

A G E N D A
REGULAR MEETING OF THE BOARD OF EDUCATION
March 10, 2022
REVISED

Beach Street Middle School

West Islip, New York

- I. **CALL TO ORDER**
- II. **QUORUM COUNT**
- III. **ANNOUNCEMENTS**
- IV. **INVITATION TO PUBLIC** - *The public is invited to speak on any agenda item. Community members will be recognized from the signature cards {name and contact information required}. This will be limited to 20 minutes in total and will continue only as long as it is conducted in an orderly fashion. Signature cards must be submitted at the opening of the meeting. Each person or representative of a group will be limited to three minutes.*
- V. **APPROVAL OF MINUTES:** A motion is needed to approve the minutes of the February 15, 2022 Planning Session, the February 28, 2022 Special Meeting and the ***March 8, 2022 Special Meeting***.
- VI. **PERSONNEL**
- VII. **CURRICULUM UPDATE**
- VIII. **REPORT OF BOARD COMMITTEES**
 - A) Education Committee {3/8/2022}
 - B) Finance Committee {3/8/2022}
 - C) Buildings & Grounds Committee {3/8/2022}
 - D) Special Education Committee {3/9/2022}
 - E) Health and Wellness {2/8/2022 and 3/8/2022}
- IX. **FINANCIAL MATTERS**
 - A) Treasurer's Report
- X. **BUSINESS ITEMS**
 - A) Approval of Budget Transfers
 - B) Approval of Sealed Bid
 1. RFP #568 Direct Diversion
 - C) Approval of Health Services Contract
 1. Smithtown CSD ~ \$2,358.72
 - D) Approval of Surplus
 1. Paper Cutter Rack / Asset Tag #4163 - Beach
 2. Couch / Asset Tag #3885 - Beach
 - E) Approval of Change Order
 1. Mt. Olympos Restoration Inc. \$1,700 West Islip High School
- XI. **PRESIDENT'S REPORT**
 - A) Approval of recertification of District's Compact for Learning Plan
 - B) Approval of Notice of Public Hearing, Budget Vote and Election of the West Islip UFSD dated March 10, 2022 including the propositions, terms, dates, and provisions set forth therein, and directs the District Clerk to publish the Legal Notice in accordance with Education Law Section 2004
 - C) Approval of Resolution re: receipt of the Single Audit Report for year ended June 30, 2021 from R.S. Abrams & Co., LLP; approval of Corrective Action Plan in response to the Single Audit Report dated June 30, 2021
 - D) Approval of West Islip Paraprofessional Chapter of WITA Memorandum of Agreement re: health insurance
 - E) Approval of revised School Reopening Plan 2021-2022***
- XII. **SUPERINTENDENT'S REPORT**

XIII. **NOTICES/REMINDERS**

XIV. **OTHER ITEMS FOR BOARD MEMBERS INFORMATION**

XV. **INVITATION TO PUBLIC** – *The public, at this time, is invited to bring before the Board any questions/concerns. Community members will be recognized from the signature cards {name and contact information required}. This will be limited to 20 minutes in total and will continue only as long as it is conducted in an orderly fashion. Signature cards must be submitted by the time the first speaker is called to the podium. Each person or representative of a group will be limited to three minutes.*

XVI. **EXECUTIVE SESSION** – *After a ten-minute break, the Board of Education will adjourn to discuss personnel, negotiations, and litigation. At the conclusion of Executive Session, the Board will reconvene to public session to consider any items for which a vote is required.*

XII. **CLOSING** - Adjournment

SPECIAL MEETING OF THE BOARD OF EDUCATION
March 8, 2022 – Beach Street Middle School Media Center

PRESENT: Mr. Tussie, Mr. Antonello, Mrs. Brown, Mr. Compitello, Mr. McCann

ABSENT: Mrs. LaRosa, Mr. Maginniss

ADMINISTRATORS: Mrs. Burns, Mrs. Pellati, Mrs. Morrison

ATTORNEY: None

Meeting was called to order at 7:01 p.m., followed by the Pledge.

Motion was made by Richard Antonello, seconded by Tom Compitello and carried when all Board members present voted in favor to approve Resolution re: District Wide Search Consultants Contract dated February 17, 2022.

RESOLUTION

Resolved, the Board of Education hereby approves a contract with District Wide Search Consultants, dated February 17, 2022, for a Superintendent search, and authorizes the Board President to execute the contract on behalf of the District.

Meeting adjourned at 7:02 p.m. on motion by Richard Antonello, seconded by Tom Compitello and carried when all Board members present voted in favor.

Respectfully submitted by,



Mary Hock
District Clerk

All correspondence, reports or related material referred to in these minutes are on file in the District Office.

PERSONNEL:

Consider recommendations of the Superintendent of Schools on the following items:

ADMINISTRATIVE

A-1 RETIREMENT

Karen Appollo, Director of English Language Arts
Effective August 15, 2022
(20 years)

**A-2 LEAVE OF ABSENCE (unpaid)
(Pursuant to the Family Medical Leave Act of 1993-
12-week continuous medical coverage)**

Gail Daugherty, Assistant Director of Special Education
Effective February 28, 2022 through March 25, 2022
Effective March 28, 2022 through April 29, 2022 {Intermittent}
(District Office)

TEACHERS

T-1 RETIREMENT

Tamra Burns, Mathematics
Effective July 1, 2022
(19.5 years)

Linda Condreras, Special Education
Effective July 1, 2022
(21.5 years)

James Dooley, Physical Education
Effective July 1, 2022
(35 years)

Kristin Grossi, Elementary
Effective July 1, 2022
(34 years)

Annette Musteric, Art
Effective July 1, 2022
(37 years)

Daria Solano, Elementary
Effective December 31, 2022
(21 years)

Donna Villez, Elementary
Effective July 1, 2022
(30 years)

TEACHERS, continued

T-2

LEAVE OF ABSENCE (unpaid)

(Pursuant to the Family Medical Leave Act of 1993-
12-week continuous medical coverage)

Michelle Loehr-Quigley, Elementary
Effective February 28, 2022 through *March 27, 2022*
(Oquenock)

Nicoline Morrell, Mathematics
Effective February 28, 2022 through May 27, 2022
(Manetuck)

Elaine Longo, Reading
Effective March 14, 2022 through April 10, 2022
(Beach)

TEACHING ASSISTANTS

TA-1

RETIREMENT

Linda Casciola, Special Education
Effective May 1, 2022
(23 years)

Francine Simone, Special Education
Effective June 25, 2022
(27 years)

CIVIL SERVICE

CL-1

RESIGNATION

Thomas Carusillo, Permanent Substitute Teacher
Effective March 7, 2022
(Beach Street)

Paige Gillespie, Permanent Substitute Teacher
Effective March 11, 2022
(Bayview)

Onur Oztimurlenk, Network & Systems Technician
Effective March 19, 2022
(District Wide)

Dawn Pizzuto, Cafeteria Aide
Effective March 11, 2022
(Bayview)

CIVIL SERVICE, continued

CL-2 RETIREMENT

Randall Koeper, Maintenance Mechanic III
Effective April 30, 2022
(24 years)

OTHER

PERMANENT SUBSTITUTE TEACHER (\$150 per diem)

Dawn Pizzuto, effective March 11, 2022

SUBSTITUTE TEACHER (\$130 per diem)

Tyler Bell, effective January 31, 2022, *student teacher*
Paige Gillespie, effective March 11, 2022
Gabriela Hernandez, effective March 11, 2022
Jenna Lima, effective March 11, 2022
Kevin Siefert, effective March 11, 2022

MENTOR PROGRAM 2021-2022

Mentor (\$1030 Stipend {prorated})
Nancy Piccirilli (Katherine Bayern, Speech)
Dennis Pope (Seamus Burns, Technology)
Alexandra Nohowec (Ashley Pope, Technology)

CLUBS/ADVISORS 2021-2022

BAYVIEW ELEMENTARY SCHOOL
Drama Club, Justin DeMaio

SPRING 2022 HIGH SCHOOL COACHES

BASEBALL
Dominick LaFerrera, J.V. and Varsity Volunteer

SPRING 2022 MIDDLE SCHOOL COACHES

GIRLS LACROSSE
Corinne Geiger, Assistant Udall Coach

GIRLS TRACK
Catherine Brudi, 7-8 Udall Coach

SOFTBALL
Daniel Sliwowski, 7-8 Beach Coach

TRACK (PER DIEM)
Matthew Sullivan, Assistant Varsity Coach

OTHER, continued

INSTRUCTIONAL SWIM & FAMILY SWIM PROGRAMS 2021-2022

Supervisor \$50 per hour

Daniel Gschwind

Anthony Yuli

Lifeguard \$15 per hour

Harrison Bohrer

Alex Burciaga

Devin Christensen

Katie Clark

Brandon Disbrow

Cali Disbrow

Morgan Einsetler

Michael Flynn

Matthew Gassmann

Angelique Grande

Jaimy Hill

Luis Kinney

Gabrielle Martorella

Joseph Piropatto

Logan Reese

Nicholas Scarmozzino

Jack Schaefer

Seamus Smith

Shannon Thompson

Matthew Triglia

PREFERRED SUBSTITUTE

Darren Shekailo

Effective March 14, 2022

(High School; \$168.46/day; replacing S. Burns {reassigned})

**WEST ISLIP UNION FREE SCHOOL DISTRICT
SINGLE AUDIT REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 2021**

**WEST ISLIP UNION FREE SCHOOL DISTRICT
SINGLE AUDIT REPORT
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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Education
West Islip Union Free School District

Report on Compliance for Each Major Federal Program

We have audited West Islip Union Free School District's (the "District") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the fiscal year ended June 30, 2021. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion on Each Major Federal Program

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2021.

Report on Internal Control over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified a certain deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2021-001, that we consider to be a significant deficiency.

The District's response to the internal control over compliance finding identified in our audit is described in the District's corrective action plan. The District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the fiduciary fund of the District as of and for the fiscal year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated October 14, 2021, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and

reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

R.S. Abrams & Co., LLP

R.S. Abrams & Co., LLP

Islandia, NY

February 22, 2022

(except for our report on the schedule of expenditures of federal awards, for which the date is October 14, 2021)

**WEST ISLIP UNION FREE SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

Federal Grantor/Pass-through Grantor Program Title	Assistance Listing Number (ALN)	Agency or Pass-through Number	Program Expenditures	Total Expenditures by ALN
<u>U.S. Department of Education</u>				
<u>Passed-through NYS Education Department:</u>				
Special Education Grants to States (IDEA, Part B)	84.027	0032-21-0926	\$ 1,168,997	\$ 1,168,997
Special Education Preschool Grants (IDEA Preschool)	84.173	0033-21-0926	\$ 55,841	55,841
Total Special Education Cluster			\$ 1,224,838	
Title I Grants to Local Educational Agencies	84.010	0021-21-3145	\$ 195,708	195,708
Supporting Effective Instruction State Grant	84.367	0147-20-3145	\$ 2,597	
Supporting Effective Instruction State Grant	84.367	0147-21-3145	25,298	27,895
Student Support and Academic Enrichment Grants	84.424	0204-20-3145	\$ 21,740	
Student Support and Academic Enrichment Grants	84.424	0204-21-3145	10,106	31,846
Education Stabilization Fund				
COVID-19 - Governor's Emergency Education Relief Fund	84.425C	5895-21-3145	\$ 31,208	31,208
COVID-19 - Elementary and Secondary School Emergency Relief Fund	84.425D	5890-21-3145	\$ 184,138	184,138
Total Education Stabilization Fund Cluster			\$ 215,346	
Total U.S. Department of Education				\$ 1,695,633
<u>U.S. Department of Agriculture</u>				
<u>Passed-through NYS Education Department:</u>				
National School Lunch Program (Non-Cash Food Distribution)	10.555	N/A	\$ 113,194	\$ 113,194
Summer Food Service Program for Children (Cash Assistance)	10.559	N/A	\$ 1,143,771	1,143,771
Total Child Nutrition Cluster			\$ 1,256,965	
Total U.S. Department of Agriculture				\$ 1,256,965
Total Federal Awards Expended				<u>\$ 2,952,598</u>

**WEST ISLIP UNION FREE SCHOOL DISTRICT
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

1. BASIS OF PRESENTATION:

The accompanying schedule of expenditures of federal awards (the “Schedule”) includes the federal grant activity of West Islip Union Free School District (the “District”) under programs of the federal government for the fiscal year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position, changes in net position or cash flows of the District.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. The value of food commodities was calculated using the U.S. Department of Agriculture’s Food and Nutrition Service commodity price lists. Federal awards that are included in the Schedule may be received directly from federal agencies, as well as federal awards that are passed through from other government agencies. Pass-through entity identifying numbers are presented where available.

Indirect costs may be included in the reported expenditures, to the extent that they are included in the federal financial reports used as the source for the data presented. Matching costs (the District’s share of certain program costs) are not included in the reported expenditures.

3. INDIRECT COST RATE:

The District has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

4. SUBRECIPIENTS:

No amounts were provided to subrecipients.

5. OTHER DISCLOSURES:

No insurance is carried specifically to cover equipment purchased with federal funds. Any equipment purchased with federal funds has only a nominal value, and is covered by West Islip Union Free School District’s casualty insurance policies.

There were no loans or loan guarantees outstanding at year end.

**WEST ISLIP UNION FREE SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

PART II FINANCIAL STATEMENT FINDINGS

There are no financial statement findings to be reported.

PART III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

FINDING # 2021-001

U.S. Department of Agriculture – Passed-through the NYS Education Department

*Summer Food Service Program for Children; Assistance Listing Number 10.559; Grant Period
– Fiscal Year Ended June 30, 2021*

Significant Deficiency

Criteria: According to 2 CFR section 200.305(b)(5), when non-federal entities are funded under the reimbursement method, the entity should pay for costs for which reimbursement was requested prior to the date of the reimbursement request.

Condition: During our audit we noted the monthly claims for reimbursement are not compared to reports from the point of sale (“POS”) system by an individual other than the preparer of the claims report.

Cause: A second review of monthly claims for reimbursement will provide additional assurance that claims are based on actual meals served.

Effect: Claims for reimbursement may not be accurately reported, as a result payments received may not be based on actual meals served.

Recommendation: We recommend that the District have an individual other than the preparer of the claims report review the reports from the POS system to verify that the number of meals claimed is based on actual meals served.

District’s Response: The District’s response is included in their corrective plan.

**WEST ISLIP UNION FREE SCHOOL DISTRICT
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

FINDING # 2020-001:

According to 34 CFR Section 300.203, and the OMB Compliance Supplement, IDEA Part B funds received by a school district cannot be used, except under certain limited circumstances, to reduce the level of expenditures for the education of children with disabilities made by the school district from local funds, or a combination of state and local funds, below the level of those expenditures for the preceding fiscal year. To meet this requirement, school districts must meet (1) the eligibility standard using budgeted amounts and (2) the compliance standard using prior year's expenditures. During our prior year audit we noted certain expenditures for tuition, professional services, and supply expenditures were inadvertently left off the 2018-2019 compliance calculator, and the 2019-2020 eligibility calculator filed with the state. We recommended the District develop a system to review the maintenance of effort calculator with all supporting documentation before submitting it to the State. We also recommended that District officials contact the State to verify procedures to file a revised calculation, if considered necessary.

STATUS:

Implemented.

**WEST ISLIP UNION FREE SCHOOL DISTRICT
CORRECTIVE ACTION PLAN
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

The District's corrective action plan is under separate cover.

WI
West Islip Union Free School District
The Michael and Christine Freyer Administration Building
100 Sherman Ave. • West Islip, N.Y. 11795

CORRECTIVE ACTION PLAN
RELATED TO 2020-2021 SINGLE AUDIT REPORT

FINDING # 2021-001

U.S. Department of Agriculture – Passed-through the NYS Education Department

Summer Food Service Program; ALN 10.559; Grant Period – Fiscal Year Ended June 30, 2021

Significant Deficiency

- Criteria:** According to 2 CFR section 200.305(b)(5), when non-federal entities are funded under the reimbursement method, the entity should pay for costs for which reimbursement was requested prior to the date of the reimbursement request.
- Condition:** During our audit we noted the monthly claims for reimbursement are not compared to reports from the point of sale (“POS”) system by an individual other than the preparer of the claims report.
- Cause:** A second review of monthly claims for reimbursement will provide additional assurance that claims are based on actual meals served.
- Effect:** Claims for reimbursement may not be accurately reported, as a result payments received may not be based on actual meals served.
- Recommendation:** We recommend that the District have an individual other than the preparer of the claims report review the reports from the POS system to verify that the number of meals claimed is based on actual meals served.

District’s Response:

The District is in agreement that monthly claims for school meal reimbursements were not previously reviewed by an individual other than the preparer of the monthly claim (Business & Operations Administrator, Christine Kearney). Historically, the preparation and submission of this simple form in the New York State Education Department (NYSED) Child Nutrition Management System (CNMS) portal has been a process completed by one person.

However, a new procedure has been developed for the preparation and submission of the monthly meal claim. This updated procedure is now a two-person process that involves both the District’s Business & Operations Administrator and the School Lunch Manager (Melanie Steinweis). As part of this new procedure, the School Lunch Manager will review all submitted monthly meal claims, as prepared and submitted by the Business & Operations Administrator. The School Lunch Manager will confirm the accuracy of the submitted claim, or will indicate that a correction to the claim is needed. If the submitted claim is accurate, no further action is taken. If the submitted claim requires a correction, the Business & Operations Administrator will email the District’s NYSED CN representative to correct the claim.

This procedure has been implemented, beginning with the January 2022 claim submitted to the NYSED CNMS portal on 2/9/2022.

WEST ISLIP UNION FREE SCHOOL DISTRICT

**SCHOOL REOPENING PLAN
2021-2022**



Revised 03/10/2022

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September 2021

Dear Colleagues, Parents, Students and Community Members:

The physical and mental health and well-being of our students, teachers, staff, and community are our highest priorities. Despite the challenges that the upcoming year is sure to bring, I am confident that we will be able to ensure the high standard of performance and achievement our community expects and our children deserve.

The focus this year is to ensure continuity of instruction for all students despite the continuing constraints imposed by a COVID-19 world. Protocols will be grounded in student-centered practices that will provide full-time in-person instruction every day of the school year. Additionally, we will continue our efforts in the areas of mental health and school safety. Despite the difficulties we are sure to encounter, it will be a year of great possibility.

Over the summer, our district team reviewed six areas that impact the ability for students to attend school full-time and in-person:

- building procedures and general school operations
- arrival and dismissal procedures/transportation protocols
- health education and communication/mental health
- instructional program considerations
- facilities use/activities risk considerations
- personal protective equipment (PPE)/cleaning and disinfecting protocols

In addition to feedback from district stakeholders, guidance was considered from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH), the Suffolk County Department of Health Services (SCDHS), the national and local chapters of the American Academy of Pediatrics, and the New York State Education Department (SED). The established protocols are based on mandates and best practice, and have been instituted to protect all members of our educational community. It will be critical that everyone consistently observe established health protocols to ensure we are able to keep our schools open for instruction.

The document that follows provides initial guidance for school reopening and will be revised as conditions change. Also, frequently asked questions have been posted on the district website and will be updated as necessary.

I wish you good health. Remember, we are all in this together, and I look forward to working with you to ensure our students' successes in the school year ahead.

Respectfully,



Bernadette M. Burns
Superintendent of Schools

HEALTH AND SAFETY

The health and safety of the children and adults in our schools is paramount. Health and safety considerations must always come first in every decision made and every action taken by our schools and district. Prevention is accomplished by following the recommendations of health authorities in the following areas: health checks, healthy hygiene practices, social distancing, personal protective equipment (PPE) and cloth face coverings, management of ill persons, and cleaning and disinfection. Protocols that are considered best practice and based on recommendations from the Centers for Disease Control and Prevention (CDC) and the New York State Department of Health (NYSDOH) have been adopted and are included within this document.

Effective September 1, all students PreK through grade 12 will attend school full-time and in-person every day that school is in session, when established protocols can be maintained.

Face masks are required to be worn by students, staff and visitors when indoors on district property and on buses. Staff and students will be encouraged to provide their own PPE and cloth face masks, but the district will make such items available should the need arise. Breaks will be scheduled by teachers within the classroom setting when other mitigation measures can be observed. The emergency regulations under 10 NYCRR 2.60 and the Commissioner's Determination on Indoor Face Masking Pursuant to 10 NYCRR 2.60 do not include "mask breaks." This is in accordance with CDC guidance recommending universal masking in schools to keep children in school and let them be closer together without risking close contact exposure and quarantines. If the district is advised that a state mask mandate is considered not to be in effect, masks will be optional in school. In this case, students and staff may choose whether to wear a mask when indoors. No child will be directed to wear a mask, but may do so if they wish, except in circumstances as controlled otherwise by law or regulation.

Regular bus transportation will be available to all eligible students.

The district will use its webpage, ParentSquare messaging system and Facebook postings to convey instructions, provide training, and communicate applicable information to stakeholders. Communications will be provided in the language(s) spoken at home among families and throughout the school community. Written plans will be accessible to those with visual and/or hearing impairments.

The district has posted signs that encourage all students, faculty, staff, and visitors to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, and physical distancing. When students are in school, regular announcements will be made throughout the day in classes and over the PA system. During the first week of school, and on an ongoing basis, the district will ensure that all students are taught or trained how to follow COVID-19 protocols safely and correctly, including but not limited to proper face covering, physical distancing, and hand and respiratory hygiene.

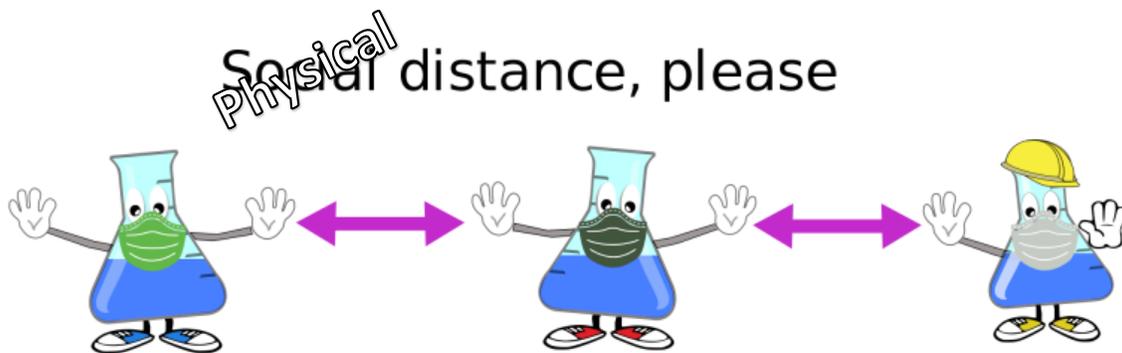
The Superintendent of Schools, safety coordinator and building principals will be the district and building points of contact, respectively, upon the identification of positive COVID-19 cases, and responsible for subsequent communication regarding the COVID-19 public health emergency and plans implemented by each school.

The Executive Director of Human Resources is designated the COVID-19 safety coordinator, whose responsibilities include continuous compliance with all aspects of the school's reopening plan. He shall work with the Director of Athletics, Physical Education, Health & Recreation and school nurses to ensure that all staff understand their responsibilities as it relates to the health and safety of students and colleagues.

Written protocols that address health and safety issues can be found in Appendix A, including:

1. relevant information as it relates to identifying potentially ill students or staff;
2. healthy hygiene practices;
3. physical distancing;
4. accommodations for those at high risk/vulnerable populations;
5. how to respond in the event of a confirmed case of COVID-19;
6. guidance for returning to school after exhibiting signs of COVID-19;
7. cleaning and sanitizing;
8. protocols as they relate to required school safety drills;
9. weekly COVID testing requirements for staff;
10. school attendance requirements for recently-vaccinated students;

Protocols may be amended as the situation changes.





FACILITIES

Because of the importance of in-person learning, schools will implement physical distancing to the extent possible within their structures.

- A distance of at least three (3) feet will be maintained between all students.
- A distance of at least six (6) feet is recommended between students and teachers/staff, and between teachers/staff who are not fully vaccinated.
- Physical distance will be maximized as much as possible when moving through the food service line and while eating (especially indoors). The use of additional spaces outside of the cafeteria for mealtime seating will facilitate distancing.
- Doors may be fixed in the open position if they are without door closers and are not fire rated. Stairs and corridor doors that are normally held in the open position and are automatically released by the fire alarm system will not be modified in any way.
- Access to adequate hand washing facilities will be ensured in all buildings. Alcohol-based hand sanitizer will be available in all school instructional areas.
- It is not anticipated that there will be changes or additions to facilities. However, should alterations be made, the proposed changes will be submitted to the Office of Facilities Planning (OFP) for review and to ensure that all requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code are met.
- Bottle fillers will be available in each school building. Drinking water fountains will be available for emergency use only. Students are encouraged to bring bottled water to school.
- Each school in the district shall conduct standard fire (evacuation) and lockdown drills as required by Education Law and regulation and the Fire Code.
- Deadlines for the Building Condition Survey and Visual Inspections will be met.
- Lead-in-water testing will be conducted when the building is “normally occupied”, as required.
- The district will increase the fresh air ventilation rate to the extent possible to maintain a healthy indoor air quality. Windows will be open to improve ventilation whenever practicable.

CHILD NUTRITION

A successful nutrition program is a key component to a successful educational environment. Children cannot focus on instruction when they are hungry. School meals boost learning, and studies show that students perform best academically when they are well nourished.

The Department of Food Services is committed to providing healthy and delicious meals, snacks and beverages to students. The department operates a full-service student cafeteria in every district school, and offers daily lunch options, as well as various snacks and drinks (a la carte items) for sale. The high school offers a daily breakfast. All meals and a la carte items continue to be in compliance with the Healthy, Hunger-Free Kids Act of 2010.

School lunch (available at all district schools) and school breakfast (available at West Islip High only) will be free to all students during the 2021-2022 school year.

The district strongly encourages the use of its online school payment system. Prepaid funds on school food accounts can be used for the purchase of any a la carte item sold in the cafeterias. Funds may be deposited into a student's school food account via *MySchoolBucks* or by check made out to the West Islip Cafeteria Fund. Cash payments will continue to be accepted at the point-of-sale to ensure low-income households and households without online payment methods have access to school food.

Applicable health and safety guidelines will be addressed during all mealtimes. On site:

- Food service staff will properly clean all frequently touched surfaces at the beginning and end of each shift, and between every meal period in the kitchen spaces, including but not limited to serving lines, pin pads, refrigerator and freezer handles and door knobs. Self-service condiment stations and share tables will be removed.
- Barriers will be added at the cafeteria point-of sale to protect child nutrition staff, and they will be educated about the importance of maintaining hygienic practices while working in the kitchen.
- Hand sanitizing stations will be located at the entry and exit doors for all cafeterias/dining areas. Students will sanitize hands before entering the dining area, if practicable, and upon exiting a dining space after eating. Hand hygiene will be promoted to students via posters and verbal education.
- To the extent possible, students will physically distance on lines for school meals.
- Food service staff will place all food items on student trays (e.g. milk, fruit, condiments, etc.). Students will not self-serve any food or drink items.
- If masks are mandated, students will be required to keep on their mask until they are seated.
- To the extent possible, students will be physically distanced while eating meals. Students may be assigned to eat in the cafeteria or in a secondary location (e.g. library, outdoor area, classroom) due to space constraints.
- Vital student information as it relates to food allergies and account fund balance may be accessed on the point of sale system. In addition, all staff involved with supervision of meal consumption outside of the cafeteria will be provided with information on how to recognize an allergic reaction and the procedures to follow in such cases.

- The custodial staff will properly clean all frequently touched surfaces at the beginning and end of each meal block, and between every meal period in student dining areas. This includes but is not limited to cafeteria tables and benches, door knobs/handles, hand sanitizing stations and water fountains.

To reinforce the need for physical distancing and good hygiene practices, walkway paths, directional arrows, and social distance markers may be utilized. Students will be educated about the importance of not sharing food or drinks via posters and direct verbal instruction.

Multiple means of communication will be used to convey information to families about the food service program, including the district website, email, text message, phone call and postal mail. This information will also be shared with the district's English as a New Language (ENL) teachers to ensure that it is appropriately provided to all students/households that require translation. Contact information for the district's Food Service Director will be provided in all child nutrition communication.



TRANSPORTATION

The West Islip School District transports over 2,800 students each school day. The school bus is an extension of the classroom, but presents certain unique challenges. The district's transportation program will continue to follow all state and local health and safety guidelines, and will fulfill all mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools.

Student Responsibilities

- Students are required to wear cloth face coverings on the bus if they are physically able. Students who are unable to medically tolerate a face covering are not subject to the required use of a face covering, but must provide documentation from the student's healthcare provider. In such circumstances, the district's chief medical officer or the school nurse may consult with the healthcare provider. Seating will be rearranged so the student without a mask is physically distanced from other students.
- Students are encouraged to wear their own face covering, but if they do not have one, it will be provided by the bus driver.
- To the extent practicable, students should physically distance while waiting for the bus, while sitting on the bus, and when exiting the bus.
- Except in the case of kindergarten students, students shall fill the bus from the rear to the front to limit contact with others. Therefore, the first student to board the bus in the morning will sit in the last seat on the bus.
- When students exit the bus, they will be dismissed from front to rear to limit contact with others.
- Siblings or children who live in the same household are encouraged to sit together.
- Students may not eat nor drink on the bus, as this would require them to remove their mask.

Parent Responsibilities

- All parents/guardians are required to ensure their child is not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to their child boarding their method of transportation to school.



School Bus Staff Responsibilities

- School bus drivers and monitors shall perform a self-health assessment for symptoms of COVID-19 before arriving to work. District employees will complete the self-assessment and Suffolk Transportation (STS) staff will follow a similar protocol and report to STS each morning.
- School bus drivers and monitors must wash their hands with soap and water using appropriate hygiene practices before and after morning and afternoon runs.
- School bus drivers and monitors must wear a face covering on the bus and at any time they are within six feet of any person on school grounds or at a bus stop.
- School bus drivers and monitors who have direct physical contact with a child must wear gloves.
- When temperatures are above 45 degrees, school buses will transport students with windows slightly opened to provide air flow.
- 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.



Other Considerations

- All buses will be cleaned and disinfected once a day. High contact areas will be wiped down after each bus run by the bus driver.
- All buses will be deep-cleaned monthly.
- Wheelchair school buses will configure wheelchair placement to ensure physical distancing of three feet.

Federal law requires that masks are worn on public transportation, including school buses. If the district is advised that a state mask mandate is considered not to be in effect, masks will be optional in school, but will still be required on school buses.

If the district is advised that a state mask mandate is considered not to be in effect, and federal law does not require them, masks will be optional on school transportation.

RETURNING TO THE LEARNING ENVIRONMENT

COVID-19 required schools to make critical adjustments to their instructional model in March 2020 with little or no time to plan. The objectives for September 2021 are to resume full-time in-person instruction and to make school facilities available to community groups to the greatest extent possible. However, scheduling decisions and facility use must be informed by health and safety standards and the most current guidance from the New York State Department of Health (NSYDOH). If COVID-19 cases develop, the district may need to restrict access to areas within school facilities and across school grounds in an effort to avoid full school/district closures. Regular communication with families and students will be critical to ensure a smooth transition to any modifications to the current plan. To this end, schedules and any changes thereof will be communicated as soon as possible to allow families to plan childcare and work arrangements. All parties must be prepared to shift fully to a remote learning model should circumstances require school buildings or individual classrooms to close to in-person instruction.

To maximize in-person instruction, measures will be implemented to decrease density and congregating in school facilities and on school grounds to the extent practicable. The goal is to have all students be physically present in the school building every day.

Chronic absence, or absenteeism, is defined as “missing at least ten percent of enrolled school days, which in New York State is eighteen days per school year, or two days per month”. Research indicates that missing 10 percent of school days is the point at which student achievement declines. Therefore, it is critical that students attend instruction on all days school is in session, regardless of the instructional model in place (in-person or remote). Teachers will enter attendance of all students on days when school is in session into Infinite Campus, the district’s student data management system.

- Elementary teachers will take attendance for each subject area, regardless of the mode of instruction.
- Middle and high school teachers will take attendance every period, every day, regardless of the mode of instruction.

Students who drop out while still of compulsory age must be kept on the school attendance register until they exceed compulsory age or move out of the district. Administrators, registration office staff, teachers and school counselors will regularly monitor attendance for all students and identify those for whom intervention services may be necessary.

SOCIAL EMOTIONAL LEARNING (SEL) AND WELL-BEING

The West Islip School District follows a Multi-Tiered System of Supports (MTSS) Framework. As part of this framework, the district takes into consideration how curriculum, instruction, assessment and professional development support the social emotional well-being of students. In addition, the district utilizes multi-disciplinary teams and a Response to Intervention (RTI) process to support staff as they consider student issues. The district recognizes that the unprecedented circumstances surrounding the COVID-19 virus requires a clear prioritization of mental health and well-being for staff and students. The first objective upon the students' return in the fall will be to assess student needs, followed by a plan to address those needs.



Resources and referrals are provided in multiple ways to address the mental health, behavior and emotional challenges that students may face. Each school in the district has a multi-disciplinary team in place that is trained in tiered intervention and problem-solving. At least one social worker is assigned to each building and serves as a liaison between the home and school community. Resources for students and families are available on the district website and staff Google Sites. The district has created a [Continuum of Mental Health Supports during COVID-19](#) framework that outlines pathways of support at various levels of risk. In addition, an MTSS Google Site has been developed to provide ongoing resources and guidance to staff. Mental health resources are available to all stakeholders on the district website: [West Islip Cares](#).

In addition to the shared decision-making and RTI teams in each school building, a School Counseling Advisory Council has been established. Also, the district's [School Counseling Plan](#) has been updated to meet the current needs of students.

The district participates in the New York State RTI Middle School Demonstration Project and several staff members attended the 2020 Summer Institute focused on SEL presented by Safe and Civil Schools. In addition, members of the staff participated in the New York State Office of Mental Health virtual training on MTSS, as well as opportunities offered by the Long Island RBERN @ Eastern Suffolk BOCES.

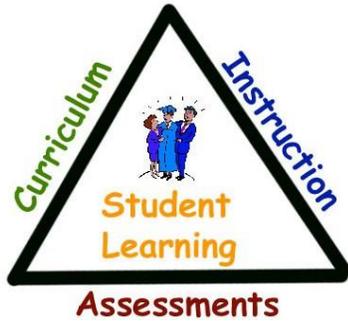
During the 2020-2021 school year, a team from West Islip was chosen to receive training and support through the NYS Office of Mental Health as a School Health Assessment and Performance Evaluation (SHAPE) team. As part of this collaborative, members of the SHAPE team reviewed the district's multi-tiered system of school-based supports. Through regular professional discussions, the group learned about the use of social, emotional and mental health screening tools in schools, and will turnkey that information to designated staff. Toward the end of the training program, the committee and members of the high school community reviewed social-emotional screening tools and then provided feedback. The Panorama survey was one such tool, and was eventually chosen to measure SEL skills and to provide insight about abilities, habits and mindsets.

TECHNOLOGY AND CONNECTIVITY

Technology knowledge and skills are vital for full participation in 21st century life, work, and citizenship. Sufficient access to computing devices and high-speed internet are essential for educational equity. Even before the COVID-19 pandemic, the district had introduced a 1:1 initiative that put a computing device into the hands of all students in grades K through 12. The district recognizes that consistent, reliable access to high-speed internet at a sufficient level to fully participate in learning activities – and especially for remote/online delivery – is necessary for all students.

To ensure that all students have equitable instructional opportunities in the virtual environment, the district will survey parents regularly to determine the level of high speed broadband in each child's place of residence and provide information and access through a Kajeet hotspot device, if necessary.





TEACHING AND LEARNING

A continuity of learning plan for the 2021-2022 school year is posted on the district website at [Continuity of Instruction Plan](#). Students who are absent for more than three school days due to a COVID-related illness (isolation or quarantine) will receive homebound instruction by an appropriately certified teacher. Intervention support will be available as necessary to all students and will include meaningful feedback on student assignments and assessments.

ParentSquare is utilized to communicate with parents about instruction and/or technology via direct and group messaging, and community members are regularly directed to the district's website for posted communication and other information. To sign up to receive text messages and/or emails regarding district and school activities and other information, contact the IT help desk at (631) 930-1573. A staff member will be able to assist you with enrolling in the ParentSquare messaging system.

At the commencement of the 2021-2022 school year, building principals and teachers will provide notification to students/parents regarding the various ways in which they can contact/communicate with the school (telephone calls, teacher meetings, email).

The district's Pre-Kindergarten classes are included in all K-12 requirements/planning for in-person learning experiences and will adhere to the district's Continuity of Learning Plan for all instructional models, which are aligned to the Pre-Kindergarten standards.

SPECIAL EDUCATION

Students with disabilities were particularly impacted by the closing of schools in spring 2020. It is critical that Individualized Education Programs and 504 Accommodation Plans are faithfully implemented, while abiding by provision of a free and appropriate public education (FAPE) to safeguard the health and safety of students with disabilities.

To ensure meaningful parent engagement, the special education teachers and CSE chairpersons will be directed to utilize the translation services that the district utilizes (ParentSquare) in the parent's preferred mode of communication. The Special Education administration will work with the Director of Intervention Services to provide needed translation services.

The committees on preschool special education (CPSE) and committees on special education (CSE) regularly collaborate with outside providers/private placements to discuss student progress and recommendations. The administrators in the Special Education department will communicate with the various preschool programs and private school-aged programs to ensure that the provision of services are consistent with the recommendations on the IEP. Student progress will be monitored through formative assessments, data collection and reporting, and progress monitoring on a quarterly basis.

All students will have access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability-related needs of students that are addressed in their IEPs. Teachers will be aware of such, and will provide necessary supports to the greatest extent possible. Technology devices will be provided as necessary, and the district will coordinate training opportunities for parents to ensure the effective use of the devices and instructional platforms that students will be utilizing to meet their individual needs. If a child is not able to attend school full-time in-person due to a documented medical risk or vulnerability, homebound instruction will be provided.



Parents of students with disabilities have received a written copy of their child's IEP that indicates the programs and services recommended at the student's annual review.

BILINGUAL EDUCATION AND WORLD LANGUAGES

In many cases, the COVID-19 crisis exacerbated existing educational inequities for English Language Learners (ELLs). The West Islip School District is committed to providing supports to ELLs to mitigate the potential learning loss that may have been a result of the school closures and to their parents/guardians in their preferred language of communication.

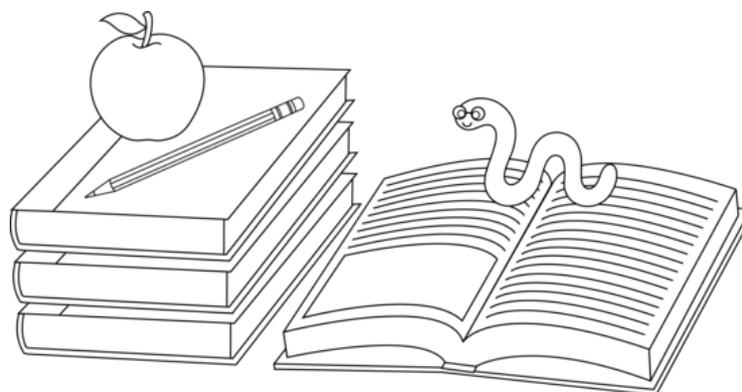
The West Islip School District follows the New York State ELL Identification and Placement process. The district follows guidelines for newly enrolled students and typically completes evaluations in mid-August for incoming kindergarten students. All new entrants will begin the identification process promptly as required by Part 154 of the Commissioner's Regulations.

The West Islip School District will continue to follow the guidelines for Units of Study as determined by the students' assessed English language proficiency levels, and teachers of ELLs will continue to provide individualized support and instruction to students during the school day.

The district will continue to maintain regular communication with parents/guardians through weekly, if not daily contact. The English as a New Language (ENL) Department utilizes translation services and tools to ensure that parents/guardians have access to all communication in their preferred language. Parents receive annual notification outlining the provision of required instructional Units of Study.

The district recognizes that Students with Interrupted/Inconsistent Formal Education (SIFE) are among the most vulnerable ELL subgroups, having already endured interruptions in their education prior to their arrival in New York State. The district will abide by all regulations as they relate to enrollment, identification and engagement in the learning process for SIFE students.





TEACHER AND PRINCIPAL EVALUATION SYSTEM

Well-designed and implemented teacher and principal evaluations through the Annual Professional Performance Review (APPR) process are important tools that reinforce educator growth and development. Providing feedback to educators through the evaluation process can support them as they adjust to the changing conditions caused by the pandemic, as well as guide focus areas for future growth.

Pursuant to Education Law 3012-d, the West Islip School District will fully implement its currently approved APPR plans for the 2021-2022 school year.

CERTIFICATION

Pursuant to Education Law 3001, individuals employed to teach in the West Islip Union Free School District will hold a valid certificate.



Protocols

APPENDIX A – HEALTH AND SAFETY PROTOCOLS

1. Staff must be vigilant to **observe for signs of illness in students and staff.**

The CDC has stated that the Delta variant of COVID-19 is highly contagious, more than twice as contagious as previous variants. The greatest risk of transmission is among unvaccinated people who are much more likely to get infected and therefore transmit the virus. People infected with the Delta variant, including fully vaccinated people with symptomatic breakthrough infections, can transmit the virus to others. It is critical that staff and parents are attentive to symptoms of COVID-19, including but not limited to:

- Fever chills (100°F or greater) or chills
 - 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
- Each school will designate two rooms for school health service personnel. One room will be for healthy students to obtain medications and nursing treatments. The second room (the Lion’s Den) will be for isolating ill persons.
 - If any student or staff member exhibits signs of any type of illness such as flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue and/or irritability, and frequent use of the bathroom, they should be sent to the designated isolation room for an assessment by the school nurse. If a school nurse is not available, the school principal should be notified.
 - Ill students and staff will be assessed by the school nurse. If the nurse deems it necessary to send the child or staff member home for follow up with a healthcare provider, the child will remain in the isolation room until they can be picked up by a parent/guardian. Students shall be supervised in the isolation area while awaiting transport home.
 - School health personnel must wear PPE when assessing ill persons or conducting certain respiratory treatments.
 - Disposable equipment and supplies will be used in the health office(s) as much as practicable.
 - All staff are required to participate in weekly testing for COVID-19. Staff may opt out of weekly testing by providing proof of full vaccination.

Parents/guardians must screen their child(ren) before sending them to school each day and be alert to other signs of illness that may require their child to stay home from school.

2. **Healthy hygiene practices** will be maintained at all times.

Administrators and school nurses will provide regular instruction to all faculty and staff, who in turn will provide training to the school community in hand and respiratory hygiene. To facilitate this training and ensure compliance, a variety of methods will be utilized.

- Signs will be posted throughout each district facility, including but not limited to entrances, restrooms, cafeterias and faculty rooms, classrooms, administrative offices, auditorium, gymnasiums, and custodial staff areas and wherever sanitizing gel is available.
- Reminders will be conveyed over the PA systems, and messages appear on the district website and social media pages reminding individuals to:
 - Stay home if they feel sick.
 - Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance.
 - Properly store and, when necessary, discard PPE.
 - Adhere to physical distancing instructions.
 - Report symptoms of, or exposure to, COVID-19.
 - Follow hand hygiene, and cleaning and disinfection guidelines.
 - Follow respiratory hygiene and cough etiquette.
- Time will be allotted during each school day to allow for hand hygiene, which includes:
 - Traditional hand washing with soap and warm water, lathering for a minimum of 20 seconds (the preferred method);
 - The use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available and hands are not visibly dirty.
- Hand sanitizer and/or disinfectant hand wipes will be available throughout common areas (ex. building entrances, cafeteria, library-media centers) and in each classroom.
- To facilitate proper hand hygiene, the following will be provided:
 - Adequate facilities and supplies for hand washing including soap and water;
 - Paper towels or touch free paper towel dispensers where feasible;
 - No-touch trash cans;
 - Alcohol based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
 - Time in the schedule to allow for frequent hand washing; and
 - Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.
- To facilitate proper respiratory hygiene:
 - Students and staff must cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.
 - A supply of tissues will be available in each classroom.
 - A no-touch trash can will be available in each room.
 - After sneezing or coughing, proper hand hygiene protocols will be observed.
- All students and staff members must wear cloth face coverings at all times in classrooms, hallways, restrooms and other indoor congregate settings, including buses. Mask breaks shall be provided at the direction of the teacher when physical distancing can be maintained. The emergency regulations under 10 NYCRR 2.60 and the Commissioner's Determination on Indoor Face Masking Pursuant to 10 NYCRR 2.60 do not include "mask breaks." This is in accordance with CDC guidance recommending universal masking in

schools to keep children in school and let them be closer together without risking close contact exposure and quarantines.

- Students and staff are encouraged to provide their own cloth face covering. However, in the event they are not able to do so, the district will provide a replacement.
- Accommodations will be made for students and employees who are not medically able to tolerate a face covering. Documentation from a healthcare provider is required and may be reviewed by the chief school physician.
- To properly wear a face covering:
 - Hands should be washed before putting on a face covering.
 - The mask should be placed over the nose and mouth and secured under the chin.
 - The mask should fit snugly against the sides of the face but not interfere with breathing.
 - The face covering should not be handled except to put it on and take it off.
- Face cloth masks should be laundered on a regular basis. Disposable masks should be discarded after use.
- Face coverings are for individual use only and should not be shared.
- Masks should have two or more layers of breathable fabric that block light when held up to a bright light source.

If the district is advised that a state mask mandate is considered not to be in effect, masks will be optional in school. In this case, students and staff may choose whether to wear a mask when indoors. No child will be directed to wear a mask, but may do so if they wish, except in circumstances as controlled otherwise by law or regulation.

- Visitors to schools must follow all district protocols.
 - Unscheduled visits to schools are strongly discouraged. In the event a parent/guardian must make an unscheduled visit to school, the visitor will be screened upon entry using the established protocol.
 - If mandated, masks must be worn indoors at all times.
 - Physical distancing must be observed to the extent practicable.
 - Those who will be in the proximity of students for indoor activities during the school day must produce proof of full vaccination or the results of a negative COVID-19 test taken within 24 hours of the visit. *In the event a mask mandate is not in effect, the district may choose to waive this requirement.*

3. Because of the importance of in-person learning, **physical distancing** will be implemented to the extent possible within all schools.

- A distance of at least three (3) feet is strongly recommended between all students.
- A distance of at least six (6) feet is recommended between students and teachers/staff, and between teachers/staff who are not fully vaccinated.
- Universal masking is required according to the Commissioner's masking determination issued pursuant to 10 NYCRR 2.60 for indoor settings. Should there be a time when the

state determination for universal masking in schools is lifted, masks will be optional in school. In this case, students and staff may choose whether to wear a mask when indoors.

- Physical distance will be maximized as much as possible when moving through the food service line and while eating (especially indoors). Additional spaces outside of the cafeteria for mealtime seating may be used to facilitate distancing.
- Parents/guardians may not escort their child(ren) into the building during the school day.
- Whenever possible, physical education and music classes will be held outside. Students must observe six feet of physical distancing between individuals while participating in activities that require projecting the voice, playing a wind instrument, or aerobic activity whenever practicable. Masks are advised at all times when indoors.
- Staff will monitor the use of restrooms to ensure that no more than three students (physically distanced) are in a multi-user restroom at one time.
- Wherever possible, windows and doors should be open to improve ventilation. The use of air conditioners should be minimized. If a room has a window air conditioner, the outdoor air setting, rather than the recirculate setting, should be used, and windows and doors should be open.
- Fans can be used to increase the effectiveness of open windows and to improve room air mixing. If a fan is used in a classroom:
 - Avoid the use of the high-speed settings.
 - Use fans at low velocity and in the reverse-flow direction so that air is pulled up toward the ceiling or out of the classroom.
- Individual student belongings shall be kept separated. Use of shared supplies should be limited.
- When lockers are used, students should visit lockers at specified times to minimize congestion in hallways. Lockers should be spaced to the extent practicable.
- Elevators should be used by no more than two parties at one time, and both must wear masks.
- Faculty offices may be occupied by no more than two individuals at a time, and all individuals must wear acceptable face coverings when required and be physically distanced to the extent possible.
- Events such as student assemblies, drama and musical performances, and field trips will be considered on a case-by-case basis.
- The manner in which school-wide parent-teacher meetings and Open House events are held will be assessed on a case-by-case basis depending on conditions at the time.
- Athletic practices and games will take place according to the guidelines received by the SED, in accordance with local department of health guidelines and the New York State Public High School Athletic Association (NYSPHSAA). Schools will utilize measures to maximize the safety of all participants (players, coaches, spectators). The Commissioner's determination for masking in schools issued pursuant to 10 NYCRR 2.60 applies to all indoor settings, including for sports and extracurricular activities, unless exceptions are expressly indicated. For indoor sports and extracurricular activities in which masking is not possible (ex. swimming, gymnastics), a minimum distance of six feet must be maintained and the athlete must don a mask when their competition is completed. Should there be a time when the state determination for universal masking in schools is lifted, masks will be optional in school. In this case, students and staff may choose whether to wear a mask when indoors.

4. The district will provide **accommodations to students and staff who are at high risk** or live with a person at high risk. These may include, but are not limited to individuals 65 or older, pregnant individuals, and individuals with certain underlying health conditions.
 - Parents of students with special needs or students who are medically fragile who may not be able to maintain physical distancing, hand or respiratory hygiene, or wear a face covering or mask, shall contact the school nurse of their child's building.
 - The building intervention team, in consultation with the parent/guardian and healthcare provider, will determine the appropriate accommodation for within the school setting. This may include additional PPE, homebound instruction, or other accommodation.
 - Documentation from the child's healthcare provider or the healthcare provider of the family member at risk will be required.
 - The district's Chief School Physician may be consulted.
 - Staff at high risk should contact the Office of Human Resources to discuss appropriate accommodations.
 - All visitors to the school environment who may be in contact with students will be required to demonstrate proof of vaccination or proof of testing, in concurrence with the guidelines for school staff.

5. The following protocols will be followed **in the event there is a confirmed case of COVID-19** in a school or a specific workplace.
 - Whenever a student or staff member shows symptoms of any communicable or infectious disease, including COVID-19, they shall be excluded from the school and sent home immediately. School staff must immediately report any illness of students or staff to the school nurse or building principal.
 - If a student or staff member reports having tested positive for COVID-19, school administrators should notify the Superintendent or their designee, who in turn shall notify the local health department.
 - All reports shall remain confidential, in compliance with FERPA and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality.
 - School nurses and others assessing or providing care to ill students and staff should follow appropriate precautions, including the use of appropriate PPE.
 - PPE will be available for use by school health professionals to assess and care for ill students and staff members, including but not limited to face masks (disposable surgical masks), respirators (N95) masks, eye protection or face shields, gloves, and disposable gowns.
 - Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least six feet from each other.
 - A facemask shall be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing.

- Students should be escorted from the isolation area to the parent/guardian.
- The parent or guardian will be instructed to call their health care provider or to follow up with a local clinic or urgent care center.
- Symptomatic students or staff members must follow the CDC's [Stay Home When You Are Sick](#) guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, the school nurse, principal or other designee should call 911 and notify the operator that the person may have COVID-19.
- School staff should be aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C).
 - The child should be referred for immediate follow up with a healthcare provider if they exhibit fever, abdominal pain, vomiting, diarrhea, neck pain, rash, bloodshot eyes or lethargy.
 - School staff should call for emergency transport (911) for a student who has trouble breathing, pain or pressure in the chest that does not go away, new confusion, inability to wake or stay awake, bluish lips or face or severe abdominal pain.
- Areas occupied by a sick person should not be used by other persons until cleaned and disinfected.
 - If possible, outside doors and windows should be opened to increase air circulation in the area.
 - All areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas should be cleaned and disinfected by personnel using the appropriate PPE.
 - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- In the event of a positive COVID case in the school environment, the principal will cooperate with the contact tracing of the local department of health, **if required**, by:
 - keeping accurate attendance records of students and staff members;
 - ensuring student schedules are up to date;
 - keeping a log of any visitors which includes date, time and where in the school they visited.
- ~~According to NYSDOH guidance, close contacts of someone with COVID shall quarantine for at least five days, and may return to the school environment on day 6, except as follows:~~
 - ~~Anyone ages 12 or older and who has received all CDC recommended COVID-19 vaccine doses, including boosters if eligible, does not need to quarantine.~~
 - ~~Anyone ages 5-11 years old who has completed the primary series of COVID-19 vaccines does not need to quarantine.~~
 - ~~Anyone who has had confirmed COVID-19 within the last 90 days (tested positive using an antigen or PCR) does not need to quarantine.~~

- ~~All close contacts must wear a well-fitting mask around others for 10 days from the date of last close contact with someone with COVID-19 and should be tested at least five days after the date of last close contact with someone with COVID-19.~~
- ~~Exposed fully vaccinated students, teachers, and staff who must quarantine because they did not receive a CDC recommended booster when eligible can attend or work at school during the quarantine period where masking, distancing, etc. is monitored and enforced. However, these individuals must continue to quarantine as otherwise required outside of academic instruction periods in school.~~
- *Schools will contact trace to identify individuals who may have been exposed to a positive case in the school environment.*
 - *Anyone within a six-foot radius of an infected person who is not wearing a mask will be considered exposed, and therefore a close contact. Families and staff will be notified.*
 - *Masking is strongly recommended for 10 days after a known exposure.*
 - *Testing immediately upon learning of a potential exposure is recommended, and again at least five (5) days after the last date of exposure.*
- According to NYSDOH guidance, someone who has tested positive for COVID-19, regardless of vaccination status, must stay home from school for at least five full days (day 0 is the first day of symptoms or the date of the day of the positive test for asymptomatic persons).
 - Isolation ends after five full days if the individual is fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved.
 - Wear a well-fitting mask for five additional days (day 6 through day 10) after the end of the five-day isolation period, *including on school transportation.*
 - Those who cannot wear a well-fitting mask must isolate for a full 10 days.

6. Schools must follow CDC guidance for allowing a student or staff member to **return to school after exhibiting symptoms of COVID-19.**

- If a person is not diagnosed with COVID-19 by their healthcare provider, they can return to school:
 - Once their symptoms are improving and they are fever-free, without the use of fever reducing medicines, for 24 hours; and
 - They have a note from the healthcare provider indicating a COVID-19 test was negative or a copy of the negative test result.
- If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, or does not get a COVID-19 test but has had symptoms, they must be excluded from school and may not be on school grounds, regardless of vaccination status. They should stay at home until:
 - It has been at least ten days since the individual first had symptoms;
 - The individual has been fever-free for at least three days without using fever reducing medicine; and

- It has been at least three days since the individual's symptoms improved, especially cough and shortness of breath.
- ~~Return to school for confirmed positive cases will be coordinated with the local department of health and will require a written release.~~

7. **Schools and district property will be cleaned and disinfected** according to CDC guidelines.

- PPE will be provided and available to custodial and other personnel engaged in cleaning disinfecting school facilities.
- Each staff member will inspect their area daily and ensure they have sufficient PPE supplies and that classrooms have adequate hygiene supplies each day, as appropriate.
- Daily school wide cleaning will include, but not be limited to, classrooms, restrooms, cafeterias, libraries, and district buses.
- High touch surfaces, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards and tablets, restrooms and restroom fixtures, and classroom faucets and sinks will be cleaned and disinfected daily.
- Cafeterias will be cleaned between each lunch period and disinfected daily.
- Head custodians will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.
- Athletic/gym equipment will be cleaned daily.
- The school Health Office will be cleaned and disinfected on a daily basis.
 - Cots, bathrooms and health office equipment will be cleaned after each use.
 - Disposable items, such as pillow protectors and thermometers (or sheaths/probes) and otoscope specula will be used as much as possible.
- The use of school/district facilities will be permitted to district and community groups. Community organizations that are permitted to use district facilities must follow all state and locally developed guidance on health and safety protocols, including but not limited to mask use, physical distancing and hygiene requirements. A safety play must accompany all requests for permits.

8. **Required school safety drills** will be conducted.

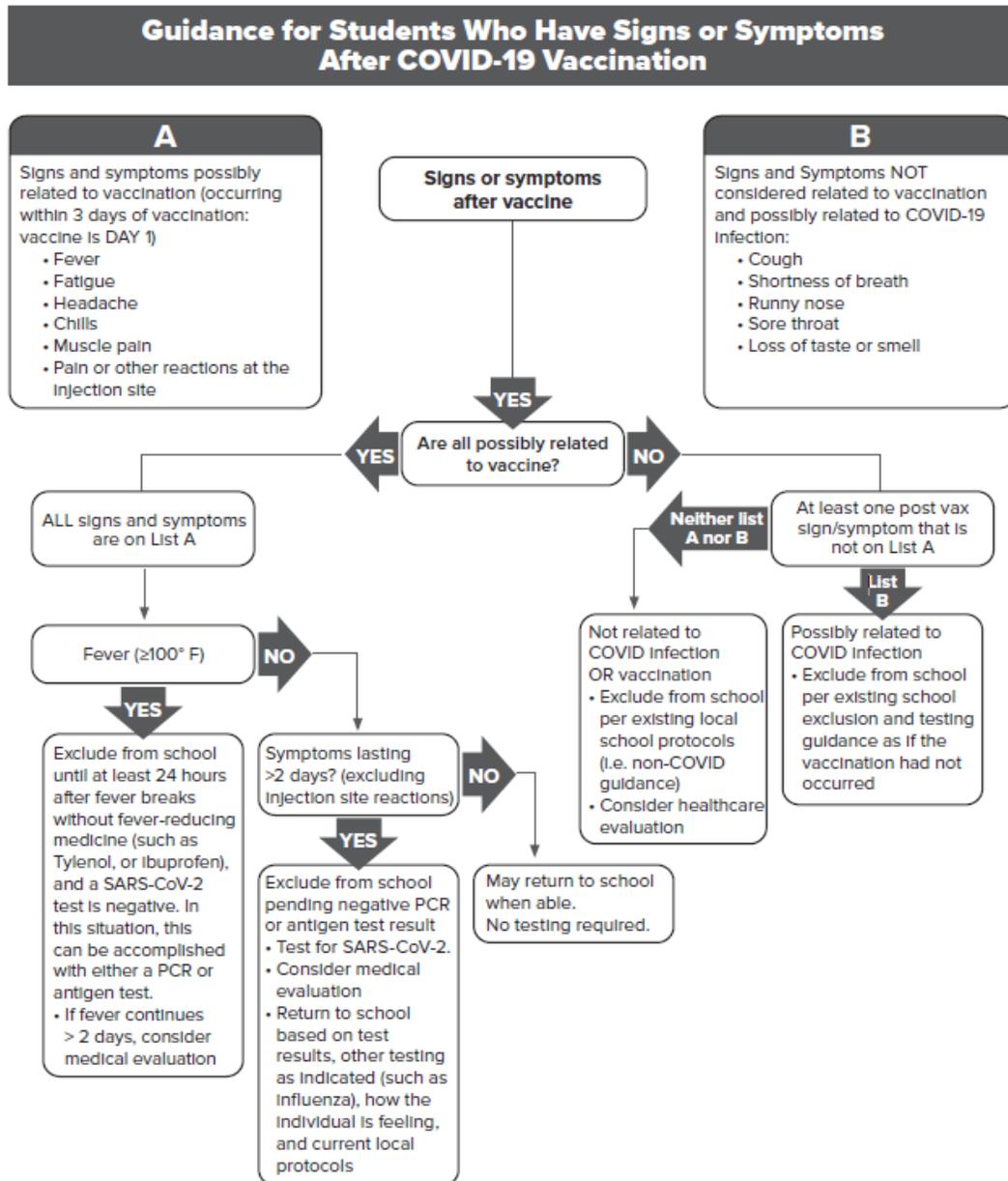
- Eight (8) evacuation and four (4) lockdown drills will be conducted by each school building according to the schedule established by Education Law § 807.
- Students will be instructed that in an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety and physical distancing is a secondary concern.

9. As per 10 NYCRR 2.62, **all school personnel are required to submit to weekly testing for the COVID-19 virus** unless they submit proof of full vaccination.

- Unvaccinated school staff who were diagnosed with and recovered from COVID-19 within three (3) months are not subject to the weekly testing requirement.
- Asymptomatic individuals exposed to COVID-19 who were diagnosed and recovered from COVID-19 are not required to retest and quarantine within three (3) months after the

date of symptom onset from the initial COVID-19 infection or date of first positive diagnostic test if asymptomatic during illness.

- The New York State Department of Health refers local health departments to an **algorithm that addresses school attendance and requirements for children who have symptoms consistent with vaccine side effects** shortly after receipt of the COVID vaccine.





APPENDIX B - RESOURCES

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

New York State Department of Health (NYSDOH)

https://coronavirus.health.ny.gov/system/files/documents/2022/03/school-guidance-03.01.22_0.pdf

https://coronavirus.health.ny.gov/system/files/documents/2022/03/school-guidance-faqs-for-schools_03.01.22.pdf

https://coronavirus.health.ny.gov/system/files/documents/2021/08/2.61_determination_0.pdf

<https://coronavirus.health.ny.gov/system/files/documents/2021/09/2.62-determination.pdf>

<https://coronavirus.health.ny.gov/system/files/documents/2021/09/school-guidance.pdf>

Suffolk County Department of Health Services

<https://suffolkcountyny.gov/Departments/Health-Services/Health-Bulletins/Novel-Coronavirus/SCDHS-COVID19-Guidance-and-Services>

New York State Education Department

<http://www.nysed.gov/common/nysed/files/programs/back-school/nysed-health-and-safety-guide-for-the-2021-2022-school-year.pdf>

American Academy of Pediatrics

<https://www.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>