



ReOpening Guidebook

Updated August 2021

21 22



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Board of Education



BOE members from left to right:

- 1. Dr. Shane Henderson**
- 2. Mr. Philip Howard - Vice President**
- 3. Mr. William Walker**
- 4. Ms. Carole Mineo - President**
- 5. Ms. Carol Maida**
- 6. Ms. Ramona Burton**
- 7. Mr. Mark Levinstein**
- 8. Ms. Renee Green**
- 9. Mr. Darren Stridiron**

Letter from Superintendent



Dearest Families, Faculty, Staff and Scholars,

I hope you have had a restful and rejuvenating summer. The Newburgh Enlarged City School District (NECSD) has been actively planning and preparing for the start of the 2021-2022 school year. Thank you for your patience and support during this time.

Our primary goal is to safely reopen schools and keep them open. The first day of school for scholars is September 1, 2021. The district plans to welcome all scholars for five days of in-person learning beginning on September 1, 2021. A 100% remote option is only available for those who are approved through the Medically Fragile Student Eligibility process. That process can be found on the district's website newburghschools.org/medical.

In late-July the Centers for Disease Control (CDC) released [Guidance for COVID-19 Prevention in K-12 Schools](#). Shortly after, the American Pediatric Association released their [COVID-19 Guidance for Safe Schools](#) and just last week, the NYS Education Department released their [Health and Safety Guide for the 2021-2022](#) school year.

In accordance with the CDC, we will be taking a multi-layered approach to reopening schools, recognizing that a combination of mitigation strategies is more effective than a single approach. Mitigation strategies will include: training and education, hand washing, regular cleaning and disinfecting, isolation and quarantining practices, symptomatic COVID-19 testing, airflow, circulation, and ventilation, physical distancing, masks, and COVID-19 vaccinations. Families should be conducting temperature and wellness checks at home, only sending their children to school if they are feeling well and do not have a fever. Through this guidebook, our hope is that all of our scholars will have the opportunity for consistent, in-person learning throughout the school year.

Letter from Superintendent

As per CDC guidance, the district will begin the year [requiring masks](#) for all students, staff, and faculty in school buildings regardless of vaccination status, beginning Monday, August 23, 2021. This will also apply on school transportation.

We recognize how this continued uncertainty has caused a great deal of anxiety for families. Through surveys, meetings, emails, and phone calls, we continue to collect and evaluate feedback from families, faculty, and staff. Most importantly, we know any model we consider must be examined through the lens of equity and excellence as well as the health and safety of approximately 12,000 scholars and 2,500 employees.

While this is not what we had hoped for or could have ever imagined for a third school year, we do have opportunities ahead of us. We will continue to prioritize progress over perfection and will continue to ShoulderUp with you as we navigate the school year.

I am pleased to share with you our planning for the Fall. The 2021-2022 ReOpening Schools Guidebook provides an overview of our health and safety measures and our instructional approach. We will continue to provide you with timely updates.

Please consider the COVID-19 vaccination if you have not already and continue to **wash** your hand, **watch** your distance, and **wear** a mask. We are honored to have your support and look forward to our collaboration as we work together to overcome this pandemic. This is an immense responsibility we take very seriously.

With Appreciation,



Roberto Padilla, Ed.D
Superintendent

Our Guiding Principles

For Reopening Schools



Every scholar will have the opportunity to attend in-person learning



Plan for consistency across the system



Equity will be prioritized & we will pivot to different models when required, based on science



Work within existing constraints (e.g., buses, staff and buildings) & maximize resources

Overview

In Newburgh, our chief goal is for our district to be a “Covid-Free” environment by working with health care officials and the state Education Department. The district will implement multi-layered strategies to help mitigate the spread of COVID-19 in school buildings. Mitigation strategies will include: training and education, hand washing, regular cleaning and disinfecting, isolation and quarantining practices, symptomatic COVID-19 testing, airflow, circulation, and ventilation, physical distancing, masks, and COVID-19 vaccinations. We want our students, families, and staff to feel as comfortable as possible returning to our school buildings.

Realities and Constraints

This pandemic has proven to be unpredictable; however, we believe that there are some likely realities that our staff, students, and families can anticipate. Some of those realities help our plans to reopen, while others may make it more challenging and constrain our efforts. It is important, as we plan, for everyone to be on the same page about what is likely so we can focus our effort on the most likely circumstances, while still ensuring that we plan for the various “what if” scenarios.

GUIDEBOOK SUMMARY

Instructional Models (In-Person, Synchronous, Remote)

1

Schools will be in session 5-days a week for in-person instruction. 100% remote option is only for students who are deemed medically fragile by a physician and the physician believes that your child's return to a regular school setting could impact that condition. Synchronous learning is only for students who have been quarantined. Students will receive synchronous instruction through their teacher's Google Classroom. *For more information see page 17.*

2

Masks

As per CDC guidance, the district will begin the year [requiring masks](#) for all scholars, staff, and faculty in school buildings regardless of vaccination status. This will also apply on school transportation. *For more information see page 11.*

3

Quarantining

If students are 3 feet or greater from an infected student and all students were properly wearing a mask, the CDC says no quarantining is required for those students. This does not apply to staff/faculty, *Unvaccinated* staff/faculty will need to quarantine while *vaccinated* staff/faculty will NOT need to quarantine unless they have symptoms. Fully vaccinated people should get tested 3-5 days after their exposure even if they do not have symptoms. *For more information see page 16.*

4

Social Distancing

The district will work to maintain 3 feet of physical distance between students within classrooms. A distance of 6 feet is recommended between students and teachers/staff when possible. *For more information see page 12.*

5

COVID-19 Vaccinations

NECSD will continue to work with state and local health professionals to promote vaccinations for students and staff. We will also co-sponsor vaccination drives in collaboration with approved vendors to provide vaccinations for students aged 12 and above (or currently approved). We will continue to monitor the CDC and DOH guidelines on vaccination protocols including potential boosters, in its overall vaccination plan. *For more information see page 9.*

6

COVID-19 Screening Testing

The district will require unvaccinated faculty and staff be tested on a weekly basis. At this time, student testing is pending further guidance. *For more information see page 10.*

7

Athletics and Extracurricular Activities

All athletics and extracurricular activities are currently planned as traditionally scheduled. For indoor activities, the mask policy will be in effect for all students regardless of vaccination status. At time of publication, masks will not be required during outdoor activities. In addition, COVID-19 testing for non-vaccinated student athletes and participating adults may be instituted based on our community transmission rates. *For more information see page 13.*

8

What if a student is sick with COVID-19 Symptoms?

The CDC created a flowchart to assist schools in decision making if a student becomes sick or reports a new COVID-19 diagnosis at school. *For more information see page 15.*



**Health &
Safety**

Health & Safety



COVID-19 VACCINATION

The CDC states that “vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports.” Furthermore, many schools serve children under age 12 who are not eligible for vaccination at the time this guide was published. Therefore, reflecting CDC guidance, this document emphasizes implementing layered prevention strategies (i.e., using multiple prevention strategies together consistently) to protect students, teachers, staff, visitors, and other members of their households.

The guidance from the CDC in many instances varies based on the vaccine status of individuals. This includes, but is not limited to, physical distancing, outdoor mask recommendations, and isolation/quarantine requirements.

The district will work with local partners and the Orange County Department of Health to offer COVID-19 vaccination for eligible students.

Verifying Vaccinations

CDC guidance states:

- Administrators will maintain documentation of students’ and workers’ COVID-19 vaccination status and will use this information, consistent with applicable laws and regulations, including those related to privacy, to inform prevention strategies, school- based testing, contact tracing efforts, and quarantine and isolation practices.
- The district plans to request voluntary submission of documentation of COVID-19 vaccination status using the same standard protocols that are used to collect and secure other immunization or health status information from students.
- The protocol to collect, secure, use, and further disclose this information will comply with relevant statutory and regulatory requirements, including Family Educational Rights and Privacy Act (FERPA) statutory and regulatory requirements.
- Policies or practices related to providing or receiving proof of COVID-19 vaccination will comply with all relevant state, tribal, local, or territorial laws and regulations.

Health & Safety



MONITORING COMMUNITY TRANSMISSION

The CDC recommends schools should consider many factors as they prepare for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in their school community, as well as vaccination coverage rates in both the community at large and their school community. The district will consult with local health officials and monitor community transmission, vaccination coverage, screening testing, and occurrence of outbreaks to guide decisions on the level of layered prevention strategies. The CDC guidance identifies multiple prevention strategies in a layered approach to promote safer in-person learning and care. This is particularly significant due to the fact that students under age 12 cannot receive the vaccine at this time. These strategies include but are not limited to:

- Promoting vaccination;
- Consistent and correct use of masks;
- Physical distancing;
- Screening testing to quickly identify cases;
- Improved ventilation;
- Proper handwashing and respiratory etiquette;
- Staying home when sick and getting tested;
- Contact tracing in combination with isolation and quarantine; and
- Routine cleaning with disinfection.

The district will monitor levels of community transmission by using the CDC [COVID Data Tracker](#).



COVID-19 SCREENING TESTING

The district will require unvaccinated staff be tested on a weekly basis. At this time, student testing will be determined by NYSDOH guidance..

As stated in the CDC guidance, [COVID-19 screening testing](#) identifies people infected with COVID-19, including those with or without symptoms, who may be contagious. In K-12 schools, COVID-19 screening testing can promptly identify and isolate cases, help quarantine those who may have been exposed to COVID-19 who are not fully vaccinated, and identify clusters where the virus exists. [Further information on quarantine can be found on the CDC website.](#)

Health & Safety



WEARING MASKS

The CDC has recently updated its guidance on masks due to emerging evidence that demonstrates that the Delta variant of COVID-19, currently the predominant strain in the United States, is more infectious and has led to increased transmissibility when compared to other variants, even in vaccinated individuals.

The CDC states that unvaccinated people remain the greatest concern. Although breakthrough infections in vaccinated people happen much less often than infections in unvaccinated people, individuals infected with the Delta variant, including fully vaccinated people with symptomatic breakthrough infections, can transmit it to others. Thus, the CDC and the American Academy of Pediatrics recommend universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status and community transmission levels.

Consistent and correct mask use is particularly important indoors and when physical distancing cannot be maintained and in areas of high transmission of COVID-19. When teachers, staff, and students (ages 2 years and older) consistently and correctly wear a mask, they protect others as well as themselves.

- The [CDC's Order](#) regarding masks, issued in January 2021, requires that “[a]ll passengers on public conveyances ... traveling into, within, or out of the United States ... regardless of their vaccination status, are required to wear a mask over their nose and mouth.” It applies to all forms of public transportation, including school buses. Passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems, regardless of vaccination status, subject to the exclusions and exemptions in CDC's Order. [Learn more about the requirement for face masks on buses here.](#)
- Masks are recommended for school events and athletics while indoors.
- The CDC recommends that people who are not fully vaccinated should wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people. Fully vaccinated people might choose to wear a mask in crowded outdoor settings if they or someone in their household is immunocompromised.
- The CDC recommends that schools should have a supply of masks for students and staff who forget their own or need a replacement, including on buses.
- The Occupational Health and Safety Administration has established [masking requirements](#) that apply to school districts.

Health & Safety

WEARING MASKS (CONTINUED)

Per the CDC guidance, schools that require people to wear a mask should consider:

- The possibility of [reasonable accommodation](#) for individuals who are not fully vaccinated and/or who are unable to wear or have difficulty wearing certain types of masks because of a disability.
- Relevant workplace safety guidelines or federal regulations.

Due to these recommendations from the CDC and NYSDOH the district will require masks for all students, staff, and faculty while indoors on school grounds and on district transportation regardless of vaccination status.



SOCIAL DISTANCING / COHORTING

The NECSD will maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing, to reduce the transmission of COVID-19. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is important to layer multiple other prevention strategies.

A distance of at least 6 feet is recommended between students and teachers/staff, and between teachers/staff who are not fully vaccinated.

The district will attempt to cohort with the understanding that the CDC states that cohorting can be used to limit the number of students, teachers, and staff who come in contact with each other, especially when it is challenging to maintain physical distancing, such as among young children, and particularly in areas of moderate-to-high transmission levels. The use of cohorting can limit the spread of COVID-19 between cohorts but should not replace other prevention measures within each group.

The district, pursuant to the CDC's Order, will comply with not requiring physical distancing on school buses.

The district will maximize physical distance as much as possible when students are moving through the food service line and while eating (especially indoors). Using additional spaces and outdoor seating will facilitate distancing. The district will consider limiting meals to classrooms at the point in time when experiencing substantial or high transmission rates.



SPORTS AND EXTRACURRICULAR ACTIVITIES

Both the CDC and NYSED recognize that school-sponsored sports and extracurricular activities provide students with enrichment opportunities that can help them learn and achieve and support their social, emotional, and mental health. To ensure the health and safety of students during these activities, the district will address the following CDC recommendations:

- Due to increased exhalation that occurs during physical activity, some sports can put players, coaches, trainers, and others at increased risk for getting and spreading COVID-19. Close contact sports and indoor sports are particularly risky. Similar risks might exist for other extracurricular activities, such as band, choir, theater, and school clubs that meet indoors.
- Prevention strategies during these activities remain important. At a minimum, students and adults must follow the same school-day policies and procedures during athletic and extracurricular activities.
- Students must refrain from these activities when they have symptoms consistent with COVID-19 and should be tested.
- The district will use a COVID-19 screening testing for student athletes, students participating in extracurricular activities or other activities with elevated risk (such as activities that involve singing, shouting, band, and exercise that could lead to increased exhalation), and adults (e.g., coaches, teachers, advisors) who are not fully vaccinated and participate in or support these activities to facilitate safe participation and reduce risk of transmission – and avoid jeopardizing in-person education due to outbreaks. [See Table 1: Screening Testing Recommendations for K-12 Schools by Level of Community Transmission in the CDC Guidance for COVID-19 Prevention in K-12 Schools.](#)
- The district will follow guidance from the NYSPHSAA and Orange County Department of Health with regards to High-risk sports and extracurricular activities.
- People who are fully vaccinated can refrain from quarantine following a known exposure if they are asymptomatic, facilitating continued participation in in-person learning, sports, and extracurricular activities.

SPORTS AND EXTRACURRICULAR ACTIVITIES (CONT.)

Coaches and school sports administrators will consider specific sport-related risk factors. Based on the CDC, the following factors affect COVID-19 transmission risk:

- **Setting of the sporting event or activity.** In general, the risk of COVID-19 transmission is lower when playing outdoors than in indoor settings. Consider the ability to keep physical distancing in various settings at the sporting event (i.e., fields, benches/team areas, locker rooms, spectator viewing areas, spectator facilities/restrooms, etc.).
- **Physical closeness.** Spread of COVID-19 is more likely to occur in sports that require sustained close contact (such as wrestling, football, basketball, volleyball, lacrosse, and competitive cheer).
- **Number of people.** Risk of spread of COVID-19 increases with increasing numbers of athletes, spectators, teachers, and staff.
- **Level of intensity of activity.** The risk of COVID-19 spread increases with the intensity of the sport.
- **Duration of time.** The risk of COVID-19 spread increases the more time athletes, coaches, teachers, staff, and spectators spend in close proximity or in indoor group settings. This includes time spent traveling to/from sporting events, meetings, meals, and other settings related to the event.



GOOD HANDWASHING AND RESPIRATORY ETIQUETTE

The CDC recommends that covering coughs and sneezes can help keep educators, staff, and students from getting and spreading COVID-19 and other infectious illnesses. The CDC recommends that educators and school leaders reinforce good etiquette in school by:

- Encouraging adults and students to wash their hands with soap and water for at least 20 seconds;
- Reminding everyone in school to wash
- their hands frequently and to assist young children with handwashing; and,
- When handwashing isn't possible, the district will provide hand sanitizer containing at least 60 percent alcohol for all adults and students who can safely use it.



TEMPERATURE AND QUESTIONNAIRE SCREENINGS

The district no longer conducts temperature screenings or screening questionnaires at school. Temperature checking is required to take place at home, prior to coming in contact with other children and adults. However, schools should be proactive that children experiencing COVID-19 symptoms should be tested for COVID-19 and stay home. Families will be reminded and encouraged to be mindful of indications their children may exhibit symptoms of COVID-19 and to seek testing when such symptoms are present. Additionally we are requesting that families complete temperature checks for their children prior to being transported to school. The CDC indicates that a person who has a temperature of 100.4 or greater should remain home and be followed up by a medical professional. [The CDC maintains a list of COVID-19 symptoms on its website.](#)



STAYING HOME WHEN SICK AND GETTING TESTED

School leaders and district health services staff play an important role in educating teachers, staff, families, and students about when they should stay home and when they can return to school. Amid the recovery from the pandemic, the CDC recommends that:

- Students and school personnel should stay home if they are showing signs and symptoms of infectious illness, including COVID-19, and get tested;
- Parents/guardians are encouraged to screen for COVID-19 symptoms prior to their child attending school each day;
- Schools should encourage everyone in their school community to get tested when symptoms are compatible with COVID-19, as this will help with rapid contact tracing and prevent the spread of COVID-19 at school.
- Schools are reminded to follow [Education Law § 906](#), which provides that “[w]henver... a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. ... The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.”
- [The CDC created a flowchart to assist schools in decision making if a student becomes sick or reports a new COVID-19 diagnosis at school.](#)



CONTRACT TRACING, ISOLATION AND QUARANTINE

- The district will continue to collaborate with local health departments, to the extent allowable by privacy laws such as the Family Educational Rights and Privacy Act (FERPA), to confidentially provide information about people diagnosed with or exposed to COVID-19 in their school communities. Doing so makes it possible to identify which students, teachers, and staff with positive COVID-19 test results should isolate, and which close contacts should quarantine.
- School leaders will, to the extent allowable by applicable privacy laws, report new diagnoses of COVID-19 to their local health department as soon as they are informed. School leaders also will, to the extent allowable, notify the teachers, staff, and families of students who were close contacts as soon as possible after they are notified that someone in the school has tested positive (within the same day if possible).
- The district, as defined in the [CDC guidance document](#), defines a close contact as someone who was within [6 feet of an infected person](#) (laboratory-confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). **Exception:** In the **K–12 indoor classroom** setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) if both the infected student and the exposed student(s) [correctly and consistently wore well-fitting masks](#) the entire time. [Additional guidance for wearing masks is available from the CDC](#).
- **This exception does not** apply to teachers, staff, or other adults in the indoor classroom setting.
- The district in accordance with the CDC guidance, when referring to people who are fully vaccinated, will **NOT** need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, fully vaccinated people should get tested 3-5 days after their exposure, even if they do not have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative.



REMOTE INSTRUCTION - MEDICALLY FRAGILE

In compliance with the NYSED the district will comply with the Department's position on remote instruction, pursuant to the memo to the field from Commissioner Rosa on July 29, 2021, is as follows:

- So long as allowed by public health officials, schools should be open for in-person teaching and learning, and students should be in school.
- In case of school closures due to a declared public health emergency, schools must be prepared to provide remote instruction.
- While the Department will not require schools that are open for full-time, in-person instruction to provide online or remote instruction, districts may work with students and families to offer remote options if it is deemed to be in the best educational interest of the student.

Remote instruction consistent with both the July 29, 2021 memo and existing regulations count for state aid purposes towards the minimum instructional hours and days.

However, if your child has a physician-diagnosed compromised immune system or comorbidity, and your physician believes that your child's return to a regular school setting could impact that condition, your child may be eligible for synchronous learning. **Please be aware, participating in a fully remote instructional model will be considered on a case by case basis with the district's Medical Director and the 504 process will be followed. Visit newburghschools.org/medical for more information and to complete the form.

Health & Safety



CLEANING AND DISINFECTING

The district will continue with the daily cleaning protocols and weekly disinfecting of all classrooms. The district will consult with transportation contractors to ensure school buses are cleaned at least once a day to sufficiently remove any germs that may be on surfaces. Find the approved disinfectants on the [U.S. Environmental Protection Agency COVID-19 list](#).

As per the CDC, if a school building has someone who tested positive for COVID-19 within the last 24 hours, the school will clean and disinfect the space as soon as possible. Find additional details on [cleaning and disinfecting your school building](#).



IMPROVING VENTILATION

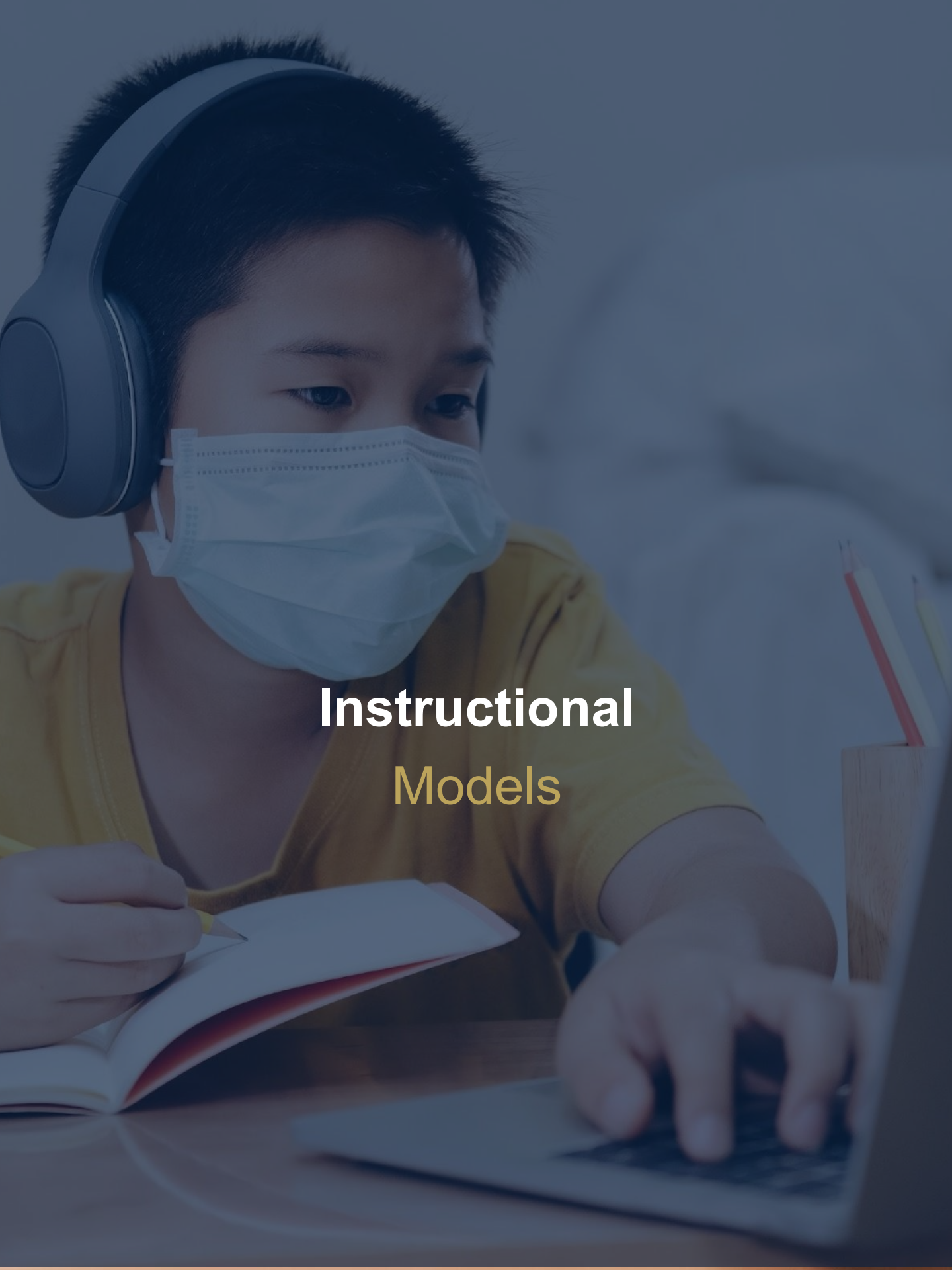
The district will continue to replace the Merv-13 filters on the predefined cycle. The district believes improved ventilation inside school buildings can reduce the number of virus particles in the air. Some ventilation strategies that will be considered for district schools include:

- Bringing fresh outdoor air into the building by opening multiple doors and windows (when this doesn't present a safety hazard);
- Using child-safe fans to increase the effectiveness of open windows; and
- Retrofitting HVAC systems to improve air filtration.

During transportation, open or crack windows in buses and other forms of transportation, if doing so does not pose a safety risk. Keeping windows open even a few inches improves air circulation.

See the U.S. Department of Education's fact sheet on ventilation, along with additional resources from the CDC:

- [Ventilation in Buildings](#)
- [Ventilation in Schools and Childcare Programs](#)



Instructional Models

Instructional Models for 2021-22



100% In-Person

- Daily Instruction in Grades **PreK-12 (5 days)**
- **Follow** set daily schedule
- Bring **Chromebooks** to school
- Access to in-person **SEL services/supports**
- **Scholars should follow their bldg. start/end times**
- **Mask Up** required
- **Social Distancing** required



100% Remote

- If your child has a physician-diagnosed compromised immune system or comorbidity, and your physician believes that your child's return to a regular school setting could impact that condition, your child may be eligible for synchronous learning. ****Please be aware, participating in a fully remote instructional model will be considered on a case by case basis with the district's Medical Director and the 504 process will be followed. Visit newburghschools.org/medical for more information and to complete the form.**



Student Quarantine

- Only for students who have been quarantined and remain asymptomatic
- Students will receive synchronous instruction through their teacher's Google Classroom
- Must follow daily schedule even while home



****AIS, ENL and support related services will be provided and scheduled for identified students.***

When Scholars Return - Sept 1

The 2021-2022 school year will begin for all scholars on Wednesday, September 1, 2021.
[2021-2022 District Calendar](#) (Approved 4/14/21)

September 2021 - At a glance

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Aug 30	Aug 31	1	2	3	4
	<i>Supt Conf. Day</i>	<i>Supt Conf. Day</i>	<i>First Day of School</i>			
5	6	7	8	9	10	11
	<i>Labor Day</i>	<i>Religious Holiday</i>				
12	13	14	15	16	17	18
				<i>Religious Holiday</i>		
19	20	21	22	23	24	25
26	27	28	29	30		

As a reminder, school and district calendar events can be added to personal calendars for easy access by [following these directions](#).

Educators and families can easily add school/district events (including letter days) to their personal calendar.

By completing these steps, you will be granted “view only” access unless other permissions are requested. When necessary, you can easily hide a calendar from view by clicking the check mark next to the calendar name on your Google calendar (on the left hand side, midway down the screen). If you would like to add additional calendars at a later date, you can do so by repeating the steps above.

A young girl with her hair tied back, wearing a white face mask and a black and white striped long-sleeved shirt. She is looking down at her hands, which are positioned as if she is working on something on a desk. The background is blurred, showing other students in a classroom. The overall image has a blue tint.

Teaching &
Learning

Teaching & Learning

Requirements & Procedures



Absence: Students returning to school after periods of absence are required to submit parents' written explanations for such absences. Students are expected to complete all missed assignments.



Arrival and Dismissal: Social distancing protocols will be applied during arrival and dismissal, as well as in hallways as students move about the building. Students may be directed to enter/exit the school through specific doors to keep fewer people from congregating at one main doorway. Schools will provide specific information to families.



Attendance: Attendance will be taken daily. Students are expected to attend school 5 days a week, in-person and participate in all aspects of learning.



Classroom Environment: Student stations will be spaced apart to ensure social distancing. Furniture which is not essential to the current model of teaching and learning will be removed from classrooms when storage is available, in order to maximize instructional space and social distancing. Students and staff will be required to wear masks and have mask breaks throughout the day. Movement within classrooms and throughout the building will be limited. Students will be monitored in all common area locations to ensure that they are practicing social distancing and safety expectations. Special Area and related service classes will adhere to social distancing. Collaborative activities and shared resources will be limited. Visitors will not be allowed in classrooms.



CTE Content and Delivery: CTE course work will continue to be taught by the appropriate certified CTE teacher. Students will be encouraged to have “to go” kits when participating in virtual learning. Any fieldwork required for licensure will comply with DOH guidelines. Procedures for sharing, disinfection and decontamination supplies will be implemented.



Emergency Drills: Evacuation and lockdown drills will continue amid the pandemic. We will modify our practice to take into account the social distance procedures. For example, a fire drill might include only a few classrooms at a time instead of the entire school. Lockdown drills may include instruction about sheltering in place, without physical movement.

Teaching & Learning

Requirements & Procedures



Exceptional Learners Exceptional Learners will receive services as outlined in their Individual Education Program (IEP) for both in-person and synchronous (students who need to quarantine). CSE and CPSE meetings will continue to be held virtually, allowing parents, guardians, and community members full participation in meetings. Translation services will continue to be provided as needed. Accommodations will continue to be provided as per each student's IEP. In the event the Department of Health issues additional guidance that impacts exceptional learners, we will communicate any adjustments with our families.



Field Trip and Large Gatherings: In order to stay committed to the health and safety of our students and staff, field trips and large group gatherings *such as concerts, assemblies, etc.* will be reviewed and decisions will be made in accordance with CDC and NYSDOH guidelines.



Focus of Instruction: All instructional models will include the presentation of new material and content, the development and reinforcement of skills, and the use of formative and interim assessment to measure progress and address learning gaps aligned to the New York State Learning Standards. Data collection and analysis will continue to occur to ensure all students are demonstrating academic growth. District supported materials and curriculum will be followed and used with fidelity.



Food Services: Schools will provide meals to all students. We encourage scholars to take advantage of the free lunch and breakfast provided at no cost. We will enforce hand washing, disinfecting of surfaces, no sharing of food, and review of food allergy plans. Food distribution schedules will be posted on the [Food Services](#) website.

The district may explore more grab-and-go kiosks, which can be set up at different points in school. Students may not share food. Other possible changes may include different payment methods, more vending machines, and a la carte sales.



Materials: Teachers will minimize the use of shared items in the classroom, including learning tools, pencils and other items shared in a group setting. This includes all classroom settings (special area, related services, etc.). Teachers will increase the use of digital instruction to limit the spread of germs in classroom areas, where possible. All students will have personal devices for home and school use to prevent the sharing of electronic resources.

Teaching & Learning

Requirements & Procedures



Music: When students sing or play wind/brass instruments, staff should promote social distancing when appropriate. The state is encouraging schools to consider moving chorus practice outside, when possible.



Nebulizer Treatments: These and other aerosol-generating procedures will be done in separate rooms with health staff wearing protective gear, including an N-95 or surgical face mask.



Ongoing Learning and Support for Technology: Teaching and learning will place an emphasis on various technology supports/resources that will be used by students in the models of instruction described (e.g., Google Classroom, Seesaw, Gmail, Google Meet). Teachers and Instructional Technology Facilitators will embed lessons to ensure students are maximizing these resources in order to fully engage in synchronous instruction.



Playgrounds: The district will keep playgrounds open and use them for staggered recess and possible outside learning spaces. Students will wash hands before and after use.



Physical Education: Physical Education activities will follow Department of Health and State Education Department guidelines in regards to social distancing and recommendations that impact all sports activities, including contact sports.



Synchronous Learning and Quarantining: If you are quarantined due to DOH guidelines and you are feeling asymptomatic you can participate virtually with your class via Google Classroom. Teachers will take attendance for students that are present during the meet and are participating in the daily lessons.

Teaching & Learning

Requirements & Procedures



Technology:All Prek-12 scholars will continue to have access to a Chromebook for both school and home use. If you are experiencing a concern with your Chromebook or are in need of an internet hotspot, please submit a [Mojo Helpdesk](#) request and your building [Micro Technician](#) (hardware issues) or [Instructional Technology Facilitator](#) (navigating learning applications) will assist you with your Technology needs.

- [Student/Parent Help Desk Link](#)
- [Student Help Desk Ticket Video](#)

If you are unable to submit a Help Desk ticket the Technology Help Desk is also available via 845-568-6540 or Helpdesk@necsd.net

Infinite Campus Parent and Student Portals The parent and student portals allow for the access to key information for your scholar. For help and support email NewburghPortal@necsd.net

- **Logging into Student Portal** All students in NECSD have been set up with a student portal account. Their account access has been standardized.
 - The **username** is the first letter of the first name, the first letter of their last name, and then their **ID # (jd123456)**
 - The **password** is the first letter of the first name, the first letter of their last name, and **DOB (jdMMDDYY (6 digits))**

- **Logging into Parent Portal**

Parents will still need to follow the process of ID verification for portal access.

[NECSD Parent Portal information](#) / [NECSD Parent Portal District ID](#)

[NECSD Portal de Padres](#) / [Como descargar la aplicacion portal para padres](#)



Water Fountains: Newburgh Schools invested in the installation of water bottle filling machines. Mouthpieces on water fountains have been turned off, so water fountains only offer the bottle filling option.

Procedures for Student Arrival

NECSD will implement the following health and safety practices across all schools and offices:



Prior to Departure from Home

Parents/guardians should be proactive and check student temperature at home to rule out fever and/or signs or symptoms of illness prior to departure from home.



Arrival to School

Students will follow all instructions related to personal preventive measures, including wearing a mask. Social distancing will be observed at all times as students enter and move throughout the building.

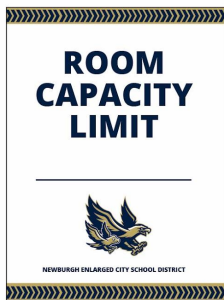


Arrival or Any Time of Day

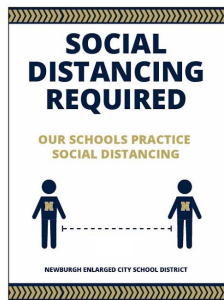
Faculty/staff will refer any student with obvious signs or symptoms of illness to the Health Office.

Promoting Healthy Habits

The District has placed appropriate signage and markings throughout offices and buildings to remind employees, students, families, and visitors (when allowable) to maintain social distancing, wash hands adequately, wear masks, etc. The Centers for Disease Control and other public health outlets have made several signs available and the community should expect to see signs like the ones below throughout NECSD spaces.



18X24



18X24



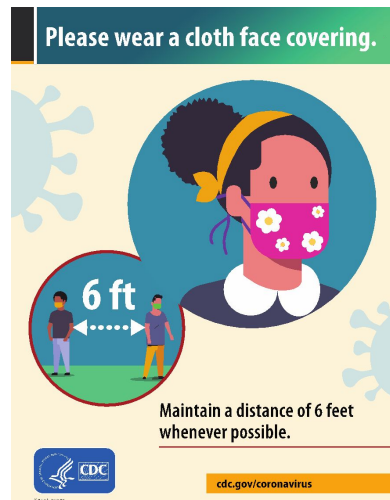
24X18



16"



16"



24x18

Social-Emotional Supports



Structures to Support Social-Emotional Well-Being

- The District's Community Based Interagency Team will support school staff to address students' psychological and emotional concerns as students return to in-person learning.
- The District will expand the Guidance Advisory Council to discuss and inform social-emotional support and programs provided to scholars.
- The District will provide professional development to all school community members on trauma-informed care, resilience, and restorative practices.



Social-Emotional Well-Being Supports for Scholars

- Social-emotional well-being screeners will be developed and administered to students K-12 to determine the level of support services that may be needed upon return to school with parent/guardian consent.
- Within daily schedules, grades PK-12, time will be allocated to focus on social-emotional support.
- Alternatives to discipline will be implemented for students who may have difficulty adjusting to new protocols regarding COVID-19 (ie: masks, social distancing, etc.).
- Reengagement Street Teams will continue to conduct home visits to support scholars that may be struggling with engagement and/or transitioning back to school.
- Public service announcements will continue to inform students and families of the various social-emotional supports available.

Cleaning Protocol

Buildings & Grounds will directly assist school administration in their responsibility to evaluate custodial personnel and inspect this cleaning protocol.



Daily Cleaning Custodial staff will work during each school day to support the learning environment.



Enhanced Cleaning Custodial staff will clean and disinfect all high-touch surfaces throughout the school.



Disinfectant Cleaning In addition to regularly scheduled disinfectant cleaning, In the event of a COVID-19 confirmed positive, Buildings & Grounds will initiate the use of disinfectant fogger as pictured below, every Wednesday and Friday afternoon/evening.

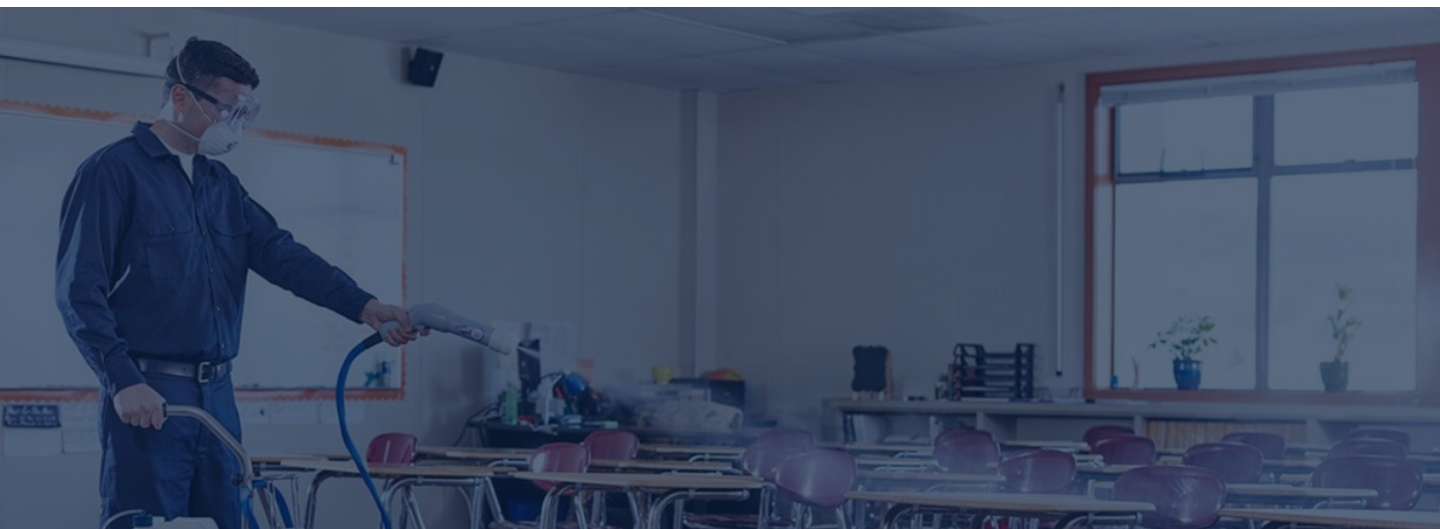


Hand Sanitizer Hand sanitizer will be available to students and staff in classrooms and shared spaces. Hand sanitizing stations will be placed at building entrances and other locations throughout the school.



Handwashing Everyone must wash their hands more, according to the DOH guidelines. At a minimum, the handwashing will take place after using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or tabletops); before and after snacks and lunch; after using the bathroom; after helping a student with toileting; after sneezing, wiping or blowing nose, or coughing into hands; and anytime hands are soiled.

Each school building has custodians scheduled from 3-11 pm. All non-custodial staff, including principals, are required to leave the building one hour after student dismissal on Fridays. The buildings must be vacated no later than: 3:00 pm (Tier 1 schools); 4:00 pm (Tier 2 schools, Board of Education, and Chestnut Street); and 5:00 pm (Tier 3 schools).



A black mesh pencil holder is filled with a variety of colored pencils in shades of green, blue, purple, orange, pink, brown, and yellow. The holder is placed on a wooden surface against a dark blue background. The text "Additional Resources" is overlaid on the image.

Additional
Resources

Online Registration Process

The Office of Registration has created an online registration system to limit the amount of in-person registration appointments.

Online Registration System (PK-12)

The new online registration system is facilitated through our student information system, Infinite Campus. The new system allows families to efficiently register their child(ren) remotely. To get you started with the new online system, we have created some videos for you in both English and Spanish.

- ✓ Welcome to Online Registration ([English](#) | [Spanish](#))
- ✓ Housing Questionnaire and Checklist ([English](#) | [Spanish](#))
- ✓ Parent Emergency Student Information ([English](#) | [Spanish](#))
- ✓ Question and Answers ([English](#) | [Spanish](#))
- ✓ Reentering Families ([English](#) | [Spanish](#))
- ✓ Existing Families ([English](#) | [Spanish](#))

- ❑ **Step 1:** Once the videos are viewed, please access the [new online registration system here](#) and complete the application.
- ❑ **Step 2:** Submit the required documents by one of the following methods:
 - ✓ [Postal Mail](#)
 - ✓ [Secured Registration Marked Blue Dropbox on the top level of the Newburgh Free Library.](#)
 - ✓ [Scan and Email](#)
- ❑ **Step 3:** The final step is the document verification interview with a Registration Specialist.
 - ✓ You will be contacted by a Registration Specialist to schedule an in-person or virtual meeting to verify all documents submitted.

Code of Conduct

The Newburgh Enlarged City School District is committed to maintaining high standards of excellence for all students and to create an environment in schools that is safe and conducive to learning. Student discipline and support policies and practices will be implemented in a manner which is caring, equitable, respectful and based on trust among administration, staff, students, and families and holds all individuals accountable, but is restorative and solutions oriented, rather than punitive. The District is also committed to creating and maintaining high behavioral expectations by working in partnership with parents, students, families, and the community.

We believe that as a school community, our role in this partnership is to ensure that behavioral expectations for students are known and emphasized at home, at school, digitally/virtually, and throughout the community. We expect our scholars to receive a high-quality education and accept our responsibility to emphasize the educational values of honesty, compassion, respect, and responsibility. We also believe that scholars of all ages should be assisted in developing safe and responsible behaviors and will teach them through our examples and expectations we set.

To ensure that parents/guardians become active partners in promoting a safe and supportive school environment, parents/guardians must become familiar with the 2021-2022 District Code of Conduct. Please [click here](#) for the link.

Should you have any questions or would like to learn more about the NECSD Code of Conduct, please feel free to contact our Assistant Superintendent for Equity and Access, Chief Equity Officer, Dr. Pedro Roman at 845-563-3436 or proman@necsd.net.

Guidance Links

CDC Guidelines

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

NYSED Health and Safety Guide

[http://www.newburghschools.org/webapps/weeklynews/boe/8-8-2021/Health and Safety Guide for the 2021-2022 School Year.pdf](http://www.newburghschools.org/webapps/weeklynews/boe/8-8-2021/Health%20and%20Safety%20Guide%20for%20the%202021-2022%20School%20Year.pdf)

Pediatrics Guidelines

<https://services.aap.org/en/news-room/news-releases/aap/2021/american-academy-of-pediatrics-updates-recommendations-for-opening-schools-in-fall-2021/>

Important Contacts

COVID-19 Inquiries Email	covidhelp@necsd.net
COVID-19 Inquiries Phone number	845-563-3412
District Main Switchboard	845-563-3400
District Staff & Faculty Directory	Link to Directory
Technology Helpline	845-568-6532
Technology Helpdesk	helpdesk@necsd.net
Family & Community Engagement Hotline	845-568-6533

Additional Emergency Referral Helplines

Orange County Healthcare Agency Helpline	1-855-OCLINKS	Referrals to local mental health agencies in Orange County. Leave a voicemail.
Text-4-Teens: A Teen to Teen text support hotline	1-845-391-1000	Mental health resource for teens to text when going through difficult emotions. They will be routed to appropriate mental health professionals based on their level of need or crisis.
Mobile Mental Health Hotline (ACCESS Supports for Living)	1-888-750-2266	For individuals experiencing a mental health crisis such as suicidal ideations, self harm, or severe anxiety or depression. Offer wellness checks and referrals to inpatient treatment. Also options to be connected with other community based human service resources.

Additional Emergency Referral Helplines (continued)

Orange County Healthcare Agency Helpline	1-855-OCLINKS	Referrals to local mental health agencies in Orange County. Leave a voicemail.
United Way 2-1-1	2-1-1 1-800-899-1479	Referrals to a variety of local resources, including food and shelter - 24 hours a day, 7 days a week, 365 days a year.
Childcare Council of Orange County, Inc.	845-294-4012 844-461-4689	Childcare available for essential workers in the community

For Immediate Direct Support in New York State

NYS COVID-19 Emotional Support Helpline	1-844-863-9314	Direct line for NY Residents staffed by volunteer mental health professionals to offer instant emotional support and referrals to local resources.
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Important Contacts

Local Assistance in Newburgh		
Access Supports for Living-Walk in Clinic in Newburgh, NY	845-562-7244	Mental Health Clinic in Newburgh, NY
Orange County Department of Mental Health- Child and Family Clinic	845-568-5260	Mental Health Clinic in Newburgh, NY
Cornerstone Family Health Center	845-563-8000	Healthcare Agency in Newburgh, NY
Department of Social Services	845-291-2002	Supports with emergency housing, homelessness, SNAP, Medicaid, HEAP, and other vital community resources
Independent Living	845-565-1162	Mental Health and other case management/human service supports