

LYME CENTRAL SCHOOL DISTRICT



STRATEGIC REOPENING PLAN

2020 - 2021

Table of Contents

Introduction	Page 3
Reopening Goals	Page 4
Phasing Rationale	Page 4
Instructional Day/Hours of Operation Schedules	Page 5
Guidelines for Entering & Exiting	Page 6
Scope and Sequence	Page 7
Reopening Timeline	Page 8
Continuity of Learning	Page 9
Schedule of Phases	Page 9
Jefferson-Lewis BOCES Programs	Page 10
Successful Student Boot Camp	Page 12
Professional Development/Training	Page 13
Mandatory Assurances and Written Protocols	Page 14
Budget/Fiscal Considerations	Page 15
	Page 42

Introduction

The Lyme Central School District, in cooperation with various local, regional, and state partners, is providing this **Strategic Reopening Plan** to guide our staff and families as we continue our district's mission:

Preparing Today's Students to be Tomorrow's Citizens, during these unprecedented times. The plan was developed in response to feedback from parents, teachers, school and district leaders, non-instructional staff, school board members, health experts and other interested parties from various regions of our state. Together with our partners we have developed a comprehensive action plan which addresses the following categories of priority:

Communication and Family Engagement; Health and Safety; Facilities; Child Nutrition; Transportation; Social-Emotional Well-Being; School Schedules; Attendance and Chronic Absenteeism; Technology and Connectivity; Teaching and Learning; and Budget/Fiscal Considerations.

The Lyme Central School **Reopening Document**, along with all associated resources, will be available for public view at the Lyme Central School District Office and also on the District's Website at:

<https://sites.google.com/lymecsd.org/lcsreopeningportal/home>

According to Governor Andrew Cuomo, schools may open IF the region is in Phase IV and the daily infection rate remains at 5% or lower using a 14 day average. On the contrary, schools will close for in-person instruction/remain closed for in-person instruction IF the regional infection rate is greater than 9% using a 7-day average after August 1, 2020.

For a safe re-entry to school:

- Local health metrics must meet phase 4 standards under the NYS reopening guidance
- District must secure and provide necessary equipment and have adequate access to PPE
- District must demonstrate a system for monitoring potential local surges
- District must have screening measures in place to assess positive cases in the school community
- District must conduct appropriate health and safety training for all students, staff and families
- District must deploy a communication plan prior to reopening

Reopening Taskforce Goals

- Develop a communication plan between the district and families that is clear, concise, and timely. New technologies will be implemented and existing ones utilized to promote communication
- Design, implement and communicate instructional and behavioral expectations
- Adhere to the NYS Learning Standards when considering curricular and instructional methods
- Prioritize essential concepts and skills
- Implement a flexible educational plan that can be adjusted as necessary to comply with federal, state, and health regulations
- Address all NYS Regulatory Assurances and provide evidence of compliance

Phasing Rationale

- The Lyme Central School District will use a phasing approach to allow for flexibility when transitioning students between remote and in-person instructional models
- Lyme will begin the 2020-2021 school year using a Hybrid Instructional Model in order to allow for compliance with health and safety guidelines, training and procedural requirements for all stakeholder groups, including faculty and staff; students; families; vendors and community members

(In-person) Instructional Day

Grades K-6	8:00 a.m. - 2:30 p.m.
Grades 7-12	9:30 a.m. - 1:00 p.m.

Daily Hours of Operation

Students in grades 7-12 will have daily (M-F) class work responsibilities and access to staff/teachers between the hours of 8:00 a.m. – 3:00 p.m., regardless of the instructional model (in-person, hybrid, remote) being implemented. Please understand that due to our

Due to social distancing requirements on the school bus, combined with parent feedback regarding child care needs and concerns, secondary students will arrive later (as noted above) and will be released each day *before* our elementary students so that supervision is provided at home.

Student Scheduling

Purpose: Regardless of which phase the students are in, they will have regularly scheduled, live contact with their teachers.

Grades 7-12

In-school/Hybrid Instruction

The students will arrive at 9:30 am and leave at 1:00 pm. Students will learn in blocks of approximately 40-minute class periods which alternate on an A/B schedule. *Please see the example below.*

SEPTEMBER 2020

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8 A	9 B	10 A	11 B	12
13	14 A	15 A	16 B	17 A	18 B	19
20	21 B	22 A	23 B	24 A	25 B	26
27	28 A	29 A	30 B			

Please be aware that in *some* cases, *some* classes may need to meet remotely due to the time constraints for secondary students. This may mean that students must prepare for or log into a class meeting prior to the start of the scheduled day. More details will follow.

Grade 6

In-person/Hybrid Instruction

6th grade will follow the same block schedule as 7-12. In addition they will be provided direct instruction between 8:00 am – 2:30 pm to allow time for reading, math lab, study skills, music, and AIS/Resource Room.

Remote Instruction

Students will be expected to follow the same schedule as in-person/hybrid instruction by attending virtual classrooms with their teachers.

Grades K-5

In-person/Hybrid Instruction

The school day will begin at 8:00 am and end at 2:30 pm. Their schedules will include related arts in addition to their core curriculum. This will provide extra time to follow COVID-19 safety procedures.

Remote Instruction

The school day will begin at 9:30 am and end at 12:30 pm with the students' classroom teacher via virtual classrooms. Two additional hours of virtual learning reinforcement activities/related arts will be scheduled outside of this time period on a regular schedule (PE, music, art, library, AIS, and Resource Room).

For Your Information

Office hours will be available to meet with the school counselor and school psychologist upon request/recommendation. Attendance will be taken for each class regardless of the modality of instruction to ensure student participation.

Student/Visitor Entrance to the Building

Walkers/Drop Off/Visitors:

- All walkers, students being dropped off, (and visitors) will **ENTER** the building via **Entrance A** by the staff parking lot
- Parents dropping off a child/children must accompany them to Entrance A and wait until such time that a staff member may conduct a temperature check prior to the child/children entering the building
- No visitors, (community members; parents; guardians) will be permitted *inside* the school unless with a previously scheduled appointment. Please call ahead, at 315-649-2417, should you need in-person assistance
- **IF a child's temperature is above 100° F, the child must return home with the parent**
- All students, staff and visitors are required to remain 6 feet apart while also wearing a mask

Arriving on a Bus:

- Temperature screening will be conducted by the bus driver prior to children boarding the school bus
- All students in *Grades 5 and under* must be escorted to the bus by an adult or older sibling
- **Students will not be permitted to ride the bus if a student has a temperature above 100° F**
- All students riding buses will **ENTER** the building via **Entrance B**—at the Main Lobby of the Building and will go directly to classrooms
- Students will be required to remain 6 feet apart while also wearing a mask

Exiting the Building

Student Dismissal

- Elementary students will **EXIT** the building using student exit door “**C**” by the elementary wing
- Secondary students will **EXIT** the building using the main lobby door “**B**”
- All students will maintain a social distance of 6 feet apart from other persons and will wear a mask until such time as they leave the school grounds or school bus

Visitor Exit

- All visitors will **EXIT** the building by using **entrance door “A”** by the staff parking lot.
- All visitors will maintain a social distance of 6 feet apart and will wear a mask until such time as they leave the school grounds.

Health/Medical Exit/Pick up

- All students and staff leaving the building due to a medical concern (of any kind) will use the **medical exit door “G”** behind the building
- Parents picking up an ill child/ren should use the driveway located in the back of the building off of Washington Street. Parent parking is available. Please look for the door sign, **Student and Staff Health Medical Exit G**.
- The nurse or another staff member will meet the parent/guardian at **exit G** with his/her child.

Staff Entrance/Exit from Building

- All staff will ENTER and EXIT the building via **entrance/exit “M”** by the cafeteria loading dock.
- All staff will conduct a temperature check every day prior to arriving at the building.
- All staff will complete a daily health questionnaire upon entering the building.

Scope & Sequence of Strategic Reopening

Lyme Central will implement a flexible phased-in plan to safely and intentionally transition students from a *hybrid model of learning* to an *in-person model of learning*, over a 5-week period. The phasing implementation timeline *below* is subject to change and will be modified as health and safety conditions dictate.

Phase 1:

- All Grade Levels Remote Learning per District Continuity of Learning Plan (in the event of an executive order to close all in-person learning)

Phase 2: Week 1—September 8-11

- K-3 students including SWD and ELL students--In-person Learning
- grades 4-12 Remote Learning

Phase 3: Week 2—September 14-18

- K-3 students--In-person Learning
- Grades 4-6 begin In-person Learning;
- Grades 7-12 Remote Learning

Phase 4: Week 3—September 21-25

- K-6 students--In-person Learning
- Grades 7-8 begin In-person Learning
- Grades 9-12 Remote Learning

Phase 5: Week 4—September 28-October 2

- K-8 students In-person
- Grades 9-10 begin In-person
- Grades 11-12 Remote Learning

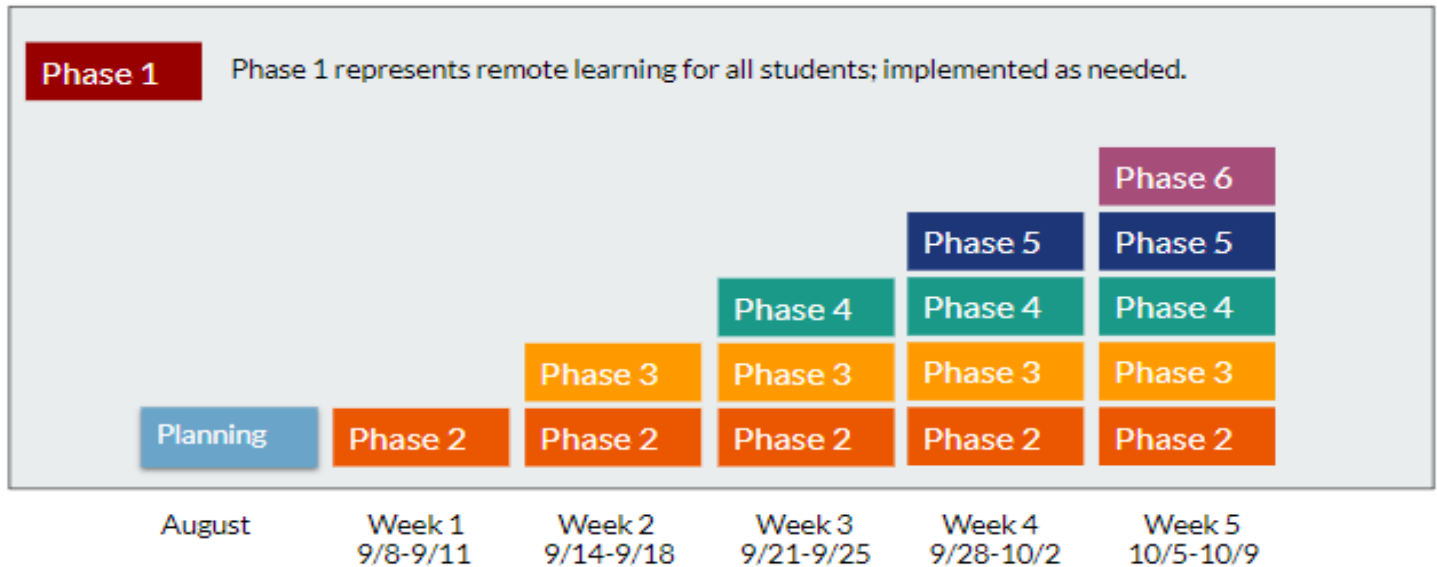
Phase 6: Week 5—October 5-9

- K-10 students In-person
- Grades 11-12 begin In-person Learning

Please Note:

* Students recommended by staff, for additional academic or social emotional support, will be invited to attend school for (*in-person*) specific services. For those students, **including those who proved unsuccessful with remote learning in the spring of 2020**, daily attendance is expected.

Timeline



Phase 1: Continuity of Learning 2020/2021

Requirements and Procedures for Remote Learning:

1. All instruction will be completed remotely with the Google Suite being used as the facilitation platform. All students and staff have been provided with district purchased Chromebook.
2. Schedules will remain unchanged in all models of instruction and will allow for daily interaction with teachers.
3. Daily and class attendance, participation, student work, and progress will be monitored through Google Classroom and SchoolTool.
4. Services for high needs students (social emotional, students with disabilities, ELL, instructional supports) will be provided remotely by the district.
5. Meals will be provided through pick up at the district. (Please go to the Child Nutrition section of this plan for specific days and times.)
6. Parents may discuss specific health concerns with administration.

Phase 2: Week 1-(September 8-11)

Requirements and Procedures- In-person Learning:

K-3 Begin In-person Instruction:

- Students will begin in-person instruction following all state guidance. Library, Art, Music, PE will take place in the classroom on a modified schedule and scope

High Needs Students Begin In-person Instruction:

- Recommended students deemed “high needs” in Grades 4-12 will be invited in for specific services during phases 2-5
- “High Needs”- students with disabilities, ELL, social emotional needs, instructional support

Requirements and Procedures- Remote Learning:

Grades 4-12 Remote Instruction

- Continue with requirements and procedures for remote learning

Phase 3: Week 2-(September 14-18)

Requirements and Procedures- In-person Learning:

K-3 Continue In-person Instruction

Grades 4-6 Begin In-person Instruction

- Grades 4-5 students only will begin in-person instruction following all state guidance. Library, Art, Music, and PE will occur in the classroom and/or remotely on a modified schedule and scope

High Needs Students Continue In-person Instruction

- Recommended students deemed “high needs” in Grades 7-12 will be invited in for specific services during phases 3-5
- “High Needs”- students with disabilities, ELL, social emotional needs, instructional supports, or those students who proved to be unsuccessful with the remote learning model in the spring

Requirements and Procedures- Remote Learning:

Grades 7-12 Remote Instruction

- Continue with requirements and procedures for remote learning

Phase 4: Week 3- (September 21-25)

Requirements and Procedures- In-person Learning:

K-6 Continue In-person Instruction

Grades 7-8 Begin In-person Instruction

- Students will begin in-person instruction following all state guidance

High Needs Students Continue In-person Instruction

- Recommended students deemed “high needs” in Grades 9-12 will be invited in for specific services during phases 4-5
- “High Needs”- students with disabilities, ELL, social emotional needs, instructional supports, or those students who proved to be unsuccessful with the remote learning model in the spring

Requirements and Procedures- Remote Learning:

Grades 9-12 Remote Instruction

- Continue with requirements and procedures for remote learning

Phase 5:

Week 4- (September 28-October 2)

Requirements and Procedures- In-person Learning:

K-8 Continue In-person Instruction

Grades 9-10 Begin In-person Instruction

- Students will begin in-person instruction following all state guidance

High Needs Students Continue In-person Instruction

- Recommended students deemed “high needs” in Grades 11-12 will be invited in for specific services during phases 5
- “High Needs”- students with disabilities, ELL, social emotional needs, instructional supports

Requirements and Procedures- Remote Learning:

Grades 11-12 Remote Instruction

- Continue with requirements and procedures for remote learning

Phase 6:

Week 5- (October 5-9)

Requirements and Procedures- In-person Learning:

K-10 Continue In-person Instruction

Grades 11-12 Begin In-person Instruction

- Students will begin in-person instruction following all state guidance

Requirements and Procedures- Remote Learning:

Remote Instruction

- Remote instruction will continue for all at-home learners

Jefferson-Lewis BOCES Programming

Jefferson-Lewis BOCES is working closely with its 18 component districts to craft individualized schedules that will allow as many CTE students and special education students as possible to have daily, on-site, face-to-face instruction (with appropriate social distancing in classrooms and shops). Due to social distancing requirements on busses, the Lyme Central School will be transporting our district students attending BOCES, rather than participating in a shared transportation model with the Thousand Islands School District as in the past.

In the coming days and weeks, counselors and supervisors from the BOCES Technical Center and Programs for Exceptional Students will be working closely with Lyme administrators and counselors to craft schedules for students. Particular attention will be paid to making sure students in programs with hour requirements for certification will receive the required hours.

In order to prepare our students for a successful transition between the remote, hybrid and in-person models of learning, *The Successful Student Bootcamp* is being offered to our learners (in-person) as follows:

The Successful Student Boot Camp- August 24-27

Middle School/High School Boot Camp: Work sessions with grades 6-12 to run through the expectations of new learning models.

Review of Student Policy and Procedures

- Student handbook
- Attendance
- Health and safety
- Expectations of in-person, hybrid, and remote learning
- Extracurricular activities
- Related arts
- Schedules

Instruction

- Good Meet/Zoom Expectations
- Chromebooks
- Parent Square
- Navigation through Google Classroom

Walkthrough

- Physical walkthrough of building and grounds
- Busing
- How to enter and exit school
- Bathroom protocols
- Lunch procedures

Dates/Times (TBD)

- Grade 12- August 24 am
- Grade 11- August 24 pm
- Grade 10- August 25 am
- Grade 9- August 25 pm
- Grade 8- August 26 am
- Grade 7- August 26 pm
- Grade 6 - August 27 TBD

August Staff Planning

- **Staff PD-** August, Posted to District Website
 - **Virtual Training Resources**, Online PD in District Training
 - G-Suite
 - Parent Square
 - SchoolTool updates with new Gradebook
 - SMARTBoard Training
 - **Health/Safety Videos**
 - Right to Know
 - DASA
 - PPE Videos
 - Sign/Symptoms of COVID-19
 - Disinfecting your room
 - Other COVID-19 related mandated trainings

In Building Training; August 18-20

Spread over three days, staff will choose one, 3-hour option

- **In-Building Training**
 - General walk through of building procedures; room cleaning, elementary still moving; windows/doors ventilation, Nurse procedures/walkthrough, bathroom procedures.
 - Morning Staff temp checks and paperwork
- **Superintendent's Days September 2-3**

Mandatory Assurances

The following **Mandatory Assurances** have been carefully reviewed, and considered as a means to **drive the development** of our **Strategic Reopening Plan** for the Lyme Central School District. The mandatory assurances are listed below each category of the plan.

Written protocols are **hyperlinked and embedded** within each assurance component as evidence of our compliance in these areas.

Communication and Family Engagement—Assurances 1-5

Mandatory Assurance #1: The school and/or district is engaged with school stakeholders and community members when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The district invited a variety of stakeholders to in-person large group brainstorming meetings. All participants were assigned to a small committee for one of the specific category areas. In addition, the district obtained and utilized feedback from the large school district community through the use of a transportation survey and a parent feedback survey where among other questions, parents/caregivers were provided the opportunity to forward any and all questions and concerns regarding the reopening of school in the fall.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #2: The school and/or district developed a communications plan for students, parents, or legal guardians of students, staff, and visitors that includes instructions, training, signage, and a consistent means to provide individuals with information.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	A question and answer document will be created for and provided to the appropriate stakeholder groups including students; parents/caregivers; staff; visitors. In addition, reference videos will be created/developed and made available for the stakeholder groups above. Guidance/reference materials will provide specific instructions and expectations regarding required trainings; use and location of signage in and around the district. The district has created a "District Reopening Portal" which will house all instructions, surveys, guidance documents, which will be available to all stakeholders. The district will use Parent Square and School Tool as its communication and student management platforms.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #3: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Staff members are developing video lessons for students and parents to access from the Lyme Central District website. Lessons will be approximately 3-5 minutes each and will address such protocols as: parent responsibilities for taking temperatures at home; student expectations for riding/exiting the school bus; expectations for entering the school building (students, visitors, staff); Expectations for maintaining social distancing; How and when to appropriately wear a mask; Expectations and procedures for hand washing; Expectations for covering coughs, sneezes, etc. (respiratory hygiene). Videos will be available prior to the start of in-person instruction. In addition, teachers will model and review expectations, and practice procedures daily.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #4: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The district will share expectations as they relate to CDC and DOH guidance, regarding the use of PPE, acceptable face coverings and social distancing by placing signs on all entrance and exit doors; in classrooms and hallways and in all office spaces. This information will be communicated in writing and emailed to all families. The information will also be posted on the Lyme Central School District's website and Facebook pages.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #5: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The district currently has no ELL population. As such, all communications to our stakeholder groups will be made in English at this time. The district registrar will monitor enrollment and will notify building administration in the event that non-English speaking individuals move into our school community. If that occurs, communications will be provided to those families in the language spoken at home. Reopening plans and all associated guidance documents will be available on the district's website and Facebook pages to ensure that they are accessible for those with visual and/or hearing impairments.
HYBRID	Same as above
REMOTE	Same as above

Health and Safety—Assurances 1-20

Mandatory Assurance #1: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Classrooms have been set up so that students will be seated 6 feet apart. When social distancing cannot be maintained, a face covering will be required for students and staff. Disposable PPE will be provided for those students and staff who do not have their own. Cloth masks with the LCS logo have been purchased for students and staff. Students will wear face coverings on school transportation. Transportation will follow safety guidelines including maintaining social distancing as well as masks for all students/drivers. The school nurse will be in contact with local public health to ensure local hospital capacity is optimal for school reopening.
HYBRID	Same as above
REMOTE	Teachers will remain on-site in their classrooms to provide remote learnings. Social distancing will be practiced while remote teaching. Face covering will be worn if social distancing cannot be maintained. Disposable masks will be available if staff do not have their own.

Mandatory Assurance #2: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Administrators, faculty, staff, community members, parents of students, the medical director and the local Dept. of Health have been involved in the development of the reopening plan.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #3: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Plans for reopening will be available on the school website via a Reopening Portal and Facebook page. Signage is available at the entrances of the school.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #4: Each school and/or district reopening plan as 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.

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	Students and staff will be educated on signs of illness. Anyone showing signs of illness during the school day will be sent to the nurse's office for evaluation.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #5: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Daily temperature checks will be conducted for staff and students. Infrared thermometers have been ordered for contactless checks. Students' temperatures will be checked upon boarding the bus for those using school transportation. Other students and staff will be checked prior to entering the school building. Staff will fill out a daily questionnaire. Weekly questionnaires will be filled out by families.
HYBRID	Same as above
REMOTE	Staff will check their temperatures as well as fill out a daily questionnaire.

Mandatory Assurance #6: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Any student or staff member with a temp of 100°F or higher must remain at home. If they enter the school they will be immediately sent to the isolation nurse's room to be evaluated.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #7: Each school and/or district reopening plan has [written protocol](#) requiring students or staff with 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Any student or staff member who has a temp over 100° F, is symptomatic for COVID 19, or has a positive result on a questionnaire will be immediately sent to the isolation room, next to the nurse's office, where they will be supervised until they can be sent home.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #8: Each school and/or district reopening plan has [written protocol](#) to address visitors, guests, contractors, and vendors to the school which includes health screening.

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	No unauthorized visitors will be granted access to LCS. Any authorized visitor will submit to health screening (temp check and questionnaire).
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #9: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Signs and symptoms requiring parents to keep their child home from school will be communicated on the school website as well as sent home in a letter to parents.
HYBRID	Same as above
REMOTE	All students will be learning remotely.

Mandatory Assurance #10: Each school and/or district reopening plan has [written protocol](#) and appropriate signage to instruct staff and students in correct hand and respiratory hygiene

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Signage will be posted throughout the school instructing staff and students of correct practices for handwashing and respiratory hygiene.
HYBRID	Same as above
REMOTE	Same as above

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Signage will be posted throughout the school and on the website instructing and assisting staff and students to maintain 6 feet of distance whenever possible.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #12: 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.

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	Students and staff who are at high risk have been identified. The district will work to identify high risk family members. Accommodations will be provided on a case-by-case basis with approval of the superintendent.
HYBRID	Same as above
REMOTE	All students will be learning remotely .Accommodations will be provided on a case-by-case basis with approval of the superintendent.

Mandatory Assurance #13: Each school and/or district reopening plan has [written protocol](#) requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	All students, visitors, and staff will wear a face covering when social distancing cannot be maintained.
HYBRID	Same as above
REMOTE	All visitors, and staff will wear a face covering when social distancing cannot be maintained

Mandatory Assurance #14: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Face coverings have been ordered by the district for students and staff that have forgotten their face masks as well as needed PPE for school health professionals.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #15: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	If there is a confirmed case of COVID 19 in the school, Jefferson County Public Health will be immediately notified to contact trace and advise the school for next steps. The area of the school building where the infected person was will be closed and left untouched for 24 hours. The area will then be deep cleaned and disinfected according to CDC guidelines. Public health will advise us when that area can be reoccupied.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #16: 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.

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	Return to school/work after a positive screen will follow CDC and DOH guidelines.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #17: Each school and/or district reopening plan has [written protocol](#) to clean and disinfect schools following CDC guidance.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	LCS district will follow CDC guidance relating to cleaning and disinfecting practices.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #18: Each school and/or district reopening plan has [written protocol](#) to conduct required school safety drills with modifications ensuring social distancing between persons.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The district will follow the IFC guidelines of 12 fire drills a year. The district will follow the SED regulations of 8 drills 9/1-12/31. The district will also provide 4 lockdown drills. Social distancing and face covering guidelines will be followed during these drills.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #19: Each school and/or district reopening plan has a written plan for district school run before and aftercare programs.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The Healthy Students after school care program has policies and procedures in place that are in agreement with LCS health care policies.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #20: 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.

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	The COVID-19 district safety coordinator is Cammy J. Morrison, Superintendent of Schools. Patricia Gibbons, Assistant Superintendent, Barry Davis, Principal, and Todd LaSage, Head Custodial/Building Mechanic will serve as building safety coordinators.
HYBRID	Same as above
REMOTE	Same as above

Facilities—Assurances 1-13

Mandatory Assurance #1: 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 OFFP.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	No changes or additions to facilities were necessary. The District remains in compliance with all requirements of the 2020 NYS Uniform Fire Prevention and Building Code and the State Energy Conservation Code. Should it become necessary to make changes or additions to facilities in the future, those changes would be submitted to the Office of Fire Prevention for approval.
HYBRID	Same as above
REMOTE	Same as above

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The 2020 Building Condition Survey and Visual Inspection will be done by March 1, 2021.
HYBRID	Same as above
REMOTE	Same as above

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Testing will be done in December of 2020 as required by NYS DOH regulation 67-4.
HYBRID	Same as above
REMOTE	Same as above

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

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	Alcohol-based hand sanitizers and dispensers have been ordered and will be installed in such locations as: hallways; cafeteria; gymnasium; entrance and exit locations; library media center as deemed appropriate in accordance with FCNYS 2020 Section 5705.5.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #5: 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 OFP for review.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The District's reopening plan does not call for the use of dividers or shields as students will remain in their classrooms with social distancing of 6' apart, rather than occupying such areas as the library, cafeteria, gymnasium and other points of potential congregation. The district will utilize doors labeled as Entrance B by the lobby as the entrance for all bus students. Entrance A will be used for student walkers and students being dropped off by a parent. Entrance M will be the entrance and exit for all staff members. For dismissal all elementary students will exit doors labeled Exit C. All secondary students will dismiss using doors labeled Exit B, main lobby.
HYBRID	Same as above
REMOTE	Not applicable

Mandatory Assurance #6: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	N/A. IF needed will follow all state and federal codes.
HYBRID	Same as above
REMOTE	Not applicable

Mandatory Assurance #7: Each school and/or district reopening plan which includes new facilities for leasing must provide a plan to consult with OFP for preliminary evaluation.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	N/A. IF needed will follow all state and federal codes.
HYBRID	Same as above
REMOTE	Same as above

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

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	N/A. IF needed will follow all state and federal codes.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #9: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The existing number of toilet and sink fixtures meet the minimum standards of the Building Codes for New York State.
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #10: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	All drinking fountains will remain closed until further notice. Students and staff are encouraged to use water bottles for drinking. The District has installed water bottle filling stations for use by all students and staff and will provide water bottles to individual students and staff as needed.
HYBRID	Same as above
REMOTE	Same as above

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Building Mechanic will perform daily checks of filters and operation of all units and keep accurate records of daily findings. Filter replacement recommendations, per guidance, will be maintained.
HYBRID	Same as above
REMOTE	Same as above

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

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	The District currently has no ongoing or planned project submissions related to COVID-19. Should that change in the future, we will ensure that all such submissions are labeled appropriately.
HYBRID	Same as above
REMOTE	Same as above

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	N/A. If needed will follow 2020 BCNYS Section 2606.
HYBRID	Same as above
REMOTE	Same as above

Child Nutrition—Assurances 1-8

Mandatory Assurance #1: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Lunch and breakfast will be offered every school day to students in attendance Breakfast will be distributed by cafeteria staff at student entrance each morning Lunch will be picked up by students in the cafeteria during scheduled lunch time Students will consume meals at their desks, which are spaced six feet apart
HYBRID	<i>For In-person Learners:</i> Same as above <i>For Remote Learners:</i> Bulk meals will be offered via curbside pick-up at Lyme Central School to all students who wish to participate Sign up via google form is required Student rosters will be used at the pick-up site to ensure school meals are provided to Lyme Central School students only Students who are unable to access meal distribution site will be handled on a case by case basis
REMOTE	Bulk meals consisting of 5 breakfast and 5 lunches will be offered via pick up at Lyme Central School for all students who wish to participate Sign up via google form is required Student rosters will be used at the pick-up site to ensure school meals are provided to Lyme Central School students only

Mandatory Assurance #2: Each school and/or district reopening plan must address all applicable health and safety guidelines.

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	<p>Employees are required to:</p> <ul style="list-style-type: none"> Check temperature and complete screening questionnaire prior to entering the facility Follow proper handwashing procedures Wear face coverings when entering the facility, while in distribution areas, when students are present, and when social distancing is not possible Practice and demonstrate proper social distancing at all times <p>Cleaning and Disinfecting:</p> <p>Regular cleaning and sanitizing procedures that are currently in place for food-contact surfaces are sufficient to control contamination with COVID-19. High-touch areas (i.e. serving lines, door handles, light switches, and shared equipment) will be de-disinfected daily using an EPA approved disinfectant for COVID-19</p> <p>Meals will be prepared following all Federal, State, Local, District, and Department standard operating procedures:</p> <ul style="list-style-type: none"> Proper hand washing procedures will be followed prior to and during the preparation of food Food will be prepared in an area that has been properly cleaned and sanitized prior to use All utensils and equipment used in food preparation will be properly cleaned and sanitized prior to use. Meals will be served in containers that are sealed and/or have a lid All utensils and condiments will be individually wrapped and disposable All meal components will be portioned and distributed by food service staff Tick sheets will be used to track reimbursable meals. Pin pads will not be made available for student use Serving lines and high touch areas will be cleaned and disinfected between each class Tape will be used to provide students with social distancing guides as they come through the service area Sharing of food and beverages will not be permitted Students will be required to wash their hands before and after all meals <p>Food Service Director will:</p> <ul style="list-style-type: none"> Assign cafeteria staff designated work spaces and tasks to encourage social distancing as much as possible Update all staff on new policies and procedures adopted during the COVID-19 pandemic Ensure adequate supplies to support healthy hygiene behavior and adequate PPE is available Provide training to staff members on operating procedures, proper cleaning techniques, and handwashing Update food safety plan to reflect changes in operating and/or sanitation procedures Monitor staff to ensure procedures and protocols are being followed at all times and follow up as necessary
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #3: Each school and/or district reopening plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	Students with documented food allergies will be identified by the school nurse This information will be communicated to the food service department and the student's teacher These individuals will work together to develop an individualized plan to address each student's food allergy Information on managing food allergies will be provided to all teaching staff
HYBRID	<i>In-person:</i> Same as above <i>Remote:</i> Parents will have the option to communicate allergies on the google sign-up for curbside meal pick –up The food service director will work directly with the school nurse and family to accommodate documented food allergies to the greatest extent possible
REMOTE	Parents will have the option to communicate allergies on the google sign-up for curbside meal pick –up The food service director will work directly with the school nurse and family to accommodate documented food allergies to the greatest extent possible

Mandatory Assurance #4: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Food Service Director will coordinate with teaching staff to develop procedures and protocols for how students will perform hand hygiene before and after meals. Hand washing will be promoted in all eating areas (classrooms) via handwashing signage. Students will eat at their desks with six feet social distancing to discourage the sharing of food and beverages. Teaching staff will encourage parents to bring in snacks that are individually wrapped and discourage shared snacks.
HYBRID	Same as above
REMOTE	N/A

Mandatory Assurance #5: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Serving lines and high-touch areas will be cleaned and disinfected. Please see Mandatory Assurance #2
HYBRID	Same as above
REMOTE	Food prep and distribution areas will be cleaned and disinfected after each use. Please see Mandatory Assurance #2

Mandatory Assurance #6: 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 service requirements).

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	<p>Healthy meals will be provided each school day offering all five meal components and vegetable subgroup requirements set by the NSLP, with the exception of incidents caused by interruption in the food supply chain.</p> <p>(If this occurs, the Food Service Director will contact their Child Nutrition Program representative to request a one meal exemption under current USDA waivers.)</p> <p>Food service department will remain in close communication with NYSED partners to ensure the district remains in compliance with child nutrition requirements at all times.</p>
HYBRID	Same as above AND rosters will be used at distribution site to ensure school meals are provided only to students enrolled in Lyme Central School, per program requirements.
REMOTE	Same as above AND rosters will be used at distribution site to ensure school meals are provided only to students enrolled in Lyme Central School, per program requirements.

Mandatory Assurance #7: Each school and/or district reopening plan must include protocols (below) that describe communication with families through multiple means in the language spoken by families.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	<p>The food service department will communicate information re: school meal service, eligibility, changes in operations to families via parent square (can and will if requested be translated in multiple languages), Facebook page, and district's homepage.</p> <p>All questions pertaining to the food service department will be directed to Kelly Filus, Food Service Director.</p>
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #8: Each school and/or district reopening plan must require that students must socially distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Lunch will be served in classrooms with social distancing—6 feet separation
HYBRID	Same as above
REMOTE	N/A--Lunch will delivered to and eaten at student homes.

Transportation—Assurances 1-18

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The district has purchased a hand sanitizing wand/dispenser for the sole purpose of use in the transportation garage by a member of the custodial staff. Buses will be disinfected twice daily, in between each run, and again at the end of each school day
HYBRID	Same as above
REMOTE	N/A--Students will not be transported

Mandatory Assurance #2: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The District has provided each driver and custodial staff member with sanitizing wipes for each bus. Each driver will be required to wipe down handrails and the top corner of seats closest to the aisle. The driver's area will also be wiped down mid-day between runs, and at the end of each school day to ensure it is ready for use by another driver if/when needed
HYBRID	Same as above
REMOTE	NA--Students will not be transported

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The District has provided written documentation to drivers indicating that no buses will be equipped with hand sanitizer. All buses will be equipped with masks (for students and drivers) and gloves
HYBRID	Same as above
REMOTE	NA

Mandatory Assurance #4: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The District will provide a memo to all transportation employees stating that they may not carry or use hand sanitizer on school buses
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #5: 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.

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	Expectations regarding the mandatory wearing of face covers will be communicated in a memo to all transportation employees. This topic will be discussed in detail during the mandatory 2-hour refresher for school bus drivers/monitors/attendants. Training will also be provided to ensure proper use of a mask and shield occurs.
HYBRID	Same as above
REMOTE	NA

Mandatory Assurance #6: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Training will be provided during the mandatory 2-hour refresher August 2020 prior to the first day of school The school nurse will attend the 2-hour refresher and cover topics of signs and symptoms All transportation employees will be expected to participate in all COVID-19 related trainings throughout the school year
HYBRID	Same as above
REMOTE	NA

Mandatory Assurance #7: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	All transportation staff will participate in mandatory trainings during 4 scheduled Superintendent Conference Days and will be provided both in-person and virtual training models throughout the school year
HYBRID	Same as above
REMOTE	NA

Mandatory Assurance #8: Each school and/or district reopening plan requires transportation departments/carriers will need to provide Personal Protective Equipment (PPE) such as masks and gloves for drivers, monitors and attendants in buses.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	All buses will be stocked daily with the appropriate PPE-- student and driver face masks, gloves and face shields.
HYBRID	Same as above

REMOTE	NA
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Mandatory Assurance #9: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Hand sanitizer is available at all entrance doors and in the lunch/break areas
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #10: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Gloves will be provided and required for all drivers and transportation aides. Drivers/transportation aides will be instructed on the proper use of wearing PPE during pre-service instruction.
HYBRID	Same as above
REMOTE	NA

Mandatory Assurance #11: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Training will be given by the school nurse regarding symptoms and signs of COVID 19 during the in-service training prior to the start of the school year. A sign in sheet and temperature check station will be located at the main entrance to the transportation garage. Drivers will be required to sign in and take their temperatures prior to every run.
HYBRID	Same as above
REMOTE	NA

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

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	Students will be required to wear a mask on all district buses unless deemed medically/physically unable. Masks will be provided by the bus driver for students that do not have a mask as they board the bus. No student will be turned away from riding the bus if they do not have a mask. Students not having a mask will be supplied one.
HYBRID	Same as above
REMOTE	NA

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Students will be required to wear a mask on all district buses unless deemed medically/physically unable. Masks will be provided by the bus driver for students that do not have a mask as they board the bus. Students will not be denied transportation if they do not have a mask, instead they will be provided with a district supplied mask.
HYBRID	Same as above
REMOTE	NA

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	All buses will be stocked with PPE equipment and bus drivers will issue a mask to any students who do not have one, unless they are medically/physically unable to wear one.
HYBRID	Same as above
REMOTE	NA

Mandatory Assurance #15: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Students with medical/physical disabilities will not be forced to wear a mask and will not be denied transportation.

HYBRID	Same as above
REMOTE	N/A

Mandatory Assurance #16: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	All students will be trained and reminded of the proper use of PPE and recognizing the signs and symptoms of COVID-19. The district will provide training through the use of in-person instruction and instructional videos
HYBRID	Same as above
REMOTE	Same as above

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	All students will have assigned seats on the school bus and will be required to sit in that seat only. Assigned seating will ensure social distancing of 6' apart.
HYBRID	Same as above
REMOTE	NA

Mandatory Assurance #18: 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 (IEP) have placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Out of district students will be transported when parochial/private, charter, and/or students with individual educational programs placed outside of the district are in session
HYBRID	Same as above
REMOTE	Same as above

Social Emotional Well Being 1-4

Mandatory Assurance #1: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The district wide comprehensive plan will continue to be followed as written and will be updated to meet current needs, as recommended by state guidelines
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #2: 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 including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Our district At-Risk committee will continue to meet and discuss potential needs of our students. The district will survey the community stakeholders to document concerns and gain feedback for collective decision making effective for our students and families in the Lyme District
HYBRID	Same as above
REMOTE	Our district At-Risk committee will continue to meet and discuss potential needs of our students. This will take place virtually, when mandated The district will survey the community stakeholders to document concerns and gain feedback for collective decision making effective for our students and families in the Lyme District

Mandatory Assurance #3: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Students will complete a daily check in survey regarding their affect, and social emotional needs which will allow support staff to seek appropriate students for support Staff members will refer students who show need for support as well Staff members will be completing a weekly survey addressing their social/emotional, as well as teaching needs, which will notify the support service team of areas of concern (See reopening portal) The reopening portal will include a survey available to all community members addressing their needs and concerns to be addressed by the appropriate professional staff members

	This will be available at all times, but a monthly reminder will be sent to the community
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #4: 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 support for developing coping and resilience skills for students, faculty, and staff.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Professional development for faculty and staff on COVID-19, regarding supporting students and resiliency will be provided virtually and mandated to be completed before the first Superintendent's Day During Superintendent's Day, an additional training will be provided for all staff to ensure uniformity and compliance to all NYS guidance Updated professional development will be provided on a monthly basis, or as needed to maintain compliance
HYBRID	Same as above
REMOTE	Professional development for faculty and staff on COVID-19, regarding supporting students and resiliency will be provided virtually and mandated to be completed before the first Superintendent's Day During Superintendent's Day, an additional training will be provided for all staff to ensure uniformity and compliance to all NYS guidance Updated professional development will be provided on a monthly basis, or as needed to maintain compliance If staff are not permitted in the building, training will be provided virtually

School Schedules—Assurance 1

Mandatory Assurance #1: Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-2021 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Block Schedule to be implemented Elementary will run on the same schedule with specials provided as possible Condensed schedule day K-8 Students will stay in a single classroom Teachers will travel to the contained classrooms
HYBRID	Student groups will be introduced to the physical school building in a series of phases which are based on student needs, population, safety and state guidelines Block Schedule to be implemented Schedules will be followed regardless of model of learning and phase Condensed schedule day K-8 Students in the building will stay in a single classroom Teachers will travel to the contained classrooms
REMOTE	Students will be expected to follow the same schedule as in-person/hybrid models by attending virtual classroom instruction with their teachers daily

Attendance and Chronic Absenteeism—Assurance 1

Mandatory Assurance #1: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The district will continue to follow the procedures and practices set forth in the Attendance Policy Teachers will use SchoolTool to track and record daily and classroom attendance regardless of the model of instruction being followed
HYBRID	Same as above
REMOTE	Same as above

Technology and Connectivity—Assurances 1-3

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Families will complete a survey addressing technology and connectivity needs Administrators and teachers will periodically survey students and families regarding changes in connectivity needs
HYBRID	Same as above
REMOTE	Same as above

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The school district will purchase and provide additional hot spots for students and staff as necessary
HYBRID	Same as above
REMOTE	Same as above

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

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote and blended models by providing students with opportunities to practice skills and knowledge based activities consistent with the NYS learning standards in person, remotely and in a hybrid setting All students have been provided with district purchased Chromebooks and as needed, hot spots to ensure internet connectivity Software that meets requirements under EDLaw 2d have been purchased and provided to students Programs such as IReady, Reading A to Z, Reflex Math, Kahn Academy and so on will be utilized to reinforce acquired skills
HYBRID	Same as above
REMOTE	Same as above

Teaching and Learning—Assurances 1-6

Mandatory Assurance #1: 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.

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	Lyme Central will transition from a digital model of education to a physical model of education within a reasonable time frame as allowed by State and Regulatory agencies Health protocols will be considered and social emotional needs will be met through individual meetings throughout the day
HYBRID	Lyme Central will transition from a digital model of education to a physical model of education within a reasonable time frame as allowed by State and Regulatory agencies Health protocols will be considered Social emotional needs will be met through individual meetings either in the building or digitally based on location and schedule
REMOTE	Lyme Central will use technology to continue to provide a thorough education through digital platforms Social emotional needs will be met through individual meetings through digital platforms based on schedules

Mandatory Assurance #2: Each school and/or district reopening plan includes an educational program that is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely, or in a hybrid model.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Teachers will be using the NYS Learning Standards to guide curriculum The bulk of materials will be housed using digital platforms to reduce the amount of materials needed by students
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #3: 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.

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	Regular substantive interaction will be provided between teachers and students regardless of the model of learning A set daily schedule, Block scheduling, and the use of technology will afford daily direct instruction for all students
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #4: 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 and include routine scheduled times for students to interact and seek feedback and support from their teachers.

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	Students will have regular in-person contact with their teachers Students will have access to staff members during regular class time Parents and students will have access to the "Teachers Connections" page where upcoming assignments can be found Instruction will be aligned to the NYS learning standards
HYBRID	Students will have access to staff members during regularly scheduled class times as well as through Google Classroom and email Instruction will be aligned to the NYS learning standards
REMOTE	Same as above

Mandatory Assurance #5: 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 need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (eg: email, online platform, and/or by phone)

MODEL OF LEARNING	ACTION PLAN
IN-PERSON	The district has created a re-opening portal for the intention of providing any and all information pertaining to the pandemic, NYS guidelines, training videos, resource materials, communications, and a teacher connection page which links to the district's website and all contact information At the current time, there are non-English speaking students attending the district. In the event that a family requires material to be presented in an alternate language, accommodations will be made
HYBRID	Same as above
REMOTE	Same as above

Mandatory Assurance #6: 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 that eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.

MODEL OF LEARNING	ACTION PLAN
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IN-PERSON	Not applicable. The district is unable to operate the UPK program for the 2020-2021 school year due to necessary staff restructuring needs in order to comply with social distancing expectations in school aged classrooms
HYBRID	Not applicable. The district is unable to operate the UPK program for the 2020-2021 school year due to necessary staff restructuring needs in order to comply with social distancing expectations in school aged classrooms
REMOTE	Not applicable. The district is unable to operate the UPK program for the 2020-2021 school year due to necessary staff restructuring needs in order to comply with social distancing expectations in school aged classrooms

Budget/Fiscal Considerations

The COVID-19 pandemic has created a variety of fiscal challenges related to the delivery of instruction and related services to students. Readying facilities, purchasing supplies, and transporting and feeding students will look drastically different in the upcoming school year than in past years. State revenues have also declined

sharply, and schools, including ours, are being cautioned to prepare for cuts to their projected state aid revenues under the 2020-21 enacted state budget. It's important to note that all existing state aid reporting requirements and deadlines must be maintained.

Fiscal Preparedness

Policy and funding considerations include:

Purchasing & Cooperative bids – School districts will likely need to purchase items not needed in the past (e.g., personal protective equipment or cleaning supplies) and experience increased demand for previously purchased goods and services. Districts in our Region will collaborate to create new arrangements that will allow them to purchase items at a lower cost by either purchasing through an established State contract or through a cooperative purchasing consortium. Schools are also strongly encouraged to participate in the use of cooperative contracts available from the State of New York, County Cooperative Contracts, and Board of Cooperative Services (BOCES) Cooperative Purchasing services to procure technology and connectivity services.

Use of Reserve Accounts, Transfers, and Cash flow – To the greatest extent possible, and as necessary, our district will consider making expenditures from various accounts or budgeted line items to meet unanticipated costs and to manage their cash flow. Should it become necessary the District will consider the use of funds from emergency reserve accounts to finance unanticipated expenses that arise as a result of the COVID-19 pandemic. As regulation dictates, the District will be mindful that some budget actions require the Board of Education and/or State Agency approval.

180 Day Calendar & Attendance Reporting – School districts will be required to continue to submit certain enrollment, attendance and school calendar information through the State Aid Management System (SAMS). Under regulatory changes adopted as an emergency rule by the Board of Regents on July 13, 2020, school districts may be eligible to apply for a waiver from the minimum instruction hour requirement for the 2020-21 school year, to the extent that “the district is unable to meet such requirement as a result of an Executive Order(s) of the Governor pursuant to the State of emergency declared for the COVID-19 crisis, or pursuant to Education Law §3604(8) as amended by Chapter 107 of the Laws of 2020 or reopening procedures implemented as a result of the COVID 19 crisis.

Tax collection – Due to COVID-19 there will be no in-person payments permitted until further notice. A lock box will be available @ parking lot entrance—Entrance Door A. Please contact Tax Collector or visit school website for access hours.

M - F LYME CENTRAL SCHOOL – BUSINESS OFFICE
11868 ACADEMY STREET
CHAUMONT, NY 13622

Additional Resources that may be available to schools include:

Elementary and Secondary School Emergency Relief Fund – The federal “Coronavirus Aid, Relief, and Economic Security” (CARES) Act established the Elementary and Secondary School Emergency Relief (ESSER) Fund to provide direct money to school districts and provide funding to support areas impacted by COVID-19. Eligible LEAs are asked to submit a single CARES Act Combined Funding Application for both ESSER and, if applicable, the Governor's Emergency Education Relief (GEER) funding using the SED Monitoring and Vendor Reporting System. Completed applications are due by August 15, 2020 (with extensions by request) and will be reviewed on a rolling basis. Additional information can be found at: <http://www.p12.nysed.gov/funding/cares-act/>

Federal Emergency Management Agency – Public Assistance – The Federal Emergency Management Agency (FEMA) administers the Public Assistance program, which reimburses 75 percent of eligible expenses that are a direct result of the declared emergency (in this case, the COVID-19 outbreak).