



# **Family** Guidebook

For Reopening Schools

2021



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# Board of Education



**BOE members from left to right.**

- 1. Ms. Carol Maida**
- 2. Mr. William Walker**
- 3. Ms. Ramona Burton**
- 4. Ms. Susan Prokosch - deceased**
- 5. Ms. Carole Mineo - President**
- 6. Mr. Philip Howard - Vice President**
- 7. Mr. Darren Stridiron**
- 8. Dr. Shane Henderson**
- 9. Ms. Sylvia Santiago**
- 10. Mr. Mark Levinstein (not pictured)**

# Letter from Superintendent



Dearest Parents, Guardians, Staff and Scholars:

Newburgh Enlarged City School District (NECSD) has been actively planning and preparing for the start of the 2020-2021 school year for several months. Thank you for your patience and support during this time. Mid July the NYS Department of Health and NYS Department of Education released guidance by which districts and schools must follow. Now, we are confronted with how to transition adults and students safely back to school while reimagining the school experience for the 2020-2021 school year.

As you can imagine, preparing for this school year has been challenging and incredibly complex. We accept the opportunities and challenges we face. As such, we have discussed and evaluated several scenarios and possible models for reopening schools. The truth is, there is no one model that can address all of the instructional, operational and logistical challenges that our school system will face. Your support during the Spring where schools were mandated to close was greatly appreciated and we ask for it now. We are planning for progress, not perfection. Opening schools in the fall will be new.

We recognize how this disruption and stress of uncertainty has caused a great deal of anxiety for families. Through surveys, meetings, emails, and phone calls, we have taken into account thousands of perspectives from families 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 our 12,000 scholars and 2,500 staff members.

While this is not what we hoped for or could have ever imagined, we do have opportunities ahead of us. We will kick off the 2020-21 school year in an unprecedented way — we will start off virtually and have specific phases of transition students back during the fall.

# Letter from Superintendent

I am pleased to share with you our planning for the Fall. The 2020-21 *Operation ReOpen Plan* provides an overview of the models we considered and the model we will implement at this time given the status of the COVID-19 infection rate in our region and the guidance we have received from the New York State.

Please understand this is a **draft guide** and is likely to change based on new information and data that comes out. Your feedback will continue to be essential in how we amend and improve our plans. Please continue to take the surveys and contact us as needed.

We will make a decision about when in-person instruction will take place based on positive health trends. Although we cannot predict the path of the Corona Virus, Newburgh Schools is committed to a safe path to return.

Please make sure your child follows the academic expectations regarding attendance, participation, and submission of work during the first quarter. We do not want our scholars to lose more ground than they have already. Please continue to practice proper hygiene, social 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, Superintendent

# Our Guiding Principles

For Reopening Schools



**Ensure the safety and wellness of scholars, faculty and staff**



**Deliver high-quality, inclusive instruction to students, regardless of delivery model**



**Be flexible and responsive to meet the needs of scholars and families**



**Plan for progress, not perfection**

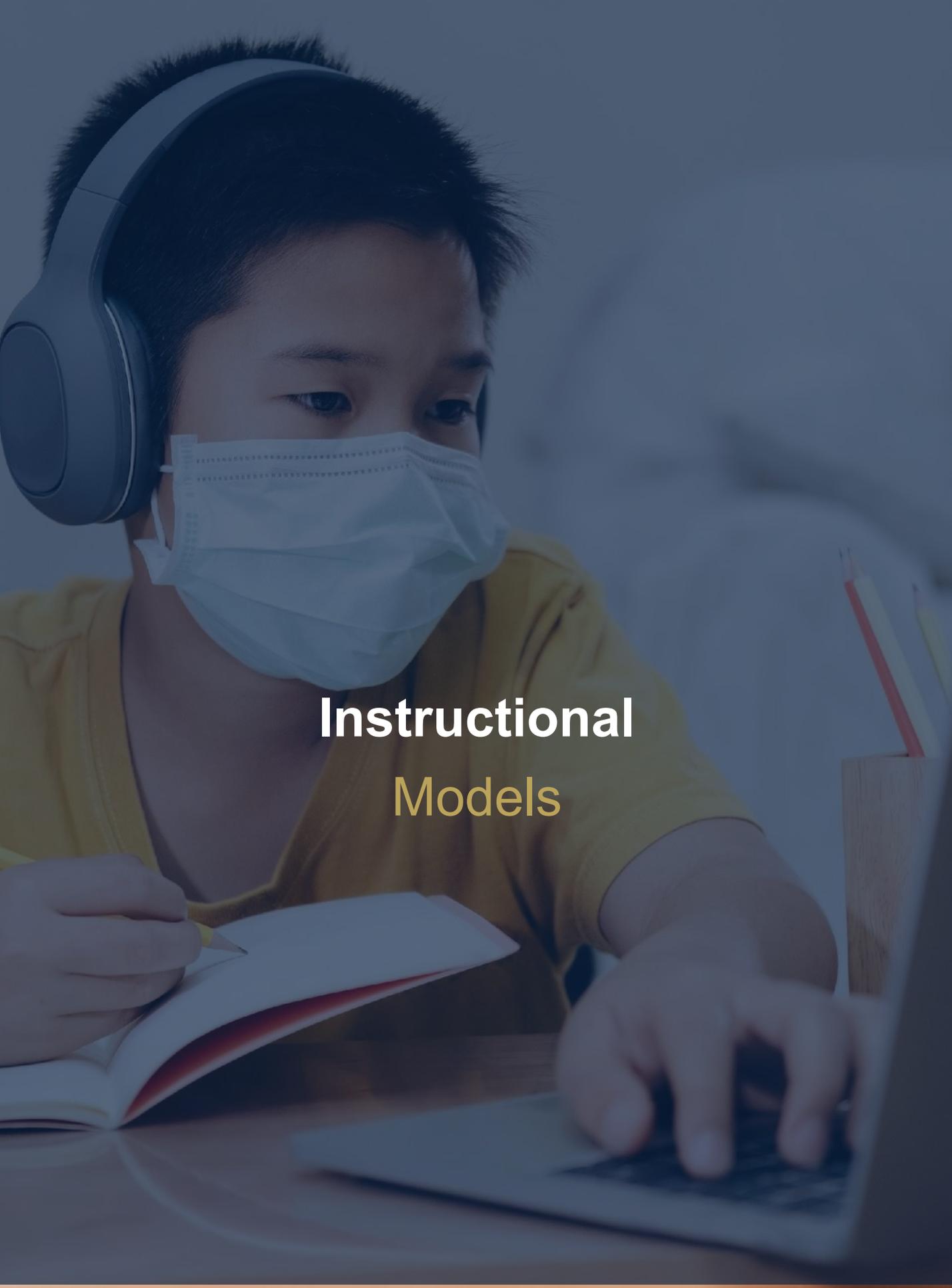
## Overview

This plan was created based on feedback from families, faculty, and staff. We are also guided by the NYS Department of Health, NYS Department of Education, and the Orange County Department of Health. Like other school districts across the nation, schools, organizations, and businesses will begin to gradually reopen for more in-person work, services, and instruction, all while working to ensure the safety of students, staff, and family members.

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. Flexible arrangements like staggered scheduling, telecommuting, and virtual learning to supplement the work we would normally do in person must all be considered. We want our students, families, and staff to feel as comfortable as possible returning, please continue to provide us feedback as we all navigate reopen possibilities.

## Likely 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 most of our effort on the most likely circumstances, while still ensuring that we plan for the various “what if” scenarios.



# Instructional Models

# When Scholars Return

The 2020-2021 school year will begin on Tuesday, September 1, 2020. Students will begin 100% remote for the month of September, and transition to a hybrid schedule for In person and remote learning beginning in October. Projected start time in September for all students will be 9am. In-person learning will have reduced class sizes and reduced building capacity. The goal is for all grade levels to be in a hybrid school rotation this Fall. Students will be placed in cohorts based on their name and clustered in phases over the first few months of the school year.

## Implementation Schedule

- NECSD anticipates starting the school year in a virtual-only instructional model given the current public health conditions, to plan for the needs of our families and to provide sufficient training for staff and students on new COVID-19 protocols.
- Phase 2 (anticipated) will begin the first week of October
- Phases will last approximately 1 month, depending on school level, grade, and age.
- Phases are subject to change based on updated public health conditions and implementation experience. Changes will be communicated by your school.
- Details and Phase dates will follow.

## Sequencing

Students with special needs and who receive specific services and students new to a grade level band are the first returning to school. Medically compromised students are to remain 100% Remote/Virtual until it is determined safe to return.

### Phase 1

100% Remote/Virtual Learning for September 2020

## Elementary School

### Phase 2

Pre-Kindergarten, Kindergarten, 1<sup>st</sup> Grade and students in specific Special Education Programs, ELLs, OT, PT, Speech, McKinney-Vento, Shelter

### Phase 3

Grade 2 and 3

### Phase 4

Grade 4 and 5

## Middle

### Phase 2

Grade 6 and students with specific needs

### Phase 3

Grade 7

### Phase 4

Grade 8

## High

### Phase 2

Grade 9 and students with specific needs

### Phase 3

Grade 10 and 11

### Phase 4

Grade 12

# Learning Models for Reopening

Our goal is to provide high-quality instruction and learning experiences for all NECSD students, whether in person or virtually.



## Remote/Virtual Model

		Monday	Tuesday	Wednesday	Thursday	Friday
WEEK	Blue	Remote	Remote	Remote	Remote	Remote
	Gold	Remote	Remote	Remote	Remote	Remote

**Virtual Learning** Education that takes place entirely online with the use of technology. All students K-12 will be given a dedicated Chromebook for virtual learning.

**Projected start time for all students for the month of September is 9am.**



## Hybrid Model

		Monday	Tuesday	Wednesday	Thursday	Friday
WEEK	Blue	In School	In School	Additional In-Person Learning for Priority Students	Remote	Remote
	Gold	Remote	Remote	Additional In-Person Learning for Priority Students	In School	In School

**Hybrid Learning** Refers to the place learning happens; NECSD will offer opportunities that combine both in-person (in-school) and online (virtual) learning.

**Students will be placed into cohorts based on their name:**

Blue Cohort: A-M

Gold Cohort: N-Z

**Principals will have final determinations and may move students in and out of cohorts based on school program.**

**Parents who have more than one child in the household with different last names may appeal to the Principals to keep their children in the same cohort.**

# Learning Models for Reopening

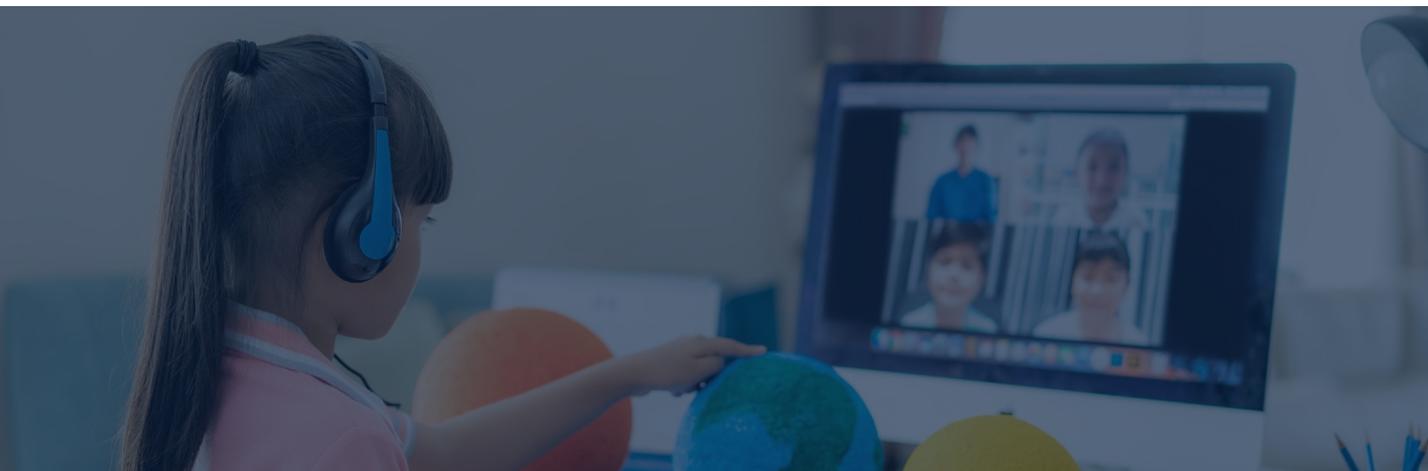
Our goal is to provide high-quality instruction and learning experiences for all NECSD students, whether in person or virtually.



## Parent Choice 100% Remote/Virtual

		Monday	Tuesday	Wednesday	Thursday	Friday
WEEK	Group	Remote	Remote	Remote	Remote	Remote

- The parent choice option provides 100% virtual learning for a full quarter
- Parents **must opt-in by August 23rd by 11:59 pm**
- Scholars will not be phased in during phases 2- 4
- Secondary Students:  
Parents may opt-out at the start of second quarter (November)
- Elementary Students:  
Parents may opt-out at the start of the second Trimester (December)



# Elementary School Instruction



## In School

- Daily Instruction in Grades K-5:
- **SEL** - (Social Emotional Learning)
- **Literacy** - Reading, Writing, Word Work
- **Math**, Whole group and small group lessons
- **Soc St. and Science** - Whole group and small group lessons
- **Specials** - Art, Music, Physical Education, Library Media



## Remote

- **Virtual Office Hours**
- **Synchronous lessons** - live session with teacher
- **Asynchronous lessons** - pre-recorded lessons, videos, Opportunity for independent learning and completion of assignments
- **Small group work** - Synchronous sessions with teacher and assigned students to focus on differentiated learning, Project based learning

## Potential Schedule (In-School)

**30 Min** - SEL/Digital Citizenship

**120 Min** - ELA Block  
 - Reading  
 - Writing  
 - Word Work

**40 Min** - Lunch

**90 Min** - Math Block

**40 Min** - Specials

**90 Min** - Sci/Soc St.  
 - Project Based Learning Activities

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



## SAMPLE STUDENT SCHEDULE – HYBRID AA/BB

Monday	Tuesday	Wednesday	Thursday	Friday
 Potential Schedule as above	 Potential Schedule as above	 Potential Schedule as above	 Potential Schedule as above	 Potential Schedule as above
Teacher Virtual Office Hours Prepared Lecture Materials Independent Work Acceleration Well-Being Check-Ins			School Building Cleaning	Differentiated Instruction Interactive Discussions One-on-One Instruction Hands-on Lessons and Labs Well-Being Check-Ins

# Middle School Instruction



## In School

- Students will be divided into cohorts to reduce the number of students in a building at one time to comply with Department of Health and State Education Department guidelines.
- Transitions within buildings will be greatly reduced (2-4 vs.8)
- Students will be provided instruction on a six-day cycle that combines in person and virtual learning opportunities.
- Students will receive instruction according to their schedules in core subjects, electives, World languages, PE, Health, CTE, and Technology
- Opportunities for SEL/academic support will be provided.

## Potential Schedule (Gr. 6)

- Period 1-2** - Science
- Period 1-2** - Social Studies
- Period 1-2** - Math
- Period 7** - Lunch
- Period 8-9** - English
- Period 10-11** - English Block  
- Math Block  
- Enrichment
- Period 12-13** - Elective
- Period 14-15** - Elective



## Remote

- Teachers will conduct virtual office hours
- Prepared lecture materials
- Pre-recorded lessons and videos
- Independent work
- Project-based learning opportunities
- Live, synchronous learning



### SAMPLE STUDENT SCHEDULE – HYBRID AA/BB

Monday Tuesday Wednesday Thursday Friday



Potential  
Schedule as  
above



Potential  
Schedule as  
above



Potential  
Schedule as  
above



Potential  
Schedule as  
above



Potential  
Schedule as  
above

Teacher Virtual Office Hours  
Prepared Lecture Materials  
Independent Work Acceleration  
Well-Being Check-Ins

School  
Building  
Cleaning

Differentiated Instruction  
Interactive Discussions  
One-on-One Instruction  
Hands-on Lessons and Labs  
Well-Being Check-Ins

# High School Instruction



## In School

- Students will be divided into cohorts to reduce the number of students in a building at one time to comply with Department of Health and State Education Department guidelines.
- Transitions within buildings will be greatly reduced (2-4 vs.8)
- Students will be provided instruction on a six-day cycle that combines in person and virtual learning opportunities.
- Students will receive instruction according to their schedules in core subjects, electives, World languages, PE, Health, CTE, and Technology
- Opportunities for SEL/academic support will be provided.

## Potential Schedule (Gr. 9-12)

**95 Min** - Period 1 or 5

**90 Min** - Period 2 or 6

**20 Min** - Lunch

**90 Min** - Period 3 or 7

**65 Min** - Period 4 or 8

**Students lunch period may occur at different time as above schedule.**



## Remote

- Teachers will conduct virtual office hours
- Prepared lecture materials
- Pre-recorded lessons and videos
- Independent work
- Project-based learning opportunities
- Live, synchronous learning



### SAMPLE STUDENT SCHEDULE – HYBRID AA/BB

Monday Tuesday

Wednesday

Thursday

Friday



Potential  
Schedule as  
above



Potential  
Schedule as  
above



Potential  
Schedule as  
above



Potential  
Schedule as  
above



Potential  
Schedule as  
above

Teacher Virtual Office Hours  
Prepared Lecture Materials  
Independent Work Acceleration  
Well-Being Check-Ins

School  
Building  
Cleaning

Differentiated Instruction  
Interactive Discussions  
One-on-One Instruction  
Hands-on Lessons and Labs  
Well-Being Check-Ins

A young girl with her hair tied back, wearing a white face mask and a black and white striped long-sleeved shirt, is looking down at her hands. She appears to be in a classroom or school setting, with other students and desks visible in the blurred background. The overall image has a blue tint.

**Teaching &**  
Learning

# Teaching & Learning

## Requirements & Procedures



**Models of Instruction:** The 2020-2021 school year will encompass a blended model of teaching and learning. The model includes a combination of the following:



**Virtual Learning** is education that takes place entirely online with the use of technology. All students K-12 will be given a dedicated device for virtual learning. Virtual learning occurs outside the school environment.



**Hybrid Learning** refers to the place learning happens; NECSD will offer opportunities that combine both in-person (in-school) and online (virtual) learning.



**Synchronous Learning** refers to virtual learning with teaching and learning occurring live, through a conference or virtual meeting platform. NECSD will increase the amount of synchronous learning in either virtual or hybrid learning models



**Asynchronous Learning** refers to students accessing learning at different times, and work through it at their own pace. Asynchronous learning can occur alongside synchronous learning and guided by the classroom teacher, or it can be done at times when families and students can complete required assignments. A synchronous learning will be combined with synchronous and in-person models



**Learning Packets:** There may be times when families are not in a situation to access technology, even with the use of a hotspot and/or device. For these students, paper learning packets will be provided. These packets will be distributed at the food sites. If you cannot access technology and are in need of learning packets, [please contact your building principal to arrange for this.](#)



**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.

# Teaching & Learning

## Requirements & Procedures



**Equity & Access:** NECSD is committed to remove all barriers to ensure students have equitable access to learning in the remote and hybrid learning environment. These include:

- NECSD will maintain highly rigorous instruction in all classes during remote and hybrid learning.
- NFA students will have to access to Advanced Placement, Early College classes, PTECH, and CTE coursework based on student interest. School counselors should encourage students to challenge themselves by enrolling in these rigorous course offerings.
- Hotspots will be provided to families who are unable to access the internet.
- Reengagement Street Teams will be developed to conduct home visits to support scholars that may be struggling with engagement and/or transitioning back to school.
- Social Emotional Learning will be infused in daily instruction to support students with managing their emotions during the pandemic. SEL will be provided by teachers and support staff through whole group, small group and individual methods.



**Grading:** Grading will be based on a 0 to 4 scale regardless of the model in place (e.g., virtual, in-person, or hybrid). At the K-5 level, grading will be standards-based. Opportunities to make up missed assignments and/or the acceptance of late work will be provided. Grades will reflect classroom assignments, tests, quizzes, and projects done both in-person and virtually.



**Parent Portal:** In order to monitor your child's progress with attendance and grades, we encourage all families to sign up for the **Parent Portal**. The parent portal allows you as families to get access to your child's grades on tests, quizzes, assignments, etc. that are inputted by the teacher throughout the parking period. In this way families can work with their child to ensure they are keeping up with their studies, are attending regularly. and provides families information to communicate with personnel at the building for solutions or clarification. [Instructions on setting up your NECSD Parent Portal account can be downloaded here.](#) You can access the ParentPortal through the following link: <https://www.newburghschools.org/page.php?page=182>



**Assessment** The district assessment calendar will be followed. Formative assessments and/or end of unit tests will be used to inform instruction. Interim assessments through such tools as IRead, IReady, IRLA/ENIL will be used to measure growth and to adjust learning targets for students. Testing accommodations will be implemented as required by federal and state regulation for students who have 504 accommodation plans or Individualized Education Plans.

# Teaching & Learning

## Requirements & Procedures



### Attendance

Attendance will be taken daily. Students are expected to attend all virtual classes and participate in all aspects of learning. Attendance and engagement in the synchronous and asynchronous learning portion of a student's schedule will be monitored. Grades will be assigned for virtual learning and the academic progress of our students will be monitored by their teachers.

**Virtual attendance will be recorded based on:** A student being in the LIVE synchronous Google Classroom **OR** watching the asynchronous recorded video of the teacher's posted lesson **AND** completing the activity associated with the day's lesson.

- Elementary students** who login at 9:00 am and participate in learning activities throughout the day will be marked present.
- Secondary students** must follow their remote schedule and attendance will be taken for each period of the day.

**Students who cannot participate** in the synchronous portion may watch recorded lessons created by the teacher posted in the Google Classroom and submit the assignment by 11:59 p.m. in order to be marked present for the day.



**Classroom Environment** Student stations will be spaced 6 feet apart where possible, 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.



**Materials** Teachers will minimize the use of shared items in the classroom, including learning tools, pencils and other items shared in a group setting. If any group activities are required in order to meet the learning needs of students, masks must be worn and social distancing must be practiced. This includes all classroom settings (special area, related services) 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



**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, Gmail, Google Meet). Teachers and Instructional Technology Facilitators will embed lessons to ensure students are maximizing these resources in order to fully engage in virtual and hybrid learning.



**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* will not be permitted until further notice.



**Labs** Per Commissioner's Regulations, courses that culminate in a Regents examination in science must include 1200 minutes of laboratory experiences. Due to the possibility of a hybrid or fully remote model of instruction as a result of COVID-19, the 1200-minute lab requirement can be met through hands-on laboratory experiences, virtual laboratory experiences, or a combination of virtual and hands-on laboratory experiences coupled with satisfactory lab reports for the 2020-21 school year. NECSD will develop labs that meet the requirements while minimizing the sharing of lab materials in order to prevent potential exposure.



**Exceptional Learners** Exceptional Learners will be prioritized, as per SED guidelines, in any in-person phase-in. Full week models of instruction will be developed for in-district special class students during in-person phase-in. Related services will be prioritized in both in-person and hybrid models with consideration for tele-therapy for students who require individualized support. Protocols for the completion for in-person evaluations under Child Find requirements will be developed to comply with state and federal regulations for students who are initially referred to the Committee on Special Education and Preschool Education (CSE and CPSE), as well as those requiring reevaluations. CSE and CPSE meetings will continue to be held virtually, allowing parents and community member's full participation in meetings. Translations services will continue to be provided as needed. CSE and CPSE meetings will address the needs of students in hybrid and virtual models to ensure students are able to seamlessly transition between models. Accommodations will continue to be provided as per each student's Individualized Education Plan.



**English Language Learners (ELL's)** ELL services will be provided in both in-person and hybrid models to comply with Part 154 regulations. Screening of new entrants will occur within 30 days as outlined by SED guidelines. The District will ensure communication protocols are established to ensure families are provided interpretation and translation in language spoken most by the district. All ELL's will be provided the required instructional Unit of Study in their ENL or Bilingual program.

# Teaching & Learning

## Requirements & Procedures



- ❑ **Special and Encore Classes** Plans to minimize student movement to and from specials, physical education and other services will be developed. Specials may push into current cohorts of students in the classrooms they are in. Physical education and music classrooms will comply with DOH and SED social distancing requirements of twelve feet between students. Alternative spaces will be explored, including the use of outdoor spaces.



- ❑ **CTE Content and Delivery** CTE coursework 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. Consideration to live streaming video and modified lab assignments to reduce watching closely. Procedures for sharing, disinfectant and decontaminating supplies will be implemented. Instructional hours required for some areas of certification will be closely monitored in both virtual and hybrid models.



- ❑ **After School and Extracurricular Activities** After school activities will be limited and all health and safety protocols in place during the school day will be maintained during after school activities. Extracurricular activities will be suspended during delivery of either virtual and hybrid models.

# Digital Resources

Assessment	Presentation/Delivery	Collaboration	Creation Tools	Research & Content
Google Forms Ed Puzzle Castle Learning iReady Discovery Ed Go Math Illustrative Math	PearDeck Google Slides Ed Puzzle Discovery Ed Padlet NECS Screencastify Seesaw*	Flipgrid Google Meet Padlet Jamboard Parlay Screencastify	Book Creator Discovery Ed Padlet NECS Screencastify WeVideo**	All Library Databases BrainPop Discovery Ed (all areas) Pebble Go
ELA - Reading	ELA- Writing	Social Studies	Math	Science
Newsela (all subjects) Sora (Overdrive) Read&Write ARC Bookshelf ARC Adventures iReady iRead Reading Counts -HMH	Discovery Ed (all subjects) Google Docs Read&Write	Castle Learning Discovery Ed (all areas) Newsela (all subjects)	Delta Math Equatio /Math Space Go Math Reflex Math iReady Do the Math - HMH Illustrative Math Math Bits	Generation Genius Rocket Lit Inner Orbit Mosa Mack Science Discovery Ed (all areas) Test Wizard Newsela (all subjects) Castle Learning
Foreign Language	ENL / Dual Language	Fine & Performing Arts	Career and College Readiness	AIS/RTI
Discovery Ed	Rosetta Stone RAZ Kids (3-5 bilingual) BrainPop Read&Write	Chrome Music Lab Google Drawings Google Canvas App Smart Music Musicplay MusicFirst MusicFirst Jr.	Naviance Paws in Jobland	Read & Write Snapverter Reading Inventory- HMH Phonics Inventory -HMH Read 180 -HMH Math Inventory -HMH

\*District-Wide Subscription or Current Pilot

\*\*Limited version

**Please refer to Appendix A for additional information and program links.**



# Device Deployment Plan

This report is a snapshot of our current status, numbers are subject to change.

<b>Division of information &amp; Technology</b>	
Helpdesk Available: Monday - Thursday 12pm - 2:30pm. Contact Dawn Mathieu @ 845-568-6532 to schedule.	
<b>CURRENT CHROMEBOOK INFORMATION</b>	
Estimate of Chromebooks issued to Students (Including ESYP)	7950 Chromebooks have been issued to date.
Spring Order	Currently waiting for 2800 with an expected arrival of 8/10.
<b>CURRENT HOTSPOT INFORMATION</b>	
Current Sprint (Free Use) Hotspots	320 (HS only)
New Sprint Shipment (Free Use)	357 (K-12) -Arrived 7/16
Verizon Hotspots (Paid by District)	526 remaining
<b>TENTATIVE DEPLOYMENT INFORMATION</b>	
(For Scholars Entering Pre-K-3 in September 2020)	
Week of August 17th	Tuesday 18th 8:30 - 2:30, Thursday 20th 12pm - 7pm Tentative location: Newburgh Armory Unity Center
Week of August 24th	Tuesday 25th 8:30 - 2:30, Thursday 27th 12pm - 7pm Tentative location: Central Office



**Health &  
Safety**

# Health & Safety

## Requirements & Procedures



**Training** Students and staff will receive training on COVID-19 prevention practices, including social distancing and face-covering use. Signage and ongoing communication will supplement and reinforce training.



**Social Distancing** With fewer students in schools, there will be increased spacing in the building and classrooms. Classroom layouts, arrival, and dismissal processes will be modified to maintain physical distancing.



**Arrival and Dismissal** To lessen crowding, we are planning to stagger arrival and dismissal times for students. This might include different times for parental drop-off and pick-up. Students may be directed to enter/exit the school through specific doors, to keep fewer people from congregating at one main doorway. Schools will send this information to families in August.



**Cleaning** We will clean high-traffic spots frequently throughout the day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards and tablets, toilets and restrooms, faucets, and sinks. We will also ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on the frequency of use. Additionally, schoolwide cleaning, including classrooms, buses, cafeterias, libraries, playgrounds will also take place daily. We will communicate with transportation vendors to clean and disinfect accordingly.



**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.



**Handwashing** Everyone must wash their hands more, according to the DOH guidelines. At a minimum, the handwashing will take place upon entering the building and each classroom; 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; upon coming in from outdoors; and anytime hands are visibly soiled.

# Health & Safety

## Requirements & Procedures



**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.



**Face Coverings** In Newburgh Schools, face coverings will be required for all staff, students and visitors. If students do not have a face covering, the school will provide one to them. During meal times, social distancing guidelines will be followed in order to allow students to remove their face-covering. Face coverings may be challenging for students (especially younger students) to wear all-day. While practicing social distancing, students will be provided with breaks to remove their face-covering temporarily. Barriers will be utilized when it is physically impossible to wear a mask.



**Food Services** Schools will provide meals to all students, whether they are attending in person or remotely. We encourage scholars to take advantage of the free lunch and breakfast provided at no cost. We will enforce hand washing, disinfect surfaces, no sharing of food, and review of food allergy plans.

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



**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.



**Health Questionnaires** In addition to daily temperature checks, we will periodically screen students and/or parents and staff will be screened daily prior to arriving to school with a questionnaire about possible exposure, experience with any symptoms of COVID-19, including a temperature of more than 100.0°F, travel and/or Covid-19 testing. Various remote options will be available to students and families such as an app, online, and/or paper.



**Temperature Checks** Upon entrance into Newburgh Schools, everyone will have their temperature checked on a daily basis. If someone has a temperature of over 100, they will not be permitted to stay in school. Parents/Guardians must do temperature monitoring before the child leaves the house.

**Limited Building Access** Access to schools will be limited to students and staff as much as possible for health and safety reasons.

# Health & Safety

## Requirements & Procedures



**Limited Supply Sharing** NECSD will increase the ordering of all school supplies to limit the sharing of supplies, particularly at the elementary level. All art classrooms, sinks, and other shared materials and surfaces should be cleaned following federal CDC guidelines. Students will maintain individual kits of “high touch” supplies such as scissors, markers, pencils and erasers.



**Positive Cases** In addition to temperature checks, we will isolate and supervise any student or adult with temperatures and/or other symptoms until they can leave campus. We will collaborate with the Orange County Department of Health. We will have a hotline and email set up specifically for reporting.



**Return of Recovered Students and Staff** We will 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 by a healthcare provider with COVID-19 they can return to school only when:**

- there is no fever, without the use of fever-reducing medicines, and they have felt well for 24 hours;
- they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

**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 should not be at school and should stay at home until:**

- It has been at least ten days since the individual first had symptoms;
- It has been at least 24 hours since the individual has had a fever (without using fever-reducing medicine); and
- Other symptoms have improved.

CDC recommends 14 days of quarantine after exposure based on the time it takes to develop the illness if infected. Documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation is required.

# Health & Safety

## Requirements & Procedures



**Contact Tracing** We will cooperate with state and local health departments regarding contact tracing. We will also assist public health departments in knowing who may have had contact at school with a confirmed case 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; and assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

We will implement contract tracing to notify cohort groups if they may have been exposed. We will also notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test results by staff, students, and visitors.

We will maintain confidentiality as required by federal and state law and regulations regarding the privacy of disclosure of COVID-19 status.



**Transportation** NECSD will limit the capacity of passengers on all general education buses, in accordance with current public health guidelines. Students and drivers will wear masks on buses. Exception to the requirement is for students whose physical or mental health would be impaired by wearing a mask are not required to do so, but must maintain social distancing of 6 feet from other individuals on the bus. Students who do not have a mask will not be denied transportation; we will work with bus companies to have masks available. Schools will train students about social distancing on the buses and at stops. Bus companies must perform regular school bus disinfection measures. All buses must be disinfected once a day. When the temperature is 45 degrees or higher, the roof hatches or windows on the bus should be opened slightly. Students from the same household will be encouraged to sit in close proximity to each other. Hand sanitizer will not be permitted on buses because it is combustible.



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



**Music** When students sing or play wind instruments, staff must ensure everyone is 12 feet apart in all directions. The state is encouraging schools to consider moving chorus practice outside, when possible.



**Water Fountains** The state requires there to be a water fountain for every 100 students. That means some fountains could be disabled, depending on the campus. Newburgh Schools invested in the installation of water bottle filling machines.

# Health & Safety

## Requirements & Procedures



**Physical Education** Students engaged in physical activity should be spread out 12 feet apart. Instructors may want to use a microphone to give instructions, because of the distancing. The state urges more focus on individual pursuits or skills rather than traditional team sports. We will use outdoor space when weather permits.



**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. Consideration to live streaming video and modified lab assignments to reduce watching demonstrations closely. Procedures for sharing, disinfection and decontamination supplies will be implemented.



**Technology** All Prek-12 scholars will have access to a device, such as a laptop or tablet, to the extent practicable, we will try to provide reliable access to high-speed internet. We will provide instruction in other ways if students don't have access to a computer or the internet.



**Medically Fragile Individuals** Students who have family members who are in high-risk groups may need to attend school remotely. The District and schools will make accommodations to address the needs of these students in the school community. Persons in these groups should consult with their healthcare provider regarding prevention.

- Individuals with underlying health conditions including, but not limited to:
- chronic lung disease or moderate to severe asthma serious heart conditions
- Immunocompromised
- severe obesity (body mass index [BMI] of 30 or higher)
- diabetes
- chronic kidney disease undergoing dialysis
- liver disease
- sickle cell anemia

Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety.

# 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 try to check student temperature at home to rule out fever and/or signs or symptoms of illness prior to departure from home.



## Arrival to School

All students entering a district building will be required to have a temperature check performed. Students will follow all instructions related to personal preventive measures, including wearing a cloth face covering. Social distancing will be observed at all times as students enter and move throughout the building. Students will utilize hand sanitizer when entering the school.



## Arrival or Any Time of Day

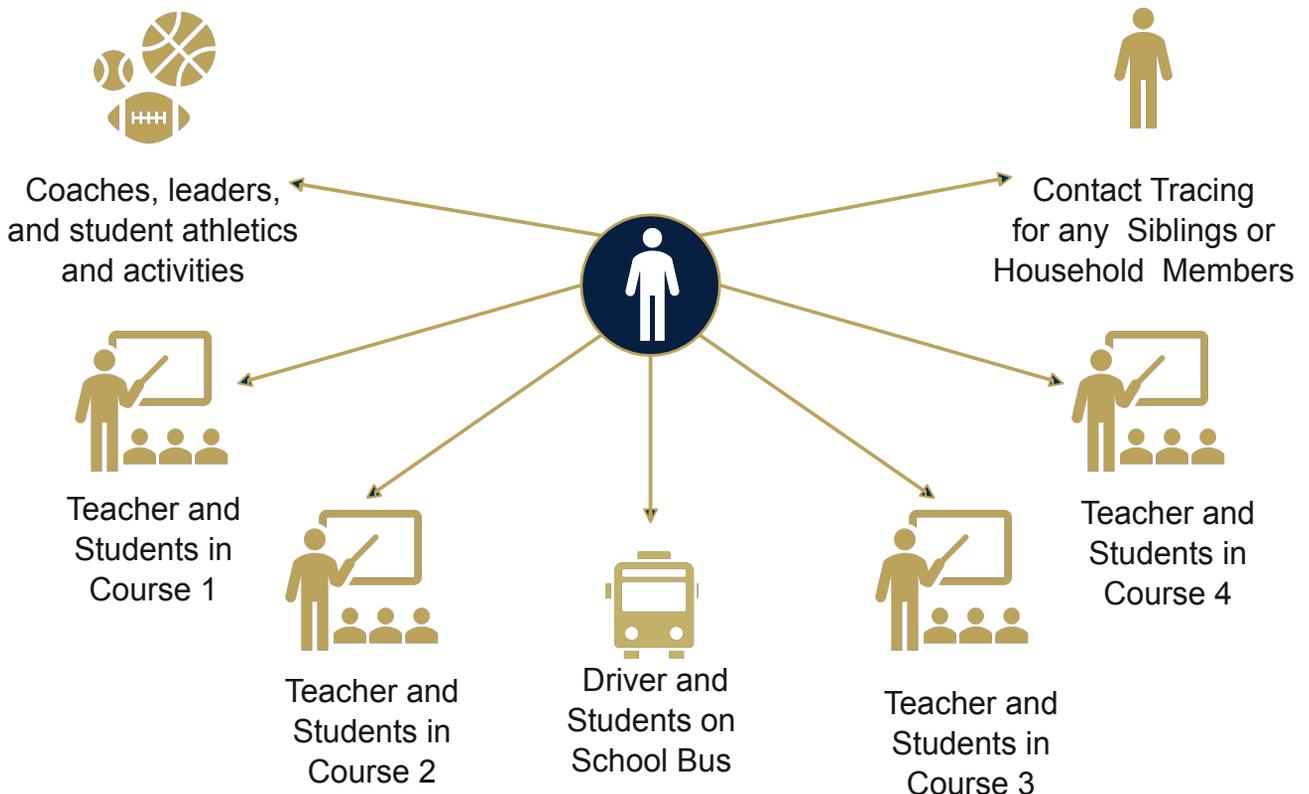
Staff will refer any student with obvious signs or symptoms of illness to the Health Office.

# Contact Tracing

**Contact Tracing** We will cooperate with state and local health departments regarding contact tracing. We will also assist public health departments in knowing who may have had contact at school with a confirmed case 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; and assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

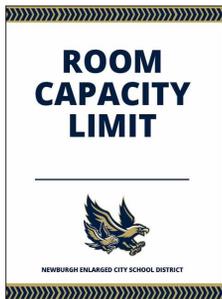
We will implement contract tracing to notify cohort groups if they may have been exposed. We will also notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test results by staff, students, and visitors.

We will maintain confidentiality as required by federal and state law and regulations regarding the privacy of disclosure of COVID-19 status.

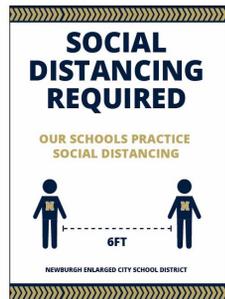


# Promoting Health Habits

At each phase of the plan, the District will be placing 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 NECS D spaces.



18X24



18X24



16X6.5



16X6.5



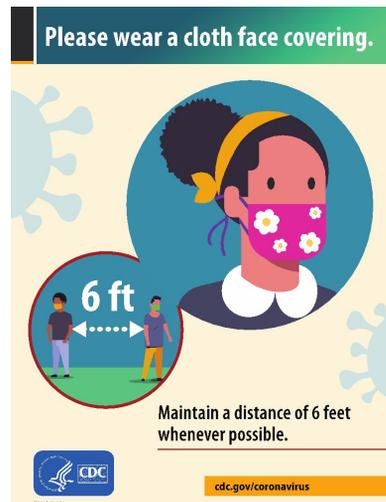
24X18



16"



16"



# 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.
- 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

- Before schools reopen, Back-to-School Bootcamp videos will be developed to learn new health and safety protocols.
- Families will be contacted by school staff to find out if there are concerns about returning to school, to verify contact information, and to determine access to the internet and computers.
- 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: face coverings, social distancing, etc.).
- Reengagement Street Teams will be developed to conduct home visits to support scholars that may be struggling with engagement and/or transitioning back to school.
- Public service announcements will be created 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.

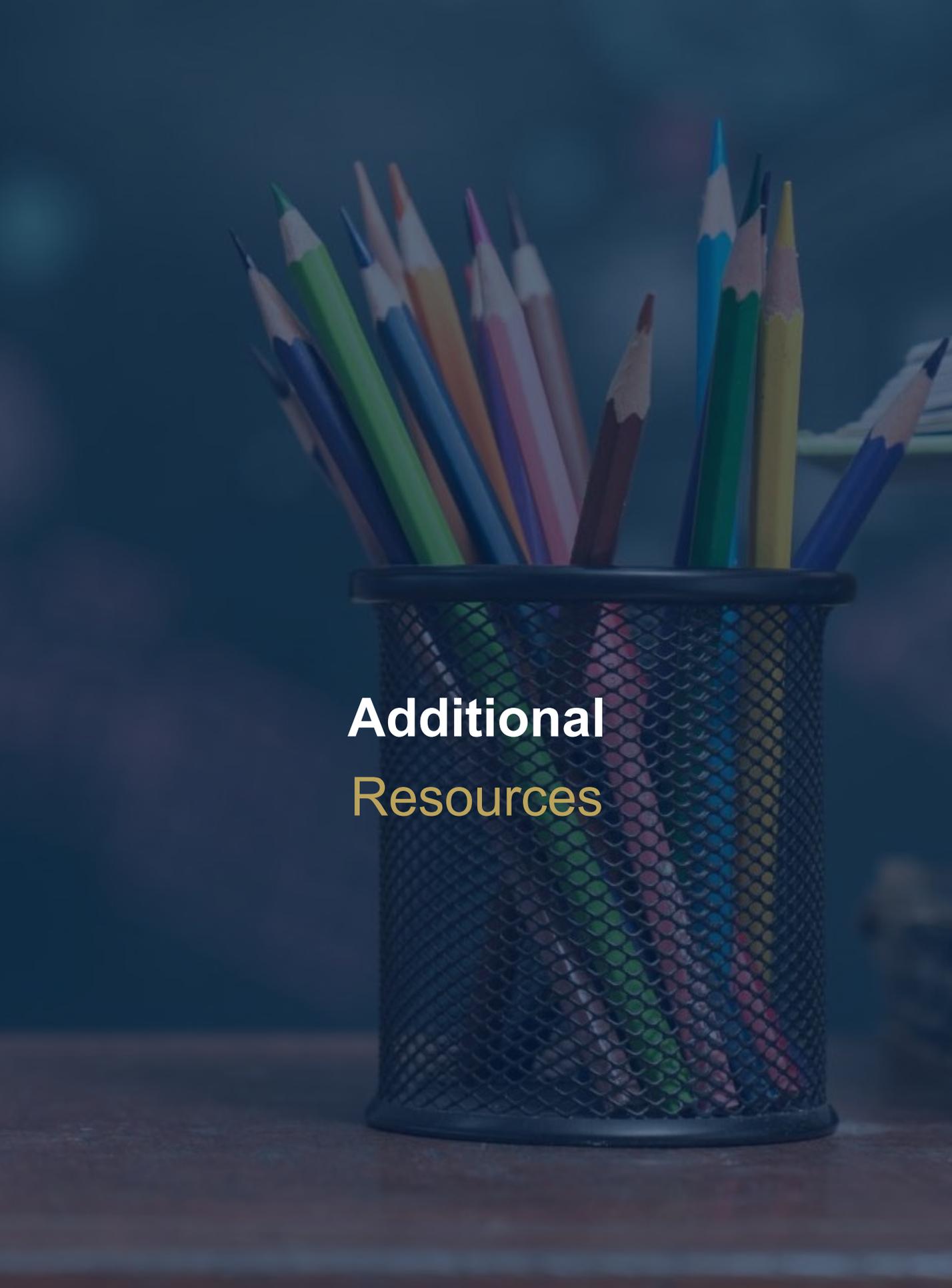


**Enhanced Cleaning** Custodial staff will work between student cohorts to clean and disinfect all high-touch surfaces throughout the school.



**Disinfectant Cleaning** In the event of a COVID-19 confirmed positive, Buildings & Grounds will initiate a Clorox spray cleaning of a school.



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 pencils are arranged in a dense cluster, with their tips pointing upwards. The holder is placed on a dark surface against a dark, blurred background.

# Additional Resources

# 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. 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, 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 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 one of our Family Engagement Coordinators, Mr. Antony Roncal (Elementary Schools - [aroncal@necsd.net](mailto:aroncal@necsd.net)) or Mrs. Laura Garcia (Secondary Schools - [lgarcia@necsd.net](mailto:lgarcia@necsd.net)).

# Online Registration Process

Due to the COVID-19 school closure, the Office of Registration had to temporarily suspend in-person registration. As a result, an online registration system has since been developed.

## 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 in front of Gidney Avenue Memorial School](#)
  - ✓ [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.

# Guidance Links

## **CDC Guidelines**

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

## **NYSED Reopening Guidelines**

<https://www.regents.nysed.gov/common/regents/files/2.%20Recovering%2C%20Rebuilding%2C%20and%20Renewing%20the%20Spirit%20of%20Our%20Schools%20School%20Reopening%20Guidance.pdf>

## **Pediatrics Guidelines**

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

## **NY Forward –NY State/Governor Cuomo**

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYForwardReopeningGuide.pdf>

# FAQ



## When will students be required to wear face coverings?

**Face Coverings:** an acceptable face covering, which is strongly recommended to be worn by all individuals at all times but is required to be worn any time or place that individuals cannot maintain appropriate social distancing. However, if face coverings are to be worn by all individuals at all times. However, opportunities for students to remove their face covering during meals, instruction, and for short breaks will be considered so long as they maintain appropriate social distance. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose.



## How will the district enforce social distancing?

**Social Distancing:** social distancing is a mandate to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate social distancing means six feet of space in all directions between individuals or use of appropriate physical barriers between individuals that do not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk.



## How will people move around in buildings?

**Spaces:** Administration at the school and district, will consider and assess additional and/or alternate indoor space(s) that may be repurposed for instruction or other required purposes in support of in-person instruction within the school facility, school grounds, municipal facilities, municipal grounds, or community (e.g., community centers), as well as outdoor space(s) where health and safety conditions (e.g., allergies, asthma) allow for such potential usage.



## When will all scholars go back to the school building 100%?

**In-Person Instruction:** The district will coordinate efforts to return all students to in-person instruction at this time. However, based on the dynamic nature of local community transmission of the COVID-19 virus, a phased-in approach or hybrid model combining in-person instruction and remote/distance learning may be necessary at various times through the 2020-2021 school year. The district models created will indicate if certain students will be prioritized to return to in-person instruction first or more frequently based on educational or other needs (e.g., early grades, students with disabilities, English language learners), given requirements for equity, capacity, social distancing, PPE, feasibility, and learning considerations.



## How many students will be learning together in the same classroom?

**Cohorts:** The district will implement a “cohort” approach when returning students to in-person instruction. This approach groups students, to the extent practicable, to limit potential exposure to the COVID-19 virus. Cohorts, particularly for younger students, are self-contained, pre-assigned groups of students with reasonable group size limits set forth in the NECSD Operation Reopen Plan. care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.

# FAQ



## How will people be checked for symptoms of a virus/COVID-19?

**Screening:** Mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus will be conducted. Specifically, all individuals will have their temperature checked each day. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility or sent directly to a dedicated area prior to being picked up or otherwise sent home. In addition to the screening a daily screening questionnaire for faculty and staff reporting to school will be implemented. Periodically a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer will be administered. The district will explore the possibility of remote health screening (e.g., by electronic survey, digital application, or telephone, which may involve the parent/legal guardian) before any individual reports to school.



## How is transportation on buses changing?

**Transportation:** The district will implement protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. The district will survey parents to determine their need for transportation and use the data to prepare for social distancing.



## Will my scholar still be provided breakfast and lunch?

**Food Services:** The district will continue to provide school breakfast and lunch to all students, both on site and remote. For students on site, the provision of meals while maintaining appropriate social distancing between students will be maintained. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced. The district will explore alternate areas (e.g., classrooms) or staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.



## What is being done for ventilation and air flow?

**Ventilation:** School and district administration will work with custodial staff to increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students.



## What is being done for cleaning and disinfecting?

**Hygiene, Cleaning, and Disinfection:** The district, adhering to and promoting hygiene, cleaning, and disinfection guidance set forth by DOH and the Centers for Disease Control and Prevention (CDC), will; train all students, faculty, and staff on proper hand and respiratory hygiene. The district will maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and area type and assign responsibility to staff.

# FAQ



## How are you tracing positive cases of COVID-19?

**Contact Tracing:** The district will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, The district will develop and maintain plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the [New York State Contact Tracing Program](#). Confidentiality must be maintained as required by federal and state law and regulations. Responsible Parties must cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.



## When can someone return to school after testing positive for COVID-19?

**Return to School:** The district will establish protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This return to school protocol will include, at minimum, documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.

# Important Contacts

COVID-19 Inquiries Email	<a href="mailto:covidhelp@necsd.net">covidhelp@necsd.net</a>
District Main Switchboard	845-563-3400
District Staff & Faculty Directory	<a href="#">Link to Directory</a>
Technology Helpline	845-568-6532
Technology Helpdesk	<a href="mailto:helpdesk@necsd.net">helpdesk@necsd.net</a>
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