

Family Guidebook

For Reopening Schools

Updated October 1, 2020

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. In 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 this 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 have started off virtually and will begin to use specific phases of transition students back to their school buildings in October.

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 the process we will be using, but we must always be reflective and adaptable to change. We feel as though this plan is solid at the moment, but plans may 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. Although we cannot predict the path of the coronavirus, 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. 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

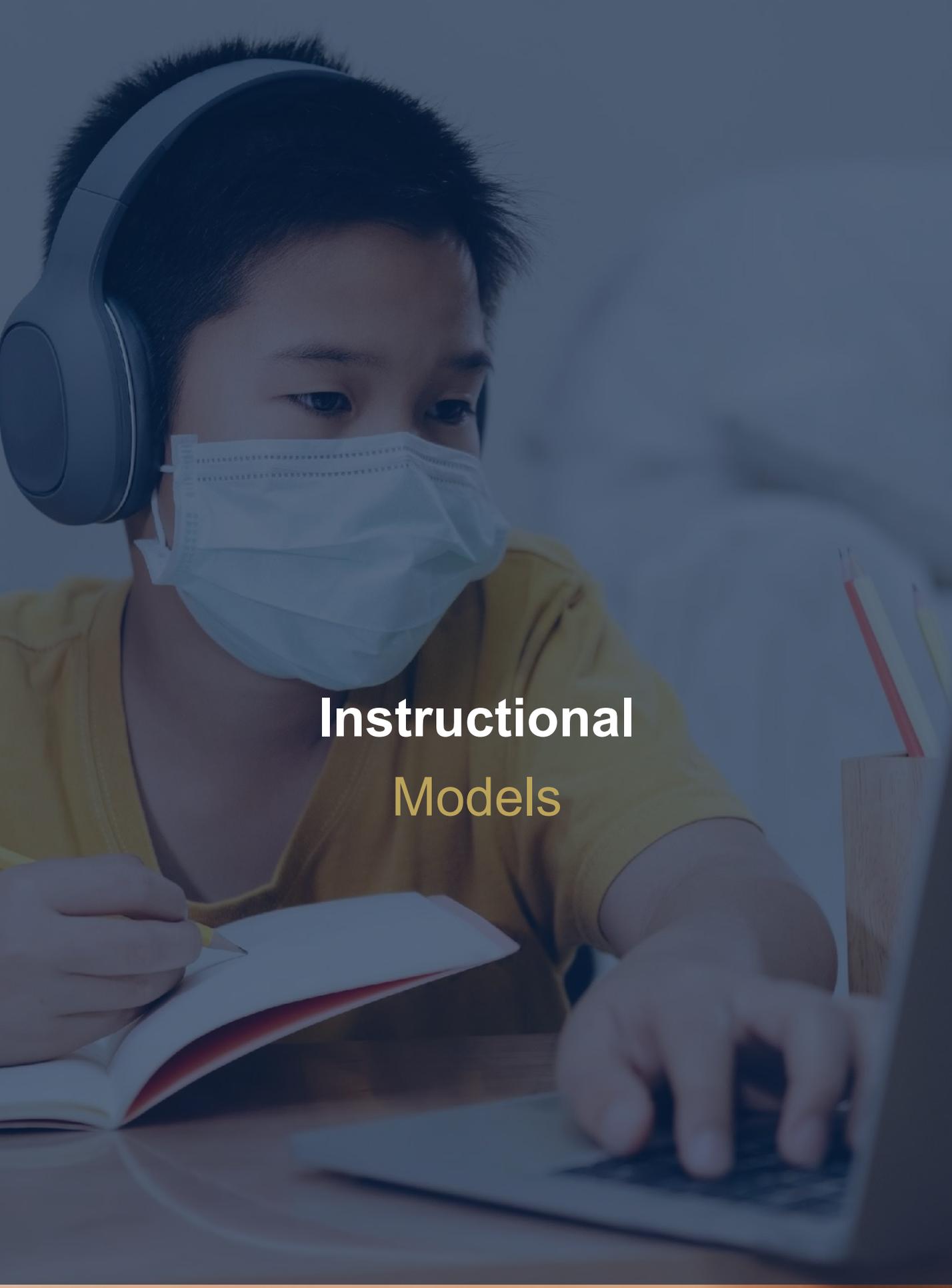
Overview

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 to our school buildings. Please continue to provide us feedback as we all navigate reopening possibilities.

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 - October 5th

The 2020-2021 school year began for all scholars on Tuesday, September 8, 2020. The month of September was 100% remote and now we are ready for the transition to a hybrid schedule for In-person and remote learning beginning October 5th, 2020. Projected start and end times will follow our three tier system. 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 by the end of the first semester. Students will be placed in Blue & Gold cohorts and clustered in phases over the first few months of the school year.

Implementation Schedule

NECSD began the school year in a virtual-only instructional model.

- **Phase 2** will begin the week of October 5, 2020 for those participating in the hybrid model. (Scholars who selected 100% virtual learning will remain virtual until January).
- 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

Some 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 with approved documentation 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, 1st Grade, 2nd Grade, and students with certain specific needs. For students in specific Special Education Programs, the district will consult with schools and families.

Phase 3

Grades 3, 4, & 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.



100% Virtual

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|--------|---------|-----------|----------|--------|
| WEEK | Remote | Remote | Remote | Remote | Remote |
| | Remote | Remote | Remote | Remote | Remote |

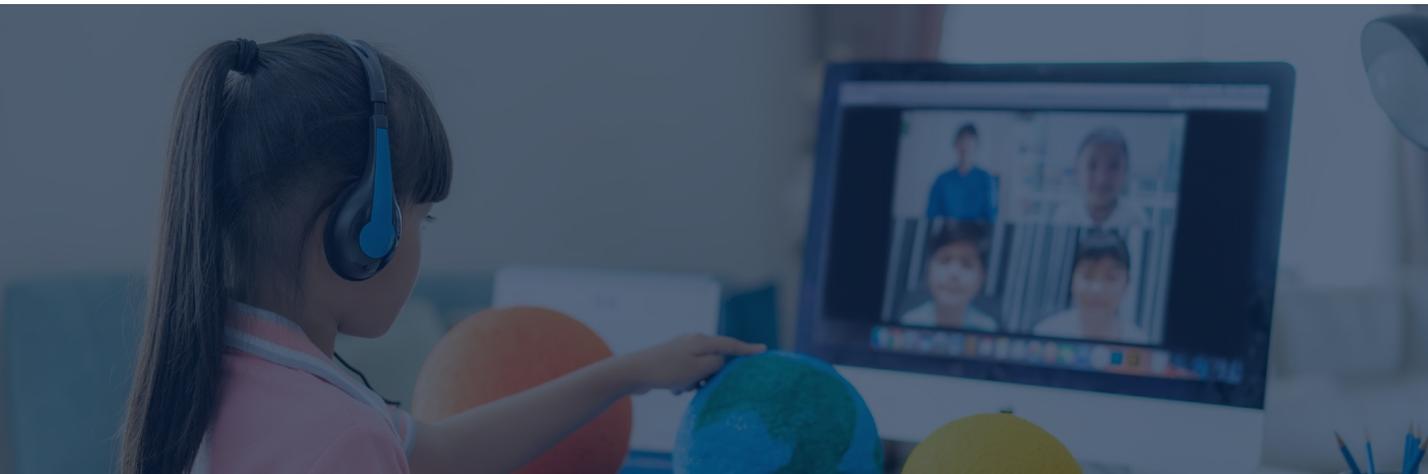
Virtual Learning Education that takes place entirely online with the use of technology. All students Pre-K-12 will be given a Chromebook dedicated for virtual learning. It is expected that families who opt for 100% virtual will remain virtual for the first semester (January). All scholars will be on their standard building start/end time schedule. 100% virtual learning is an option chosen by families. This model may also need to be used if directed by state or county officials.



Hybrid Model

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|-------------------|-----------|---|-----------|-----------|
| WEEK | Blue In School | In School | Full Day Asynchronous Remote Learning | Remote | Remote |
| | Gold Remote | Remote | Full Day Asynchronous Remote Learning | 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. All scholars will be on their standard building start/end time schedule.



Elementary School Instruction



In-Person Hybrid

- Daily Instruction in Grades **PreK-5**:
- **Follow** set daily schedule
- Bring **Chromebooks** to school
- Access to in-person **SEL services/supports**
- **Scholars should follow their bldg. start/end times**
- Tier 2 - Start/EndTime: 8:15 am - 3:15pm
- Tier 3 - End/End Time: 9:15 am - 4:15 pm
- **Mask Up** all the time
- **Social Distancing** required



100% Remote

- Remote for the **1st semester only**
- **Synchronous lessons** - live session with teacher every day
- **Asynchronous lessons**- Opportunity for independent learning and completion of assignments
- **Small group work** - Synchronous sessions with teacher and assigned students

Schedule (In-Person Hybrid)

Scholars should follow their daily set schedule. A typical day will include:

SEL/Digital Citizenship

ELA Block

- Reading
- Writing
- Word Work

Lunch

Math Block

Specials

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 |
| Live, in-person instruction for Blue Cohort & synchronous instruction (remotely) for Gold Cohort | | Full Day Asynchronous Remote Learning | Live, in-person instruction for Gold Cohort & synchronous instruction (remotely) for Blue Cohort | |

Middle School Instruction



In-Person Hybrid

- Daily Instruction in grades **6-8**
- **Follow** set daily schedule
- Bring **Chromebooks** to school
- Access to in-person **SEL services/supports**
- Tier 1 - Start/EndTime: 7:15 am - 2:25pm
- Tier 2 - Start/End Time: 8:00am - 3:15pm
- **Mask Up** all the time
- **Social Distancing** required



Fully Remote

- Remote for the **1st semester only**
- **Synchronous lessons** - live session with teacher every day
- **Asynchronous lessons** - Opportunity for independent learning and completion of assignments
- **Small group work** - Synchronous sessions with teacher and assigned students

Schedule (In-Person Hybrid)

South Middle School will follow their regular schedule (periods 1-8)

Heritage Middle School will follow their regular schedule (periods 1-9)

Meadow Hill School will follow their regular schedule (periods 1-8)

Temple Hill School will follow their regular schedule (periods 1-8)

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 |
| Live, in-person instruction for Blue Cohort & synchronous instruction (remotely) for Gold Cohort | | Full Day Asynchronous Remote Learning | Live, in-person instruction for Gold Cohort & synchronous instruction (remotely) for Blue Cohort | |



High School Instruction



In-Person Hybrid

- Daily Instruction in grades **9-12**:
- **Follow** set schedule
- Bring **Chromebooks** to school
- Access to in-person **SEL services/supports**
- Tier 1 - Start/End Time: 7:00 am - 2:25pm
- **Mask Up** all the time
- **Social Distancing** required



Fully Remote

- Remote for the **1st semester only**
- **Synchronous lessons** - live session with teacher every day
- **Asynchronous lessons**- Opportunity for independent learning and completion of assignments
- **Small group work** - Synchronous sessions with teacher and assigned students

Schedule (In-Person Hybrid)

NFA Main and North will follow the regular school schedule with nine periods daily

NFA West will follow the regular school schedule with eight periods daily



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 |
| TLive, in-person instruction for Blue Cohort & synchronous instruction (remotely) for Gold Cohort | | | Full Day Asynchronous Remote Learning | |
| | | | Live, in-person instruction for Gold Cohort & synchronous instruction (remotely) for Blue Cohort | |

A young girl with her hair tied back, wearing a white surgical-style face mask and a black and white horizontally striped long-sleeved shirt. She is looking down at her hands, which are positioned as if she is about to perform a task or is in the middle of one. The background is a blurred classroom with other students and desks. The entire image has a dark blue overlay.

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 NECSD students K-12 will be given a dedicated device for virtual learning. Virtual learning occurs outside the school environment. Devices for Pre-K scholars will be distributed by the first week of October.



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 student's school building or the Board of Education. If you cannot access technology and are in need of learning packets, [please contact your building principal to make arrangements.](#)



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 access to Advanced Placement, Early College classes, PTECH, and CTE coursework based on student interest as per Charting Your Course in alignment with district protocols. 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 for secondary regardless of the model in place (e.g., virtual, in-person, or hybrid). At the K-5 level, grades will be on a 1 to 4 scale and 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.



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 classes (virtual and/or in-person) 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 at the start of their school day and participate in learning activities throughout the day will be marked present.
- ❑ **Secondary students** must follow their schedule and attendance will be taken for each period of the day.

Students who cannot participate in a synchronous portion may watch recorded lessons created by the teacher and 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 six (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. 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



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 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, for in-person phase-in. Related services will be provided to students for in both in-person and hybrid models as outlined in the Individualized Education Plan (IEP). CSE and CPSE meetings will continue to be held virtually, allowing parents, guardians, 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 IEP.



English Language Learners (ELL's) As per SED guidelines, ELL services will be provided in both in-person and hybrid models to comply with Part 154 regulations. Screening of new entrants (who were registered prior to the first day of school) 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



Elective Courses, 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 both virtual and hybrid models.

While there has been some flexibility in the reopening plan to consider some sports, depending on the region, Section IX has determined to postpone the fall sports season until November 30, 2020. School and section representatives have been meeting regularly to determine when sports may begin and which sports will be allowed. NECSD expects to begin the process of coach selection, student sign up, sports clearances, and tryouts starting in October 2020 in preparation for the potential to restart our interscholastic sports program. Updates on the progress in this area will be posted on the district’s website as new information is provided.

Digital Resources

| Assessment | Presentation/Delivery | Collaboration | Creation Tools | Research & Content |
|---|--|--|--|--|
| Google Forms Edpuzzle iReady Go Math Illustrative Math | PearDeck Google Slides Edpuzzle Padlet NECSD Screencastify Seesaw | Flipgrid Google Meet Padlet Jamboard Screencastify | Book Creator Padlet NECSD Screencastify WeVideo** | All Library Databases 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 | Google Docs Read&Write | Newsela (all subjects) | Delta Math Equatio /Math Space Go Math iReady Do the Math - HMH Illustrative Math Mathbits | Test Wizard Newsela (all subjects) |
| Foreign Language | ENL / Dual Language | Fine & Performing Arts | Career and College Readiness | AIS/RTI |
| | Rosetta Stone RAZ Kids (3-5 bilingual) Read&Write | Chrome Music Lab Google Drawings Google Canvas App Smart Music Musicplay MusicFirst MusicFirst Jr_ | Naviance Paws in Jobland | Read & Write Reading Inventory- HMH Phonics Inventory -HMH Read 180 -HMH Math Inventory -HMH |

**Limited version

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



Technology Plan

Issues with a district device should be directed to the [Micro Technician](#) (hardware issues) or [Instructional Technology Facilitator](#) (navigating learning applications) in your building.
Helpdesk Available: Helpdesk@necsd.net or 845-568-6540



Virtual Digital/Learning Etiquette Virtual learning has been an adjustment for educators, students, and, families alike. With this new approach to learning, we find ourselves confronted with unique situations and circumstances that we haven't had to deal with in the traditional educational setting.

To prepare us and our students for success, a few tips and suggestions are listed for your reference:

- Have your scholar's device charged and ready for the next day
- Ensure that your child gets a good night's sleep
- If possible have your child eat a healthy breakfast to get your child energized for the day (Meals can be picked up each week for virtual learning. Please visit the Food Services website for details).
- Attendance is extremely important. Therefore, please ensure that your child logs in live when possible or completes their attendance. We appreciate your support in getting your child to submit their work in a timely manner
- Remember to give your child a fresh start every day. Positivity is the key.
- Your scholar's camera is on for learning and everything behind them can be seen and heard if they are not muted, (f you need to shut off your camera because of bandwidth issues please tell your teacher) therefore:
- Be mindful of what is said in the background, it can be heard by the teacher and other students.
- Have your child blur the background to prevent unexpected visual distractions. Your child's teacher can help you set that up.
- Have appropriate attire (clothing) on as you walk by your child's computer. Please be fully clothed, while you can be seen by the teacher and the students simultaneously.



Chromebook and Hotspots Chromebook and Hotspot request should be directed to the [Instructional Technology Facilitator](#) in your building.



Deployment of Devices Deployment of devices is announced via robo call and posted on the district website and social media sites. Please make sure your contact information is up to date in your Parent Portal account, so you receive all important information.

Technology Plan



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](#)



**Health &
Safety**

Health & Safety

Requirements & Procedures

Updates received from the Department of Health will be posted on the Reopen website.



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 (six feet).



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 share this information to families.



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. While practicing social distancing, upon request, students will be provided with breaks to remove their face-covering temporarily.



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. Food distribution schedules will be posted on [Food Services](#) the website.

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/Temperature 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. In addition to temperature checks administered by families, daily temperature checks will be taken upon arrival at school buildings. The district will periodically request students/parents to complete a health questionnaire. Staff will complete the health questionnaire and a temperature check daily. Various questionnaire completion options will be available to students and families such as an app, online, and/or paper.



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.



Return of Recovered Students and Staff We will follow Department of Health guidance for allowing a student or staff member to return to school after exhibiting symptoms or testing positive for COVID-19.



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.



Transportation NECSD will limit the capacity of passengers on all general education buses, in accordance with current public health guidelines. Students and drivers must wear masks on buses.



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/brass 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 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.

Health & Safety

Requirements & Procedures



Physical Education Physical Education activities will follow Department of Health and State Education Department guidelines in regards to social distancing and recommendations that restrict contact sports.



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.

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 mask. Social distancing will be observed at all times as students enter and move throughout the building.

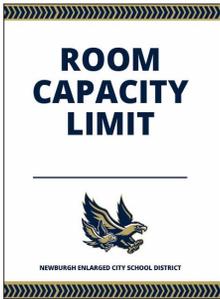


Arrival or Any Time of Day

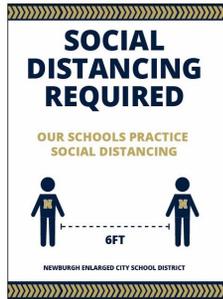
Staff will refer any student with obvious signs or symptoms of illness to the Health Office.

Promoting Health 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



16X6.5



16X6.5



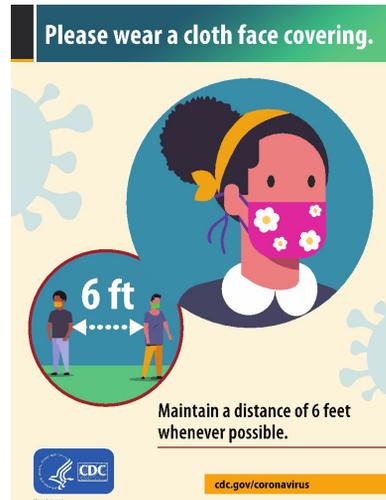
24X18



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.
- 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.



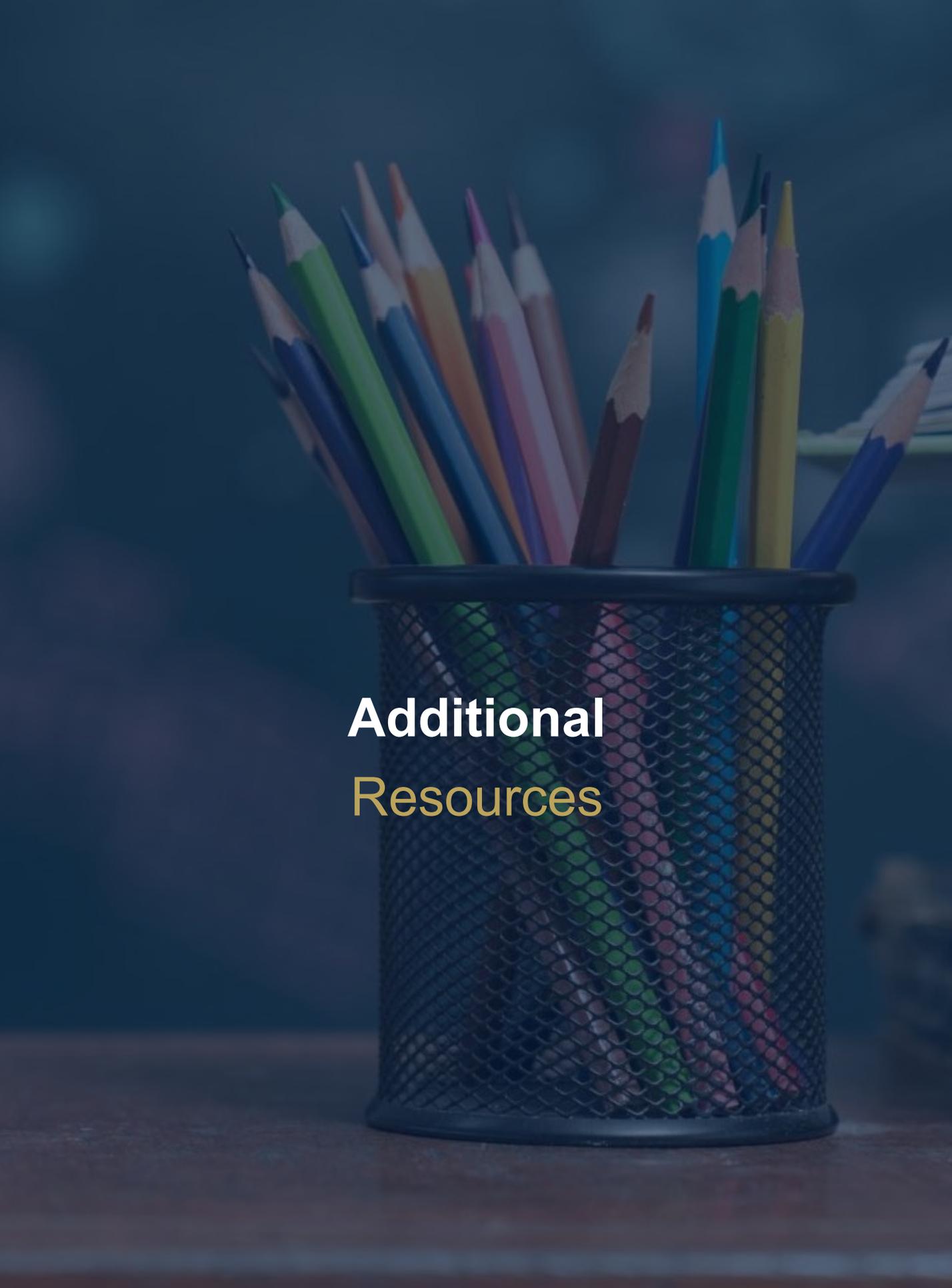
Enhanced Cleaning Custodial staff will clean and disinfect all high-touch surfaces throughout the school.



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.

Each school building has custodians scheduled from 3-11 pm. All non-custodial staff, including principals, are required to leave the building immediately after student dismissal on Wednesdays and 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 positioned in the center of the frame against a dark blue, slightly blurred background. The text "Additional Resources" is overlaid on the lower half of the pencil holder.

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, 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 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) or Ms. Laura Garcia (Secondary Schools - 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 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.

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



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.



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.

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. |
|---|----------------|--|

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 |