New Hartford Central School
DISTRICT REOPENING PLAN
# Summer/Fall 2020 School Reopening Advisory Committee

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INTRODUCTION

What follows is a comprehensive plan for reopening New Hartford Central School District (NHCSD) for the 2020-2021 school year. The plan is specifically based on the framework provided by the New York State Department of Education as illustrated in the “Recovering, Rebuilding, and Renewing the Spirit of New York State Schools” report provided to the Board of Regents on July 13, 2020 and revised as needed, based on updated guidance from the New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED). The most recent update to the NYSDOH guidance documents was provided on April 9, 2021.

The plan was developed in collaboration with school district administrators, the School Reopening Advisory Committee (SRAC), a body appointed by the New Hartford Central School Board of Education, Employee bargaining unit representatives, public input at Board of Education Meetings throughout the year, and the Board of Education. SRAC consisted of a wide range of stakeholders in our school community to serve in an advisory capacity to finalize reopening plans in the fall of 2020. Parents, teachers, school administrators, students and many others familiar with overall school operations contributed to the committee in weekly summer meetings. In addition, the Board of Education has hosted weekly meetings throughout the 2020-21 school year to provide updates and gain feedback from the public regarding reopening decisions.

We have created this plan to guide in the reopening of our schools where students, employees and families feel safe. We also aim to reduce the impact of COVID-19 conditions upon returning to NHCSD. The guidelines referenced in this document are based on guidance from the New York State Department of Education (NYSED), New York State Department of Health (NYSDOH) and the Centers for Disease Control and Prevention (CDC). Updates will be made on a periodic basis based on information provided by applicable federal, state and local agencies.

COMMUNICATION

To ensure NHCSD and its employees comply with communication requirements, NHCSD will do the following:

- Utilize the 32 member SRAC that represents multiple constituencies (e.g., administrators, faculty, staff, students, parents, union representatives and health professionals) to assist with developing and communicating the reopening plan.
- Post signage throughout its facilities to encourage and remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Provide training to all students and employees to follow new COVID-19 protocols including but not limited to hand hygiene, respiratory hygiene, proper face cover wearing and physical distancing.

NHCSD will establish a communication plan for employees, students, parents/guardians and visitors with a consistent means to provide updated information. This will be accomplished through multiple outlets:

- School website (www.newhartfordschools.org)
- Email
- Social media
- Print copy mailings.
- SchoolMessenger when necessary (application which generates a phone call, email, text notification, a notification on the homepage of the district website)
- Traditional media outlets
EDUCATION & TRAINING

Educational material such as signage and videos will be utilized at NHCSD. Videos made available by the Safe Schools service provided by Utica National Insurance Group and others created by the OHM BOCES Safety Office have been and will continue to be presented to staff and students. Specific areas of training to be addressed will include:

- General COVID-19 Awareness
- Proper Hand and Respiratory Hygiene
- Proper Wear and Care of Face Coverings
- Operating Procedures and PPE Awareness
- Proper COVID-19 Social Etiquette
- N-95 Respiratory Protection Training
- COVID-19 Proper Cleaning Awareness
- Exposure Control Training

HEALTH & SAFETY,
SOCIAL DISTANCING & FACE COVERINGS

Physical Distancing and Capacity Assessment

The top priority during the planning process was to maintain the health and safety of the entire school community. The development of the plan considered the number of students and staff allowed to return in person based on square footage and current guidelines. To ensure employees, students and visitors comply with physical distancing requirements, NHCS will do the following:

- The District has followed the NYSDOH guidelines for reopening of schools that has been in place since August 2020 and Oneida County Department of Health Guidelines from April 2021 to reopen our schools.
- According to those guidelines, barriers are being utilized in locations where 6 feet of social distancing is not possible.
- Based on these guidelines, parent surveys, parent communications, and weekly public Board of Education meetings, the following timeline was implemented to include the option for full-time in-person instruction:
  - Students in grades kindergarten through second grade, February 22, 2021
  - Students in grades three through six, March 22, 2021
  - Students in grades seven through twelve, April 12, 2021
  - Fully remote instruction was also available to students in grades Kindergarten through twelve through June 2021 if the student chose this option.
- Six feet of physical distance will be maintained between adults, between students and adults, between individuals while eating or other times masks are removed, between individuals projecting their voice or playing a wind instrument, between individuals engaged in aerobic activity resulting in heavy breathing, and where possible, between individuals outside of classrooms (i.e. auditoriums, hallways, etc.)
- Masks are required to be worn by all individuals in all classroom and non-classroom settings, except when eating. Mask breaks are permitted in the classrooms using a staggered pattern that allows students to take a break only when social distanced at six feet.
- Post social distancing markers throughout the building using tape and/or signs that denote six feet of spacing in commonly used and other applicable areas on the premises.
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g., meetings) will be held in well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
Common situations that may not allow for six feet of distance between individuals

- Custodial and Maintenance Work
- Food Preparation and Distribution
- Student Transportation and Student Services such as Physical Therapy, Occupational Therapy, Speech, etc.

Measures implemented to ensure the safety of students, employees and visitors

- Work spaces, classrooms, offices and other school spaces will be reconfigured to allow for social distancing.
- Hybrid work models and various modes of instruction will be implemented to allow for social distancing.
- Adequate personal protective equipment (PPE) will be available to staff, students and visitors.
- NHCSD will provide reasonable accommodations to students and staff who are identified as high risk or live with a person of high-risk by providing PPE such as face masks, face shields, sneeze guards, physical distancing needs, etc., as needed.
- Ensure that personnel wear acceptable face coverings.
- Face coverings must be worn at all times with mask breaks provided.
- Signage will be posted throughout the facilities informing of proper physical distancing face covering etiquette, and personal hygiene.
- Time will be allowed for staff and students to wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, the use of an alcohol-based hand sanitizer containing at least 60% alcohol will be strongly recommended.
- There will be several alcohol-based hand sanitizer stations throughout the facilities, including, but not limited, to all entrances, common areas, and classrooms.

Ventilation

- NHCSD will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. In addition, increase in outdoor air delivery will be provided by opening windows/doors, weather permitting. The use of fans facing out at open windows will be allowed to assist with air circulation. Air filtration units will be provided in spaces where needed to ensure the minimum air exchange standard of two air exchanges per hour.
- NHCSD has consulted with HVAC engineers to improve ventilation systems. All units have been cleaned and improved filters have been installed and follow a replacement schedule.
- NHCSD will meet code required ventilation by maximizing both mechanical and outdoor air in our building spaces.
- NHCSD will ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

Water Systems

- NHCSD will take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown.
- Regular drinking fountains will be closed. Disposable cups will be provided in elementary classrooms. Drinking fountains with bottle filling stations are available in each building. Faculty, staff and students will be encouraged to bring their own refillable water bottle or their own water.
- Existing number of toilet and sink fixtures in NHCSD meet the minimum standards of the Building Code of New York State (BCNYS).
- NHCSD will conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.
Engagement with Visitors

- Visitors must follow the six feet physical distancing mandate and follow regulations for wearing protective equipment to limit the spread of illness while on site.
- Face coverings and hand sanitizer will be available at all main entrances for visitors.
- Limit nonessential visitors to all school buildings, including district offices and transportation facilities.
- Parent meetings and other meetings will be conducted virtually whenever possible and appropriate.
- Limit public use of school facilities.
- Avoid use of shared items at sign in.
- Avoid the use of shared items in waiting areas.
- Protective barriers provided for reception areas.
- Limit reception seating areas to maintain proper social distancing.
- Require visitors to make appointments ahead of time.
- Screen for the necessity of the visit.
- Phone calls, email, mail or video conference should be used whenever possible.
- Deliveries and the BOCES courier will enter the vestibule only to drop off/pick up packages and mail. Mail will continue to be delivered to the buildings by our Buildings/Grounds employees.

Conference Rooms

- Virtual meetings will be held to the extent possible.
- In-person meetings will be limited in numbers to comply with NYS guidance. In addition, meeting set-up will be configured to allow for a minimum of six feet for physical distancing purposes.
- Meetings held in-person will not include meals or snacks unless the food and drink is individually wrapped.
- If meetings are to occur in person, they shall be scheduled through the scheduling software to ensure custodial staff are aware of meetings and can properly disinfect between meetings.

Break Rooms

- Break Rooms will be supplied with hand sanitizer and wipes along with signage asking employees to wipe down areas before and after use.

Copier Rooms/Areas

- Six feet physical distancing is required in copier rooms.
- Hand sanitizer and wipes along with signage asking employees to wipe down areas before and after use will be provided.

Restrooms

- Handwashing signs will be placed in all restrooms.
- Provide paper towels in restrooms
- Restrooms will be cleaned and disinfected at least one time during the school day and again each night.
- Restrooms that allow for more than one occupant at a time will have signage posted to enforce social distancing and wearing of proper face covering at all times.
Elevator Use

- Encourage one person in an elevator at a time.
- If possible use other means of entrance (i.e., stairways).
- Face coverings must be worn at all times while using the elevator.

Front Desk Personnel

- Polycarbonate guards/barriers will be placed in school main office locations without windows. Front desk personnel will be required to wear appropriate PPE when greeting visitors.
- Visitors will be discouraged from entering the building and will be mandated to complete a health screening if allowed to enter beyond the front door.
- A log of all visitors with times in and out will be maintained for contact tracing.

Personal Protective Equipment

To ensure compliance with protective equipment requirements, NHCSD will do the following:

- Training will be provided to all students and employees to follow new COVID-19 protocols including but not limited to hand hygiene, respiratory hygiene, proper face cover wearing and physical distancing.
- We will provide acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Students and employees will be responsible for the laundering of the face coverings.
- Disposable face masks will be available at each entrance for use should an employee, student or visitor need one.
- We will maintain an ample supply of face coverings and will purchase as necessary from vendors utilized by NHCSD. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- In circumstances that require additional PPE, NHCSD will provide appropriate gowns, face shields, gloves and other items as recommended by the Department of Health, the NYS Education Department or our Medical Director at no cost to the employee or student.
HYGIENE, CLEANING AND DISINFECTION

Hygiene

Proper hand and respiratory hygiene play a crucial role in containing the spread of COVID-19. NHCSD will take the following steps to promote appropriate hygiene practices:

• Provide information and training on proper hand washing techniques and respiratory etiquette (including covering coughs and sneezes) to all employees and students.
• Allow time for hand washing throughout the course of the day.
• Supply and provide access to hand sanitizer throughout the campus. Hand sanitizer will contain 60% or more alcohol.
• Require staff and students to stay home if experiencing any COVID-19 symptoms.

Cleaning and Disinfection

To ensure compliance with cleaning and disinfection requirements, NHCSD will do the following:

• Adhere to cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH).
• Maintain cleaning logs on site that document date, time and initials of person cleaning.
• Conduct nightly cleaning and disinfection of the entire campus.
• More frequent cleaning/disinfecting of restrooms, common areas and high transit areas will be scheduled.
• Cleaning supplies will be made available to all staff along with instructions for proper use should they desire to clean their work space more frequently.
• Cleaning/alcohol wipes will be available in common spaces (i.e. – copier rooms, break rooms and classrooms) along with signage instructing staff to wipe down equipment before and after use.
• NHCSD will utilize products identified as effective against COVID-19 and that are registered with the EPA.
• Frequently touched surfaces and objects will be cleaned several times a day to further reduce the risk of germs on surfaces and objects.
• Desks and chairs will be wiped down by students and/or employees after each use if changing of cohorts (i.e. secondary classrooms, elementary special area classrooms.) Signs regarding proper hand hygiene before and after use of common areas will be posted.

Common School Specific Shared Objects and Frequently Touched Areas

Examples of frequently touched areas in schools

• Lunchroom tables and chairs
• Door handles and push plates
• Handrails
• Kitchen and bathroom faucets
• Light switches
• Handles on equipment (e.g., athletic equipment)
• Buttons on vending machines and elevators
• Shared telephones
• Shared desktops
• Shared computer keyboards and mice
• Bus seats and handrails
HEALTH SCREENING

To comply with Department of Health requirements, procedures will be implemented to ensure daily screening, including temperature checks, of all employees, students and visitors to the NHCSD campus and facilities.

NYSED guidance requires that school districts must implement mandatory health screenings including temperature checks, of students, employees 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. Specifically, all individuals must have their temperature checked each day. In addition, a paper COVID-19 pre-screening form will be provided for use.

While it is the parent responsibility to perform temperature checks on their child before arriving at the bus stop or at school, the District has purchased automated non-contact temporal scanners for each designated entryway. The staff member monitoring the temperature check points shall be trained on how to respond to temperature readings at 100˚ or above. Student and staff privacy is a required component of the training.

It will be each faculty and staff member’s responsibility to administer the daily temperature check before arriving at work. If they are unable to do so, they must perform the temperature check and pre-screening process upon arrival.

If a student arrives to school without the pre-screening completed, the classroom teacher will notify the building main office who will contact the parent to complete the questionnaire via telephone or email. If the student fails the pre-screening process, they will be sent to the nurses office to await parent pick-up.

When the District is notified of potential exposure by a parent or staff member, the COVID-19 compliance officer shall be notified and follow the guidance set by DOH.

EMPLOYEES

A paper form will be utilized to screen employees prior to leaving from home for school in an effort to minimize staff congregating when arriving at work and to prevent employees who may be experiencing symptoms from entering the workplace. The digital or paper submission will require employees to answer the following questions:

- Have you been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has had symptoms of COVID-19?
- Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?
- Have you experienced any symptoms of COVID-19, including a temperature of greater than 100.0° F in the past 14 days?
- Employees will also be asked to take their own temperature at home and answer the question: Is your temperature greater than 100.0°

Any employee who responded affirmatively to any of the pre-screening questions will be required to stay home and contact their supervisor to notify them of the reason. Return to work will be in accordance with the Guidance from the Oneida County Department of Health.
I have COVID-19 symptoms. When can I go back to work at the school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

HCP Recommends COVID-19 Diagnostic Test

OR

HCP Gives Alternate Diagnosis

COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis

NOT Evaluated by HCP

STAY OUT OF SCHOOL and in isolation until test result is back

Positive Test Result

Negative Test Result

Your local health department will contact you to follow up. You must remain in isolation (at home and away from others) until your local health department has released you from isolation, which is typically:

- 10 days after symptom onset; AND
- Your symptoms are improving; AND
- You are fever-free for at least 72 hours without use of fever reducing medicines.

While you are in isolation, all members of the household must quarantine at home until released by the local health department, typically 14 days.

Note: A repeat negative COVID-19 test is not required for return to school.

If your symptoms are improving AND you are fever-free for at least 24 hours without the use of fever reducing medicines, you may return to school with:

- A note from HCP indicating the test was negative OR
- Provide a copy of the negative test result.

If your HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) AND COVID-19 is not suspected, then a note signed by your HCP explaining the alternate diagnosis is required before you will be allowed to return to school. You may return to school according to the usual guidelines for that diagnosis. Note: a signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

You must remain in isolation at home and are not able to go back to work at the school until your local health department has released you from isolation, which is typically:

- At least 10 days have passed since date of first symptoms; AND
- Your symptoms are improving; AND
- You are fever-free for at least 72 hours without use of fever reducing medicines.

Note: You may not qualify for Paid Sick Leave Benefits due to COVID-19 without a confirmed COVID-19 diagnosis.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.
STUDENTS
A paper format will be utilized to screen students prior to entering the school buildings in an effort to minimize students who may be experiencing symptoms from entering the schools. All students and their parents will be encouraged to complete the screening, including a temperature check, prior to leaving for school. Students will be required to submit the paper copy of the screening questionnaire and also have their temperatures taken upon arrival to school. If the screening wasn’t completed prior to arriving at school, it must be completed upon arrival. Any student with a temperature of 100.0˚ or higher will be isolated until a parent is able to pick them up and sent home.

If possible and practical, students being dropped off at school by a parent will be screened prior to the parent leaving school grounds. If a student has a temperature at that point the parent will be expected to take the student home with them.

MANAGEMENT OF ILL STUDENTS
Students with symptoms of illness must be sent to the school Health Office. The nurse will assess each individual.

IF STUDENTS BECOME ILL WITH SYMPTOMS OF COVID-19 AT SCHOOL
NHCSD will follow Education Law § 906, which provides that whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The Director of School Health Services shall immediately notify a local public health agency of any disease reportable under the public health law. The Director of School Health Services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

School staff must immediately report any illness of students or staff to the school nurse or other designated school staff members. Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student’s confidentiality. If there is more than one student waiting to see the school nurse, arrangements will be made to have students wait at least six feet apart. School nurses and other school health professionals assessing or providing care to ill students and staff will be required to follow transmission-based precautions which include the use of appropriate PPE (see section on PPE).

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least six feet.

NHCSD will comply with NYSDOH and CDC recommendations and:

• Close off areas after use by a sick person and not use these areas until after cleaning and disinfection have occurred.
• Open outside doors and windows to increase air circulation in the area.
• Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.
• Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19.
• Once the area has been appropriately cleaned and disinfected it can be reopened for use.
• Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

NHCSD will have a separate room available for all sick individuals when possible. If not possible, at least a six feet distance between ill students and other persons will be maintained. If they cannot be isolated in a separate room from others, a facemask will be provided to the student to prevent the possible transmission of the virus to others while waiting for transportation home. NHCSD will follow the following procedures:

• Students will be escorted from the isolation area to the parent/guardian.
• The parent or guardian will be instructed to call the family’s health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center.
• Symptomatic students will be advised to follow NYSDOH COVID-19 pre-k to Gr 12 toolkit guidance unless otherwise directed by a healthcare provider or the local department of health. If the student has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, the nurse or staff member will call 911 and notify the operator that the person may have COVID-19.
NHCSD staff will call for emergency transport (911) following district policies, for any student showing any of these emergency warning signs of MIS-C or other concerning signs:

- Trouble breathing
- Pain or pressure in the chest that does not go away
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Severe abdominal pain

If a student reports having tested positive for COVID-19, school administrators or his/her designee should notify the District head nurse and the District safety coordinator, one of which will notify the Oneida County Health Department to determine what steps are needed for the school community.

HIGH RISK INDIVIDUALS

Every attempt will be made to make the appropriate accommodations to meet the needs of staff and students who are at high risk. For any student whose needs cannot be met for face-to-face instruction, virtual instruction will be available.

RETURN TO SCHOOL AFTER ILLNESS

NHCSD will follow NYSDOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19 in conjunction with the local health department.

CONTACT TRACING

If a worker tests positive for COVID-19, the NHCSD must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- Workers that test positive shall report such information to their building principal/direct supervisor.
- This information shall then be reported to the District’s head nurse and COVID-19 safety coordinator who will then contact the Superintendent of Schools and the Oneida County Department of Health.
SCHOOL CLOSURES

NHCSD will collaborate with the Oneida County Health Department to determine the parameters, conditions or metrics (e.g., increased absenteeism, increased illness in school community, etc.) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. The Superintendent of Schools will consider closing school if absentee rates impact the ability of the school to operate safely. NHCSD may choose to modify operations prior to closing to help mitigate a rise in cases. The medical director and/or the Oneida County Health Department will be consulted when making such decisions.

We will continue to monitor directives from the Governor’s office regarding school closings.

CHILD NUTRITION

NHCSD will ensure compliance with Child Nutrition Program requirements.

Child Nutrition Program requirements will be followed for all meals served. We will continue to offer students as many choices for all meal components as possible. Menus will be planned by the Food Service Administration team and reviewed by the director and school dietitian both of whom are registered dietitians. Menus will also be analyzed on a macro and micro nutrient level using menu planning software.

NHCSD has the following protocols that describe communication with families through multiple means in the languages spoken by families. School Food Service will utilize the established NHCSD communication plan for employees, visitors, students and parents/guardians with a consistent means to provide updated information. This will be accomplished through:

- School website (www.newhartfordschools.org)
- Email
- Social media
- Print copy mailings
- Voice and/or video messaging
- Traditional media outlets

NHCSD will ensure that:

- Students enrolled in the School Food Assistance program will have access to school meals each school day. This includes students in attendance at school and students learning remotely.
- We will continue to address all applicable health and safety guidelines.
- We will continue to include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.
- Protocols and procedures are in place for students to perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.
- Protocols and procedures have been established that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.
- We remain in compliance with Child Nutrition Program requirements.
- Protocols have been established that describe communication (similar to Student Services) with families through multiple means in the languages spoken by families.
- Each school building and/or district reopening plan allows for physical distancing (six feet separation) while consuming meals in school.
STUDENTS IN ATTENDANCE AT SCHOOL

NHCSID will implement a K-12 modified menu, whereas students will walk through service line. This will include:

• Upon expiration of the US free meals program, all meals and/or snacks will be charged to the student’s account based upon eligibility status (i.e., free and reduced vs. paid status).
• Students place their lunch order as soon as possible in the day.
• Google Forms or a paper form will be used for lunch counts.
• Students come through serving line as cohorts and physical distance.
• The line should be wiped down between classes.
• Students will eat in the cafeteria.
• Special attention and accommodations made for nut-free classes.
• Students will indicate to server what side items are desired - no self-service.
• A la carte items limited or unavailable- prepay only.

FULLY VIRTUAL--MEALS FOR REMOTE LEARNING-GRAB AND GO

• Grab-and-Go lunches will be available.
• Meals will be distributed via pickup locations.
• Upon expiration of the US free meals program, all meals and/or snacks will be charged to the student’s account based upon eligibility status (i.e., free and reduced vs. paid status)

NHCSID will address all applicable health and safety guidelines.

New Standard Operating Procedures (SOPs) will be established and shared among food service and support staff. SOPs will include:

• Additional cleaning and sanitizing requirements.
• Proper mask and face shield usage by staff; all food service staff will wear face masks while in the building, all food service staff will also wear face shields when interacting with students and non-food service staff.
• Meal Service Protocols- Students will no longer self-select items; all items will need to be pre-ordered or requested by students with food service staff placing items on trays.

NHCSID will include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

Allergies and special diets will be accommodated with allergen safe meal options. When entire cohorts need to remain allergen free, entire cohorts will be offered allergen free choices. Standard cross contamination and allergy protocols will be followed.

NHCSID will include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

Hygiene

• NHCSID will include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.
• Follow cleaning and disinfecting requirements set forth by the CDC.
• Service lines will be cleaned and disinfected by Food Service Staff between cohorts.
• Common eating areas if utilized, should be cleaned and disinfected by additional staff between cohorts.
• NHCSID will utilize products identified as effective against COVID-19 and that are registered with the EPA.
TRANSPORTATION

NHCS will make every effort to maintain social distancing on all school buses, when practical to do so. Students will be expected to wear face coverings during transit and sit one child per seat, with the exception of siblings and those living in the same household. Face coverings will be mandated for all riding on a school bus and will be provided if needed. In addition, face shields will be required and provided for students when more than one student per seat is needed on the bus (other than students from the same household.)

To decrease the time on school buses, students will exit the bus upon arrival to school beginning at 7:20 a.m. at the secondary level and at 8:30 a.m. at the elementary buildings. Students will maintain social distance between one another as they exit the bus and enter the school building.

The District utilizes a computerized routing system to design routes that limit the number of students on the bus and provide for the following staggered arrival/dismissal schedule (subject to change based on enrollment and capacity restrictions):

- Ralph Perry Junior High and New Hartford Senior High School: pick up times beginning at 6:50 a.m. and ending at 7:50 a.m. with multiple staggered drop offs at both schools.
- Myles, Bradley and Hughes Elementary Schools: pick up times beginning at 7:50 a.m. and ending at 8:50 a.m. with multiple staggered drop offs at each school.
- Dismissal: staggered dismissal procedures will follow the same routes as in the morning.

NHCS will ensure that:

- All buses which are used every day by district will be cleaned/disinfected once a day.
- High contact spots must be wiped down after each morning and afternoon run depending upon the disinfection/cleaning schedule.
- School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield or non-prescription protective eyewear.
- Transportation staff will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.
- Its transportation department will provide personal protective equipment such as masks and gloves for drivers, monitors and attendants in buses.
- It will provide hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.
- Staff who must have direct physical contact with a child must wear gloves.
- All Staff shall perform a self health assessment for symptoms of COVID-19 before arriving to work.
- Students must wear a mask on a school bus.
- Students who do not have masks will be provided one by the District.
- Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.
- If NHCS is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students possessing an Individualized Education Program have placed them out of the District whose schools are meeting in conducting in person session education when/if the district is not.
Parent Provided Transportation

- Drop off and pick up details will be provided to students and parents prior to the opening of school.

Density, Reduction, Social Distancing and Bus Capacity

- **Parents are strongly encouraged to transport their children to decrease the density on the buses.**
- **As a density reduction strategy, NHCSD will seat only one student per seat, when possible, with all students wearing masks.**
- **Allow siblings or those that live in the same household or same daycare to sit together.**
- **Place decals or tape to indicate where students should sit.**
- **Do not seat students directly behind the driver.**
- **Provide additional adult supervision (monitors) on buses to manage social distancing, when practical and dependent upon staff availability.**
- **Bus windows and roof hatches will be open, to the extent possible.**
- **There may be multi-tier runs, both a.m. and p.m., in accordance with state guidelines and bus capacity.**

- **Other than emergency situations, students will be expected to ride the same bus every day instead of moving from bus to bus.**
- **Additional bus runs may be added, if necessary.**
- **Accommodations for Special needs transportation will be moved to larger capacity buses, where needed.**

Cleaning and Disinfecting

Refer to the “Cleaning” standard operating procedures guidance for further information.

- **Buses and other transportation vehicles will be cleaned and disinfected daily. High touch areas will be cleaned between runs if scheduled for multiple routes. At the end of each day, the buses will all be cleaned and disinfected.**
- **Daily Cleaning.**
- **All trash removed.**
- **Floors swept and dust mopped.**
- **Walls and windows cleaned.**
- **High touch surfaces.**
- **Bus seats and seat backs.**
- **Seat belts.**
- **Door handles and handrails.**
- **Driver operator area.**
- **Use only cleaning and disinfecting products that are approved by the EPA. Read all labels and follow instructions. Wear appropriate PPE (disposable gloves or any other required PPE) to clean and disinfect.**
- **Ensure proper ventilation during cleaning. Open windows and roof hatches during route operation.**
- **Prohibit eating and drinking on the bus.**
- **Document and submit all cleanings/inspections (via trackable log).**
SOCIAL EMOTIONAL WELL-BEING

NHCSD has developed a K – 12 Comprehensive Developmental School Counseling Plan that addresses many facets of the counseling program, serving the needs of over 2,600 students across five buildings. In order to reflect the Commissioner’s Regulations effective July 1, 2019, a team of certified school counselors will review the current plan to ensure the plan is updated to meet the needs of our students and staff. The district considers this plan a dynamic document, and is subject to revision and updates to reflect current and future needs.

The Counseling Advisory Council (CAC) has conducted a crosswalk of the New Hartford Comprehensive Developmental School Counseling Plan and the Recovering, Rebuilding and Renewing: The Spirit of New York’s Schools Reopening Guidance. The goal of this process is to identify additional resources; establish a referral process; denote trainings/professional development required to meet the current needs of our students and staff due to COVID-19; and support the implementation of the counseling program.

NHCSD will implement a Multi-Tiered System of Supports (MTSS) framework that will guide our delivery of services to all students. We will employ a three tiered approach:

- **Tier 1:** Deliver Social Emotional Learning instruction and evidence-based practices in the classroom targeted to all students.
- **Tier 2:** School Counselors and/or Social Workers will provide small-group or individual supports for students identified as at-risk with moderate mental health, behavioral and/or emotional needs.
- **Tier 3:** Students suffering from significant mental health, behavioral and emotional challenges may require individualized clinical interventions, counseling and/or a referral to local community resources.

Age-appropriate screening tools will serve as a gauge for the counseling staff to inform the management of additional interventions, supports or programs necessary to improve student mental health, behavioral and emotional issues. Additional tools and resources will be provided to classroom teachers that will help them be able to better identify the aforementioned areas of concern they may have with a specific student or students that may result in a referral to a member of the counseling staff.

Faculty and staff will continue to be provided professional development opportunities through the district and the New Hartford Teacher Center utilizing webinars, video conferences, and in-person presentations (when permitted) with trained professionals with counseling or other appropriate background. Presentations by our counseling staff during building-level faculty meetings will be utilized as well. Professional learning will focus on the five competencies of social-emotional wellness including self-awareness, self-management, social awareness, relationship skills and responsible decision making. Strategies to develop the necessary coping and resilience skills for students will be supported through focused SEL instruction that students will receive by the counseling staff and classroom teachers. Additional supports targeted to faculty and staff will be implemented through the same methods identified above.
SCHOOL SCHEDULES

Class Schedules

To ensure equity in education the priority remains to focus on offering all students in-person instruction. Based on the infection rates and the designation of a red zone the NHCSD has the ability to shift from in-person to the hybrid model or fully remote learning allows for a consistent schedule. NHCSD is prepared to operate under in-person learning, a hybrid model or a fully remote model. The in-person modality is full day on site for students based on three feet physical distancing with masks. This goal is allow all students to receive as much in-person, live instruction as possible. In the event the District transitions to hybrid or fully remote, special education students in the 12:1:1 and 12:1:4 programs as well as English language learners and elementary students in kindergarten – grade two will be prioritized to receive in-person instruction to the maximized extent allowable under outlined guidance. This will allow all related services to be provided in the school environment by the service provider. All students will receive instruction that is aligned with the New York State Learning Standards in every subject area. Delivering in-person, fully remote or the hybrid model will ensure students receive equitable, high quality standards based instruction which includes daily interaction with teachers in order to meet their academic, social, and emotional needs.

HYBRID MODEL OF INSTRUCTION: Bradley, Hughes and Myles Elementary Schools

For all elementary schools including Hughes Elementary, Bradley Elementary, and Myles Elementary a hybrid instructional model will allow all students to receive in-person and remote instruction while operating on a six-day schedule minimizing the amount of screen time. With the hybrid model, the capacity at all elementary buildings allows for 50% all students in the K–6 population to attend at one time based on the current safety guidelines of social distancing and face coverings. Therefore, students would be divided into two groups, Cohort A and Cohort B. Students who opt to attend school remotely will be assigned to one of the cohort groups in case they change their minds and decide to attend the hybrid model.

Cohort A: Students in Cohort A will attend school in-person under a 3-2 model rotating between three days one week and two days the following week. When not attending school in-person students in Cohort A will attend class remotely via Google Classroom and video conferencing. Students will participate in class activities via Google assignments, projects and other planned instructional activities focusing on extensions from previous learning and new class content. Students who have chosen to attend 100% remotely will follow the same schedule accessing lessons remotely via Google Classroom and video conferencing with teachers.

Cohort B: Students in Cohort B will attend school in-person under a 3-2 model rotating between three days one week and two days the following week. When not attending school in-person students in Cohort B will attend class remotely via Google Classroom and video conferencing. Students will participate in class activities via Google assignments, projects and other planned instructional activities focusing on extensions from previous learning and new class content. Students who have chosen to attend 100% remotely will follow the same schedule accessing lessons remotely via Google Classroom and video conferencing with teachers.
HYBRID MODEL OF INSTRUCTION: Perry Junior High School/New Hartford High School

Perry Junior High School and New Hartford High School instructional models will allow all students to receive in-person, hybrid or fully remote instruction while operating on a four-day cycle. With the hybrid model, 50% of students making up one cohort who will attend in-person instruction under a 3-2 model rotating between three days one week and two days the following week. The 50% balance of students will make up an additional cohort and also attend under a 3-2 model rotating between three days one week and two days the following week. All students will participate remotely on days not scheduled for in-person meetings. This schedule allows all students to receive instruction in-person for every subject on their schedule including labs, physical education, and other required coursework. The capacity of the aforementioned schools allows for 50% of grades 7-12 populations to attend at one time based on the current safety guidelines of physical distancing and face coverings. Students who opt to attend school on a fully remote basis will be assigned to one of the aforementioned cohorts in case they change their minds and decide to attend the in-person model or the hybrid model.

When not attending school in-person, students in both cohorts will attend class remotely via Google Classroom and video conferencing. Students will participate in class activities via Google assignments, projects and other planned instructional activities focusing on extensions from previous learning and new class content. Students who have chosen to attend 100% remotely will follow the same schedule accessing lessons remotely via Google Classroom and video conferencing with teachers.

As previously noted, based on the infection rates, Perry Junior High School or New Hartford Senior High School have the ability to pivot from the in-person model to the hybrid model or to fully remote keeping the same schedule without disrupting parent/student schedules.
# NHCS Basic Hybrid Learning Schedule

<table>
<thead>
<tr>
<th>Student Cohort</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td><strong>Cohort A</strong></td>
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<tr>
<td><strong>Cohort B</strong></td>
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</tr>
<tr>
<td><strong>Remote Students</strong></td>
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<td>![Laptop]</td>
<td>![Laptop]</td>
</tr>
<tr>
<td><strong>Students in 12:1:1, 12:1:4 and ELL programs</strong></td>
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<td>![Laptop]</td>
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</tbody>
</table>
ATTENDANCE AND CHRONIC ABSENTEEISM

Attendance

Daily student attendance is critical, especially when students are at home, during this uncommon time. Attendance records will be maintained for all instances when students are expected to be “in class” whether in the classroom or connected remotely from home. Student attendance will be guided by the New Hartford Central School District’s Attendance Policy #6005. Though good student attendance is critical, students should always be kept home from school when they are experiencing any symptoms of illness. The following will take place daily:

• Every teacher will record attendance daily on our student management system whether instruction is delivered in school or remotely.
• Each school will make a phone call home to check in with students not logged in or virtually present.
• Building principals will analyze attendance weekly and implement a tiered approach to avoid potential chronic absenteeism.

Chronic Absenteeism

Extensive research indicates that missing ten percent of school days tends to be the “tipping point” when student achievement declines. Chronic absence, or absenteeism, is defined as missing at least ten percent of enrolled school days, which in New York state is 18 days per school year, or two days per month. Chronic absence includes all absences from instruction, both excused and unexcused. It is essential for school attendance policies to focus on the academic consequences of lost instructional time and for the school procedures to address absences before students fall behind in school. During these challenging times, the development of positive school relationships may be a lifeline for students disconnected from school. Although flexibility is recommended when monitoring attendance in a remote instructional model, for students who have not engaged in remote learning and school staff outreach to parents/guardians has been unsuccessful, New Hartford will utilize a variety of methods of reaching out to families including the following:

• Phone calls to families are often the simplest solution and provide an immediate opportunity to offer resources and assess student and family needs.
• Where families do not respond to phone calls, texting may offer a lower-stress alternative and a subsequent phone call can be arranged.
• Seeking out adults in the school who have established a connection with the student and/or family may yield improved results. Counselors, coaches, social workers and psychologists are often logical choices, in addition to teaching staff. Social media contact or using friends to reach out can also be effective strategies.
• School Based Intervention Team will meet virtually and work collaboratively with parents to address and create a plan to address improving student chronic absenteeism.
• Attendance letters will be sent on a quarterly basis to families.
• Students not in compliance with the New Hartford Central School District’s Attendance Policy #6005 will be referred to IST at the secondary level.
TECHNOLOGY AND CONNECTIVITY

To best support in-person, hybrid and fully remote learning, high-speed internet access and computing devices for each student and staff member’s exclusive use are critical. As was conducted prior to the COVID-19 closure at the end of the 2019-2020 school year, NHCSD conducted a survey of all parents/guardians which included specific questions regarding internet and device access for students. The results of the survey facilitate the identification of all cases in which students do not have high-speed internet access and/or exclusive access to a computing device. The survey was made available online, on paper, and was translated for ELL families. The results were compiled in a detailed spreadsheet, allowing for the identification of those parents/guardians who did not respond. Building-level administrators will reach out to them directly to inquire about these critical needs.

As was the case in response to the COVID-19 closure at the end of the 2019-2020 school year, gaps in student high-speed internet access at their place(s) of residence will continue to be addressed through the use of district-assigned 4G LTE Wi-Fi hotspots.

Staff high-speed internet access at their place(s) of residence is pervasive; any unique outliers are addressed through the use of district-assigned 4G LTE Wi-Fi hotspots. All staff are assigned district-provided PC 2-in-1s (laptop/tablet) or laptops for their computing device needs. NHCSD has purchased an additional 1,500 Chromebooks and laptops in order to ensure all students have access to an exclusive device. This will ensure that all students are able to participate in learning and demonstrate mastery of Learning Standards for in-person, hybrid and/or fully remote learning models. Mastery of learning standards will be facilitated through dial-in and/or paper learning materials and/or assessments in the event of unique connectivity challenges. Such challenges may include instances whereas a device or hotspots cannot be provided to students.

TEACHING AND LEARNING

The NHCSD Reopening Plan includes a continuity of learning plan for the 2020-2021 school year. The plan prepares the district for in-person, remote, and hybrid models of instruction.

<table>
<thead>
<tr>
<th>IN-PERSON</th>
<th>All students physically return to school in September following health and safety guidelines. This determination is made due to successful virus containment and minimal or low levels of COVID-19 transmission.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMOTE LEARNING RETURN</td>
<td>Students are not physically present and learn through synchronous and asynchronous learning experiences using a remote platform. This determination is made due to high levels of virus spread and widespread transmission of COVID-19.</td>
</tr>
<tr>
<td>HYBRID RETURN</td>
<td>Students engage in some combination of in-person and remote learning (e.g. select classes or grade levels, alphabetic split, half days). This determination is made due to moderate virus spread and higher levels of COVID-19 transmission.</td>
</tr>
</tbody>
</table>
Instruction will be guided by current curricular materials and units that are aligned with NYS Standards. Teachers will follow the district curriculum maps, calendars and pacing guides that ensure pacing to meet grade level standards. Teachers will interact directly with students every day in several ways. Teachers will use video conferencing to have live contact with students, as well as Google Classroom, Zoom and other applications to monitor student work, check for understanding, and know if students are completing assigned tasks. Additionally, teachers will provide office hours to students to further monitor student progress. When a student is not attending live sessions and/or completing assigned tasks, the teacher will reach out to the student and parents to offer support and problem-solving. When needed, the teacher will collaborate with school social workers, counselors, the ELL teacher, the special education teacher (if appropriate) and the building administrator for additional support for the student and his/her family. Teachers will use a common Google Form created by NHCSD to communicate concerns with counselors, social workers, and building administrators. NHCSD and its IT department will monitor students’ ability to connect to the internet. The District will provide devices and internet access to any family who needs it. Students who receive support services will continue to receive those services. Services will be provided in school, if students are in school, as well as remotely.

Methods for contacting schools and teachers will be communicated in several ways:

- **District website**
- **District and school newsletters (printed and mailed to each home)**
- **Teachers’ Google Classrooms**
- **School voicemail system which is accessible to teachers and administrators remotely**
- **School email**

Currently, NHCSD does not provide pre-Kindergarten programs.

**SPECIAL EDUCATION**

Parents/guardians will choose their preferred mode of instruction, based on the NHCSD reopening plan, and will be provided general and special education instruction either in combination of in-person and remote learning (hybrid) or remotely, by their general and special education teachers and related service providers. Staff will collaborate with parents to provide services to the greatest extent possible, consistent with IEPs, and will document these services on the selected district forms and contact logs. BOCES and Out-of-District placements will also provide individual documentation. NHCSD’s FAPE form will be completed for each special education student. NHCSD’s FAPE form documents the following information: what programs and services will be provided to the student; what method will be used to deliver those programs and services; how progress towards goals will be monitored, if the methodology must differ from what is written in the IEP due to COVID-19 emergency; and how program modifications and accommodations will be addressed, if the methodology must differ from what is written in the IEP due to the COVID-19 emergency.

Special education teachers and service providers will communicate with parents/guardians regarding the provision of services and selected mode of instruction or services (hybrid or remote). Teachers and/or service providers will document communication with parents/guardians. Teachers will maintain communication logs throughout the year. Progress reports will be provided quarterly to document student’s progress toward IEP goals.
Targeted case managers will collaborate with parents/guardians regarding the provision of services and supports, as well as modifications and accommodations, and how those may be adjusted to reflect the setting for the students’ education (i.e., in-person during hybrid vs. virtual during remote learning). Parents/guardians will receive documentation describing the provision of services in their preferred language or mode of communication.

Students attending out-of-district programs will be provided the options those programs develop, and the district will support those models of instruction. Out-of-district placement and CPSE providers will document their provision of FAPE and communicate that with the school district and CSE office, as well as parents. Providers will continue to use quarterly reporting mechanisms employed by those providers. Providers will use the Cleartrack contact log to maintain records of parent/guardian interaction and student participation in programs. The District will work with outside providers to ensure students have necessary technology/resources to access their education.

Programs and services will be provided to the greatest extent possible based on the student’s IEP and the method of delivery, including adaptations to accommodations and modifications in students’ IEPs to ensure access to their education. District staff can provide technical support to students. Staff will collaborate with parents/guardians to provide services to the greatest extent possible, consistent with IEPs, and will document these services, as well as any adjustments to modifications and accommodations to ensure FAPE on the selected district forms and contact logs.

**BILINGUAL EDUCATION AND WORLD LANGUAGES**

NHCSD will complete the English Language Learner (ELL) identification process within 30 days of the start of the school year for all students who enrolled during the COVID-19 school closure, as well as all students who enroll during summer 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs will resume for all students within 10 school days as required by NYSED Commissioner’s Regulations Part 154.

All ELLs will receive the required instructional units of study based on their most recently measured English language proficiency level. ELLs in grades K-6 will receive both in-person and remote instruction with their general education cohort. ELLs in grades 7-12 will receive in-person instruction four days per week and remote instruction one day per week to allow for deep cleaning of the school.

Service providers of ELLs will collaborate with parents/guardians to discuss their child’s education and English as a New Language (ENL) services in their preferred language and mode of communication. Service providers will document all communication including the language and mode of communication used. NHCSD will continue to utilize translating services, as needed, to ensure parents/guardians are able to communicate with staff.
TEACHER AND PRINCIPAL EVALUATIONS

Pursuant to Education Law 3012-d, NHCSD will fully implement the currently approved Annual Professional Performance Review (APPR) Plan for the 2020-21 school year unless otherwise indicated. A NHCSD APPR committee will review any required modifications and amendments will be submitted.

CERTIFICATION, INCIDENTAL TEACHING AND SUBSTITUTE TEACHING

NHCSD will follow Board of Education Policy #8100: Certification and Incidental Teaching, which states that all employees filling positions for which certification is required shall meet certification requirements of the Commissioner of Education as implemented through the New York State Education Department Office of Teaching Initiatives. In order to meet the instructional needs caused by COVID-19, the Superintendent may assign a teacher to teach a subject not covered by the teacher’s certificate if no certified teacher is available. The Superintendent, upon making the assignment, will promptly apply to the Commissioner of Education for approval of the assignment, in accordance with the Commissioner’s regulations. Substitute teachers may be an important resource for schools during the COVID-19 crisis. As such, NHCSD will follow the Board of Education Policy #8402: Substitute Teaching, which adheres to Education Law Subsections 3004 and the NYSED Commissioner’s Regulations 80-5.3.
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