



**Poughkeepsie City
School District**



JANUARY 2021

REOPENING PCSD

A Family Guide to Hybrid Learning


**Together, We are Champions for Children
in the Poughkeepsie City Schools.**



Poughkeepsie City School District

Mission Statement

“We are champions of children who inspire and nurture the whole child by providing innovative, high-quality educational opportunities that prepare all students to embark on individual paths of success in a globally diverse community.”



Our Guiding Principles

The Poughkeepsie Public School District (PCSD) is committed to providing high-quality instruction to our students, regardless of the instructional delivery model, while ensuring the safety and wellness of student and PCSD employees.

While we are providing remote instruction to our students the following principles will continue to guide the important work of supporting student success:

1. Delivering high-quality instruction to students, regardless of delivery model;
2. Ensuring the safety and wellness of students and PCSD employees;
3. Working with our parents to ensure that their children's academic, social emotional and wellness needs are met, and;
4. Optimizing the use of school and community resources in supporting PCSD students.

This guides provides families with key information about remote **instruction, including student schedules and other valuable resources**. Additional resources **are** available on our website <https://www.poughkeepsieschools.org>.

PCSD recognizes that the uncertainty of the COVID-19 pandemic has caused much anxiety and family hardship. PCSD values the collaboration of working together to meet the varying and evolving academic, social, emotional and wellness needs of our students. PCSD will continue to innovate our approach to supporting our parents and students during this unprecedented time.

Preparing for Hybrid Instruction



What is the PCSD Hybrid Model

The Poughkeepsie City School District (PCSD) Hybrid Instructional model allows flexibility in the education of students across the District. Not all students will be in the school building at the same time, allowing for a blend of in-person and remote instruction. While the PCSD will be implementing a hybrid instructional model at all schools, families will have an option to remain in a distance learning model.

HYBRID/REMOTE LEARNING MODEL

When PCSD transitions to a hybrid model all students will follow the Remote/Hybrid Learning Schedule. Students who are not engaged in in-person hybrid instruction will participate in synchronous/asynchronous instruction virtually each day. If a student must remain home because of illness, they have the option to participate in synchronous instruction from home and be counted as present.

HYBRID LEARNING MODEL PARTICIPANTS: ALTERNATING DAYS, GROUP 1/GROUP 2

In this model students will be divided into two groups to ensure that social distancing can be maintained in the classroom. Most classrooms in the District are not able to accommodate the full capacity of students assigned to a classroom when social distancing measures (6 ft.) in place. Therefore, an “alternating days” in-person schedule must be implemented.



REMOTE LEARNING MODEL PARTICIPANTS

When PCSD transitions to a Hybrid Learning Model students who remain under the remote learning model will follow the combined hybrid and remote learning model schedule.

REMOTE/HYBRID INSTRUCTIONAL SCHEDULE

STUDENTS ASSIGNED TO HYBRID INSTRUCTIONAL MODEL					
	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	At School	At School	Virtual (Asynchronous)	Virtual (Synchronous)	Virtual (Synchronous)
Cohort B	Virtual (Synchronous)	Virtual (Synchronous)	Virtual (Asynchronous)	At School	At School
STUDENTS ASSIGNED TO REMOTE INSTRUCTIONAL MODEL					
	Monday	Tuesday	Wednesday	Thursday	Friday
	Virtual (Synchronous)	Virtual (Synchronous)	Virtual (Asynchronous)	Virtual (Synchronous)	Virtual (Synchronous)

Adjustment may be made to the number of days that students under the hybrid model will receive additional in-person instruction based on the following criteria: Individual Education Plans (IEP), number of students participating in hybrid model, size of classrooms at each school, and transportation.

LENGTH OF INSTRUCTIONAL DAY

When PCSD transitions to the hybrid model all elementary students regardless of their assignment to remote or hybrid instruction will receive 5 hours of daily instruction and secondary students will receive 5.5 hours of daily instruction. This instructional schedule will provide students with more meaningful instruction during the COVID-19 pandemic.

Student Schedules

Your child's school will provide you with the Hybrid Learning model schedule. It will include synchronous & asynchronous times, office hours for your child's teacher, opportunities for your child to receive services from support staff, and independent work time. Specific schedules will be provided by Building Principals to their school communities prior to beginning the hybrid instructional model.



Grading

Teachers will provide grading and feedback to students based on work that is submitted through Google Classroom. The official location for student grade is Infinite Campus.

Parents will be able to access student grades by logging onto Parent Portal.



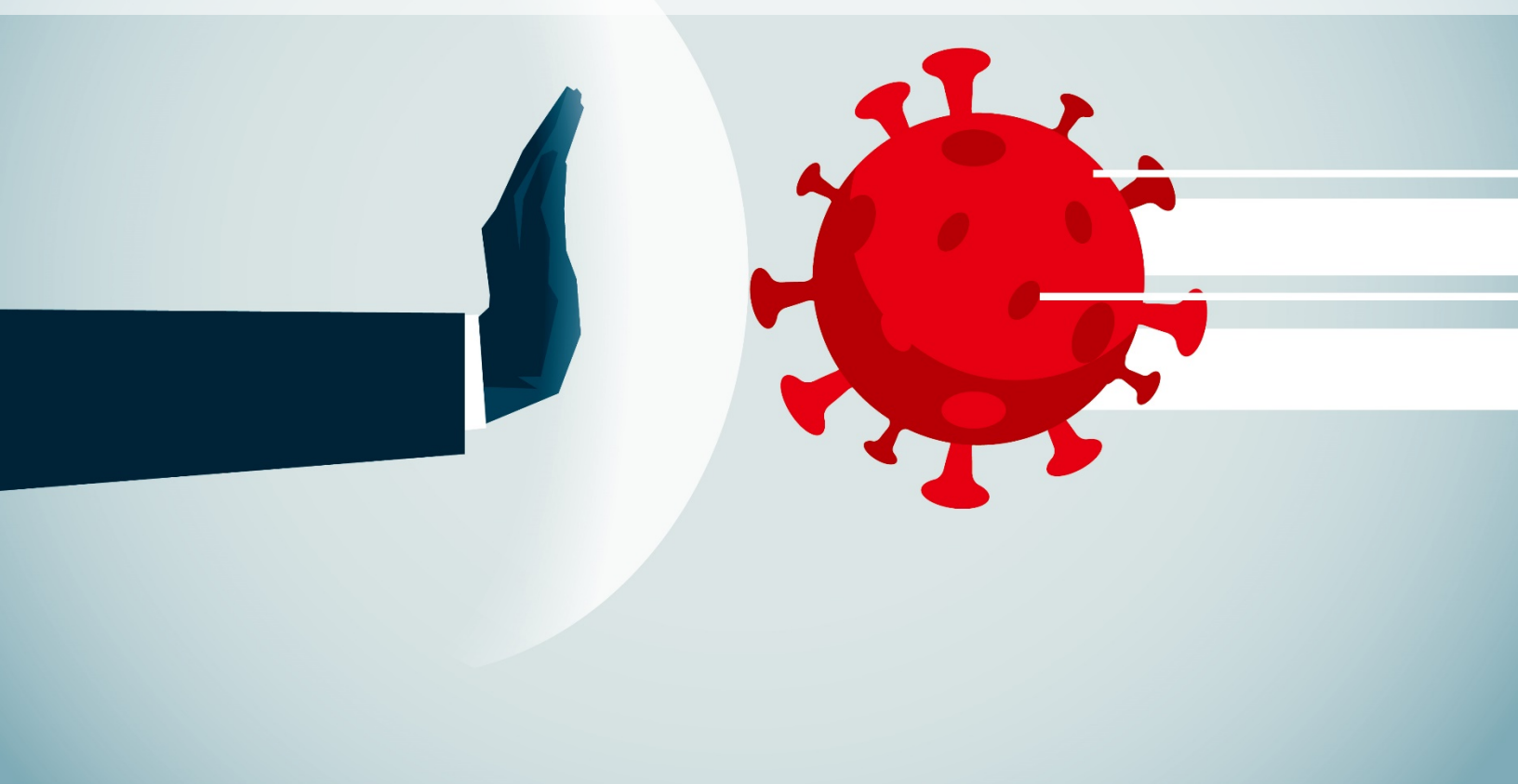
Instructional and Extracurricular Activities



All PCSD students will be able to engage in student instructional and extracurricular activities regardless of if they are receiving instruction remotely or through the hybrid learning model. When student instructional and extracurricular activities are offered all students will need to abide by the same safety protocols as expected during the instruction day.

The start of these activities will be contingent on local COVID-19 positivity rates and government authorization.

What is PCSD's Symptom Identification Process and Prevention Measures?



Parents who elect their children to participate in the Poughkeepsie Public School Hybrid Instruction Model will need to conduct a daily temperature and symptom check prior the child being sent to school.

There are 4 important things everyone – you, your child and school staff – can do every day to help stop the spread of COVID: Symptom and Temperature Checks, Washing Hands, Masking, and Social Distancing.

Symptom and Temperature Checks

Parent Symptom and Temperature Checks

It is important to monitor your child for signs of illness before sending them to school. Every morning parents should monitor to see if their child is experiencing one or more of the following:

- Fever
- Chills
- Headache

- Sore Throat
- Cough
- Shortness of breath
- Nausea/Vomiting
- Muscle Pain
- New Loss of Taste or Smell
- Diarrhea

In the event that your child exhibits these symptoms, they should not attend school that day. If your child experiences a fever over 100°F parents should keep your child home from school. Please note that COVID-19 may look very similar to seasonal influenza, since both illnesses affect the respiratory tract. COVID-19 symptoms usually appear within 2 to 14 days of exposure to the virus.

If your child is not going to be sent to school due to any of these systems parents should notify their child's building principal and their primary care doctor for guidance and testing procedures.

School Symptom and Temperature Checks

Your child's school will conduct daily temperature checks upon students arriving to school.



Your child's school will continue to monitor students for signs and symptoms of illness. If a student becomes sick at school, their temperature will be taken. In the event that your child displays symptoms of illness they will be seen by the school nurse for evaluation. If it is determined that your child is ill they will be placed in a quarantine room and the parent will be contacted to pick their child up.



COVID-19 SCREENING

In an effort to screen building occupants prior to their arrival at school, PCSD will implement the following screening procedures:

Daily Student Screening

Prior to entering their school building students or their parents must complete the PCSD daily health check form. If parents answer yes to any of these questions, your child should participate in school remotely (if they are able to), contact your medical provider, and contact your child's school nurse.

- 1) Have you experienced a fever of 100 degrees F or greater, a new cough, or shortness of breath within the last 10 days? *Answer "yes" if the symptoms you have experienced in the last 14 days are of greater intensity or frequency than what you normally experience.*
- 2) In the past 10 days, have you gotten a positive result from a COVID-19 test?
- 3) To the best of your knowledge, in the past 14 days, have you been in close contact (within 6 feet for at least 10 minutes) with anyone who had COVID-19?

- 4) Have you traveled to any state on the Quarantine list in the last 14 days for more than 24 hours?

Parents will be required to certify “No” to all of the following in order to be permitted access to school buildings. Students are encouraged to stay home if they are sick and parents to keep sick children home to reduce the potential of spreading the virus.

Click [here](#) to access the PCSD Student Health Screening

Process for Students:

- Health Check must be completed once a day by student or family member for each student.
- Complete temperature check every time they are entering the building for contact tracing purposes.
- Building Clerical staff will check for completion and communicate to Building Administration and Nurse for follow-up.

Daily Employee, Parent, Visitor Screening

All employees, parents, and regular contractors will be required to complete a daily mandatory health screening assessment that will be available to employees and parents daily prior to the start of each school day.

Process for Staff and Visitors:

- Health Check must be completed once a day for each district building they are entering.

Click [here](#) to access the PCSD Health Screening

- Complete sign-in every time they are entering the building for contract tracing purposes.
- Complete temperature check every time they are entering the building for contact tracing purposes.

Hand washing

Regular hand washing is an effective way to remove germs, prevent the spread of germs, and avoid getting sick. At a minimum [hands should be washed for 20 seconds](#) using warm water and soap.

- Before eating
- Before boarding the bus
- After restroom use
- Anytime hands are dirty
- Before putting on and after removing face coverings
- First thing when entering the home after



Hand sanitizing stations have been installed in every school and are available for addressing germs, potential spread and reducing the illnesses.

Face Coverings and Hygiene Procedures

To protect the safety of students and staff members, the Poughkeepsie City School District has established the following face covering and hygiene procedures:

- Face coverings will be required on the bus and in the school building.
- Protective barriers have been installed at security stations and in the front office of all schools.
- Hand sanitizing stations have been installed in high traffic areas of the school.
- Many water fountains have been replaced with bottle filling stations for student use. Traditional water fountains will be shut off as a precautionary measure.
- Signage that supports protecting the safety of students and staff members is displayed prominently in each school as reminders to the safety measures all will need to take. The district will provide employees and students with facemasks at no cost if needed.



Face Coverings

The CDC has expressed that the wearing of face covers (mask) is a proven method of protecting oneself and others from contracting COVID-19. Wearing the face covering correctly is very important. Parents will need to ensure that their children have a face covering prior to boarding buses or entering school buildings. It is important that parents also ensure that their child understand the proper techniques for wearing face coverings properly:

- Students should wash their hands before putting on their mask
- It is important that the mask is placed over the nose and mouth and secured under the chin (mask that are the appropriate size should always be worn)
- It is important that the mask is snug against the sides of your child's face
- Breathing should not be restricted
- Mask should always be worn in all public settings, particularly when near people who are not members of your household

- Mask should not be placed around your child's neck or forehead
- If the mask is touched it is important to wash hands or use hand sanitizer to disinfect.

Prior to your child transitioning to the PCSD Hybrid Instruction Model it is highly recommended that you review the above tips with you child. Students will be provided opportunities throughout the instruction day to remove their mask during designated breaks.

Types of Face Coverings

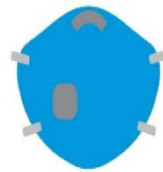
It is important to acquire face coverings that are effective in protecting your child. Public health officials have categorized face coverings into four catagories: 1). cloth mask, 2). surgical mask, 3). N95 masks, and 4). face shields. Each of these are effective in protecing your child's health.



Cloth Mask



Surgical Mask



N95 Mask



Face Shield

When in school, PCSD will provide students with masks when student losses mask, it becomes soiled, or no longer wearable.



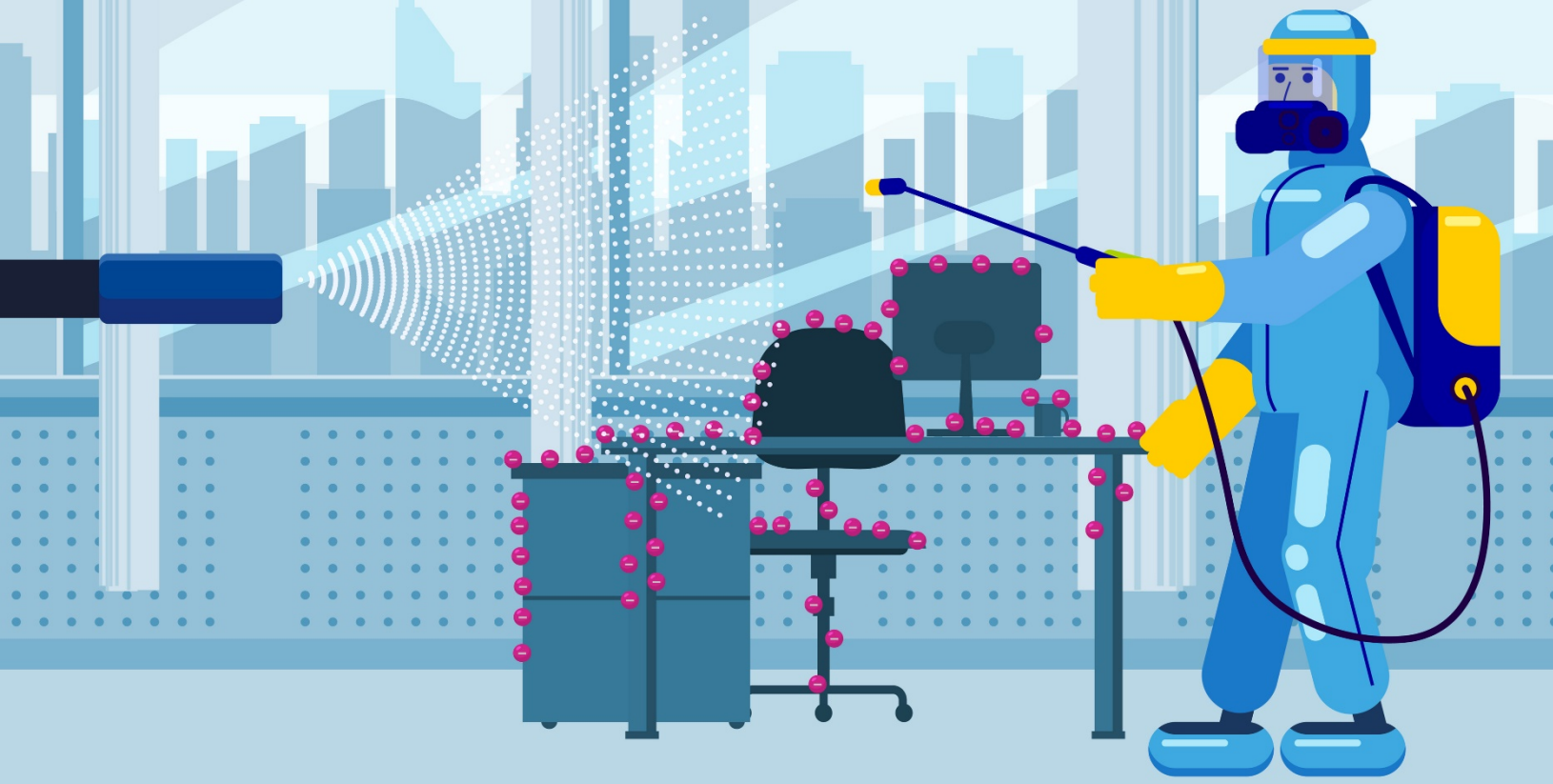
SOCIAL DISTANCING

Maintaining social distancing of 6 feet in all public places, including school, is ideal and highly recommended to protect the safety of your child and others, especially in the absence of wearing facial coverings. To prevent congestion in hallways and in classrooms the following will be implemented, where feasible, in all Poughkeepsie public schools.

- Classroom Configurations: Non-essential furniture will be removed from the classroom when possible to increase the distance between student desks or certain furniture will be designated as social distancing spacers.
- Directional passageways: Where the school layout allows, one-way hallways and staircases will be instituted. This will reduce foot traffic when students and staff are moving between classes and during arrival and dismissal.
- Restroom Capacity Limits: Restrooms will be limited to 2 people at a time.
- Elevator Capacity Limits: The use of elevators for those not requiring its use will be restricted. For those requiring its use, elevators will be limited to 2 people at a time.



ELECTROSTATIC CLEANING



Cleaning and Sanitization Protocols

All PCSD schools are cleaned daily after the end of each school day with the exception of restrooms and cafeteria spaces, which will be cleaned frequently throughout the day. To aid in disinfecting spaces, every school has been proved with electrostatic sprayers. High contact/traffic areas (i.e. door handles, rails, counters, tabletops, trash cans, etc.) will be disinfected through the day. Additionally, school buses will also be wiped down and cleaned between routes.



For more information on PCSD's Cleaning and Disinfecting protocol please refer to the comprehensive Hybrid/Remote Learning Plan.

Click [here](#) to access.

What can my child expect on the school bus?



PCSD will enforce social distance between children on school buses where possible. Cleaning and frequently touched surfaces within the school and on school buses will occur daily. In order to maintain social distancing, district and contracted buses will operate at reduced capacity and students and the driver will utilize Personal Protective Equipment. The following are other safety actions that will be taken:

- Drivers and monitors will have PPE equipment on at all times (mask, gloves).
- Buses and vans will be thoroughly cleaned and disinfected daily
- Routinely clean and disinfect all commonly touched surfaces within the entry, passenger and driver's areas of the bus or transport vehicle.
- Ensure that cleaning supplies kept on buses are appropriately labeled and stored so that students do not have access to them. Students will be encouraged to find alternative modes of transportation if possible (e.g., walking or parent drop off) to reduce bus occupancy.
- Weather permitting, drivers will increase bus ventilation by opening the top hatches of buses or opening windows
- Students will be required to wear face masks/coverings prior to boarding the bus.
- Students will sit one student per seat, alternating left and right positions.
- Siblings may sit together to increase capacity on the bus.
- Bus drivers will conduct pre and post-trip inspections to include the cleaning of high use areas of the bus, (e.g., steering wheel, handles, seatbacks, etc.)
- Drivers will complete a checklist after each cleaning, which should be forwarded to the district's Director of Safety Security, and Transportation.

- Drivers will maintain a passenger log for each run to assist with contact tracing when needed.
- Whenever possible, a single driver will be assigned to the same bus and same routes to minimize mixing. Mandatory attendance and seating charts on every route. The attendance sheets will be documented in writing and retained for contact tracing.
- Special Education/medically fragile students-reserve specific seat when possible, with special precautions for disinfecting.
- The first student who enters the bus will be instructed to move to the rearmost seat and exit in placed reverse order to prevent students from crossing paths.
- Seating charts will be used to support contact tracing.
- When possible, loading/unloading at different entrances will occur.
- Eating or drinking on the bus will be prohibited.
- Parents/guardians will be encouraged to monitor social distancing at bus stops.



COVID-19

Protect yourself
and loved ones



Help prevent the spread of respiratory diseases like COVID-19

+ WASH YOUR HANDS

Wash your hands with soap and warm water regularly.



+ COVER A COUGH OR SNEEZE

Cover your cough or sneeze with your sleeve, or tissue. Dispose of tissue and wash your hands afterward.



+ DON'T TOUCH

Avoid touching eyes, nose or mouth, especially with unwashed hands.



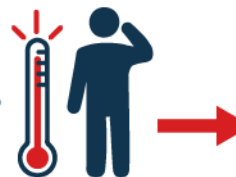
+ KEEP YOUR DISTANCE

Avoid close contact with people who are sick.



+ STAY HOME

If you experience respiratory symptoms like a cough or fever, stay home.



+ GET HELP

If you experience symptoms of COVID-19 (cough, fever, shortness of breath), call your health care provider



Remain Pioneer Strong!



ABSENCES ADD UP!

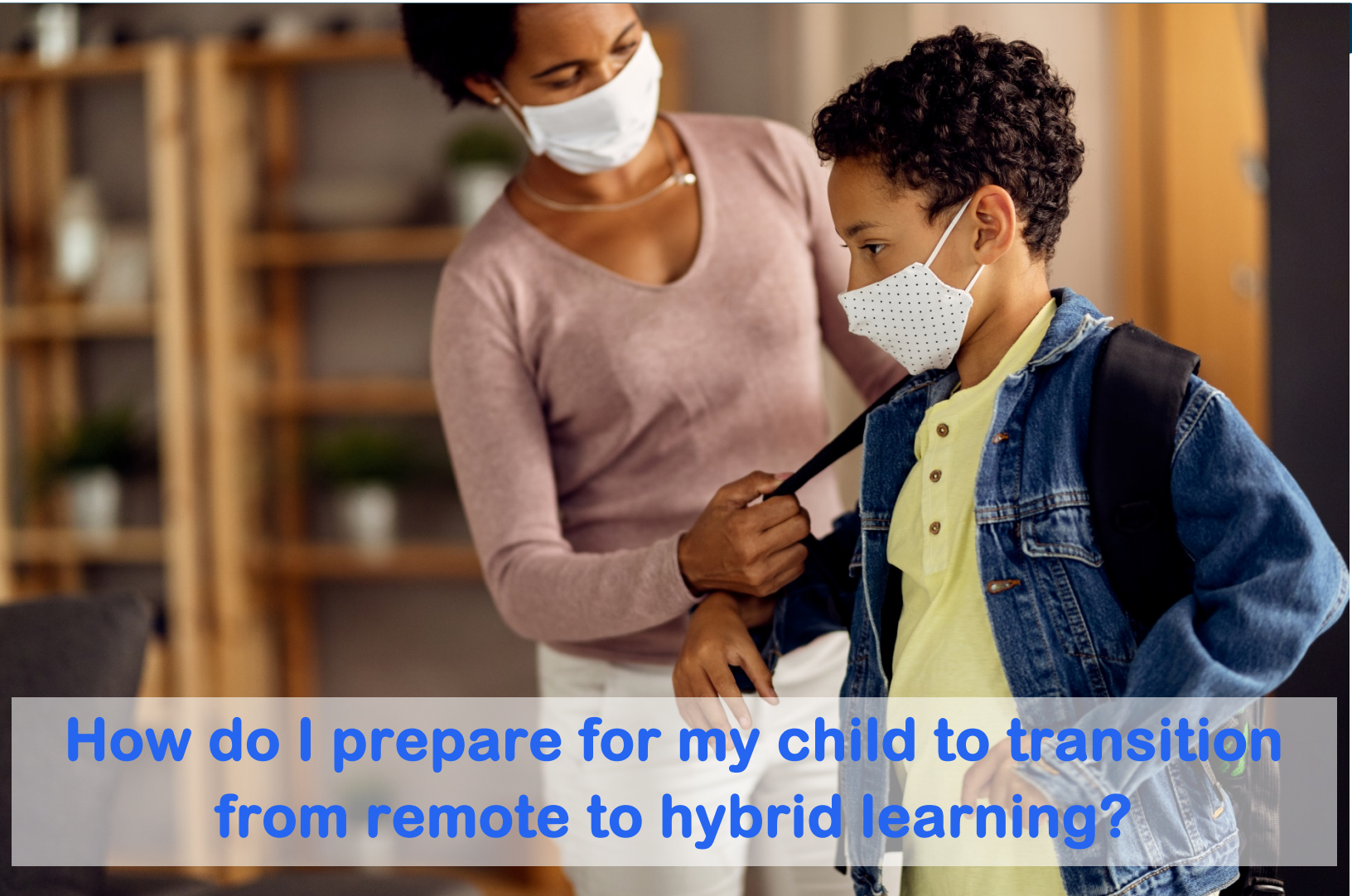
Missing just **2 days** a month means a child misses **10%** of the school year

Every Day Counts!

Attendance will be taken daily

Throughout the modified instructional model, daily attendance is required by law. What your child learns everyday will support their success in school and once they graduate. The Poughkeepsie City School District, like you, want to see your child be successful as a student and as an adult in the future.

If you or your child is in need of support so that they can participate in daily learning, please contact your child's principal for assistance.



How do I prepare for my child to transition from remote to hybrid learning?

Supporting your child's transition from remote to hybrid instruction is important to their education and keeping your child, the school staff and your family safe. Here are **eight** things you can do to support your child's transition.

- 1) Talk with your child about their thoughts and feelings related to COVID-19.
- 2) Discuss with them the importance of keeping their masks while in school and on the bus, emphasizing that in them doing so they are keeping you, other family members and the school staff safe from COVID-19. Practice having your child wear a mask for extended times.
- 3) Talk to your child about their learning experiences and social and emotional health.
- 4) Create a study schedule that best supports your child's learning needs.
- 5) Acknowledge when your student does well and encourage them.
- 6) Supplement virtual field trips to expand their experiences.
- 7) Develop a support group with other parents to learn how they are supporting their child's academic, social, emotional, and wellness growth.
- 8) Contact your child's building principal for suggestions and support if you have any challenges with supporting your child's learning.

Chromebooks during Hybrid Instruction

The use of technology during Hybrid Instruction will be an integral component of the delivery of instruction to students. Students who receive instruction in person as well as those who are accessing instruction remotely will need to use technology as a tool for their learning. As you prepare your child each day for instruction please be mindful of the following:

- Students participating in the Hybrid Instructional model will need to bring their school issued Chromebooks to school each day.
- Schools will have limited number of extra Chromebooks available for students that forget their devices at home.
- Please ensure that district loaned devices are handled with care. Unfortunately, devices that are broken cannot be quickly replaced due to limited quantities.

Let your school know if your household needs a device or complete the technology needs survey below:

<https://forms.gle/UvoStH91X22CvyWg7> (English)

<https://forms.gle/sjuh4FjChUjyHEvK6> (Spanish)



How Can I Support my Child's Learning at Home?



Creating an environment that will support your child's learning is an important part of ensuring their environment is conducive to their learning. Here are eight things you can do to support learning in your home for your family.

- 1) Create an at-home learning space for your child.
- 2) Connect with your child's teacher to discuss strategies to support your child's learning.
- 3) Create a study schedule that best supports your child's learning needs.
- 4) Talk to your child about their learning experiences and social and emotional health.
- 5) Acknowledge when your student does well and encourage them.
- 6) Supplement virtual field trips to expand their experiences.
- 7) Develop a support group with other parents to learn how they are supporting their child's academic, social, emotional, and wellness growth.
- 8) Contact your child's building principal for suggestions and support if you have any challenges with supporting your child's learning.

Breakfast and Lunch Time Protocols

During hybrid instruction, all students will have access to both breakfast and lunch, which will be provided Monday through Friday. The following measures will be in place:

- Social distancing will be maintained during meals.
- In cafeterias, all students will face the same direction during meal time. When transitioning in and out of the cafeterias one door in and another door out.
- Communal dining surfaces, if utilized, will be sanitized between lunch rotations.
- While eating students will have the ability to remove their facial coverings but will be required while moving around the space.
- All of the required eating utensils will be placed at each dining station using single use and or disposable items prior to students arriving for their lunch period.
- At the close of each lunch period students will be expected to bus their own dining station.

Breakfast and Lunch will be provided to students who are learning remotely at the following times and locations:

Times	Location
9 a.m -10 a.m.	Martin Luther King Apartments, 159 Washington St.
9 a.m -10 a.m.	Thurgood Marshall, 109 Delafield St.
9 a.m -10 a.m.	Bixby Apartments, 12 Charles St.
11:45 a.m.-12:45 p.m.	Morse Elementary School, 101 Mansion St.
11:45 a.m.-12:45 p.m.	New Hope Community Center, 104 Hudson Ave.
11 a.m.-12 p.m.	Harriet Tubman Terrace Community Center, 29 Jefferson St.
11:45 a.m.-12:45 p.m.	Eastman Terrace, 22 Montgomery St.
11:45 a.m.-12:45 p.m.	Rip Van Winkle Apartments, 10 Rinaldi Blvd.
11:45 a.m.-12:45 p.m.	Warring Elementary School, 283 Mansion St.
11:45 a.m.-12:45 p.m.	Gov. Clinton Elementary School, 100 Montgomery St.

Questions? Call 845-451-4780

Communication

Communication between your child's school and you is essential. Parents and educators need to work closely together so that our children receive the instruction and supports needed to be successful this year. We ask that you update your contact information by sharing with your child's school. This will guarantee that that you are alerted of new communication that is coming from your child's school or the district.

Parent Portal Phone Number Change

Poughkeepsie City Public Schools will occasionally need to contact parents by phone to communicate important updates regarding their child's education. Parents are asked to regularly update their cell phone numbers to assure they will receive the information. In order to update your cell phone number please follow the directions below.

After signing into the Parent Portal, a parent should follow these steps to change their phone number

1. On the left side of the screen at the bottom, click on 'More'
2. Click on Address Information
3. Click on Update to the right of 'Phone' and your phone number
4. Enter the phone number you would like it changed to
5. At the bottom of the screen, click on update

This change takes effect immediately on the Parent Portal and on Infinite Campus. School Messenger files are updated once a day at 6:15 pm. A parent can place a request for other changes to their information, which will go through an approval process with Central Registration.



Poughkeepsie City School District

Principal firesidechats

Contact your child's school to learn the date and time of your school's Fireside Chat.

*For the safety of all Fireside Chats will be held online.

Receive updates from your child's principal on:

- Hybrid Instruction
- Student learning during the school closure
- Free breakfast and lunch locations

Parents will also have an opportunity to ask questions of their child's principal.

Together, We are Champions for Children in Poughkeepsie City School District

Essential Resources

Google Classroom Resources

PCSD has assembled several resources to support your understanding of Google Classroom. To access these resources click [here](#).

Tech Help Line

Technical assistance is available for families during remote instruction. Call 845.433.6309 for help.

Enrollment

Enroll your child into school if you have not already done so. Don't forget to have all of your child's vaccinations updated. For enrollment information click [here](#). For immunization information click [here](#).

Updates from School

To receive updates and messages from your child's school and the Superintendent please update your contact information by clicking [here](#).

Student Health Screening Link

Click [here](#) to access the PCSD Student Health Screening.

Learning Resources

For additional online learning resources for your child please visit the Poughkeepsie Remote Learning Supplemental Resources by clicking [here](#).

COVID-19 and PCSD 14-Day Tracker

For the latest information on the COVID-19 click [here](#).

To access information of COVID-19 cases in PCSD schools click [here](#).

Essential Resources

Questions about your Child's Learning

For questions about what is happening at your child's school or to connect with your child's teacher, please reach out directly to your child's principal and/or teacher.

Stress and Uncertainty

Below are resources that can help parents, guardians, and caregivers navigate stress and uncertainty and to build resilience for you and your children.

- [CDC Stress and Coping During the COVID-19 Pandemic](#)
- [CDC Parent Portal](#)
- [CDC Children's Mental Health](#)
- [Bullying Prevention Resources](#)
- [Children and Youth with Special Healthcare Needs in Emergencies](#)
- [Collaborative for Academic, Social, and Emotional Learning Collaborative for Academic, Social, and Emotional Learning \(CASEL\) SEL Resources and Guidelines for Educators, Parents, and Caregivers](#)[external icon](#)
- [Kaiser Permanente Thriving Schools Resources for Schools and Families Impacted by COVID-19](#)
- [Parent/Caregiver Guide to Helping Families Cope with the Coronavirus Disease 2019 \(The National Child Traumatic Stress Network\)](#)[external icon](#)
- [Resources for Helping Kids and Parents Cope Amidst COVID-19 \(American Academy of Child and Adolescent Psychiatry\)](#)

Comprehensive Hybrid/Remote Plan

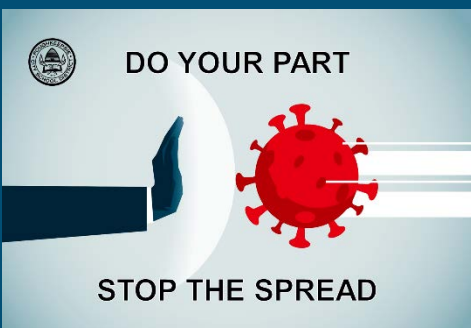
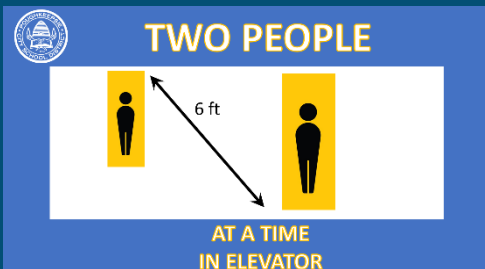
Click [here](#) to access the PCSD Comprehensive Hybrid/Remote Plan.



STOP THE SPREAD SIGNAGE

Prior to your child transitioning to in-person instruction under the Hybrid Instruction Model please discuss with them the importance of abiding to the safety protocols that are intended to maintain student and staff safety as protect the safety of everyone’s families.

The following signs are posted throughout the district when you child returns. Please share with them so that they are familiar before they return.





Poughkeepsie City School District
18 S. Perry Street
Poughkeepsie, NY 12601