

WILLIAMSON CENTRAL SCHOOL DISTRICT

Remote Learning Plan 2024-2025



COLLEGE READY

CAREER READY



LIFE READY

Table of Contents

Introduction	1
Communication/Family and Community Engagement	2
Health and Safety	3
Facilities	4
Child Nutrition	4
Transportation	4
Social-Emotional Well-Being	5
School Schedules	6
Attendance and Chronic Absenteeism	6
Technology and Connectivity	7
Teaching and Learning	8
Career and Technical Education (CTE)	8
Athletics and Extracurricular Activities	9
Special Education	9
Bilingual Education and World Languages.....	9
Staffing.....	9
Topical Framework	9
Appendix – MTSS Framework	

Introduction

At Williamson Central School District our primary commitment is to the students and families we serve. Our priority must be keeping them safe.

The areas outlined in this plan represent the myriad considerations our district will address to keep our schools open safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning needs. An emphasis on the social-emotional needs of our students is a priority and therefore we have also addressed this within our plan.

This plan includes procedures that will be followed in the following schools:

Williamson Senior High School

5891 Route 21, Williamson, NY 14589

Williamson Middle School

4184 Miller Street, Williamson, NY 14589

Williamson Elementary School

6036 Highland Avenue, Williamson, NY 14589

To be clear, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan intended to best help students and employees feel comfortable and safe while on our school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning depending on situations outside of our control and the recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

Guiding Principles

The development of this plan was guided by and grounded in the following guiding principles:

1. Safeguarding the health and safety of students and staff;
2. Providing the opportunity for all students to access a free and appropriate education
3. Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately address the spread of illness during any pandemic/large scale episode
4. Emphasizing equity, access, and support to the students and communities that are most in need;
5. Fostering strong two-way communication with partners, such as families, educators, and staff;

6. Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by any school closure; and
7. Considering and supporting diversity in our schools and school districts as we provide education is essential.

Communication/Family and Community Engagement

To help inform our reopening plan, the Williamson Central School District has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included online surveys, virtual forums/meetings, topical sub-committee meetings and one-on-one conversations. Below is a list of those who officially supported the reopening plan via formal committee work:

- **Transportation Sub-Committee Members:** Ellen Saxby (administrator) Sherry Schultz (driver), Jeff Sutton (Business Official), Angela DeFisher (BOE/Parent), Chuck O'Neil (Director of Transportation), Marygrace Mazzullo (Superintendent)
- **Operations and Facilities Sub-Committee Members:** Jim Long (Director of Facilities), Angela DeFisher (BOE/Parent), Jamie Sonnevile (BOE/Parent), Marygrace Mazzullo, (Superintendent), Kathryn Taylor (administrator)
- **Food Service/Nutrition Sub-Committee Members:** Tina VanStrien (Director of Food Service), Kate Avery (administrator), Amy Rynders (retired FS worker), and Doreen Bowman (FS Worker).
- **Teaching and Learning Sub-Committee Members:** Ellen Saxby (administrator), Rachel Liberatore (ASI), Marygrace Mazzullo (Superintendent), Angela DeFisher (BOE/Parent), Karen Hoody (administrator), Kate Taylor (administrator), Kate Avery (administrator), Kelly Colling (Director of Special Education), Diane Greco (teacher), Janice Raspudic (teacher), Meaghan Piccarreto (teacher), Tina Palumbo (teacher), Mary Lyons (teacher), Erica Davis (teacher), Stacey Newmyer (teacher), Carl Comstock (teacher), Rainee Tilkens (teacher), Ginny Kuryla (teacher), Olivia Schauf (librarian)
- **Technology, Digital Equity and Access Sub-Committee Members:** Jamie Sonnevile (BOE/Parent), Paula Dobesh (speech and tech), Jason Sutton (tech), Jerry Bussey (tech), Dave Cocquyt (teacher), Jack Matthys (teacher assistant), Deadria Eaton (teacher assistant), Jodi Bodak (teacher), Alan Baker (teacher), Jane Brown (teacher).
- **Communication Sub-Committee Members:** Marygrace Mazzullo (Superintendent), Jamie Sonnevile (BOE/Parent), Angela DeFisher (BOE/Parent), Ashtyn Mohanlall (BOE/Parent), Ellen Saxby (administrator), Kate Avery (administrator), Rachel Liberatore (ASI), Kelly Dixon (District Clerk)
- **Health and Safety Sub-Committee Committee Members:** Marygrace Mazzullo (Superintendent), Jeff Sutton (Business Official), Ashtyn Mohanlall (BOE/Parent), Rachel Liberatore (ASI), Beth Moore (School Nurse), Hayley Musclow (School Nurse), Lynn Wersinger (School LPN).
- **Social/Emotional Wellbeing Sub-Committee Members:** Karen Hoody (administrator), Kathryn Taylor (administrator), Rachel Liberatore (ASI), Leigh Prescott (School Psych), Ingrid Wander (Social Worker), Kayla Yarrow (teacher), Sean Spooner (School Counselor), Kristen Collins (School Counselor), Cathie Abdunnasir (Teaching Assistant), Jeff VanHoover (teacher), Deb DelPlato (teacher).
- **Full District Stakeholder Committee Members:** Marygrace Mazzullo (Superintendent), Rachel Liberator (ASI), Kate Avery (administrator), Hilary Chaya (administrator), Kathryn Taylor (administrator), Ellen Saxby (administrator), Karen Hoody (administrator), Alan Baker (WFA, teacher), Dave Cocquyt (WFA, teacher), Beth Moore (School Nurse), Jessica Craft (administrator), MaryJo Bailey (monitor), Jamie Sonnevile (BOE/Parent), Ashtyn Mohanlall (BOE/parent), Andy Kritall (Athletic Director, teacher), Jim Long (Director of Facilities), Tina VanStrien (Food Service Director), Chuck O'Neil (Transportation Director), Tracy Lessord (library clerk/parent).

The Williamson Central School District assures that our reopening plans supports communication and engagement for students, families, and staff. We will continue to promote communication and engagement through consistent updates shared on multimedia platforms, training, signage and stakeholder involvement through feedback.

1. Through the development of our opening plan, Williamson has engaged with stakeholders and a representation of community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, and labor relation representatives) in frequent meetings, surveys and electronic correspondence.
2. Williamson has developed a communications plan for students, parents or legal guardians of students, staff, and visitors. All applicable information and updates are posted on our social media outlets, website and communicated directly to our families and staff via ParentSquare
3. Williamson has developed training to be shared with all staff and students regarding health protocols.
4. Williamson will provide communications in the language(s) spoken at home among families and throughout the school community.

Health and Safety

The Williamson Central School District has designated a safety coordinator- Rachel Liberatore who will continuously monitor compliance with the school's opening plan. The safety coordinator participates in committee work and works directly with all administrators in schools as well as with the district's three nurses.

Our main goal is for individuals to focus on preventative actions, which includes performing self-health checks and screenings. Individuals who do not feel well or are running a fever should not come to school

The Williamson Central School District will ensure all required PPE is available as requested or needed. Each school site will be designated masks, gloves, gowns, face shields. The Director of Facilities will monitor the PPE supply and reorder when the stockpile falls below the 30-day supply.

In the event of a future pandemic or wide spread illness, the building administrators will follow all NYSED, DOH and CDC guidance.

Facilities

Enhanced cleaning protocols have been established to clean and disinfect all district buildings daily. Teachers and staff will be provided with the necessary cleaning and disinfecting materials.

The Williamson Central School District will perform regular school bus disinfection measures.

The facilities section of this plan will address all of the buildings that make up the Williamson Central School District: The High School, The Middle School, The Elementary School, The District Office, The Transportation Offices/Bus Garage.

The Williamson Central School District will not make any changes or additions to facilities that would change our compliance with the 2020 NYS Uniform Fire Prevention and Building Code or the State Energy Conservation Code.

- The Williamson Central School District will ensure it is in compliance with the Visual Inspections.
- The Williamson Central School District will ensure Lead in the Water testing aligned to the period student occupancy resumes.
- The Williamson Central School District ensures all existing and new Alcohol-based hand rub dispensers are in accordance with FCNYS 202 Section 5705.5.
- The Williamson Central School District assures that all project plans will be submitted to the OFP.
- The Williamson Central School District ensures that existing number of toilets and sink fixtures meet the minimum standards of the BCNYS
- The Williamson Central School District ensures that the existing drinking fountains meet the required codes
- The Williamson Central School District ensures all ventilation systems are maintained in accordance with the specific unit handling guidelines (specific schedules are located in the maintenance management system).

Child Nutrition

Our Williamson Central School District programs can allow students to eat in the classroom instead of the cafeteria or common areas. Regular practices of cleaning will follow eating in the classroom. Social distancing will occur during lunch time in each classroom.

All schools will follow SFA policies when communicating about school meal services, eligibility, options and changes in operations. All communications will be provided through a variety of communication methods including website, social media, emails, Parent Square calls, newsletters, and regular mail and will be translated into the languages spoken by families.

Transportation

The Williamson Central School District will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school

staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated)

Cleaning and Disinfecting

- Buses and other transportation vehicles will be cleaned and disinfected daily (focus on high touch areas).
- *Daily Cleaning*
 - All trash removed
 - Floors swept and dust mopped
 - Walls and windows cleaned
- *High Touch Surfaces*
 - Bus seats and seat backs
 - Seat belts
 - Door handles, handrails
 - Driver operator area
- Cleaning and disinfecting products approved by the EPA will be used according to instructions.
- Eating and drinking will be prohibited on the bus

Training (Office Personnel, Drivers, Mechanics, Aides)

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Blood borne Pathogen (BBP)

Social Emotional Well-Being

To inform the comprehensive counseling needs at each of the Williamson Central School District schools/programs, each has a team that focuses on the well-being of the student and ensures supports are continued during all possible instructional models. We continue to utilize our MTSS Teams (Tier I, Tier II and Tier III) to address academic, social/emotional and behavioral needs for all students and assign appropriate supports and interventions as needed. The Williamson Central School District MTSS teams are comprised of building leadership, community-based service providers, teachers, certified school counselors, and other pupil personnel services providers including school social workers and/or school psychologists.

The Williamson Central School District's opening plan addresses professional development opportunities for staff. Ongoing training has been and will continue to be provided on how to talk and support students now and during any public health emergency. The trainings have supported the knowledge of developing coping and resilience skills for students and staff. Weekly resources are shared with staff and parents. These resources will continue in the upcoming school year. The Williamson Central School District has invested in creating a comprehensive support schedule focused on student social and emotional health and provided via our school wide Multi-Tiered System of Supports. See Appendix.

The Williamson Central School District continues to provide resources from the Trauma, Illness and Grief (TIG) consortium and has TIG trained staff at each of the schools. The TIG Consortium regularly shares resources and supports with staff and students.

School Schedules

The Williamson Central School District has created a comprehensive plan for a schedule that includes in-person instruction, remote instruction or a hybrid of both in-person and remote. All plans will be clearly communicated following the communication plan, with as much advance notice as practicable, to students, families and staff. The Williamson Central School District will collaborate with district stakeholders when considering alternate schedules.

The Williamson Central School District has three plans to address future needs:

Plan I: Opening Plan. Full Implementation of programs in person instruction following all DOH, CDC and SED guidelines. This will always be the first priority when safe and appropriate.

Plan II: Hybrid Model Plan. Combining in person and virtual instruction. This plan will operate when reduced capacity is necessitated. Remote instruction may be synchronous or asynchronous or a combination of the two, depending on the situation at hand.

Plan III: Continuity of Learning Plan (Virtual learning for all students). All buildings will be closed, and students will participate in on-line learning. Staff may or may not report depending on the situation. Remote instruction may be synchronous or asynchronous or a combination of the two.

Attendance, Attendance Reporting and Chronic Absenteeism

The Williamson Central School District uses an electronic system to collect and report daily teacher student engagement and attendance. Williamson Central School District will continue this practice during any of our proposed learning models: in-person, hybrid or remote.

The following is a checklist of responsibilities for each stakeholder group:

Administrators	<ul style="list-style-type: none"> ○ Administrators will work with staff to implement documentation of attendance absenteeism per The Williamson Central School District guidelines and procedures. ○ Administrators will follow The Williamson Central School District procedures and protocols and document per The Williamson Central School District guidelines. ○ Administrators will assign or designate staff to connect with cohort of students daily and report any significant attendance concerns. ○ Administrators will monitor the attendance reporting system or SIRS. ○ Administrators will continue to connect and meet with students and families following The Williamson Central School District protocols of those with chronic absenteeism and poor attendance.
Staff	<ul style="list-style-type: none"> ○ Staff will take attendance starting at the beginning and throughout the day following program protocols. ○ Staff will report student information to SIRS or the attendance reporting system. ○ Staff will communicate significant attendance concerns to administration daily. ○ Staff will communicate weekly attendance to families. ○ Staff will continue to document daily attendance during virtual learning.
Students	<ul style="list-style-type: none"> ○ Students will maintain regular attendance in-school or during virtual learning and communicate with their program staff.

	<ul style="list-style-type: none"> ○ Students will meet with staff and/or administration when there are attendance concerns.
Families	<ul style="list-style-type: none"> ○ Families will reinforce regular attendance for in-school and remote learning and maintain consistent communication with their school program. ○ Families of those with attendance concerns will communicate/meet with staff and/or administration to address the attendance concerns.

Technology and Connectivity

Adequate access to a computing device and high-speed broadband is essential for educational equity. The Williamson Central School District will continue to determine the level of access all students and teachers have in their places of residence. This information will be collected from the families through a survey or parent support conversations. The Williamson Central School District has acquired chromebooks and hotspots to support the continuation of learning.

The Williamson Central School District will provide instruction on using technology and IT support for students, teachers and families and provide professional development for teachers and leaders on designing effective online/remote learning experiences as needed.

The following is a checklist of responsibilities for each stakeholder group:

Administrators	<ul style="list-style-type: none"> ○ Administrators will work with their staff on on-line resources support. ○ Administrators will make sure all students have access to devices. ○ Administrators will make sure all students have access to internet. ○ Administrators will make sure all staff have a platform for remote instruction. ○ Administrators will collect and retain instructional plans from staff members. ○ Administrators will share resources/instructional materials for virtual instruction in the weekly update sent to all Williamson Central School District staff.
Staff	<ul style="list-style-type: none"> ○ Staff will work with their administrators on virtual resources beneficial to their students. ○ Faculty and staff will ensure students have access virtual resources. ○ Staff will ensure that they have access to instructional materials and technology at all times. ○ Staff will create and maintain a platform for instruction (Zoom, Schoology, etc.) ○ Staff will maintain regular contact with students regarding instructional needs. ○ Staff will track student attendance, performance, participation, and work completion. ○ Documentation of attempts and choices for communication include: <ul style="list-style-type: none"> ○ Email ○ Phone (if using personal phone you can dial *67 prior to entering student/parent phone number to retain privacy) ○ ZOOM

	○ Google Meets
Students	<ul style="list-style-type: none"> • Students should maintain daily communication with instructors. • Students will communicate technological or connectivity issues with appropriate staff in a timely manner. • Students will maintain devices to keep them in working order. • Students will use devices appropriately and for school-related tasks. • Students will follow the code of conduct for use of devices and digital content.
Families	<ul style="list-style-type: none"> • Families should maintain regular communication with instructors. • Families will communicate technological or connectivity issues with appropriate staff in a timely manner. • Families will maintain devices to keep them in working order. • Families will use devices appropriately and for school-related tasks. • Families will follow the code of conduct for the use of devices and digital content.

Teaching and Learning

Teaching and Learning

It is the intent of The Williamson Central School District to provide the appropriate learning model, prioritizing in person learning. Plans have been created to support a reduced capacity in person instruction model, an increased virtual learning model and total student virtual learning model in the future as indicated by current events.

The Williamson Central School District will provide standards-based instruction; ensuring substantive daily interaction between staff and students; and clearly communicating information about instructional plans with parents and guardians.

All Williamson Central School District instructional programs will closely follow NYS Learning Standards in whichever learning model is being implemented.

The Williamson Central School District has an existing established communication plan shared with students and families and stakeholders regarding questions about their child/student's instruction and/or technology. Regular communication is provided using Parent Square, emails and social media outlets. A student handbook is provided to each student within the Williamson Central School District that outlines learning expectations.

Career and Technical Education (CTE)

The Williamson Central School District will continue to support CTE instruction and transport students to their current CTE placements for learning. In district, we will continue to support our Pre-Engineering and Project Lead the Way sequences for students.

Athletics and Extracurricular Activities

Along with NYSED, the CDC and DOH, Williamson Central School District will also follow the guidance provided by the New York State Public High School Athletic Association (NYSPHSAA).

Special Education

It is essential that we provide a free appropriate public education in the least restrictive environment. Class sizes and therapist offices will be monitored by the administrator to make sure that all considerations for social distancing are considered. All programs, services, accommodations, modifications, supplementary aides and services and technology will be implemented as stated in the students' IEP. All teachers are required to create instructional plans which outline all students' individual goals and needs. All accommodations and modifications have been implemented within these plans to ensure FAPE is being met.

Bilingual Education and World Languages

The Williamson Central School District will do the following:

- provide all communications to parents/guardians of ELLs in their preferred language and mode of communication to ensure that they have equitable access to critical information about their children's education;
- ensure that all ELLs receive appropriate instruction that supports their college, career, and civic readiness, by providing them the required instructional Units of Study in their English as a New Language or Bilingual Education program based on their most recently measured English language proficiency level;
- recognizing that all teachers are teachers of ELLs, provide professional learning opportunities related to the instruction and support of ELLs to all educators, as required by Part 154 of the Commissioner's regulations.

Staffing

Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan, utilizing the alternate student performance measure for all certified teaching staff.

Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law. In instances where the district is unable to staff with an appropriately certified person, the district will follow the guidance provided by the NYS certification office or TEACH.

Student Teachers

Student teachers from NYSED registered college or university programs can serve under the supervision of fully certified teachers in the Williamson Central School District. Student teachers will follow all of the social distancing, mask wearing, health status reporting, and other COVID-19 procedures that the teachers follow. Student teachers will serve under the supervision of our full time certified teachers only. At no time will a student teacher be used as a teacher of record.