



VISION STATEMENT

Newark Central School District is the centerpiece of our community that binds students, staff, families and neighbors through a profound sense of hometown pride. We engage all students with the diverse opportunities and academic experiences they need to reach their maximum potential. Our students thrive in an environment of high expectations, collaboration and respect. Effective communication and sustained connections foster a sense of importance, contributing to the success of every student every day.

July 2020

REOPENING PLAN

Newark Central School District

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INTRODUCTION

In the spring of 2020, all school district buildings were closed through an executive order from the Governor, due to the COVID-19 pandemic. The week of July 13, 2020, New York State (NYS) public school districts received guidance on the reopening of schools from the NYS Department of Health (DOH) and the NY Education Department (NYSED). NYSED and DOH are requiring all public-school districts to submit reopening plans that comply with DOH and NYSED guidance by July 31, 2020.

This document is the result of the efforts of stakeholder groups who have provided information via survey, focus group, email and/or phone calls. Staff, students and families were surveyed on more than one occasion to understand their experience during the period of building closure and distance learning from mid-March through June of 2020. In addition, staff and families were surveyed once the DOH and NYSED guidelines came out to gain more insight regarding potential reopening plans. Focus groups were held prior to the submission of this plan to further understand the results of the survey and gain needed insight from staff, the Board of Education, Newark families and members of the Newark Chamber of Commerce.

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

The Newark Central School district plan was developed through involving all stakeholder groups; Newark Teachers' Association (NTA), Newark Paraprofessionals' Association (NPA), Newark CSD families, the Wayne County Public Health Department, surrounding BOCES school districts and district administration.

- ✓ The district will have COVID coordinators at each building who will be the main point of contact. The coordinator for each building is:
 - Lincoln – John Ginter
 - Perkins – Rhonda Underhill
 - Kelley – Jeffrey Hamelinck
 - Middle School – Teresa Prinzi
 - High School – Thomas Roote
- ✓ Each building will have a COVID resource person who has a health background to assist in understanding of the plan. The resource person for each building is:
 - Lincoln – Lisa Williams
 - Perkins – Laura Bouwens
 - Kelley – Donna Holder
 - Middle School – Annette Adams
 - High School – Inger Rothpearl
- ✓ Communications around guidelines were provided to families and staff via email and Connect Ed phone calls
- ✓ Reopening trends were based on an initial family and staff survey
- ✓ Information was presented to the Board of Education
- ✓ Building plan options were presented to faculty of each building
- ✓ Building plans for elementary and secondary were presented to parents for feedback – allowing multiple time frames
- ✓ A second survey was given to families to determine more information around learning options and transportation
- ✓ The Newark CSD website offers a COVID-19 page linking families to communications, plans and resources to ensure families understand COVID-19 symptoms as well as district-wide safety protocols (hand washing, PPE, social distancing)

- ✓ Communication is occurring with regular updates to community members via Connect Ed calls and emails

HEALTH AND SAFETY

The health and safety of the children and adults in our schools is paramount. Health and safety considerations must always come first in every decision made and every action taken by our schools and district.

HEALTH CHECKS/SCREENING

- ✓ Each building will provide families with resources to educate them regarding the careful observation of COVID-19 symptoms. These resources will be translated for families who need the resources in a language other than English.
- ✓ Parents/guardians will need to conduct health screenings each morning prior to their students boarding the bus or coming to school using a checklist provided by the district.
- ✓ Parents/guardians, staff and students will not be permitted to come to school if they have a fever of 100°F or greater and/or symptoms of the COVID-19. A full list of symptoms can be located on the [CDC website](#).
- ✓ While it is the parents' 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 building. Temperature checks will be administered by a trained staff member to all students prior to entering the school buildings. Staff members implementing temperature checks will be using touchless thermometers and will be provided with the appropriate training and PPE (e.g., face mask).
- ✓ Anyone who has an appointment to visit a building will complete a health screening questionnaire upon arrival and have their temperature taken.
- ✓ Staff will need to conduct health screenings each morning prior to arriving at work using a checklist provided by the district.
- ✓ Staff must self-assess every day, prior to entering the building and use a tracking system to complete a health screening questionnaire. If a staff member has symptoms of COVID-19 according to the health screening, they must contact the building COVID-19 Coordinator and stay at home, following procedures to arrange for substitute coverage as needed.
- ✓ A designee in each building will review staff health screening reports daily to ensure they are completed.
- ✓ Newark CSD will utilize a tracking system or form to have all parents/guardians and other visitors, including contractors and vendors, complete health screenings upon arrival in a building at the greeter's desk or main office.
- ✓ If staff or visitors are identified as not being allowed to enter based on the health screening, a building administrator/designee will be notified, and the person will be refused entry.

MONITORING ATTENDANCE

- ✓ Staff and student attendance will be monitored through SchoolTool. Additionally, the attendance clerk, nurse and building administrator will monitor attendance for COVID-19 related absences. No personally identifiable information will be contained in logs, just numbers of students exhibiting symptoms.

BARRIERS AT GREETER STATIONS/SECRETARIES

- ✓ At all greeter stations and office secretary desks, a barrier will be installed to protect staff and individuals entering the building.
- ✓ A hand sanitizer product consisting of 60% alcohol or greater will be provided at all greeter stations and secretaries' desks.
- ✓ Signage in multiple languages will be visible at greeter desks.

Personal Protective Equipment (PPE)

In accordance with the NYSDOH guidance regarding face masks, Newark CSD will communicate and enforce expectations for the wearing of face masks as follows:

- ✓ It is strongly recommended that face masks are worn by all individuals at all times. Face masks are *required* to be worn any time or place that individuals cannot maintain appropriate social distancing (minimum of 6 ft. apart).
- ✓ Face masks will be available at each school and on school buses for students, staff and visitors in the event an individual does not have a face mask. Face masks are not mandatory for children under the age of 2.
- ✓ Staff and students are permitted to provide their own PPE. If this is not possible, the district will provide PPE in the main office and greeter's desk of each school building and on school buses for students, staff and visitors who require it.
- ✓ If a student is provided PPE from the district, the individual or individual's family will be responsible for cleaning, maintaining and bringing it to school each day.
- ✓ Students will be provided with opportunities to remove their face mask during meals, and when permitted by a staff member for short breaks, as long as appropriate social distancing can be maintained.
- ✓ Students who are unable to medically tolerate a face mask, including students where such masks would impair their physical health or mental health, are not subject to the required use of a face mask.
- ✓ School personnel will assist students who have difficulty in adapting to wearing a face mask.
- ✓ The District will provide training to students and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face masks. This training will extend to contractors and vendors, if the District will be supplying the contractors and vendors with PPE.
- ✓ When worn, a face shield must be used with a face mask.
- ✓ If completing screenings, a face mask and disposable gloves must be worn. If using a non-contact thermometer and physical contact with a child is made, disposable gloves should be changed before the next check.
- ✓ Nurses will be provided N95 masks, gloves, disposable gowns, face shields as they may have extended exposure to individuals in the school setting.
- ✓ If additional staff will be used to monitor students who have symptoms of COVID-19, they will also be provided with a N95 mask, gloves and a disposable gown.

HYGIENE PRACTICES

- ✓ Staff and students will be taught the proper way to wear and handle PPE upon returning to school. This will be done using announcements, posters and signs.
- ✓ Hand sanitizer (60% alcohol or greater) will be provided in common areas such as greeter's desks, main offices and cafeterias. Students and staff will be encouraged to wash their hands as frequently as possible.
- ✓ Parents will be provided information in their language of preference to ensure students stay home if they feel ill. Staff members will be provided the same information. Reminders will be made often in newsletters, correspondence and signage.

- ✓ Signage regarding washing hands, social distancing and wearing a mask will be posted at entrances and in common areas. Signs will be provided in Spanish and English.

SOCIAL DISTANCING/BARRIERS

- ✓ Signage will be placed in high traffic areas and all classrooms around social distancing and/or barriers.
- ✓ Labels will be placed on the floors where appropriate to indicate six feet spacing.
- ✓ Desks will be six feet apart when applicable and facing the same direction. Barriers and/or masks will be used if it is not possible to maintain six feet of social distancing.
- ✓ Shared materials will not be permitted in classrooms and each student will have their own place to store items needed for learning.
- ✓ Staff will frequently review traffic flow in their classrooms and building. Visuals may be used to support students.
- ✓ Building-wide school events will be done virtually in classrooms to keep cohorts socially distanced.
- ✓ The maximum number of people allowed to be in the main office or counseling offices at a time will be determined by each building administrative team (based on social distancing and/or barrier requirements) and posted outside of those areas. This number would not include those who work directly in the office area.

MEDICALLY VULNERABLE/HIGH-RISK (Adults)

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Persons in these groups should consult with their healthcare provider and the district regarding prevention:

- ✓ Individuals who are 65 or older,
- ✓ pregnant, or
- ✓ with underlying health concerns

Individual plans will be developed in conjunction with the employee and their medical providers for those who qualify as a vulnerable adult. All applicable laws and contractual rights will be addressed during this process.

MANAGEMENT OF ILL INDIVIDUALS

- ✓ Staff members and families will report symptoms of exposure to the nurse. If a student or staff member is experiencing symptoms of COVID-19 the nurse will evaluate and will take appropriate steps including isolating the individual until a parent or family member can pick up. The parent or family member will call the school upon arrival. A staff member will walk the student outside and have them signed out without entering the building.
- ✓ If a student presents with symptoms related to COVID-19 during the school day, the teacher or supervising staff member should use their classroom phone to communicate with the school nurse. Whenever possible, the nurse should move to the location of the symptomatic student and escort the child to a designated location (see next bullet).
- ✓ Each building will identify a location (separate from the Health Office) to house students and staff who are demonstrating signs of COVID-19 until they can leave the building. This will allow for the health and safety of others that need to utilize the nurse's office.
- ✓ If a staff member presents with symptoms related to COVID-19 during the school day, the staff member should call the school nurse. If coverage is needed to relieve the staff member from duties, the staff member should also contact the main office for assistance. The staff member should meet the nurse in the designated location to be isolated.

- ✓ Each office will have a plan to supervise students in the designated location who are ill if the nurse is not available. Individuals responsible for overseeing this room will be provided the proper PPE including an N95 mask, disposable gloves, disposable gowns and face shields.
- ✓ There will be marks inside and outside the nurse's office for students waiting for support. This will allow us to maintain social distancing when possible
- ✓ Students needing medication or toileting supports will not be in contact with students who are showing signs of illness or possible COVID-19 symptoms.

RETURN TO SCHOOL AFTER ILLNESS

- Our district will follow NYS DOH and Wayne County Public Health guidance for allowing a student or staff member to return to school. Current guidelines include:
 - If a student or staff member is diagnosed with a medical condition other than COVID-19 (such as strep throat, migraine) the following conditions must be met in order to return to school:
 - Medical practitioner note clearing the individual to return to school along with the diagnosis clearing them of COVID-19.
 - Fever free and feeling well for at least 24 hours without taking fever reducing medication (Tylenol, ibuprofen, aspirin, etc.)
 - If a student or staff member is diagnosed with COVID-19 the following conditions must be met in order to return to school:
 - Medical practitioner note clearing the individual to return to school
 - It has been at least 10 days since symptoms began
 - It has been at least 3 days since the individual has had a fever without taking fever reducing medication (Tylenol, ibuprofen, aspirin, etc.)
 - It has been at least 3 days since symptoms have improved (shortness of breath, cough, etc.)

COVID-19 TESTING/TRAVEL OUTSIDE NYS

- ✓ If a staff member or student have traveled from one of the state's listed on the [NYS Department of Health](#) website for more than 24 hours, they are required by Executive Order 205 to self-quarantine for 14 days upon return to NYS. There are exceptions for essential workers. Since all school employees are defined as essential workers, according to district legal counsel and NYS DOH legal counsel, the following steps will be taken to ensure people are able to safely return to work.
 - Employees will inform their supervisor that they have plans to travel to a state on the COVID-19 travel advisory list, or they will inform their supervisor they have traveled to such state, upon return to NYS. The self-quarantine starts the day of return to NYS.
 - The employee that traveled to such state will be encouraged to get a COVID-19 test and share the results with their supervisor.
 - If the results are negative, the employee can return to work but must continue to self-quarantine at home during non-work hours for the remainder of their 14-day time period.
 - If the results are positive, the employee must follow doctor's orders, public health protocols and can only return to work once cleared by a medical professional.
 - While awaiting testing and/or test results, if the employee can work from home due to the type of work they are assigned (instruction, administration, clerical), they must do so or use their own leave/vacation time.
 - While awaiting testing and/or test results, if the employee cannot work from home due to the type of work they are assigned (maintenance, food service, transportation), they will be placed on paid administrative leave until they receive the results of their COVID-19 test.
 - If an employee refuses to be tested, they will have to self-quarantine at home for 14 days but will have to use their accrued leave/vacation time.

- If the employee develops any [COVID-19 related symptoms](#), they must contact their doctor and follow medical advice.
- ✓ If a student is showing signs of COVID-19 the school will provide families guidance on seeking support from their health care provider and/or the local department of health.

CONTACT TRACING

The following records will be utilized and analyzed when contract tracing occurs:

- ✓ Attendance will be monitored by the building attendance clerk for students and staff to determine who was on site
- ✓ Bus route rosters
- ✓ Substitute employee records (substitute teachers, substitute clerical staff, etc.) through the absence management system
- ✓ The main office/guidance office will ensure that individual schedules are up to date
- ✓ A log of all visitors will be kept using our visitor management system (Hall Pass) to provide the date and entrance/exit time of all visitors
- ✓ A centralized automated system will be utilized to track all staff and visitors' daily health screening COVID-19 survey data
- ✓ If a student or staff member tests positive for COVID-19, the nurse will contact the local health department
- ✓ If the district is notified of COVID-19 cases in students or staff, we will work with and follow the DOH guidelines and assist Public Health staff in tracing contacts
- ✓ Confidentiality will be maintained as required by federal and state laws and regulations

SCHOOL CLOSURE

- ✓ Any school closures will be done in coordination with the Wayne County Public Health Department, school medical director, NYS Governor's office, and/or NYSED.
- ✓ Student and staff absentee rates will be monitored to determine the need to close if the ability to operate school safely is impeded.
- ✓ Increased illness within the surrounding school community will be followed as appropriate to determine if the need to return to distance learning becomes necessary.

CLEANING AND DISINFECTING

- ✓ All buildings will follow CDC and NYS DOH guidelines. This includes the [reopening guidance for cleaning and disinfection](#) along with the cleaning and disinfection decision tool to determine what level of cleaning is necessary.
- ✓ Cleaning by the custodial staff will happen no less than one time per day.
- ✓ Custodial staff will clean and disinfect high-touch surfaces throughout the day. These include door handles, railings, light switches, restrooms, faucets and sinks.
- ✓ Staff members will be provided proper cleaning supplies to clean and disinfect areas not done by custodial staff including: teaching tables, teacher desk, student desks (will be done one time per day by custodial staff), books, keyboards and other classroom materials used.
- ✓ A daily log will be maintained by the custodial department and will be visible to individuals entering the room.
- ✓ All learning spaces in a building will have a sign indicating if the room was used and when the room was cleaned.

VENTILATION

- ✓ District installed new HVAC using computer systems all for the regulation of temperatures and air movement/fans.

- ✓ Room unit vents will remain on at all times.
- ✓ When practicable, windows and doors will be open in classrooms to allow for improved ventilation

FACILITIES

The district will follow health guidance related to social distancing and other safety measures that must be put in place to slow the spread of COVID-19.

CLASSROOM PREPARATION

Preparation to reconfigure classrooms with a focus on increasing distance between students and the instructor as much as possible will occur prior to the return of students to school in September 2020. These steps include but are not limited to:

- ✓ Removal of gathering rugs in classrooms
- ✓ Removal of classroom gathering spaces (couches, tents, etc.)
- ✓ Removal of unnecessary furniture to increase available space for social distancing
- ✓ Reallocation of classroom spaces/staff as needed

ELEVATOR USE

- ✓ Whenever possible, only one person should ride an elevator at a time.
- ✓ Riders in an elevator cannot exceed 50% of the elevator capacity. For the safety and wellbeing of students and staff, Newark buildings will limit elevator use to 2 individuals at a time. This will be posted on the outside of the elevator at each call button.
- ✓ Staff and students must wear a face mask whenever riding in an elevator.
- ✓ The use of stairs will be encouraged, however when necessary staff will be provided an elevator key. If a key is to be shared, it will be disinfected after each use.

RESTROOMS

- ✓ Masks are required in restrooms.
- ✓ Restrooms will not be occupied by more people than stalls. Signs will be posted outside each bathroom indicating capacity limits.
- ✓ Six feet of space must be maintained unless in a stall. As a result, some urinals and sinks will be out of service.
- ✓ Signs will be posted as a reminder to wash hands before and after using the restroom, maintain proper social distancing, and wear a mask.
- ✓ Paper towels will be provided in restrooms.
- ✓ Open top trash containers will be provided whenever feasible.
- ✓ Restrooms will be disinfected a minimum of one time per day.
- ✓ Restrooms will have a cleaning log posted outside.

ENGAGEMENT WITH VISITORS

- ✓ Nonessential visitors will be limited in all district buildings, including school buildings, district offices and facilities. As a result, visitors coming into the building must have an appointment. Appointments can be made by contacting the building secretary at:
 - Perkins: 315-332-3315
 - Lincoln: 315-332-3342
 - Kelley: 315-332-3326
 - Middle School: 315-332-3295

- High School: 315-332-3242
- ✓ To ensure safety and check-ins of individuals in the building, only the front door will be allowed for visitors. Polycarbonate barriers will be installed at greeter and main office desks in each building.
- ✓ Sanitizer will be available at greeter and main office desks.
- ✓ Visitors will follow the six-foot social distancing mandate and follow regulations for wearing face masks to limit the spread of illness while on site.
- ✓ Visitors will be asked to complete a health screening questionnaire and temperature check upon arriving at the building. If responses to the screening questions indicate potential concerns, the visitor(s) will not be allowed to enter the building. If this occurs, an alternate mode of communication will be offered (e.g., phone or videoconference).
- ✓ When possible, parent meetings and other meetings will be held as phone/virtual conferences.
- ✓ The use of shared writing utensils and clipboards for sign-in will be minimized. Parents and guardians are encouraged to use the online sign-in and sign-out form when possible. When this is not possible, shared pens used to sign students in and out will be disinfected after one use.
- ✓ Reception seating areas will be limited and set up to allow for social distancing.

SAFETY DRILLS

- ✓ Buildings will hold safety drills in accordance with fire codes and NYSED regulations.
- ✓ All required NYS school safety drills will be conducted with consideration of social distancing and face mask requirements. It is understood that evacuation drills will likely take longer than they would without social distancing.
- ✓ As part of the drills, students should be instructed that social distancing is part of the **drill**, however, in a real situation (i.e. fire) social distancing is secondary to the immediate need to evacuate. In that event, students and staff will wear face masks if possible.
- ✓ Safe locations will be limited to building cohorts to support social distancing
- ✓ The building safety committee will meet to update red folders and procedures for staff and students for the period of COVID-19 precautions
- ✓ Safety guidelines can be located here: [NYS safety guidelines here](#)

DRINKING FOUNTAINS

- ✓ Drinking fountains with fountain faucets will be closed and the water supply turned off.
- ✓ Drinking fountains that have bottle access will be allowed.

CHILD NUTRITION

- ✓ Breakfast and lunch will be provided to every student free of charge through the CEP program.
- ✓ Food distribution will be provided in school for students who are learning in-person.
- ✓ Food distribution will be provided for the days not in session for students who are learning in a hybrid model
- ✓ Food distribution will be provided for families who request school meals while fully learning remotely.
- ✓ For students receiving in-person instruction, proper hand washing protocol will be shared with students.
- ✓ Food service staff will follow applicable health and safety guidelines while preparing and serving meals.
- ✓ Food service staff will be made aware of students with food allergies according to usual procedures to ensure that meals are prepared properly to prevent an allergic reaction.

- ✓ While engaging in in-person learning, students will eat breakfast and lunch in classrooms with their assigned cohort.
- ✓ Information on available meals will be communicated to the community in multiple ways to ensure that the community is aware of meals that they are eligible to receive.

TRANSPORTATION

The school bus is an extension of the classroom and therefore, many of the safety protocols in place for building will be applicable to bussing.

- ✓ For those who are able, the driver and students who are riding the bus are required to wear a mask and social distance.
- ✓ Drivers and students can provide their own mask. When this is not possible, PPE will be provided by the district.
- ✓ For the safety of the driver, the seat behind him/her will not be utilized for individuals to sit
- ✓ All busses used will be cleaned a minimum of one time per day
- ✓ Due to its combustible nature, hand sanitizer will not be used on the bus.
- ✓ A maximum of 21 students will be permitted to ride a 22-seat bus, unless members of the same family ride the bus together, which could increase bus capacity.
- ✓ Individuals who live in the same household will be encouraged/expected to sit together.
- ✓ Whenever practicable, windows and roof hatches will be opened to increase air flow.
- ✓ Drivers who have direct contact with students must wear disposable gloves.
- ✓ Drivers and monitors are expected to complete a screening prior to work.
- ✓ The transportation department will provide training on PPE, hygiene and symptoms of COVID-19.
- ✓ Students will be reminded of social distancing when embarking and disembarking from bus. Markings will be placed on the bus to indicate 6 feet
- ✓ Signage about mask wearing, social distancing and symptoms of COVID-19 will be on busses and district vehicles
- ✓ Transportation will be provided as needed for students who are homeless, in foster care or have disabilities and attend non-public schools, out of district placements or charter schools as per NYSED regulations.

SOCIAL AND EMOTIONAL WELL-BEING

Newark CSD has multiple social emotional learning (SEL) supports that are embedded within a Multi-Tiered System of Support (MTSS) framework with established teaming at each level of intervention that determine best practices and interventions to support our students. A universal social emotional screener which will measure every K-12 student's SEL competencies will be given in September, January and May.

High School and Middle School students will receive a daily Pride time in a small group which will provide opportunities for connection and ongoing support with a teacher. Students in grades K-5 will receive SEL instruction through Caring School Community, a research-based social emotional learning curriculum that will be implemented daily for 15 minutes in the morning and 5 minutes in the afternoon. The focus is on community building and the direct teaching of SEL skills. Staff will be trained on this program prior to the start of school to help support students and staff during and after the ongoing COVID-19 pandemic.

Based on multiple data points, students may receive additional Tier 2 and Tier 3 interventions including small group counseling, Check in Check out and/or mentoring based on their needs. To monitor student progress, Tier 2 and Tier 3 systems meetings (Advisory Councils) will continue to occur to revisit data and provide students with necessary services throughout the school year.

Any staff member may submit a request for assistance to seek support and recommendations for a student in the building. This could result in a Tier 1 consultation, entrance into a Tier 2 support or Tier 3 planning for that specific student.

The Newark CSD will continue to follow the district comprehensive counseling plan. Embedded in this plan are numerous tiered interventions to support students with their SEL skills and behavioral needs. Parents will be involved in the decision making and goal setting for students who receive counseling supports. This plan is reviewed by an Advisory Council and updated to meet current needs.

ADULT SOCIAL EMOTIONAL WELL-BEING

Newark CSD recognizes that returning to school, regardless of the learning model, may bring about different emotions for staff. It is essential that we support our staff as much as possible to ensure that they have the capacity to in-turn, support the SEL and academic needs of our students.

In order to address staff needs, we will utilize a needs assessment at the start of the school year. An Employee Assistance Program is being explored as an additional support for staff. Strategies, such as the implementation of community building circles for staff, will be provided based on identified needs. As the year progresses, we will administer additional needs assessment and provide support as needed.

SCHEDULING

As we plan for the reopening our schools in September 2020, scheduling decisions have been informed by guiding principles that we believe are critical:

- ✓ Ensuring the safety and wellness of students and staff
- ✓ Delivering equitable, high quality instruction to students, regardless of the delivery model
- ✓ Where possible, providing parents flexibility and choice in instructional delivery models

Results of parent surveys conducted by the district clearly indicated a strong preference to provide families with a choice between in-person learning and distance learning. Survey results also indicated that families preferred a regular length school day for in-person days as opposed to a shortened day.

The models we examined covered a full continuum of designs ranging from all students returning full-time to a blend of in-person and distance learning, to a complete closure like we experienced in the spring of 2020. This reopening plan remains fluid and we will be flexible and prepared to move students from an in-person or hybrid learning model to a full distance learning model at any time due to circumstances such as a local or state school building closure.

For all school buildings, guidance has been consistent that when students are at school learning, to the greatest extent possible, students are placed into small groups (cohorts) that remain together to limit student interaction and movement as much as possible. Whenever practicable, teachers will change classrooms while the students remain in the classroom to reduce hallway traffic.

Newark Central Schools will reopen in September 2020 with the following learning options:

School/Grade Levels	Learning Option 1	Learning Option 2	Possible Alternative to Option 1
Lincoln Elementary (UPK-2)	In-Person Learning 5 days per week	Distance Learning 5 days per week	If in-person learning cannot be achieved 5 days per week due to the number of students, a hybrid model with 2 days of in-person learning and 3 days of distance learning per week will become Option 1
Perkins Elementary (UPK-2)	In-Person Learning 5 days per week	Distance Learning 5 days per week	If in-person learning cannot be achieved 5 days per week due to the number of students, a hybrid model with 2 days of in-person learning and 3 days of distance learning per week will become Option 1
Kelley Intermediate (3-5)	In-Person Learning 5 days per week	Distance Learning 5 days per week	If in-person learning cannot be achieved 5 days per week due to the number of students, a hybrid model with 2 days of in-person learning and 3 days of distance learning per week will become Option 1
Newark Middle School	Hybrid Learning	Distance Learning	
Newark High School	Hybrid Learning	Distance Learning	

- ❖ Families will need to commit to the learning model selected for half of a school year (semester) at a time.
- ❖ Students whose IEP indicates special programming self-contained, 12:1:1, 15:1, 6:1:1 (SHAPE) will be able to attend in person 4 days a week with 1 day remote
- ❖ Students whose IEP indicates consultant teacher model will follow the building model with scheduled access to special education instruction as per their IEP

IN-PERSON LEARNING

- ✓ This learning option includes students in grades UPK-5 only. Students will attend school 5 days per week following a traditional arrival and dismissal time/regular length school day and with social distancing measures and mask wearing in place.
- ✓ Students will be put into smaller groups (cohorts) that will remain together throughout the day whenever possible in order to reduce exposure and to allow for social distancing. Additional staff will be assigned to grade levels as needed in order to ensure that each small group of students receives consistent instruction and support.
- ✓ Whenever possible, teachers and staff will move to each small group rather than students moving to them.

- ✓ While instruction in most subject areas will be provided face-to-face, it is important to note that for some subjects, instruction may be provided remotely to small groups while they remain in-person with their cohort.
- ✓ At Perkins, Lincoln and Kelley School, families will receive information regarding who their child's teacher will be by the end of August.

DISTANCE LEARNING

- ✓ This model includes students who are choosing to learn remotely 100% of the time.
- ✓ Instruction will be provided by teachers following NYS Learning Standards.
- ✓ Students will follow a daily school schedule that will allow for live/face-to-face learning (synchronous) using videoconferencing as well as independent learning (asynchronous).
- ✓ Daily teacher/student interactions will be scheduled, and each school day will include a synchronous PRIDE Time (grades 6-12) or class meeting (grades UPK-5).
- ✓ 5 days per week, students in grades UPK-5 will follow a schedule of live (synchronous) lessons provided by their teachers using Zoom.
- ✓ 4 days per week, students in grades 6-12 will follow a schedule of live (synchronous) lessons provided by their teachers using Zoom. 1 day per week, students will engage in asynchronous learning, unless a teacher has a need to provide a scheduled lesson and informs the students in advance. 1 office hours session will be held on the asynchronous learning day for each subject. Office hours are open sessions on Zoom with teachers that can always be accessed by any student needing help or support with a specific subject, as they can log on during this time. Additional office hours may be provided throughout the week depending on a teacher's schedule. Please note that there may be variations in this due to scheduling needs.
- ✓ Due to the need to balance synchronous and asynchronous learning opportunities for students, daily school schedules will be shortened and reflect only the synchronous opportunities and live sessions with teachers, so that flexibility for when students choose to engage in necessary independent learning required for courses can be maintained.
- ✓ At Perkins, Lincoln and Kelley School, individual student schedules outlining the teachers assigned to provide distance learning to the student along with a daily schedule for synchronous learning will be mailed to families by the end of August.
- ✓ At the Middle and High School, individual student schedules outlining the courses, instructors and times for synchronous instruction and office hours for those courses will be mailed to families and posted on SchoolTool. A Connect Ed call will be made to inform students when schedules are available by the end of August.

HYBRID LEARNING

- ✓ On 2 consecutive days, half the students learn in-person at school while the other half learn remotely. Students will be divided into two main groups (Cohort 1 and Cohort 2). Cohort 1 will attend in-person on Monday-Tuesday and Cohort 2 will attend in-person on Thursday-Friday.
- ✓ Students will attend school 2 days per week in-person following a traditional arrival and dismissal time/regular length school day and learn remotely the other 3 days.
- ✓ Families with students at multiple levels will attend school on the same cohort days.
- ✓ While learning remotely, instruction will be provided to students from teachers following New York State Learning Standards.
- ✓ When in-person 2 days per week, students will be placed into smaller groups (sections) that will remain together whenever possible to reduce exposure and to allow for social distancing. Teachers and staff will move to each small group rather than students moving to them. While instruction in most subject areas will be provided face-to-face, it is important to note that for some subjects, instruction may be provided remotely to small groups.

- ✓ When learning remotely 3 days per week, students will follow a daily school schedule that will allow for live/face-to-face learning (synchronous) using videoconferencing as well as independent learning (asynchronous). Daily teacher/student interactions will be scheduled, and each day will include a synchronous PRIDE Time. Synchronous learning for each subject will be provided at least 2 out of the 3 days following a schedule where a student will be required to join a lesson with a teacher at a certain time. Whenever asynchronous instruction is scheduled, office hours (open sessions for students to log on using their device to receive help from a teacher or staff member in a specific subject area) will be scheduled. Due to the need to balance synchronous and asynchronous learning opportunities for students, daily school schedules may appear shortened and reflect only the synchronous opportunities, so that flexibility for when students choose to engage in necessary independent learning required for courses can be maintained.
- ✓ At the Middle and High school, information regarding their assigned cohort and the days in which they must report to school for in-person learning will be distributed to students participating in the hybrid learning model in end of August. An overall school schedule for the hybrid learning model will be shared with each school's staff, students, parents and the community via the school website and social media. Staff, families and students will also receive this information via SchoolTool, email and mail. Individual student daily schedules outlining the courses, instructors and times for those courses will be mailed to students by the end of August.

ATTENDANCE AND CHRONIC ABSENTEEISM

As a district, we strongly value daily student attendance and its importance to student learning. Attendance in-person at school may look slightly different than attendance during distance learning, but it is necessary in both settings and we are committed to helping our students and families support regular attendance, regardless of the learning model.

Daily attendance for all students will be taken by school staff, whether students are learning at school or remotely. For those students who are participating in a hybrid model or distance learning model, each day that they are learning remotely will include a synchronous PRIDE Time (grades 6-12) or class meeting (grades UPK-5). The synchronous PRIDE Time (grades 6-12) or class meeting (grades UPK-5) teacher will be the daily point of contact for attendance. Parents will be able to see their child's daily attendance in the Parent Portal of SchoolTool.

We do recognize that flexibility is necessary when monitoring attendance in a distance learning model. In instances where there are conflicts with a student's synchronous learning schedule and their ability to connect at that time, the student's counselor if at the Middle or High School level or the student's teacher if at Kelley, Perkins or Lincoln School should be contacted so that alternatives may be considered. Participation grades (which can include participation in synchronous learning, participation in discussion forums, engagement during office hours, etc.) may be a component of grading.

Chronic absenteeism is defined as missing at least ten percent of enrolled school days. In New York State, that is eighteen days per school year, or two days per month. Chronic absence includes all absences from instruction, both excused and unexcused. Positive school relationships are important to keep students connected to school, regardless of the learning model, and we want to work proactively with students and families to address absences before students fall behind in school. Established school-based attendance committees will monitor attendance and engagement data to provide additional supports to students who are at risk of being chronically absent or instructionally disengaged. School counselors, school psychologists and social workers are here to help and will provide tiered support to students and families as needed.

At the same time, schools will celebrate improvement in attendance and engagement.

TECHNOLOGY AND CONNECTIVITY

STUDENTS

Access to computing devices and high-speed internet are necessary in providing equitable educational opportunities for students. The district has provided devices to every student. The district has surveyed families to identify those who are in need of high-speed internet to support distance learning and will be working with them to provide support in order to access high-speed internet. Access points are located at Lincoln Elementary School and Newark High School so that students are able to access high-speed internet from outside of the building in the parking lot. The district will also be expanding areas of access on-site.

Students at Kelley Intermediate School, Newark Middle School and Newark High School will be utilizing Schoology as the learning management system (LMS) for both in-person learning requiring the use of a device and remote instruction. When learning remotely, students will be required to use Zoom as a videoconferencing tool to access synchronous instruction and office hours/help sessions or class meetings with their teachers.

At Lincoln Elementary School and Perkins Elementary School, students will be utilizing Seesaw as the learning management system (LMS) for both in-person learning requiring the use of a device and remote instruction. When learning remotely, students will be required to use Zoom as a videoconferencing tool to access synchronous instruction and office hours/help sessions or class meetings with their teachers.

TEACHERS AND STAFF

All teachers are provided with 1:1 computing devices. Additionally, the district will provide support to staff who require a device and high-speed internet connectivity to support student learning or to successfully carry out their job duties.

TECHNOLOGY SUPPORT, TRAINING AND PROFESSIONAL DEVELOPMENT

It is important that our students, families, teachers, staff and administration understand and know how to use digital technologies and that our teachers understand and are able to use best practices for instruction in remote/online settings.

The district will utilize multiple means to support families in understanding the technology tools that students will be using, whether they are learning in-person or in a hybrid or distance learning model. Trainings for families will be provided using videoconferencing (Zoom) and video tutorials and instructional guides will be provided to families as supports. Small group help sessions on focused topics will be offered, so that families can participate in shorter sessions or use them as refreshers, according to a schedule that will be developed and shared with families, posted on the school website and on social media. In addition, 1:1 help will be available on an ongoing basis for families to access when needed for support or troubleshooting. A point of contact for each building will be named and shared with families, students and teachers, to increase support and communication opportunities when families have an

immediate technology issue or need more intensive support.

All teachers, staff, and administration will be provided professional learning on the necessary technology tools to successfully implement and integrate technology into instruction. This includes a video library of tutorials, online courses and an ongoing help desk. A required foundational training for all will be provided on designing effective remote/online learning experiences prior to the start of students, with some sessions occurring during July and August 2020. Teachers will be expected to prepare lessons that integrate the use of technology and allow students to practice digital fluency. In-person lessons should be designed with flexibility that would allow for a quick and efficient transition to a distance learning model.

Students will be provided with training on the technology tools that they will be required to use as well as strategies for managing distance learning. This training will happen before instruction begins with offerings beginning in late summer 2020. Help desks have been set up in our school libraries at the Middle and High School for technology issues and support.

DEVICES

All teachers and staff with devices, as well as students in grades 3-12 in an in-person or hybrid learning model, will be required to bring devices to and from school on a daily basis. This will help us to maintain flexibility in the event we need to shift quickly to a distance learning model (if deemed necessary due to a potential school closure). All students will be required to have their device charged and available throughout the day. Students in grades UPK-2 will continue to utilize provided 1:1 devices during school, but they will not bring them to-and-from school. In the event of a closure, these devices would be made available to students along with any other necessary materials.

TEACHING AND LEARNING

All students must have the opportunity to feel safe, engaged and excited about their learning, whether instruction is delivered in an in-person, hybrid or distance learning model.

As per the district's Continuity of Learning Plan that will be updated prior to September 2020, for grades UPK-12, cohorts of students will receive equitable instruction aligned to the New York State learning Standards regardless of whether instruction is delivered in an in-person, hybrid or distance learning model. If in-person (or for in-person portions of the hybrid model), instruction will be delivered in group sizes based on staff to student ratios that will allow for appropriate social distancing. In a distance learning model, a combination of synchronous and asynchronous instruction will be provided. Regular, substantive interactions between an appropriately certified teacher and students will be expected regardless of the learning model. These interactions will allow for teachers to use regular feedback cycles with students to communicate about their learning. In addition, students will also be provided routine opportunities to interact with one another as well as their teacher(s). In in-person and hybrid learning models, this will be accomplished through classroom discussions, individual meetings with teachers and through ongoing, routine formative and summative feedback cycles. In a virtual setting, this will be accomplished through synchronous communication opportunities that will be regularly used to connect students with teachers and with each other. The Parent Portal as well as the grading and feedback tools inherent in Schoology and Seesaw will be used to support regular communication about student progress to families.

Educators will provide parents with information about how to contact the administration and/or teaching staff to answer questions about their child/ren's learning or the technology they are using.

GRADING

During the school closure during the spring of 2020, grading practice were altered. In September 2020, each school will return to grading practices that were in place prior to the spring school closure and will continue to be reviewed throughout the 2020-2021 school year. Grading practices will be consistent across learning models. Grading systems will provide students and families with a measure of student progress toward meeting outlined academic goals as defined by the New York State Learning Standards.

CLASSES REQUIRING ADDITIONAL SOCIAL DISTANCING MEASURES

For Physical Education and Music (vocal and band), NYSDOH indicates 12 feet of social distancing for activities requiring exertion or projecting of voice/breath (i.e. aerobic exercise, singing, playing some woodwind and brass instruments, etc.). These parameters will be followed in the scheduling of these classes.

- ✓ Games and activities that require no physical contact and do not require students to be in close physical proximity to each other will be encouraged.
- ✓ Outdoor Physical Education will be encouraged as much as possible. PE outdoors in winter will occur as the weather permits, and we will communicate with families to ensure appropriate outdoor clothing/attire.
- ✓ Students will not change clothing in locker rooms.
- ✓ Aerobic activity will require 12 feet of social distancing.

ADDITIONAL SUPPORT FOR STUDENTS DISTANCE LEARNING

During the spring 2020 school closure, student engagement in learning remotely varied, and in many instances, it decreased. Some students disengaged. In an effort to provide additional layers of support to families and to increase participation and engagement, we will utilize related service providers, such as counselors, psychologists and social workers. Teacher Assistants, Teacher Aides and Monitors will also be utilized to support students and their families to increase engagement and participation/attendance. Students identified by the building principal (in consultation with the school student support teams such as Tier 2 Teams and Behavioral Health Teams) will be provided support from Teacher Aides to assist students and families in removing barriers to education. This could include technology support, time management support, motivation/encouragement, opportunities for connections with a school staff member for social-emotional benefits, and academic support.

INSTRUCTIONAL EQUIPMENT AND SUPPLIES

- ✓ Procedures to limit sharing of equipment (PE equipment, musical instruments, OT/PT equipment, computer lab keyboards, etc.) will be established by the building and department and staff will be trained on these procedures prior to the start of school.
- ✓ Procedures for cleaning of equipment that must be shared will be developed by the building and department and staff will be trained prior to the return of students.

ASSESSMENT

It is recognized that gathering baseline formative assessment information is critical, given the varying degrees of academic engagement during the closure of spring 2020. This is particularly critical given the cancellation of NYS 3-8 assessments, Regents exams and local final assessments. Given this, teachers will gather baseline formative data such as:

- ✓ The administration of gap assessments for math;

- ✓ The administration of the prior year's final exam to determine content mastered in the prior year course;
- ✓ Placement assessments, such as in K-5 ELA;
- ✓ Computer-based assessments and/or universal screening tools such as i-Ready and Panorama;
- ✓ Classroom on-demand writing tasks;
- ✓ Other classroom performance measures.

EARLY LEARNING

Newark CSD currently operates in-district half-day and full-day UPK programs. For the 2020-21 school year, students may attend in-person or via distance learning. If enrollment necessitates, a hybrid learning model may be implemented, consistent with the framework outlined for Lincoln and Perkins Elementary Schools under the Scheduling section of this document.

For in-person center-based and small group instruction, we will follow NYSDOH guidelines while engaging students in learning:

- ✓ Avoid centers that include multiple students using it at one time, such as water/sand tables, sensory tables, etc.
- ✓ Provide students with individual sets of materials to avoid sharing of common items
- ✓ Follow proper sanitation guidelines from NYSDOH after children have been at a learning center or in a small group
- ✓ Family style eating shall not be practiced due to social distancing requirements
- ✓ Sanitize napping materials daily and, to the extent practicable, assign to individual students for the school year
- ✓ Ensure that proper handwashing protocols are followed

ONLINE/REMOTE LEARNING

Seesaw (grades UPK-2) or Schoology (grades 3-12) will be used by the Newark Central School District as Learning Management Systems for the posting of assignments and instructional resources. Additionally, teachers may use other Ed Law 2-d compliant methods of communication with parents such as email or telephone communications. These communications will be provided to parents in their preferred language.

ACCESS TO INSTRUCTIONAL RESOURCES DURING REMOTE LEARNING

- ✓ Textbook and material distribution in the fall will be reflective of practices to avoid sharing of materials as much as possible. In mathematics, for example, K-5 students may be provided with a personal set of math manipulatives, which are stored in student desks, rather than distributing/collecting materials daily.
- ✓ Students kept their devices throughout the summer. In UPK, Kindergarten and Grade 3 and for new students, arrangements will be made to ensure each family has a district provided device. Ideally, students will take home all needed supplies prior to switching to a remote learning environment, if this should become necessary. The Transportation Department will deliver such supplies, if needed.

VULNERABLE STUDENT POPULATIONS

Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children. Further, students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene or wear a face mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety.

During the month of August 2020, information will be sent to all students and families within

Newark to determine if their child may meet the criteria for a vulnerable child per the NYSED guidelines (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>).

If a student receives instruction through the distance learning model due to medical reasons and the family would like to transition their child to in-person or hybrid instruction, planning and coordination regarding specific health and educational needs will be developed on a student by student basis.

Finally, if the parents/guardians choose not to send their child back to school after consulting with the district and their medical professionals, vulnerable students will be offered a distance learning model.

ATHLETICS AND EXTRA CURRICULAR ACTIVITIES

Interscholastic sports, and extracurricular activities are an important aspect of student life and the school community. During the spring 2020 COVID-19 building shutdown, students were unable to engage in and enjoy these social activities that are part of the fabric of any school program.

- ✓ At the time of developing this plan, Interscholastic sports are not permitted. This will be updated as guidance on sports is forthcoming.
- ✓ Attention will be paid to bringing back activities that can be conducted in a safe environment with appropriate social distancing protocols.
- ✓ When possible, technology will be utilized to develop extracurricular activities.
- ✓ Cohorts will be determined, including the combining of family members in a cohort whenever possible.
- ✓ All events will follow CDC guidelines for social distancing, hygiene, and mask wearing.
- ✓ Staff, students, and families will need to ensure 12 feet in all directions is maintained between individuals with regards to voice (singing), playing a wind instrument, or aerobic activity resulting in heavy breathing.
- ✓ Facilities that may be signed out will have proper signage to remind individuals to stay home if sick, wear a face mask when unable to social distance, symptoms of COVID-19 and proper hygiene.
- ✓ Shared athletic/gym/instrumental equipment (balls, protective gear, wind instruments) should be cleaned between use per manufactures instructions by the coach or individual in charge.
- ✓ There will be no permits issued for inside building use. Outside use will be through permit only. Only activities approved by the State will be allowed and must adhere to all CDC and DOH requirements.

SPECIAL EDUCATION

The school reopening plan considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. Students with disabilities will continue to have available to them a Free Appropriate Public Education (FAPE) whether they are learning in person, in a hybrid model or remotely.

- ✓ The Newark CSD Committee on Special Education will make determinations about how students with disabilities will receive access to their Least Restrictive Environment. These conversations will occur between families and staff to reach a mutual agreement and will be documented in both IEP Direct and SchoolTool.

- ✓ The CPSEs/ CSEs will make individualized determinations whether and to what extent compensatory services are to be provided once school reopens. The Committee will determine how these will be provided in person and remotely if the need to transition between both occurs.
- ✓ Procedural safeguards and prior written notifications will be provided to families.
- ✓ Initial, reevaluations, and annual reviews will continue in accordance with Part 200 regulations. For safety reasons, CSE/CPSE meetings will be held virtually or via phone conference whenever possible.
- ✓ CSE/CPSE chairs will communicate and collaborate with outside related services and programs to ensure consistency and support for our families.
- ✓ Meaningful communication between families in their preferred language will occur with the case manager regarding the provision of services for their child. All LRE considerations will be documented through collaborative conversations with families.
- ✓ Documentation will be kept around the unique needs of a student with regards to access to necessary instructional supports, technological supports, programs, services, accommodations and modifications.
- ✓ Students whose IEP indicates special programming self-contained, 12:1:1, 15:1, 6:1:1 (SHAPE) will be able to attend in person 4 days a week with 1 day remote
- ✓ Students whose IEP indicates consultant teacher model will follow the building K-12 model with scheduled access to special education instruction as per their IEP
- ✓ Resource room and guided study halls will follow district K-12 model and include both in person and remote services
- ✓ ENL and related services will be a combination of tele-practice and in person
- ✓ Out of District-Placed and consortium students will follow the plans set forth in their school of attendance plan. Transportation for Newark students to other schools will be provided if their school is in attendance and Newark schools are not.

BILINGUAL EDUCATION AND WORLD LANGUAGES

English Language Learners (ELL's) must be provided with the supports needed to close the potential learning loss that may have been a result of the school building closures due to COVID-19. Due to the numbers at Newark Central School District, a bilingual program is not applicable. Supports for ELL students will include:

- ✓ All ELL students will be identified within the first 30 school days.
- ✓ ELL students will be provided their mandated minutes or period level in person or virtually. Minutes and periods are based on their NYSESLATT scores from 2018-2019 school year. Students were exempt from this assessment for the 2019-2020 school year.
- ✓ Those ELL students who have been commanding for past two years and would have stopped receiving ENL supports will continue to be supported through June 2021.
- ✓ Students may receive more time than mandated to support closing the learning gap.
- ✓ Each ENL teacher will be checking in with classroom teachers to ensure that materials are translated and scaffolded to meet the unique needs of each individual student. Communications for parents/guardians will be in their preferred language and mode of communication. There are two district translators to support students, staff, and families.

TEACHER AND PRINCIPAL EVALUATION SYSTEM

Each school and/or district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan, including any variance applications approved by the department. To meet this requirement, the district will review and engage in negotiations with Newark Teachers' Association and Newark Administrators' Association to prepare any necessary revisions to the currently approved APPR plan.

CERTIFICATION, INCIDENTAL AND SUBSTITUTE TEACHING

Newark CSD will make every effort to ensure that all teachers hold valid and appropriate certification for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g. incidental teaching) or Education Law.