
Liberty Central School District



**Open with Liberty Pride Guide
2021-2022**

Table of Contents

Purpose of this Opening Guide	3
Primary Goals of Opening	3
The Opening Planning Process and	3
Team Members	3
Communication	5
Health Checks	7
Hand Hygiene	9
Respiratory Hygiene	9
Social Distancing	10
Personal Protective Equipment	10
Cloth Mask/Face Coverings	11
Management of Ill Persons	13
Return to School after Illness	14
Contact Tracing	15
COVID-19 Testing	16
In the event that large-scale testing is needed for students and staff, the district's administration will work with the Sullivan County Department of Health and local health care facilities to coordinate testing.	17
Medically Vulnerable/High-Risk Groups	17
Cleaning and Disinfection	18
Safety Drills	18
Before and After School Care	19
The district will allow for early drop off.	19
The Boys and Girls Club will be in session for Liberty Elementary School and Liberty Middle School.	19
School Closure	19
Facilities	19
Transportation	20
Child Nutrition	20
School Calendar	21
Student Attendance	22
Comprehensive Student Attendance Policy	22

Staff Attendance	24
School Schedules	26
Liberty Elementary Student Schedules	26
Liberty Middle School	30
Liberty High School	35
Teaching and Learning	37
Important Information: Synchronous vs Asynchronous Learning: What's The Difference?	37
Special/Encore Classes	38
MTSS Supports	39
Social and Emotional Learning	40
Special Education and Related Services	41
Multi-Language Learners	41
APPR-Education Law 3012d	42
Certifications	42
Substitute teachers	43
Technology	43
Training	43
Students	43
Parents	44
Teachers and Staff	44
Athletics	44
Other Information	45

Purpose of this Opening Guide

The purpose of this document is to provide guidance and procedures for the opening of the Liberty Central School District for the 2021-2022 school year. In addition, the intent of this document is to communicate our instructional, operational, transportation, health, and safety procedures with our school community to ensure we are providing the utmost transparency.

Primary Goals of Opening

- Implement full in-person learning five days a week for our students.
- Emphasize the physical, social, and emotional well-being of all students, staff, and parents/guardians of the school community.
- Establish health and safety expectations that support our stakeholders' well-being and educational opportunities.
- Fulfill our educational goals by supporting the “whole-child” and ensuring our academic plans provide equitable access to educational opportunities that are aligned with New York State’s Learning Standards.

❖ Primary Educational Goals (*According to the District Comprehensive Improvement Plan*)

- ❑ Provide a rigorous, relevant, and cohesive PK-12 curriculum.
- ❑ Provide an environment that supports Social Emotional Learning for all students.
- ❑ Create an inclusive, nurturing environment for all stakeholders (students, faculty, staff, parents, families, community members).

The Opening Planning Process and Team Members

During the opening planning process, collaboration and communication plays a vital role to ensure the safety of our school community. The Liberty Central School District has been working with multiple stakeholders in preparation for opening. The district has consulted with Sullivan County BOCES, other districts, and the Sullivan County Department of Public Health Services to ensure our plan comprehensively addresses our school community’s needs. The district has provided opportunities for school community input through the use of staff forums, community forums, and collaborative meetings with multiple stakeholders.

List of Opening Team Members

Dr. Patrick Sullivan	Superintendent of Schools
Ms. Lynnette Brunger	Assistant Superintendent of Schools
Ms. Rodney Asse	Business Official
Mr. Albert Demarmels	Director of Facilities
Ms. Deb Degraw	Director of Student Services
Mr. Terry Harclerod	Director of Information and Technology
Mr. Derek Adams	High School Principal
Mr. Stephen Matuszak	High School Assistant Principal
Ms. Heather Cheh	Middle School Principal
Ms. April Resnick	Middle School Assistant Principal
Ms. Jackie Harris	Elementary Principal
Mr. Robert England	Elementary Assistant Principal
Dr. Jodie Pillius-MacKrell	Elementary Dean of Students
Mr. Anthony Lesczynski	Middle School Head Custodian
Ms. Sheila Wormuth	Director of Guidance/LES Behavioral Specialist
Ms. Cathryn Dymond	Middle School Teacher
Ms. Adrienne Davis	Middle School Teacher
Ms. Jodi Locascio	Middle School Clerical
Ms. Coleen Hare	Middle School Clerical
Carrie LaJoie	Elementary School Clerical
Robbi Philips	Elementary Teacher
Kristine Kratz	Elementary Teacher
Solomen Conner	Elementary Teacher
Ellen Blais	Elementary Teacher Assistant
Faith-Anne Foster	Elementary Teacher Assistant
Marilyn Doland	Elementary Head Custodian

Rebecca Rielly	Elementary School Nurse
Emily McConnell	High School Teacher
Laurene McKenna	High School Teacher
Tim Hulse	High School Head Custodian
Bernadette Hofsommer	High School Teacher Assistant
Paul Minton	High School Teacher Assistant
Kelli Arpino	High School Clerical
Meagan Molusky	High School Nurse
Adam Lake	High School SRO

Communication

As mentioned prior, communication will play an essential role throughout the opening process. The district has administered surveys and will host forums to gather information and to communicate our opening plan.

Forums

Post Pandemic Forum: May 20, 2021

Liberty Forever Forward Forum: June 16, 2021

Staff Forum: August 4, 2021

Liberty Walk and Talk Forum: August 11, 2021

In-person Community Opening Forum: August 23, 2021

Follow up Staff Forum: August 23, 2021

Virtual Opening Community Forum: August 24, 2021

Where to Find Important Information

The district has created the “Opening School 2021-2022” page. All updates and information will be posted on this page. The “Opening School 2021-2022” page will provide access to the district’s opening plan and updates from the New York State Department of Education, Centers for Disease Control and Prevention, and the Department of Health.

[Link to Opening School 2021-2022 School Year Page](#)

*****All district and school communication from the district will be available through multiple means in the languages spoken by families*****

Health and Safety

During the reopening phase, health and safety of our students, staff, and school community members is paramount. Health and safety considerations must come first in every decision we make. Whether we provide instruction in-person, remotely, or through a combination of both, we will focus on the following prevention recommendations as per NYSED, the CDC, and the DOH.

1. Health Checks
2. Healthy Hygiene Practices;
3. Social Distancing
4. Personal Protective Equipment (PPE) and Cloth Face Covering;
5. Management of Ill Persons
6. Managing Vulnerable/High Risk Groups; and
7. Cleaning and Disinfection

Site Safety Monitors

Site Safety Monitors will oversee the continuous compliance of our opening plan.

School	Site Monitor Name	Phone	Email
District	Dr. Patrick Sullivan	845-292-6990	psullivan@libertyk12.org
Liberty High School	Mr. Stephen Matuszak	845-292-5400 ext 2023	smatuszak@libertyk12.org
Liberty Middle School	Mrs. April Resnick	845-292-5400 ext 2306	aresnick@libertyk12.org
Liberty Elementary School	Mr. Robert England	845-292-5400 ext 2503	rengland@libertyk12.org

Important Information Regarding COVID-19 Symptoms

According to the CDC, the following is a list of the most common symptoms of COVID-19, please know some individuals may display other symptoms or none at all:

- Fever or chills (100 degrees F or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Also, it is strongly recommended that all staff are aware to observe students or other staff members for signs of any type of illness such as:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue, and/or irritability
- Frequent use of the bathroom

Health Checks

Screening

*****The district will no longer administer screening questionnaires. However, it is important that all students and staff stay home and get tested if they are exhibiting the symptoms mentioned above.*****

If a staff member begins to exhibit the recommended COVID-19 symptoms mentioned above while at school, the staff member is to be assessed by the school nurse. If the school nurse is unavailable, the staff member will be immediately sent home to follow up with a healthcare provider.

*****Note: Schools are prohibited from keeping health records of staff members (i.e. exact temperatures), but schools are permitted to maintain records that confirm individuals were screened and the result of the screening (i.e. pass/fail, cleared/not cleared).*****

Students: As a reminder, prior to going to the bus stop or coming to school, all students will complete a self-check. Moreover, prior to completing the self-check at home, every student is to have their temperatures checked. To complete the self-check, the student and/or the parent/guardians will ask the following questions:

- Do you have any of the following COVID-19 symptoms?
 - ❖ Fever or chills (100 degrees F or greater)
 - ❖ Cough
 - ❖ Shortness of breath or difficulty breathing
 - ❖ Fatigue
 - ❖ Muscle or body aches
 - ❖ Headache
 - ❖ New loss of taste or smell
 - ❖ Sore throat
 - ❖ Congestion or runny nose
 - ❖ Nausea or vomiting
 - ❖ Diarrhea

****Note:** *Schools are prohibited from keeping health records of students (i.e. exact temperatures), but schools are permitted to maintain records that confirm individuals were screened and the result of the screening (i.e. pass/fail, cleared/not cleared).***

Visitors and Vendors: All visitors and vendors are to follow the district’s visitor procedures. Specifically, parents/guardians should contact the school before visiting the school. Upon arriving onto school grounds, a visitor or vendor is to have their temperature checked.

Social Distancing and PPE upon arrival:

- All staff, students, and visitors must practice social distancing and wear a mask when on school grounds; provided, however, that students and staff who are medically unable to tolerate a mask (due to a physical or mental health condition) will not be required to wear a mask.
- Specifically, students and staffs and unvaccinated staff are to maintain 6 ft distance from one another and utilize multiple layers of protection (ie. masks, hand hygiene and temperature taking); however, some instructional or related services for students with disabilities may not permit social distancing.
- Also, students are to maintain 3 ft distance from one another and utilize multiple layers of protection (ie. masks, hand hygiene and temperature taking).
- Subject to the exceptions above, if a person is not wearing a mask, they must try to stay 6 ft away from others.
- The district will have masks available for visitors or vendors; however, due to limited supplies, the district expects that all visitors and vendors have a mask before arrival.

Temperature Taking Safety:

- During student entry, all students will enter the buildings at the designated entry points. Each entry point will have free standing temperature taking thermometers.
- If a student or staff member exhibits symptoms during the school day, they are to immediately go to the nurse. Our nurses will be provided the appropriate barriers, masks, face shields, gloves, and non-contact thermometers to ensure the safety for all.

Note: *All entry points and nurses’ offices will have access to hand sanitizers with at least 60% alcohol.*

Hand Hygiene

Students and staff must practice proper hand hygiene to reduce the spread of COVID-19. All of our schools will promote and reinforce hand hygiene. Hand hygiene includes:

- Traditional hand hygiene (with soap and water, lather for a minimum of 20 seconds).
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty.
- Hand sanitizers will be available throughout common areas (entry points and nurses' offices).
- Signage will be placed throughout the school to reinforce and explain the importance of hand hygiene.
- Students or staff who are unable to use alcohol-based hand sanitizers for health reasons will be permitted to wash their hands with soap and water.
- According to CDC guidelines, hand washing is effective with hot or cold water

Link to CDC Handwashing information: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

When to wash your hands?

- Upon entering the building and each classroom
- After touching shared objects
- 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
- Anytime hands are visibly soiled

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that all students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. Each room will have tissues and no touch trash cans. If no tissues are available, using the inside of the elbow to cover the mouth or nose is preferable to using the hands.

Social Distancing

Social distancing means keeping a 3 to 6 foot space between yourself and others. All students, staff, parents/guardians, visitors, and vendors are to maintain physical distance from others. If someone does not have a mask on, they must abide by the 6 ft social distancing requirement. The schools will enforce the social distancing expectation throughout the school day. Also, all school community members will be reminded daily about the importance of social distancing. In order to promote and enforce social distancing schools will do as follows:

- A distance of at least 6 feet is recommended between students and teachers/staff, and between teachers/staff who are not fully vaccinated.
- Students are to maintain at least 3 feet of physical distancing between each other in classrooms, combined with mask wearing to help reduce the transmission of COVID 19.
- If a 3 foot physical distance is not possible between students, the district is implementing multiple measures such as mask wearing, hand hygiene, and temperature taking.
- Mask wearing is not required outdoors, but it is recommended to practice physical distancing. Also, it is recommended that unvaccinated individuals wear a mask during an overcrowded outdoor activity.
- Indoor physical education classes are to maintain 3 foot physical distancing as long as students are wearing a mask. If 3 foot physical distancing is not possible between students, the district is implementing multiple measures such as mask wearing, hand hygiene, and temperature taking. Outdoor physical education classes do not have to wear a mask, but practicing physical distancing is recommended. Also, it is recommended that unvaccinated individuals wear a mask during an overcrowded outdoor activity.
- Music classes (band and chorus) are to maintain a 6 foot physical distance as long as additional measures are implemented (ie. protective equipment for musicians).
- Physical distancing is not required on buses, but students and staff are to wear masks at all times.

Personal Protective Equipment

Personal protective equipment or (PPE) is essential when protecting students and staff from the exposure to COVID-19. It is essential that all individuals wear masks, especially when they are unable to be socially distant (6 ft distance between individuals). All students and staff will receive a cloth mask (see **cloth mask section** below). The PPE that will be available is as follows:

- Cloth masks for all students and staff (see **cloth mask section** below)
- Disposable gloves
- Disposable surgical masks
- N95 masks for staff members who interact with potential positive cases
- Face shields for staff members who:
 - (i) interact with potential positive cases;
 - (ii) take student temperatures upon entry or during the school day;
 - (iii) work with students who cannot tolerate a mask; or
 - (iv) work with students for whom social distancing is not possible.

Proper use of face shield below:

- ❖ For optimal protection with a face shield, the face shield must be used with a mask.
- ❖ Also, the face shield must extend below the chin anteriorly and to the ear laterally.
- ❖ There should be no exposed gap between the forehead and the shield's headpiece.
- ❖ The face shield is only to be worn one person per shield.
- ❖ Be cleaned between use.
- ❖ The wearer should wash their hands after removing the shield and before putting it on.

****Note: Students are allowed to bring their own personal hand sanitizer, but they are to use it in a safe manner and not share with others****

Cloth Mask/Face Coverings

The district will provide cloth masks/face coverings for all students and staff members. If a student or staff member brings their own face coverings, it must properly cover their nose and mouth to avoid the spread of droplets. Please know that cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. Again, all individuals must wear a face covering if they are unable to be socially distant (6 ft between students), and please know that the students and staff are to wear masks even if they are more than 6 ft apart. Masks are to be worn during the following situations:

- In classrooms, unless the teacher authorizes a mask break.
- In hallways
- In restrooms
- In other congregate settings, including buses

As mentioned above, the district will provide acceptable face coverings for all employees and students. If someone forgets a face mask, the district will supply a replacement (disposable surgical mask). Please wear the cloth mask the next day.

Important note: *Employees with healthcare provider documentation stating that they are not medically able to tolerate face coverings will not be required to do so. However, the individuals must socially distance themselves from others at all times.*

Student Face Covering

All students are to wear a face covering during the situations mentioned above. However, students can take off their face coverings while at their desks during teacher directed and scheduled mask breaks (only if students are properly socially distanced by at least 6 feet). Also, after being given the directive by staff, students can remove their masks while they eat their breakfast and lunch (only if students are properly socially distanced during lunch).

Mask Break Schedule:

Liberty Elementary:

All elementary school students will be provided with two daily mask breaks through planned classroom activities where students are socially distanced and movement in the classroom is limited. Mask breaks will be scheduled by the classroom teacher. One mask break will be held in the morning and one in the afternoon. During mask breaks, students may be listening to stories, reading, completing quiet activities at their desks, working at individual student centers or eating a healthy snack.

In addition to the teacher-directed mask breaks while in class, Liberty Elementary School will unmask while eating lunch and remain unmasked the entire lunch period. The elementary lunch

period follows the recess period for students. In order to ensure the safety of students during the lunch period, students will remain seated and quiet. Lunch is served immediately after recess at the elementary school so that students have time to move and socialize with their classmates before eating. Since lunch is a time when children would typically socialize with friends at school, we will provide quiet listening activities during lunch (stories read aloud by the supervising staff, educational videos, quiet music).

Liberty Middle School and Liberty High School:

In addition to the teacher-directed mask breaks while in class, Liberty Middle School and Liberty High School provide a 20-minute mask break at the start of each lunch period. Students in LMS/LHS can request mask breaks as needed. Staff will allow as long as students are properly socially distanced.

The district is aware that face coverings may be challenging for students (especially younger students) to wear in an all-day setting such as school. Therefore, our schedules will provide scheduled mask breaks. Also, face coverings should not be placed on:

- Children younger than 2 years old.
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction of educational services and instruction.
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Important instructions regarding face coverings:

- The district will enforce and instruct all students, staff, parents/guardians, contractors, and vendors in the proper way to wear face coverings.
- The district requires that all should wash their hands before putting on and after removing their face coverings.
- All disposable face coverings must be properly disposed of.
- All reusable face coverings should be routinely cleaned (it is recommended that a mask should be cleaned daily).
- Please know students and staff may use alternate PPE for instruction, interventions that require visualization of the movement of lips and/or mouths. Moreover, these coverings may be used for certain students and staff members (i.e. hearing impaired).

****Note: Documentation from a healthcare provider is needed if a student is unable to wear a mask.****

Behavioral Expectations for wearing cloth face coverings:

- It is required that all students wear their masks during the situations mentioned above and while on the bus (excluding students who supplied the district with documentation that states they cannot due to medical and/or health reasons).
- If a student refuses to wear their mask and socially distance, they will be verbally directed to comply with the expectations (excluding students who supplied the district with documentation that states they cannot due to medical and/or health reasons).
- If a student does not comply with the teacher or staff member's directives, the main office will be notified and an escort will be provided for the student.
- The teacher and/or staff member will contact the parent/guardian.
- After contacting the parent/guardian, a referral will be written.
- Upon the submission of a referral, administration will address the student in compliance with Liberty Central School District's Code of Conduct.

[Link to CDC's recommendation for washing cloth face coverings](#)

Management of Ill Persons

If a student or staff member exhibits symptoms mentioned above prior to coming to school, they are to notify the school and their healthcare provider. As mentioned, if a student or staff member exhibits the previously mentioned symptoms while in school, they are to be sent to the health office. After being evaluated by the nurse and the symptoms could be COVID-19 related and pose a public health threat, not a chronic health condition, the student or staff member will be isolated and dismissed from the school grounds. The following procedural steps are:

- Nurse will check the staff member and student while wearing appropriate PPE
- If the symptoms could be COVID-19 related or pose a public health threat, the staff member or student will be immediately isolated, dismissed, and contact procedures will begin (**see contact tracing section**).
- Prior to dismissal, the parent/guardian will be notified immediately and will be requested to pick up their child and they are to contact and visit their healthcare provider (**please see Return to School after Illness section**).

When notifying the nurse, administrator or other pertinent staff members of a student or staff member exhibiting the previously mentioned symptoms, all staff members are to comply with FERPA and Education Law 2-d.

When a student is waiting to be picked up, they are to be isolated within each school's designated isolation room from other students and staff members. If the student or staff member cannot be isolated, the individuals exhibiting the symptoms are to be separated from others by at least 6 feet. Also, the following steps are to be taken after the person leaves the school:

- Close off areas used by a sick person and not use the area until after cleaning and disinfecting has occurred.
- Open outside windows and doors to increase circulation in the area
- Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.

Return to School after Illness

The district will follow all NYS Department of Health, CDC and NYSED guidance for allowing students or staff members to return to school after exhibiting symptoms of COVID-19. After being seen by a healthcare provider (physician, nurse practitioner, or physician assistant) and a negative COVID-19 test they can return to school:

- 10 days out from the start of the symptoms; and
- Once there is no fever for 24 hours, without the use of fever reducing medicines, and they otherwise have no symptoms and are feeling well; and
- If the student or staff member has been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

If a student or staff member is diagnosed with COVID-19 by a healthcare provider, they are not to come to school and should stay home until:

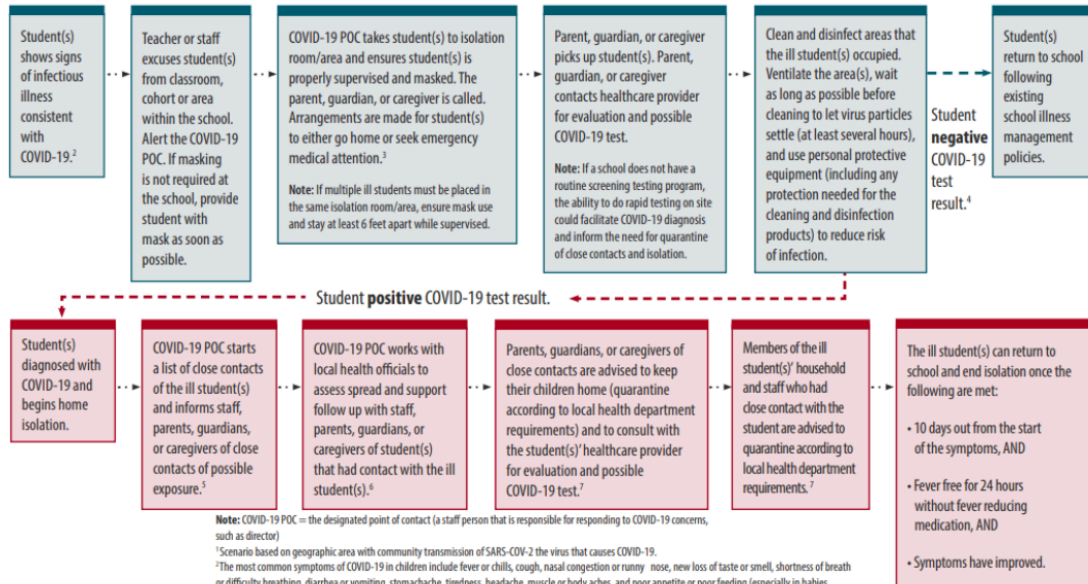
- They are cleared by either their healthcare provider or by the County health department (Sullivan County Public Health Services) to return to work.

If a student or staff member does not see a medical professional and to be tested for COVID-19 within 48 hrs of symptom onset, they will be deemed to have COVID-19. Sullivan County Public Health Services will get involved to mandate quarantine and begin contact tracing. And the following will apply:

- It has been at least 10 days since the individual first had symptoms; and
- It has been at least 3 days since the individual has had a fever (without using fever reducing medicine; and
- It has been at least 3 days since the individual's symptoms improved, including cough and shortness of breath.

If a student or staff member has been exposed to someone who is positive with COVID-19, they are not to come to school and should stay home until their quarantine is over AND they are released by Sullivan County Public Health Services.

WHAT TO DO IF A STUDENT BECOMES SICK OR REPORTS A NEW COVID-19 DIAGNOSIS AT SCHOOL¹



Note: COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as director)

¹Scenario based on geographic area with community transmission of SARS-CoV-2 the virus that causes COVID-19.

²The most common symptoms of COVID-19 in children include fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breath or difficulty breathing, diarrhea or vomiting, stomachache, tiredness, headache, muscle or body aches, and poor appetite or poor feeding (especially in babies under 1 year old).

³Schools that do not have a universal mask requirement could require masking by students, teachers, and staff if they are experiencing onset of upper respiratory infection symptoms at school while waiting to be picked up or leave the school.

⁴With no known close contact.

⁵Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask. See exception in the definition for the exclusion of students in the K-12 indoor classroom: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

⁶To the extent allowable by applicable laws regarding privacy.

⁷CDC guidance provides that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine, but should get tested after an exposure to someone with COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CS 32887-C August 4, 2021 3:54 PM

Contact Tracing

Contact tracing is a key public health function. Contact tracing will allow schools to put in place isolation or other measures to limit the spread of the virus. Due to contact tracing the district will assist public health departments in knowing who had contact with a confirmed base by:

- Keeping accurate attendance records of students and staff members.
- Making sure all student schedules are up to date.
- Keeping a log of visitors which includes dates, times, where they visited in the schools.

When there is a confirmed case, the school administration and school nurse will be notified. Upon receiving the notification, the school nurse will add the pertinent information into a school contact tracing document. Confidentiality will be maintained as required by federal and state regulations. Moreover, according to NYSED, our staff will not try to determine who is to be excluded from school based on direct and indirect contact without guidance and direction from the Sullivan County Public Health Services. The County will take the lead on all contact tracing. The district will cooperate and share information with the County to permit contact tracing.

Direct Contact Updates

The current CDC guidance is:

For Students

In the K–12 indoor classroom setting, students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness):

If the infected student and the exposed student correctly and consistently wore well-fitting masks the entire time, this is **NOT** a direct contact.

For Staff

Fully vaccinated individuals do **NOT** need to quarantine after contact with someone who had COVID-19, unless they have symptoms.

However, fully vaccinated people should get tested 3-5 days after an exposure, even if they do not have symptoms, and wear a mask indoors for 14 days following exposure or until their test result is negative.

Unvaccinated individuals -Close Contact through Proximity and Duration of Exposure: Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date),

...until they meet criteria for discontinuing home isolation.

COVID-19 Testing

In the event that large-scale testing is needed for students and staff, the district's administration will work with the Sullivan County Department of Health and local health care facilities to coordinate testing.

Medically Vulnerable/High-Risk Groups

Students

Students who are considered high risk are as follows:

- The student(s) are not eligible for the COVID 19 vaccination; and
- The student is not able to receive the COVID 19 vaccination due to an allergic reaction; and
- The student has a medical condition which constitutes a disability and the child is a high risk.

Note: *If a student is considered a high risk (as per above), the family must provide a doctor's note and the child can be referred to the Section 504 team or the CSE to collectively determine if the child requires remote instruction as an accommodation.*

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering a mask. It is essential that the student's parents/guardians work with their healthcare providers and district staff to make decisions on how the district can best meet their child's needs. Provided however, no special needs or medically fragile student will be denied the opportunity for in-person instruction, (to the extent that it is offered) or required to submit medical documentation as a condition of entry or re-entry. When transitioning the child back to school, the parent/guardian and our school staff will take the following steps:

- Conduct a transitioning planning and coordination meeting with school health services, special education staff, building and/or student services administration, and other related service providers.

If a special needs child who is medically fragile transitions into school, the team will create a plan that will meet the student's needs while keeping social distancing by:

- Providing additional PPE for the staff members caring for the student
- Assigning one staff member to care for the student; and/or
- Decreasing students in a classroom, alternating schedules, and provision of related services to an individual instead of a group setting.

Please see the **Special Education section**.

Staff

Staff members who are in a high risk group, as defined above, may request reasonable accommodations to permit them to carry out the essential functions of their positions.

Cleaning and Disinfection

The district will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health (DOH) in addition to the following:

- Classroom and office spaces will be provided with appropriate cleaning /disinfection supplies for self-cleaning of shared and frequently touched surfaces.
- The custodial staff of each building will perform a daily cleaning of high touch surfaces throughout the school day, including:
 - ❖ door handles

- ❖ rails
- ❖ counters
- ❖ tabletops
- ❖ bathroom fixtures
- ❖ trash cans
- ❖ phones
- ❖ cash register counters

- Staff will be required to use applicable personal protective equipment to perform cleaning and disinfecting.

School Health Office Cleaning

The school health office cleaning must occur after each use of:

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

Disposable items should be used as much as possible, including:

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

Safety Drills

According to NYSED regulations, all schools are required to conduct evacuation and lockdown drills. For the 2021-2022 school year, students and staff will be instructed if there was an actual emergency that requires evacuation or lockdown. In addition, the district will take the following steps:

- Maintain social distancing and use masks during all drills
- Lockdown drills are conducted without hiding/sheltering, but provide an overview of how to shelter or hide in the classroom.

Before and After School Care

- The district will allow for early drop off.
- The Boys and Girls Club will be in session for Liberty Elementary School and Liberty Middle School.

School Closure

- If the district has to close, we will collaborate with the Sullivan County Department of Health to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.
- The district will consider closing school if absentee rates impact the ability of the school to operate safely.
- If a school has to close due to a health emergency, the district will shift to remote instruction.

Facilities

The Liberty Central School District will maintain compliance with all NYSED requirements:

- General Health and Safety Assurance
 - Fire Code Compliance
 - Doorways
 - Emergency Drills
 - Inspections
 - Lead testing
-
- The district will ensure that all existing alcohol based hand rub dispensers and newly purchased free standing hand rub dispensers are to be in compliance with FCSNYS 2020 Section 5705.5.
 - All existing or altered number of toilets and sink fixture will meet the requirements of the BCNYS
 - Each building will provide one drinking fountain per one hundred occupants.

Ventilation

- Before resuming business operations, the district will check the building to see if it's ready for occupancy.
- The district will ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.
- The district will take steps to improve ventilation in the buildings, such as opening windows when safety and weather conditions permit.

Heating and Cooling

- Total airflow supply to occupied spaces will be increased, where feasible.
- Natural ventilation will be increased by opening windows if possible and safe to do so to increase outdoor air dilution of indoor air when environmental conditions allow.
- Building ventilation systems will be run during unoccupied times to maximize dilution ventilation.

Fire Protection Systems

- The fire protection system will be tested to ensure all devices are working.
- Fire inspection records will be verified they are up to date

Transportation

- All students and adults must wear well fitting masks while inside a bus, regardless of vaccination status.
- At least 3 feet of physical distancing between non-house hold members should be maintained as much as possible on the school bus.
- Ventilation; and
- Loading from the rear forward; and
- Alternate window/aisle seating can also help reduce the risk of transmission.

Child Nutrition

An effective nutrition program is essential when educating children. It is critical that our district provides meals for our student body, to ensure that the district is fulling our students' nutritional needs, the following steps will be taken:

- All students are eligible to receive free meals, though not everyone participates in the program.
- Students who are in attendance at school will receive breakfast and lunch if they choose. Students who are absent are ineligible for meal services.
- Breakfast will be provided in the classrooms for Liberty Elementary.
- Liberty Middle School and Liberty High School students will receive a grab and go breakfast.
- LHS will pick up lunch in the cafeteria and will remain in the cafeteria to eat and/or eat their lunch in the designated areas.

- LMS students will inform the lunch staff in the morning as to whether they're eating hot/cold lunch. Cold lunch will be picked up in the eating hall lobby. Hot lunch will be picked up in the kitchen and carried to the eating hall. Breakfast and lunch orders will be provided until the end of period one. Students arriving after period one will sign in -attendance and lunch orders will be taken by front desk staff.
- LES students will have their lunches in the cafeteria or delivered to the classrooms.
- All students will be socially distanced during lunch.
- The district will continue to maintain the already implemented procedures to protect students with food allergies
- All students are to wash their hands before and after breakfast and lunch. The students will be provided hand washing time(s) at the start of the day and before and after their lunchtimes.
- Students are NOT to share beverages and/or food.
- Staff will clean and disinfect areas where students have eaten prior to the start of the next lunch period. Specifically, kitchen staff will clean and sanitize the kitchen and serving lines. Cafeteria Monitors and custodial staff are responsible to clean the cafeteria tables and chairs.
- Only program staff, custodial staff, and approved volunteers will enter program areas.
- High touch surfaces will be routinely cleaned.
- Hand sanitizer and disinfectant wipes will be available in the cafeteria.
- The district will continue to be in compliance with the Child Nutrition program.
- The district will continue to communicate child nutrition information through multiple means in the languages spoken by our families.
- Staff should wear masks at all times during meal preparation and service, and during breaks except when eating or drinking.
- Students should wear masks when moving through the food service line.
- Maximize physical distance as much as possible when moving through the food service line and while eating (especially indoors). Using additional spaces outside of the cafeteria for mealtime seating such as the gymnasium or outdoor seating can help facilitate distancing. Students should not be excluded from in-person learning to keep a minimum distance requirement, including during mealtimes.
- Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.
- We will improve ventilation in food preparation, service, and seating areas.

School Calendar

The Liberty Central School District will follow the Board of Education approved 2021-2022 Academic Calendar.

Student Attendance

Comprehensive Student Attendance Policy

excerpt from BOE Policy §5000, #5100 - adopted February 21, 2017

In accordance with state law and regulations, the Board of Education recognizes that regular attendance is a major component of academic success. Through implementation of this policy, the Board expects to minimize the number of unexcused absences, tardiness, and early departures (referred to as “ATEDs”), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs, and develop effective intervention strategies to improve school attendance.

Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- A plain language summary of this attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a plain language summary of this policy by mail (*via Annual Notifications page in the Liberty CSD School Calendar*) at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy. *Copies of this policy will be made available to any parent, upon request.*
- When a student is habitually (1 x weekly) absent, tardy, or leaves early from class or school without excuse, the student's school counselor, nurse, teacher or case manager will notify the student's parent(s) by phone and/or mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- School newsletters and publications will include periodic reminders of the components of this policy.
- The district will provide a copy of the attendance policy and any amendments to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request.
- The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused ATEDs and to work toward identifying and addressing cases of educational neglect.

Excused and Unexcused Absences

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the building principal (including, but not limited to, absences due to circumstances related to homelessness).

All other ATEDs are considered unexcused absences. All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the ATED and to provide a written excuse upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

General Procedures/Data Collection

- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the data person responsible for attendance.
- The nature of an ATED shall be coded on a student's record. Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner. Each building will have a support person or support team review students' attendance on a monthly basis.
- Where additional information is received that requires corrections to be made to a student's attendance records, such corrections will be made immediately. Notice of such a change will be sent to appropriate school personnel (Data person via School Tool) subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically (at least monthly) to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
- Where consistent with other school practices, teachers and staff shall request a pass from students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal *or their designee*.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATEDs for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy.

Consequences of Excessive ATEDs

A designated staff member(s) (the student's school counselor, nurse, teacher or case manager) will contact the student's parents and the student's school counselor in the event that a student's record reveals excessive ATEDs, excused and/or unexcused. Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of excessive ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

If attendance does not improve, those penalties may include, for example, detention or denial of the privilege of participating in or attending extracurricular events. However, absences related to homelessness shall not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes (in person and virtually). Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period.

Students with properly excused ATEDs may make up the work for each ATED, and those ATEDs will not count toward the minimum attendance.

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and mail at appropriate intervals prior to the student reaching 9 or 18 unexcused ATEDs.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Students who are absent will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question. (If the child has been in an alternate setting- hospital, etc. only 25% of the work will be required to be made up over an extended period).

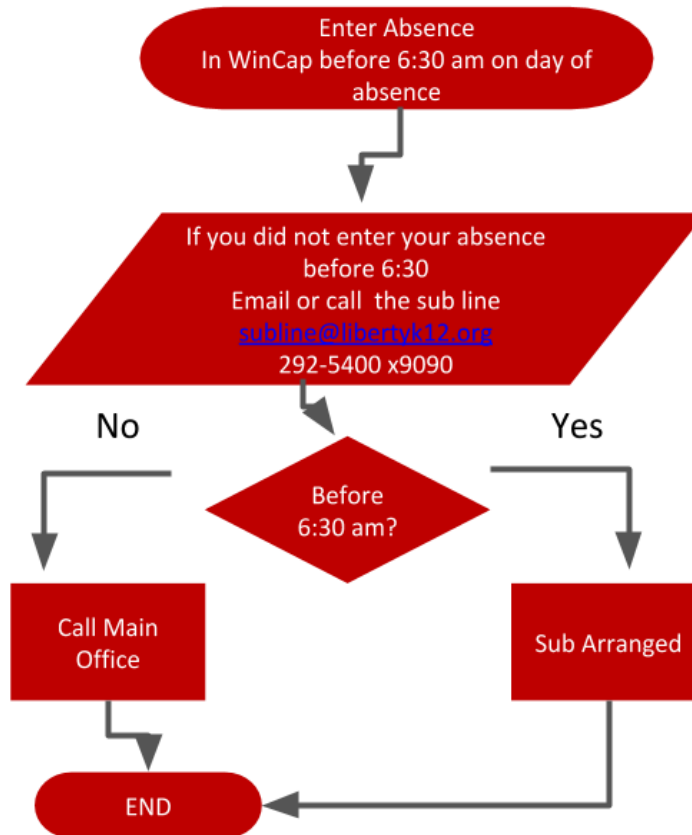
Staff Attendance

All teachers and staff will be expected to report to their post for every scheduled work day. If there a staff member has to report an absence the following procedures will be follows:

- ❖ Teachers will input their absence for sick, conference and personal days into Wincap as soon as they know that they will be out. **Sick day entries must be made before 6:30 AM of the day the teacher is calling in sick.** The entry must include whether it is AM or PM and the note field will need to be filled out regarding any additional information that a teacher may want the sub coordinator to know. Teachers will no longer need to call the sub coordinator or email them when they will be out.
- ❖ Should an emergency occur during school hours that requires a substitute, please notify an administrator and he/she will arrange for a substitute. Teachers covering another teacher's class will receive reimbursement only with prior approval of an administrator (see also Sick Day Request).
- ❖ If a staff member has any symptoms of illness, they are required to take a sick day via Wincap and follow all steps as advised by the CDC. Specifically, the staff member is to contact their

health-care provider and receive documentation. Conclusively, the staff member is to forward the documentation to the district administration.

STAFF ABSENCE PROCEDURE



School Schedules

Liberty Elementary Student Schedules

All students will follow the regular school schedule and all students will report to school for instruction in-person.

Only students who are officially quarantined by the Sullivan County Department of Health will be eligible to receive instruction virtually. Teachers will prepare all students to receive core academic instruction virtually in the event they are quarantined. Parents/guardians should contact the school nurse, Rebecca Rielly, immediately if their child is quarantined by the SCDOH. Nurse Rielly will notify administration of the need to set up a temporary plan for virtual instruction upon confirmation of the official quarantine notice.

The school will arrange for quarantined students to receive direct instruction virtually in the core academic subjects during the official quarantine period. In addition, students who have been quarantined by SCDOH will be assigned daily asynchronous assignments by the classroom teacher which must be completed during the quarantine period unless your child is ill. Any child who is experiencing symptoms is considered sick and will be medically excused during the quarantine. In grades PK-1 the remote learning platform will be *Seesaw*. In grades 2-4 the remote learning platform will be *Google Classroom*. All instruction, whether in-person or remote will focus on *New York State Next Generation Learning Standards* that will keep students on track for annual progress and ultimately graduation.

The Elementary School will follow a six-day (A-F) rotation schedule. Teachers will provide parents with the class schedule, detailing the rotation for special area classes.

Pre-Kindergarten instruction and activities are planned and supervised by the pre-k staff. Liberty pre-k students will have a daily recess period and many varied learning activities within the classroom each day. The morning half-day pre-k students will have breakfast upon arrival to school. Students in the afternoon half-day pre-k program will eat lunch upon arrival at school. Students in the full day pre-k program have one recess in the morning and one in the afternoon. Full-day pre-k students will be served breakfast and lunch daily.

All kindergarten - fourth grade classes are assigned to a daily schedule that includes:

- 30 minute minimum recess
- 30 minute lunch
- one special area class of art, music, library or physical education per day
- classroom instruction for core subjects and social emotional learning

Recess for all PK-4 students will be held outside if weather permits. Students should dress appropriately for outdoor weather.

LES Arrival

Pods: Students will be assigned to color pods for arrival to school. The purpose of the pods is to give students a direct route to their classroom and prevent crowding in the hallways. Color pods are assigned according to classroom location. For arrival to school, there are five color pods and five entrances that will be used until the late bell rings at 8:15 am.

Entry/Student Arrival: Each pod entrance will be supervised by LES staff in order to keep the arrival flow moving and ensure that safety protocols are followed. Students must be masked during morning arrival. Staff will prevent crowding at entrances and in hallways as students travel to their classrooms.

Student Health Screening: Students will be screened for temperatures upon arrival. Students with any signs of illness will be assessed by the LES nurse. The nurse will determine next steps on an individual basis.

Arrival Schedule: Arrival times will be staggered for all students. The LES Arrival Schedule is:

LES	
Student Arrival Schedule	
7:15 - 7:30	<p><i>Early Bird Drop-Off Arrival</i> for working families This service is provided for parents and caregivers who need to drop their children off before school begins in order to get to work on time.</p> <p>Parents/caregivers will drive onto the campus and park along the curb at the main entrance. Parents must escort their child to the main entrance door where staff will be waiting to receive early arrivers. Parents will not enter the school when dropping children off early. Students who are dropped off early will be supervised in the cafeteria by school staff. They will eat breakfast before going to their classroom.</p> <p>Early Bird Drop-Off will not be open before 7:15 am. Students should arrive no earlier than 7:15 am to ensure proper supervision. Early Bird Drop-Off ends promptly at 7:30 am so that we can begin to roll buses onto the campus.</p>
7:30 - 7:55	<p><i>Bus Arrival</i> for all students who ride a bus to school</p> <p>During this time, cars and walkers will be held off campus while buses arrive and students disembark to enter the school.</p>
7:55 - 8:10	<p><i>Student Drop-Off by Car</i> for families who do not need an early drop-off plan</p> <p>Parents will be notified of your child's color pod for arrival and dismissal. Parents who drive their children to school at this time will wait off campus until directed that the campus is clear of buses by the Liberty Police Department or Liberty Crossing Guard.</p> <p>Parents/caregivers who arrive at this time will drive onto the campus and stay in a single line of traffic. Pull up to the assigned arrival door of your child/children. Parents should not get out of the car during this drop-off. Students should sit in the back seat and exit the car from the rear passenger side of the car whenever possible. Staff members will assist students in exiting the car and help them get safely into the building.</p>

	<p>For this arrival, we ask that parents be patient. Stay in the line of cars and never pass another car while children are arriving. The best way to help us during this arrival time is to stay in your car and teach your child to unbuckle his/her seat belt once you have safely stopped at the assigned arrival door.</p> <p>Please leave your pets at home or keep them in your control at all times.</p> <p>Please be extra patient and courteous to our staff who are helping students get out of cars and into school safely in all kinds of weather!</p>
8:10 - 8:15	<p><i>Walkers Arrival</i></p> <p>Students who walk to school alone or with a parent/caregiver; and students who are driven to school by a parent/caregiver who wants to walk with their child to their assigned arrival door will arrive at this time.</p> <p>At 8:10 am, car traffic onto the campus will be stopped and parents who wish to walk with their child to their arrival door may do so. If you want to walk onto campus with your child, this is your opportunity to do so. You will need to park on North Main Street.</p>
8:15	<p>End of student arrival.</p> <p>Late Bell.</p> <p>Any student who arrives after 8:15 am will be marked late. Students who are late must enter through the main entrance to receive a late pass in order to be admitted to class.</p>

LES Dismissal

Pods: Students will be dismissed through their assigned color pods at the end of the day.

Dismissal of Students: Staff members will be assigned to each pod in order to keep the dismissal safe and orderly. Students must be masked during dismissal.

Dismissal Schedule: Dismissal times will be staggered for all students. The LES Dismissal Schedule is:

	LES
	Student Dismissal Schedule
2:25 - 2:35	<p><i>First Bell: Walkers, Parent-Pick Up and Boy & Girls Club After-School Program students dismiss</i></p> <p>Students who walk home will be escorted to their dismissal door. Students who walk home must have their parent/caregiver's written permission. They will not be permitted to remain on campus after dismissal unless they are attending after-school programs.</p> <p>Parents/caregivers who pick up students should meet their child/children at their dismissal door. Parents should be on time and waiting to meet their children. Photo ID will be required</p>

	<p>in order to pick up your child at dismissal. Once the staff member recognizes the pick-up adult, photo IDs may not be required, but please carry them every day in case there is a substitute helping with dismissal.</p> <p>Students who attend <i>Boys & Girls Club After-School Program</i> will go directly to the cafeteria to meet the B&GC supervisors.</p>
2:35 - 2:50	<p><i>Second Bell</i></p> <p><i>Bus Dismissal</i> for all students who ride a bus home after school.</p> <p>Cars and walkers will not be permitted on campus while buses are moving or while students are boarding buses to go home.</p>
2:50	Buses leave campus and head to LMS/LHS.

Transitions: While in the building, students will use restrooms and hallways closest to their classrooms. Hallways will be monitored in high traffic areas throughout the day. Classes will be escorted by an adult when transitioning between classes or to recess/lunch.

Breakfast and Lunch:

Half-Day AM PK students will be served breakfast in school. They will be home for lunch. Half-Day PM PK students will receive lunch in school when they arrive. All Full-Day PK, kindergarten, 1st, 2nd, 3rd and 4th graders will be offered breakfast and lunch in school free of charge.

In order to maintain required social distance during breakfast, students will eat breakfast in the classroom on a staggered schedule. During lunch class sizes will be reduced to maintain social distancing. Some students will eat in the classroom and some will eat in the cafeteria.

Liberty Middle School

LMS Schedules

<u>PERIOD</u>	<u>REGULAR Schedule with Transition Bells</u>	
<u>Entrance</u>	<u>7:55 AM</u>	<u>8:05 AM</u>
<u>HOMEROOM</u>	<u>8:05 AM</u>	<u>8:15 AM</u>
<u>1</u>	<u>8:15 AM</u>	<u>8:57 AM</u>
<u>Transition (5 & 7)</u>	<u>8:57 AM</u>	<u>8:58:30 AM</u>
<u>Transition (6 & 8)</u>	<u>8:58:30 AM</u>	<u>9:00 AM</u>
<u>2</u>	<u>9:00 AM</u>	<u>9:42 AM</u>
<u>Transition (5 & 7)</u>	<u>9:42 AM</u>	<u>9:43:30 AM</u>
<u>Transition (6 & 8)</u>	<u>9:43:30 AM</u>	<u>9:45 AM</u>
<u>3</u>	<u>9:45 AM</u>	<u>10:27 AM</u>
<u>Transition (5 & 7)</u>	<u>10:27 AM</u>	<u>10:28:30 AM</u>
<u>Transition (6 & 8)</u>	<u>10:28:30 AM</u>	<u>10:30 AM</u>
<u>4</u>	<u>10:30 AM</u>	<u>11:12 AM</u>
<u>Transition (5 & 7)</u>	<u>11:12 AM</u>	<u>11:13:30 AM</u>
<u>Transition (6 & 8)</u>	<u>11:13:30 AM</u>	<u>11:15 AM</u>
<u>5</u>	<u>11:15 AM</u>	<u>11:57 AM</u>
<u>Transition (5 & 7)</u>	<u>11:57 AM</u>	<u>11:58:30 AM</u>
<u>Transition (6 & 8)</u>	<u>11:58:30 AM</u>	<u>12:00 PM</u>
<u>6</u>	<u>12:00 PM</u>	<u>12:42 PM</u>
<u>Transition (5 & 7)</u>	<u>12:42 PM</u>	<u>12:43:30 PM</u>
<u>Transition (6 & 8)</u>	<u>12:43:30 PM</u>	<u>12:45 PM</u>
<u>7</u>	<u>12:45 PM</u>	<u>1:27 PM</u>
<u>Transition (5 & 7)</u>	<u>1:27 PM</u>	<u>1:28:30 PM</u>
<u>Transition (6 & 8)</u>	<u>1:28:30 PM</u>	<u>1:30 PM</u>
<u>8</u>	<u>1:30 PM</u>	<u>2:12 PM</u>
<u>Transition (5 & 7)</u>	<u>2:12 PM</u>	<u>2:13:30 PM</u>
<u>Transition (6 & 8)</u>	<u>2:13:30 PM</u>	<u>2:15 PM</u>
<u>9</u>	<u>2:15 PM</u>	<u>2:57 PM</u> <u>*Staggered Dismissal</u> <u>No Bell</u>

Period	LMS	
	Regular Bell Schedule	
Entrance	7:55 AM	8:05 AM
Homeroom	8:05 AM	8:15 AM
1	8:15 AM	8:57 AM
2	9:00 AM	9:42 AM
3	9:45 AM	10:27 AM
4	10:30 AM	11:12 AM
5	11:15 AM	11:57 AM
6	12:00 PM	12:42 PM
7	12:45 PM	1:27 PM
8	1:30 PM	2:12 PM
9	2:15 PM	2:57 PM
Clear	3:05 PM	3:05 PM

PD	TWO-HOUR DELAY	
Entrance	9:55 AM	10:05 AM
HR	10:05 AM	10:12 AM
1	10:12 AM	10:41 AM
2	10:44 AM	11:13 AM
3	11:16 AM	11:45 AM
4	11:48 AM	12:17 PM
5	12:20 PM	12:49 PM
6	12:52 PM	1:21 PM
7	1:24 PM	1:53 PM
8	1:56 PM	2:25 PM
9	2:28 PM	2:57 PM

PD	THREE-HOUR DELAY	
Entrance	10:55 AM	11:05 AM
HR	11:05 AM	11:15 AM
1	11:15 AM	11:37 AM
2	11:40 AM	12:02 PM
3	12:05 PM	12:27 PM
4	12:30 PM	12:52 PM
5	12:55 PM	1:17 PM
6	1:20 PM	1:42 PM
7	12:45 PM	2:07 PM
8	2:10 PM	2:32 PM
9	2:35 PM	2:57 PM

Consistent Expectations for the 2021-2022 school year regardless of the school plan:

- **School Schedule-** All departments/grades will use traditional assignments and Google Classroom. The work will include materials that focus on the New York State Learning Standards that will prepare our students for the New York State Regents Examinations and/or their respective courses’ standards-based expectations.
- **Academic Expectations-** Students will be held accountable through our traditional grading practices including grade averages generally consisting of assessments and activities that will calculate learning, effort, and attendance. It is expected that all students actively and fully participate in the coursework and complete assignments with academic integrity.
- **Attendance-** Attendance will be taken during homeroom and during each period as required by New York State Education Department. Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused absences will affect a student’s class participation grade for the marking period.

Reopening and Starting the 2021-2022 School Year

- **First day of school-** All students begin school on Tuesday, September 7.
- **Breakfast/Lunch eating area:** Due to COVID-19 CDC guidelines for breakfast and lunch and space limitations, the LMS Large Gymnasium will serve as the “Eating Hall” for all students and meals served.

Arrival/Breakfast

■ Entry & Departure

- Students will be allowed into the school beginning at 7:45 a.m.
- Students will arrive and dismiss on a staggered schedule and they will exit through the same door they entered through that morning. Buses will be called as they come in so students can exit in small groups. Walkers and parent pick-up will be dismissed at another time.
- Grade 5 & 7- Main doors #1.
- Grade 6 & 8- Cafeteria doors #3.
- Parent drop-off -students go to designated grade level doors.
- As an added safety measure, temperature checks will take place at each entrance.
- Students with a fever of 100+ would be isolated in the nurse's office.
- Medical buses still enter back of building door #6.
- Breakfast will be provided to students upon arrival, at which time, they will head to the 'Eating Hall.' They will have up to 10 minutes to eat and then make their way to class. If all seats in the eating hall are occupied upon arriving, students will continue to wear masks while socially distanced and rotate in as other students finish. Staff will be there to supervise and clean desks before another student sits to eat. Students are expected to mask up at any time if they are not seated and eating.
- Once the student has finished eating breakfast
 - Before 7:55 return to designated grade level entry door
 - Grade 5 & 7- Main doors #1
 - Grade 6 & 8- Cafeteria doors #3
 - After 7:55 go straight to homeroom
 - At this time they will be given permission by their homeroom teacher to go to their lockers.

■ Homeroom-

- Students are to go directly to homeroom if they decline breakfast. During homeroom students will go to their locker when directed to do so by their homeroom teacher. Backpacks, Coats/Jackets, and phones must be placed in the student's locker during the school day. First period will start at 8:15 a.m.

■ Hallways, Lockers, and Backpacks/Coats-

- Hallways will be clearly marked to allow for two way travel. Students will continue to stay to the right side of the hall and staircases, maintaining social distancing guidelines.
- Lockers will only be accessible to students at arrival and dismissal. Students must organize themselves in order to have their belongings and materials for the day.

- Backpacks, Coats/Jackets and Phones are only allowed during arrival and must be placed in the student's locker during the school day.

■ **Lunch-**

- Students will proceed to the cafeteria where a line will be established and will designate a hot and cold, grab and go food options in which all items are disposable. Once their food is received, they will proceed to the cafeteria seating where desks and chairs are spaced six feet apart. If the lunch period is the fifth or sixth period, once the cafeteria seating has reached capacity, students will move to the gymnasium where there are chairs spaced six feet apart. Please note that only a portion of seating in the cafeteria and none of the seating in the gymnasium has a table top or desk to set food items on. We recognize that this is not ideal, but is a necessary step in order to ensure that our students are in person and learning at their highest potential. We appreciate your understanding and flexibility in advance.

■ **Chromebooks-**

- Chromebooks must be charged and ready for use upon entering the building each day.

■ **Dismissal-**

- Students will be dismissed on a staggered schedule, to allow for a less congested exit from the buildings.
 - Grade 5 & 7- Main doors #1.
 - Grade 6 & 8- Cafeteria doors #3.
 - Walkers & Pick Ups
 - Bus Riders by Grade Level

■ **Transitions Bells Between Classes**

- To avoid congestion in the hallways, Grades 5 & 7 will be dismissed first from classrooms immediately following the bell. Due to location of grade level classes, most students will be able to exit one class and get to their next class rather quickly. After 1.5 minutes, another bell will occur, releasing grades 6th & 8th to head to their next class.

Liberty High School

In-Person Attendance- All students are required to attend in person classes at Liberty High School on the following bell schedule.

Period	LHS REGULAR Bell Schedule	
Entrance	7:30 AM	8:04 AM
Warning bell	8:04AM	8:05 AM
Homeroom	8:05 AM	8:15 AM
1	8:15 AM	8:57 AM
2	9:00 AM	9:42 AM
3	9:45 AM	10:27 AM
4	10:30 AM	11:12 AM
5	11:15 AM	11:57 AM
6	12:00 PM	12:42 PM
7	12:45 PM	1:27 PM
8	1:30 PM	2:12 PM
9	2:15 PM	2:57 PM
Clear	3:05 PM	3:05 PM

Procedures

Departure/Hallway Transitions/Breakfast/Lunch-

○ Arrival/Breakfast-

- Students will be allowed into the school beginning at 7:30 a.m. Beginning at 7:50 a.m. students will be allowed to proceed to their lockers in small groups to put away their belongings. Buses will have scheduled release times to diminish overcrowding at entrances. Homeroom will begin at 8:05 a.m. and the first period will start at 8:15 a.m.
- Students who elect to have breakfast and vo-tech students will enter through the high school main entrance. As students enter they will have their temperature taken with an infrared thermometer. If students have a temperature of 100 degrees or higher they will be escorted to the nurse. If the student has an acceptable temperature they will proceed to the cafeteria to retrieve a grab and go breakfast and eat in the cafeteria where there are desks that are spread at least six feet apart. Beginning at 7:50 a.m. students will be allowed to proceed to their lockers in small groups to put away their belongings.

- Students who do not elect to have breakfast will enter through the high school gymnasium entrance. As students enter they will have their temperature taken with an infrared thermometer. If students have a temperature of 100 degrees or higher they will be escorted to the nurse. If the student has an acceptable temperature they will proceed to the high school gymnasium. Beginning at 7:50 a.m. students will be allowed to proceed to their lockers in small groups to put away their belongings.
- **Hallways, Lockers, and Backpacks/Coats-**
 - Hallways will have a one-way direction which will be clearly marked.
 - Lockers will only be accessible to students at arrival and dismissal. Students must organize themselves in order to have their belongings and materials for the day.
 - Backpacks and Coats/Jackets are only allowed during arrival and must be placed in the student's locker during the school day.
- **Lunch-** Students will proceed to the cafeteria where a line will be established and will designate a hot and cold, grab and go food options. Once their food is received, they will proceed to the cafeteria, or gymnasium depending on the lunch period and availability. All items used will be disposable. All areas have students spread at least six feet apart.
- **Dismissal-** Students will be dismissed via the 2:57 p.m. bell where they will move directly to their after school activity or exit the building.
- **Chromebooks-** Chromebooks must be charged and ready for use upon entering the building each day.

Reopening and Starting the 2020-2021 School Year

- **First day of School-** All students begin school in person on Tuesday, September 7.

Teaching and Learning

The primary technology platform used for grades Prek-2 is Seesaw and for grades 3-12 is Google Classroom. As mentioned, the district will be providing in-person instruction 5 days a week for all students.

Important Information: Synchronous vs Asynchronous Learning: What's The Difference?

Synchronous learning: is when classes **occur on set schedules and time frames**. Students and instructors are online at the same time in synchronous classes since lectures, discussions, activities and presentations take place at specific hours. All students must be online at that exact time in order to participate in the class.

Asynchronous classes: allows students to complete **their assigned work on their own time**. Students are given a timeframe – it's usually a one-week window – during which they need to connect to their class at least once or twice. The good news is that in asynchronous courses, you could hit the books no matter what hour of day (or night).

- If a student is quarantined, they will receive asynchronous work and after school virtual tutoring*
- If a school is closed due to a health emergency, the school will shift to 100% remote instruction*

Student Expectations for Virtual Tutoring

- Students cannot enter a class's virtual session until the set time and you must exit once the period is over or when the teacher ends the session.
- Students should not attend a virtual session in a private location (i.e. bedroom)
- Sessions may not be recorded.
- Class sessions are for students, not family/friends
- Students are to stay on mute until the teacher directs them to unmute.
- Students are to be prepared as if they are physically present.
- Students are to stay engaged, be an active listener, and contribute.
- Students are to be respectful in all chats and other types of digital correspondence
- Chat should be used for school-based language/conversation only.
- Students are to be respectful during class. This means, listen to the teacher and your classmates.
- Students are to use the virtual class sessions to learn new materials, revisit assignments, and ask for help.
- If a student witnesses a classmate not meeting an expectation, they are to notify their teacher immediately.
- Students are to follow the code of conduct as if they are in school.
- Students are expected to show their video and be visible (using the blur option) for every class unless otherwise indicated by their teacher"

If a Student Does Not Meet Virtual Expectations, a teacher can utilize the following behavioral interventions:

- Verbal warning
- Mute a student’s account
- Notify the student’s parent or guardian
- If needed, a teacher has the right to ask the student to leave the virtual session if a student or students are not meeting our expectations after receiving multiple warnings.
- If previous interventions are not effective, the teacher will write a referral and administration will follow-up with the student and their parent(s)/guardian(s)

Special/Encore Classes

Physical Education:

- Indoor physical education classes are to maintain 3 foot physical distancing as long as students are wearing a mask. If 3 foot physical distancing is not possible between students, the district is implementing multiple measures such as mask wearing, hand hygiene, and temperature taking. Outdoor physical education classes do not have to wear a mask, but practicing physical distancing is recommended. Also, it is recommended that unvaccinated individuals wear a mask during an overcrowded outdoor activity.

Band, Orchestra, Chorus:

- Music classes and ensembles (**band and chorus**) are to maintain a 6-9 foot physical distance as long as additional measures are implemented (ie. protective equipment for musicians/instruments).
- Orchestra (please refer to the **Social Distancing** section)

Art:

- All supplies are to be cleaned and disinfected after use.

Technology

- All supplies are to be cleaned and disinfected after use.

MTSS Supports

MTSS for In-Person Learning

Multi-Tiered Systems of Support (MTSS)/Academic Intervention Services – The district shall provide MTSS/Academic Intervention Services to students who have been identified as being at risk of falling below the state learning standards in English Language arts, Mathematics, Social Studies, and/or Science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills. A student’s eligibility for MTSS/Academic Intervention Services will be determined based on his or her performance on the district’s benchmark assessments, work samples, and teacher input. Due to the COVID-19 closure, our teachers will provide curricular remediation as a Tier 1 support. The purpose of curricular remediation is to close the curricular gaps our students might have acquired due to the closure. When it has been determined that a student needs MTSS/Academic Intervention Services, the parents will be notified, in writing, by the child’s respective school. The notice will outline the reason the student needs such services, the type of services to be provided, and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student’s progress and information on ways to monitor and work with teachers to improve the student’s performance.

Academic Intervention Services is designed to support students in their efforts to meet graduation requirements. Students will be assigned to a MTSS/academic intervention class:

- If a student has scored at a high risk level according to our local screener assessment, and failing specified courses according to each school’s decision tree and/or referral process to the Student Support Team.

Note: Students who are identified to need MTSS/AIS services will receive their support during the school day.

MTSS for 100% Virtual Learning (if schools close due to a health emergency)

The staff will identify Tier 2 and Tier 3 students. Specifically, students who are struggling with their online assignments/classroom and/or social and emotional well-being will be considered Tier 2 students. Tier 3 students who are “radio silent” or are not attending their virtual class and are not in contact with their teachers or school counselor(s). Ultimately, we are unable to reach the students and their families.

Upon identifying our Tier 2 and Tier 3 students, the administrators, guidance teams, and teachers/staff members will intervene. Some interventions are:

- Adapted work to help the student succeed.
- Google Hangout Support meetings/HW help.
- Phone calls from the school office.
- Wellness check by a school official and/or the School Resource Officer.

Social and Emotional Learning

Due to the COVID-19 crisis all of our students, staff, and families have had to endure a great amount of adversity. Therefore, social and emotional learning (SEL) will play a crucial role throughout the 2021-2022 school year. Throughout the past several years the district has provided our staff with trauma informed care learning opportunities. Also, the Liberty Central District is a Leader In Me district (<https://www.leaderinme.org/what-is-leader-in-me/>). As the district is a Leader In Me district, each school has a Lighthouse Team composed of teachers, support staff, counselors, school psychologists, school social workers, and students. These teams are continuously collaborating to support our students with SEL opportunities. The teams accomplish this by evaluating the current school climate, enforce prosocial behaviors, and implement the Leader In Me process.

In addition to Lighthouse teams, each building has a BLT (Building Leadership Team) that is composed of school staff, students, and parents/guardians. Our BLT teams review and enhance current practices/procedures, and plan events to improve the school climate.

How We Will Support Our Students' Emotional Well-Being

- Our counselors, school social workers, and school psychologists will continue to implement the district's comprehensive counseling plan.
- Each school will administer SEL surveys to help identify students who are struggling
- Each school's student support team will meet on a weekly basis to plan and implement interventions for students who are having difficulties.
- Continue with check and connects practices.
- Provide counseling sessions.

How We Will Support our Staff's Emotional Well-Being

- Provide informational resources on how to support students during the COVID-19 pandemic.
- Provide staff with additional support, such as EAP, professional learning opportunities about how to deal with stress and anxiety from COVID-19.

Special Education and Related Services

The Student Services Department, special education teachers, and the related service providers will ensure that students who have IEPs are receiving instruction and services in accordance with their IEP (Individual Education Plan), IEP goals, and that they have access to and are being instructed on grade level content, when appropriate. Special education teachers will provide all required accommodations and modifications in compliance with the students' IEPs. Students receiving special education services will receive specially designed instruction that is aligned to their needs in the least restrictive environment. Communication with parents/guardians will be ongoing through emails and/or phone calls as needed for SWD in their preferred language or mode of communication.

School staff will review student's IEPs and contact the parent/guardian as needed to discuss IEP implementation to prevent regression and promote learning. Considerations will include:

- Specially Designed Instruction: learning/behavior/social emotional/communication of IEP goals/objectives
- Related services

- Accommodations and modifications
- Gathering parent's input on needs and child's progress, as appropriate

IEP Goals/Progress Monitoring:

Students' present levels for IEP goals will be assessed in order to record necessary baseline data. Baseline data will be used in measuring progress toward the annual goals as well as to provide efficient data to make essential educational decisions. The parent of a student with a disability and the CSE Committee will convene an IEP meeting for the purposes of making necessary changes to the student's current IEP (to be included as part of the IEP) if amendments are necessary. Meetings will be conducted virtually. Progress monitoring of IEP goals will be reported quarterly to parents.

Compensatory Services:

If a student is unable to come to school due to Covid, asynchronous work and/or related services will be provided via Google Classroom. If, due to the nature of the related service, asynchronous work is not appropriate, the CSE Committee will consider compensatory services when students return to school in which case the IEP will be adjusted accordingly. The CSE Committee will determine the amount of compensatory related services students with IEPs may require, on a case-by-case basis, when in person instruction resumes.

Masks:

It is the expectation that all students adhere to the school rule and wear a mask when indoors and consuming food/drink. If a student, due to medical reasons, is unable to wear a mask, a doctor's note will need to be secured. In addition, the IEP may need to be amended to add accommodations and or modifications.

Multi-Language Learners

All ENL teachers will provide the mandatory minutes (according to CR Part 154). English as a New Language (ENL) teachers will adapt all materials as appropriate to provide language acquisition and English Language proficiency based support.

Specifically, the Liberty Central School District will provide equitable access for our Multi-Language Learners to participate in the continuity of learning provided to all students by completing the following:

- ENL teachers collaborate with their co-teachers through our Learning Management Systems and during the creation of assignments to provide equitable instruction, accommodations, and modifications that are aligned with our students' language acquisition and English Language proficiency needs according to Part CR 154.
- ENL teachers will provide accommodations, modifications, and assignments for our students to support their language acquisition and English Language proficiency needs according to Part CR 154.

Our ENL teachers are providing the following instructional strategies and/or tools to support our MLL students' development of English language proficiency:

- ❖ Translated digital and hard copy assignments and assessments
- ❖ Google translate to support with translation
- ❖ Scaffolded assignments to support with comprehension
- ❖ Extended time for assignments and assessments
- ❖ 1:1 specialized instruction

Communication:

The ENL teachers will maintain connections/communication with students and families to provide learning materials and support using a variety of modalities (e.g., email, phone, and print). All communication/documentation will be provided in the parent/guardian's preferred language and mode of communication.

MLL Identification Process:

The ENL teachers will continue to follow the Liberty Central School District's MLL Identification process by administering the NYSITELL assessment to determine the identification of MLL students within the required 10 school days of initial enrollment.

APPR-Education Law 3012d

The district will be in compliance with Education Law 3012-d.

[3012-d APPR Plan Link](#)

Certifications

The district ensures that all teachers, teaching assistants, school counselors, school psychologists, school social workers, and any other hold a valid certification pursuant to Education Law 3001.

Substitute teachers

Substitute teachers will be an important resource during the reopening process. Substitute teachers with a valid certification can work in any capacity, for any number of days. If the substitute teacher is employed for more than 40 days by the district, they will be employed in an area for which they are certified.

Substitute teachers without a valid certificate, but who are working towards certification at a rate of not less than six semester hours per year, can work in any capacity, for any number of days, in any number of school districts. If a substitute is employed for more than 40 days by the district in a school year, they must be employed in the area for which they are seeking certification.

Substitute teachers who do not hold a valid teaching certification and are not working towards certification may work for no more than 40 days in the district, except as described below:

Due to the COVID-19 crisis, substitute teachers who do not hold a valid certificate and are not working towards a certification, but hold a high school diploma or its equivalent, may be employed by the district beyond the 40 day limit, for up to an additional 50 days (90 days total in a school year).

Technology

Access to devices: The Liberty Central School District will provide every student in grades PreK-2 with a Chrome Tablet. Also, the district will provide every student in grades 3-12 with a Chromebook. All students and their families must comply with the protocols found in Liberty Central School District’s Mobile Device Technology Handbook.

If a student is required remote learning as a result of a 504 accommodation, the district will provide a wifi-hotspot if the student does not have access to high speed internet at home.

Training

To ensure that the district takes the steps to prepare our school community, the district will provide the following training opportunities for our stakeholders:

Students

Importance of and how to social distance and wear masks	With signage, routine teaching, and tutorial videos
Provide access to Social and Emotional Supports	Check and connects, Leader In Me activities, and SEL surveys

Parents

Information regarding COVID-19	Website resources
--------------------------------	-------------------

Teachers and Staff

<p>Information regarding COVID-19</p> <ul style="list-style-type: none"> ● CDC Guidelines for making and using a cloth mask ● Managing stress and anxiety from COVID-19 	<p>https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html</p> <p>https://www.cdc.gov/mentalhealth/stress-coping/cope-with-stress/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronaviruses%2F2019-ncov%2Fdaily-life-coping%2Fmanaging-stress-anxiety.html</p>
---	---

Athletics

The Fall 2021 athletic season will be starting as planned. All sports will take place that are designated in the traditional Fall season. Below are specifics guidelines:

Volleyball is required to wear masks. This includes players, coaches, site personnel and officials.
Indoor sports will allow spectators. Spectators will be required to wear masks.
Outdoor sports will not require masks for players, coaches, site personnel and officials.
Outdoor sports will allow spectators with no mask requirements.
Social distancing when possible will still be recommended, this includes spectators.

Athletes will be able to utilize the locker rooms this school year. Please be mindful and aware of others. All athletes using the locker rooms must wear a mask and be at least six feet from any other athlete in the area.

Athletes should practice proper hygiene by washing and bathing after practices and contests and having clean, presentable attire for each event.

Each athlete should have their own water bottle and bring this regularity to each event.

All athletes must obey school and district policy.

As new information may arise, there may be changes to a specific season or individual sports. Please be patient if/when new guidelines are given.

Other Information

Harris Hospital Capacity

Coronary Care Beds	10
Intensive Care Beds	13
Maternity Beds	12
Medical / Surgical Beds	101
Psychiatric Beds	18
Total Beds	154

Note: Due to the response to COVID-19 (Novel Coronavirus), many facilities are increasing their bed capacity. The numbers above reflect certified bed counts and are not real-time, and should not be used to measure capacity for emergency response. As per Harris Hospital, they have the capacity and resources to support the surrounding communities