record in our student information system, Schooltool. Teachers will record and report the attendance of their students daily, regardless of the location of instruction (in-person or remote). Student engagement in all curricular areas will be collected and assessed through a variety of forms, including the recording of grades in Schooltool and the use of learning management systems such as Google Classroom.

**May 2023 Revision:** All learning is now in-person and typical attendance procedures are in place.

### **Technology and Connectivity**



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

**District Plan:** Tully District families and staff were surveyed in the Spring of 2020 and again during the Summer of 2020 to verify the level of access to high-speed internet at their places of residence. Families were also surveyed regarding the level of access to devices, but our 1:1 Chromebook programs allows for all students to have access to a school device should they desire one, even if they have devices in their household. There is not a need to survey teachers regarding device access as all district teachers are assigned laptop PCs that they are allowed to take home.

**May 2023 Revision:** An annual survey, required by NYS, is sent to all families about access to devices and the internet.

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

**District Plan:** The district has taken steps to provide chromebooks to any staff and students that require a device. The chromebooks are inventoried and returned at the end of need. The district has also taken steps to provide external WiFi at various locations on the campus. The district is also looking into options regarding the purchasing of internet “hot-spots” for any students or teachers who require them.

**May 2023 Revision:** All learning is now in-person.

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

**District Plan:** All students have access to Chromebooks to participate in learning and demonstrate mastery of Learning Standards. If schools are allowed to reopen, students without reliable high-speed internet at home will be prioritized for in-person instruction on-campus. Should schools be required to conduct an all-remote instructional format, the District is purchasing Kajeets or a comparable wireless “hot-spot” product to lend to students so that they may access from home. If access continues to be a limiting factor, teachers would create hard copies of the virtual materials to provide to students and/or will communicate with students through other means such as by telephone to assess learning and mastery.

**May 2023 Revision:** All learning is now in-person.

## Teaching and Learning

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

**District Plan:** The district's educational program is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model. The district's educational program includes regular substantive interaction between teachers and students whether delivered in- person, remotely or through a hybrid model of instruction. The district's educational program includes clear opportunities for instruction that are accessible to all students. Such opportunities are aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers. See the School Schedules section of this Reopening Plan for a description of our in-person and hybrid models for instruction. Should the district need to move to a completely remote model for instruction we will implement an updated version of our May 2020 Continuity of Learning Plan. Here is a link to the district's May 2020 Continuity of Learning Plan:

<http://www.tullyschools.org/tfiles/folder1220/Tully%20CSD%20Continuity%20of%20Learning%20Plan%202020.pdf>.

**May 2023 Revision:** All learning is now in-person.

2. **NYSED Requirement:** Each school and/or district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school's charter) regardless if instruction is delivered in-person, remotely or in a hybrid model.

**District Plan:** The district's educational program is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model. The district's educational program includes regular substantive interaction between teachers and students whether delivered in- person, remotely or through a hybrid model of instruction. The district's educational program includes clear opportunities for instruction that are accessible to all students. Such opportunities are aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers. See the School Schedules section of this Reopening Plan for a description of our in-person and hybrid models for instruction. Should the district need to move to a completely remote model for instruction we will implement an updated version of our May 2020 Continuity of Learning Plan. Here is a link to the district's May 2020 Continuity of Learning Plan:

<http://www.tullyschools.org/tfiles/folder1220/Tully%20CSD%20Continuity%20of%20Learning%20Plan%202020.pdf>.

**May 2023 Revision:** All learning is now in-person and is aligned to NYS Learning Standards.

3. **NYSED Requirement:** Each school and/or district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.

District Plan: The district's educational program is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model. The district's educational program includes regular substantive interaction between teachers and students whether delivered in- person, remotely or through a hybrid model of instruction. The district's educational program includes clear opportunities for instruction that are accessible to all students. Such opportunities are aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers. See the School Schedules section of this Reopening Plan for a description of our in-person and hybrid models for instruction. Should the district need to move to a completely remote model for instruction we will implement an updated version of our May 2020 Continuity of Learning Plan. Here is a link to the district's May 2020 Continuity of Learning Plan: <http://www.tullyschools.org/tfiles/folder1220/Tully%20CSD%20Continuity%20of%20Learning%20Plan%202020.pdf>.

**May 2023 Revision:** All learning is now in-person.

4. NYSED Requirement: Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are/clear/opportunities for instruction that/are/accessible to all students. Such opportunities must be/aligned with State standards (or, for charter schools, the standards set forth in the school's charter) and include routine scheduled times for students to/interact and seek feedback and support/from their teachers.

District Plan: The district's educational program is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model. The district's educational program includes regular substantive interaction between teachers and students whether delivered in- person, remotely or through a hybrid model of instruction. The district's educational program includes clear opportunities for instruction that are accessible to all students. Such opportunities are aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers. See the School Schedules section of this Reopening Plan for a description of our in-person and hybrid models for instruction. Should the district need to move to a completely remote model for instruction we will implement an updated version of our May 2020 Continuity of Learning Plan. Here is a link to the district's May 2020 Continuity of Learning Plan: <http://www.tullyschools.org/tfiles/folder1220/Tully%20CSD%20Continuity%20of%20Learning%20Plan%202020.pdf>.

**May 2023 Revision:** All learning is now in-person and includes clear opportunities for instruction that are accessible to all students.

5. NYSED Requirement: Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

District Plan: At both Tully Elementary School and Tully JSHS, a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology is included as part of the Student/Parent Handbook. One hard copy of this handbook is provided to all students and is located on the school webpage. Additionally, the handbook is translated into Spanish to meet the needs of some families. Multiple avenues to contact the school and teachers are articulated in the handbook, including email, phone, Schoology, and video conferencing.

**May 2023 Revision:** No revisions at this time.

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

District Plan: The district does not contract with eligible agencies to provide prekindergarten programs.

**May 2023 Revision:** No revisions at this time.

### **Career and Technical Education:**

Some of our students participate in OCM BOCES Career and Technical Education (CTE) programs. Given the hands-on nature of CTE programs, they are very difficult to conduct via virtual or remote instruction. For this reason, at this time we anticipate that all of our CTE students will have the opportunity to participate in full-time, in-person OCM BOCES CTE programs. Masks will be required and social distancing protocols will be followed by all students, faculty, and staff during in-person instruction while in any OCM BOCES school building.

**May 2023 Revision:** All learning is in-person.

### **Athletics and Extracurricular Activities:**

As schools, students, families, and communities plan for reopening schools and athletics programs, the Tully Central School District is committed to providing ongoing guidance and resources as we work together through this unprecedented and extremely challenging situation. As we plan and prepare, our Athletics Reopening Committee utilizes the most current guidance and resources from the following resources:

- New York State Public High School Association (NYSPHAA)
- The National Federation of State High School Associations (NFHS)
- Sports Medicine Advisory Committee (SMAC)
- New York Department of Health
- New York State Department of Education

Centers for Disease Control and Prevention  
Onondaga County and Onondaga Health Department

The National Federation of State High School Associations (NFHS) and the Sports Medicine Advisory Committee (SMAC) has provided guidance and components for states to develop plans to reopen their school districts athletics programs. The New York State Public High School Association (NYSPHAA) has recommended that schools follow the NFHS guidance to formulate their athletics plans.

NYSPHAA recommends that school districts begin the NFHS three-phase process when the following criteria is met:

1. Schools enter Phase 4 of the NYS reopening plan.
2. School districts permit campus facilities to open to students and faculty.
3. New York State recommended social distancing and safety protocols can be achieved in a safe and appropriate manner.

The Tully Central School District views extracurricular activities as an integral part of student life and an important part of building a positive school community, The Tully CSD will work to maintain extracurricular activities that will be conducted in a safe environment with appropriate social distancing protocols.

**May 2023 Revision:** All co-curricular activities and athletics are back to pre-Covid practices.

**Special Education:**

The Tully CSD will provide students with disabilities (SWDs) models that are consistent with those utilized across the school district. Students with disabilities will be provided the same learning opportunities as all students while attending school virtually, in-person, or through a hybrid model. In addition to providing each student with the same general education learning opportunities, SWDs will also be provided with their individual special education services as listed on their IEP while adhering to NYSED/DOH guidance. Students in grades kindergarten through grade K-12, The TCSD will offer all SWDs the option of attending in-person instruction 5 days per week, or remote instruction 5 days per week. All students with disabilities kindergarten through 12th grade, will also have the option of all remote/virtual learning if selected by their parent/guardian.

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

Tully Elementary School Plan: Students with disabilities in Grades PK - 6 at Tully Elementary School will have the option of attending school in-person, 5 days per week, or engaging in remote learning 5 days per week. Tully Elementary has the facility space and staff capacity to comply with social distancing guidelines and accommodate all interested students with IEPs on

campus. Regardless of instructional model, ALL students with disabilities will receive special education services as listed on their IEP while adhering to NYSED and NYSDOH guidelines. On campus instruction would be a full day as has occurred in past years. This instruction would include the programming and services listed on each student's IEP unless otherwise discussed with the parent /guardian due to inability to do so while still meeting the NYSED/DOH mandates. Remote instruction would involve a combination of scheduled, structured, online and offline learning experiences that may occur in consecutive or separate time periods each day. Again this instruction would include the programs listed on the IEP while still meeting the NYSED/DOH mandates. Remote instruction for students with disabilities whose parents choose this model will also be provided for the related services as listed on their IEP through regularly scheduled therapy sessions that match the frequency and duration listed on their IEP.

Junior-Senior High School Plan: Students with disabilities in Grades 7-12 at Tully Junior/Senior High School will have the option of attending school in-person, 5 days per week, or engaging in remote learning 5 days per week. Tully Junior-Senior High School has the facility space and staff capacity to comply with social distancing guidelines and accommodate all interested high needs students with IEPs on campus. (High needs students with disabilities are considered to be those requiring special education teacher support in a special class, integrated co-teach, or direct consultant teacher model listed on their IEP.) Regardless of instructional model, ALL students with disabilities will receive special education services as listed on their IEP while adhering to NYSED and NYSDOH guidelines. On campus instruction would include the programming and services listed on each student's IEP. Remote instruction would involve students attending a typical in-person schedule by joining into each class live through Google Meet. Again this instructional day's schedule would include the programs/services listed on the IEP unless otherwise discussed with the parent /guardian due to inability to do so while still meeting the NYSED/DOH mandates. Remote instruction for students with disabilities whose parents choose this model will also be provided for the related services as listed on their IEP through regularly scheduled therapy sessions that match the frequency and duration listed on their IEP.

BOCES 12:1:1 Program @ Tully Junior-Senior High School: Students attending the BOCES-run 12:1:1 classroom at the Tully Junior-Senior High School will follow a 5 day in-person instructional model. This will be the case for all Tully students who receive their instruction in a special class program through OCM BOCES. Tully CSD parents/guardians of students with disabilities in BOCES full day programs will continue to have the option of choosing all remote learning or 5 day a week in-person instruction,

**May 2023 Revision:** All learning and services are in-person.

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

District Plan: The Tully School District will maintain accurate and up to date detailed

information for each student with an Individualized Education Program. Each student's special education services as listed on their IEP will be offered (whether virtual or in-person) while maintaining compliance to the NYSED and DOH guidelines. Each student has and will continue to have a listing and breakdown of all components and details of their services maintained by the Director of Student Support Services. In the event that the IEP cannot be followed as written due to the NYSED/DOH mandates, the Director and/or member of the Special Education Department will communicate directly with the student's parent/guardian about the specific adjustments being considered in order to follow NYSED/DOH mandates. Communication will be in the parent's/guardian's home language and preferred mode of communication (phone call, videocall, email, traditional mail, etc.). The Director will keep written documentation of communication with parents/guardians with all adjustments discussed. This documentation will include specific details in regards to specific programming in the NYS continuum, the frequency, duration, and location of each program/service listed on the student's IEP including ratio/group size for each service. All special education providers will also be expected to maintain communication logs to document and track all school to home and home to school communications with families.

**May 2023 Revision:** No revisions at this time.

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

District Plan: The Tully School District will continue to engage all parents of students with disabilities in meaningful collaboration and understanding in regards to the provision of special education services to their child(ren) to meet the requirements of IDEA. This will be accomplished through the preferred mode of communication for each parent/guardian in their home language. The Director of Student Support Services and the Special Education staff working with a specific student will utilize CSE/CPSE/504 meetings, letters, emails, school websites, phone calls, video calls, etc. to keep each parent/guardian informed of their child's provision of services and any adjustments or changes in those services that may become necessary due to the COVID 19 pandemic and mandates communicated from the governing authorities. The Director of Student Support Services will continue to offer support, and assistance to all parents/guardians through their preferred mode of communication during the COVID 10 pandemic and the 2020-2021 school year. Documentation of communication will be maintained by the special education department including all special education teachers and service providers.

**May 2023 Revision:** All materials are translated as needed.

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

District Plan: Each special education provider submits their schedule to their direct supervisor. The Director of Student Support Services and/or the staff member's direct supervisor, will review schedules to ensure all services are delivered as listed on each student's IEP or delivered as necessary/able and discussed in order to adhere to the NYSED/DOH guidelines.

Programming for students with disabilities who attend specialized BOCES programs will be provided with a Free Appropriate Public Education according to the guidelines set forth via the local BOCES. At this time all BOCES-run special class programs will be providing in-person instruction 5 days per week. This means, any Tully student with special needs who is placed in a BOCES run special class will be attending in-person instruction regardless of the location of the district based classroom. Parents/guardians of Tully students being educated in a BOCES run program will have regular communication with staff and administration from BOCES as well as the Tully School District. The Director of Student Support Services will have ongoing collaboration with Administration and Providers from OCM BOCES who are working with Tully students with disabilities. This collaboration will include communication about any necessary adjustments to the provision of services that are listed in each student's IEP that may become necessary in order to maintain adherence with the NYSED and DOH guidelines. Additionally the Director Student Support Services and OCM BOCES staff will work collaboratively to ensure any necessary resources for individual students are made available.

The Director of Student Support Services will have ongoing collaboration with Cortland and Onondaga County, Preschool Agencies and Providers who are working with Tully preschool students with disabilities, and parents/guardians. This collaboration will include communication about any necessary adjustments to the provision of services that are listed in each PSWD's IEP that may become necessary in order to maintain adherence with the NYSED and DOH guidelines. Additionally the Director Student Support Services and Preschools Agencies will work collaboratively to ensure any necessary resources for individual students are made available.

All special education teachers and related services providers will communicate student progress toward IEP goals. Progress toward goals will be monitored and assessed via a variety of mechanisms such as, classroom observation, assignments, assessments, and work samples. Communication and progress reporting for IEP goals will be provided quarterly. Teachers will use a variety of communication tools including but not limited to: Google Classroom, phone calls, virtual conferencing, emails, and letters.

**May 2023 Revision:** All services are in-person.

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

District Plan: The TCSD will provide services, accommodations, modifications, and supplementary aids as they are outlined in each IEP while adhering to the NYSED /DOH guidelines. SWDs will be provided with a 1:1 device such as a Chromebook or iPad in order to



be sure access to instruction and technology does not create a barrier to their success. Depending on the model of instruction each student participates in, the special education team, led by a case manager will ensure how accommodations/modifications are provided.

**May 2023 Revision:** All learning is in-person.

## **Bilingual Education and World Languages**

The Tully CSD will provide ELL students with the same learning opportunities as all students while attending school virtually, in-person, or through a hybrid model. As ELLs have been identified as a priority group according to NYSED guidance, the TCSD will offer all ELLs the option of attending in-person instruction 5 days a week for those ELLs in Kindergarten through 6th grade, and 4 days a week for ELLs in 7th through 12th grade.

1. NYSED Requirement: Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154

District Plan: The Tully School District has a process and procedure in place that will continue for ensuring that all students who enroll in our District have been or will go through our ELL identification process within 30 days of the start of the school year if they have enrolled during the COVID 19 school closure period in 2019-2020 or if they should enroll during the first 20 school days of the 2020-2021 school year. Our District Student Support Services Office keeps documentation of all HLQ responses during the enrollment process in order to set up identification, screening and interview processes within 10 days of initial enrollment. The District will continue to keep up to date documentation of any students who enroll with English Language Learning status that requires us to begin the identification process. At this time our District is up to date with all screening and identification of our ELL population. The Tully School District Director of Student Support Services works collaboratively with our clerical staff, our Teacher to Speakers of Other Languages, as well a translator who is an educator within our school district, to translate for our ELL families ensuring understanding, through the entire process of registration, screening, and interviewing.

**May 2023 Revision:** All ELL processes are followed per NYSED regulations and requirements. All learning and services are in-person.

2. NYSED Requirement: Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.

District Plan: The Director of Student Support Services and the District's Teacher to Speakers of Other languages will work collaboratively to review all ELLs most recently measured English

language proficiency levels as assessed by the 2019 NYSESLAT administration. We will ensure the District has documented and planned for the recommended minutes of stand alone and integrated instruction blocks for each of our ELL students. The Director, building principals and TESOL will then collaborate with each students grade level and subject matter educators to document and plan schedules (whether remote/virtual, hybrid, or in-person) that allow for each ELL to be provided with the correct [Units of Study K- 8](#) & [Units of Study 9-12](#) as defined by Regulations during the 2020-2021 school year.

**May 2023 Revision:** The district added a .5 itinerant teacher to assist in providing services to students.

3. **NYSED Requirement:** Each school and/or district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children’s education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

**District Plan:** The TCSD will ensure that ELL services providers will log all parent communication. Parents will be communicated with in a manner that best supports their needs including communication in their preferred language and mode. (ex. Phone call, video call, email, Google Classroom, text, etc.) TCSD will utilize a variety of platforms to communicate with our families of students who are English language learners such as Pairaphrase, Google Translate, and human interpreters .

**May 2023 Revision:** The district added ParentSquare that translates for families and the use of Lexikeet software as needed.

### **Certification, Incidental Teaching, and Substitute Teaching**

1. **NYSED Requirement:** Each school and/or district reopening plan must ensure 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.

**District Plan:** At this time the district anticipates that all of our teachers will 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. Additionally, the district does not anticipate any situations that would require “incidental teaching”.

**May 2023 Revision:** No revisions at this time.

### **Teacher and Principal Evaluation System**

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

District Plan: The district's current APPR Plan will allow us to evaluate teachers in accordance with the plan and with Education Law 3012-d provided that NYS offers the 3-8 Assessments and Regents Examinations in the spring of 2021. Here is a link to the district's APPR Plan: <http://www.tullyschools.org/tfiles/folder1220/2020-21%20APPR%20Plan.pdf>.

**May 2023 Revision:** The current APPR plan has been shared and is in use.