



# Pawling Central School District

*Small Size; Diverse Opportunities*

## *Welcome Guide for 2022-2023 and Federal Relief Fund Information*

*To translate this document to the language of your choice, we recommend using the Chrome Browser. Right click and choose "Translate to" then select the language of your choice.*

Para traduzir este documento para o idioma de sua escolha, recomendamos o uso do navegador Chrome. Clique com o botão direito e escolha "Traduzir para" e selecione o idioma de sua escolha.



The purpose of this guide is to: 1. assist families in anticipating the 2022-2023 school year and 2. to share plans and solicit feedback on the use of State and federal funds. Those funds include American Rescue Plan (ARP), Coronavirus Rescue and Recovery for Schools Act (CRRSA), and restored Foundation Aid (FA). Proposed uses of these funds to supplement the school programs, functions, and structures in this plan are duly noted. In some cases, the expenditure of funds is planned to extend into the 2023-2024 school year. **Where ARP or CRRSA funds or increased foundation aid are planned to be used, they are noted in green highlighting.**

**TO SEE ALL OF OUR FEDERAL RELIEF FUND APPLICATIONS (ARP, CRRSA, CARES) AND CORRESPONDING BUDGET DOCUMENTS THAT ARE POSTED ON OUR DISTRICT WEBSITE, PLEASE [CLICK HERE](#).**



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## INTRODUCTION

The COVID-19 pandemic challenged our school and broader community in many ways. During the time of school-building closure, from March-June of 2020, our educators, students, parents, and the community worked together to provide the best possible experiences we could for our students in the context of fully remote learning. During the 2020-2021 school year we were able to lead the region in in-person instruction and have had a successful school year thanks to the principles that have guided our work: transparent communication, equity, diversity of program, and safety along with the outstanding cooperation of our students, creativity and flexibility of our staff, and resilience of our community. In the 2021-2022 school year, we planned for fully normal operations. While we were required to wear masks until and maintain a testing program for unvaccinated staff, we were able to resume hosting large group events such as our prom, concerts, etc. Now it is time to build upon the successes of the past three school years, including the collaborative strength of our community, and launch into the process of taking advantage of our experiences and the resilience and innovation we displayed as we transition to what we hope and expect will be an entirely normal school year in 2022-2023.

Each section of this anticipation guide provides information on whom to contact for further information on the programs described. Please use these contacts to provide ideas and comments, too. Questions not answered elsewhere may be directed to Kim Fontana, Superintendent of Schools. Ms. Fontana may be reached at 845 855 2150 or [fontanak@pcsdny.org](mailto:fontanak@pcsdny.org).

### **Guidance and Collaboration**

Our Welcome to the 2022-2023 School Year Anticipation Guide will continue to be informed by guidance from the NYSED (NYSED), the New York State Health Department (NYSDOH) and many other sources, including:

[American School Superintendents Association](#)

[The New York State Council of School Superintendents](#)

[The Lower Hudson Council of School Superintendents](#)

[Dutchess BOCES](#) and the Dutchess County Chief School Officers

[The Dutchess County Department of Behavioral and Community Health](#)

[Tri-State Consortium](#)



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The New York State Public High Schools Athletics Association

The New York State School Music Association

Parent Teacher Association

Empire State Supervisors and Administrators Association

New York State United Teachers

Civil Service Employees Association of New York

We value the participation of our school community members: students, families, and staff. We would not have had the success we have had in the past three school years without the partnership of our entire school community, especially our staff and administrative labor associations.

## **Process of Plan Development**

Our District benefits from a strong structure of participatory, purpose-focused teams. These teams had pre-existing leadership representation and leadership responsibility over each of the components of this welcome to the 2022-2023 Welcome Guide. These teams are:

- Communications—Facilitated by the Superintendent
- Facilities and Finance—Facilitated by the Assistant Superintendent for Finance
- Human Resources—Facilitated by School Personnel Associates
- Safety—Facilitated by the Director of Facilities
- Student Learning—Facilitated by the Assistant Superintendent for Instruction

The above derive their foundational purposes from Pawling Central School District Board and District Goals and the Culturally Responsive and Affirming Framework of the State Education Department.

For the 2022-2023, the Core Leadership Team (COVID) remains in place in case their are COVID related issues that need to be addressed.

Together, the above teams represent staff members from every one of the District's employee associations, parents at every level, community members, Board of Education members, and students.

In addition, our Labor Partnership structure, Professional Development Plan Team, and Health and Wellness Committee also provide guidance as we move into the 2022-2023 school year.



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## **COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT**

The District benefits from ongoing collaboration with our community liaisons, including town and village governments and the Chamber of Commerce as well as through partnerships with our parent teacher and parent teacher student associations (PTA/SA).

Our Communications Team is facilitated by the Superintendent and advises her on the ongoing communication of this plan. Membership of the Communications Team comprises teachers, the Director of Technology, the School Communications Specialist, Board of Education members, bilingual staff, and a parent and community member with specific expertise in communication.

Our communications plan includes both education and information. In terms of education, we will continue to provide instruction to students, staff, and parents about how to monitor their health and, especially for students, promoting proper hygiene practices, all as recommended by the department of health. These efforts are all intended to reduce the risk of infection and spread of COVID-19. Our nurses continue to receive direction and consultation from the department of health.

Our communication plan also will provide information. We will continue to provide links to pertinent health resources and guidelines, as appropriate, as well as our Anticipation Guide. Materials we generate are consistently translated into Spanish and our web page allows for translation into other languages. We plan to continue to provide information in two broad categories so families can understand the importance of the various types of messages they are receiving. Superintendent's Messages will be routine updates and announcements. Superintendent's Alerts are critical messages. All families are able to choose the way they wish to receive these messages across text, voice, and email. In addition, the messages are automatically translated into the family's preferred language. As advised by the Communications Team, the Superintendent may also provide video updates in order to share news about the progress of our planning and transition. These videos will have a script attached so that they are accessible to speakers of other languages and those with hearing challenges.

The above communication plan is in addition to our regular communication vehicles of social media, web site, print and digital newsletters, and text, email, and voice announcements.

Finally, the District is committed to making communication as transparent as possible. Where we are legally able to share information that may be pertinent to your health or your child's health, we will do so. In which circumstances we will communicate, will be



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guided by the Dutchess County Department of Health. Our COVID-19 Coordinator is Gary Green, District Safety Coordinator. Mr. Green is available to answer questions from parents/guardians, staff, and students about COVID-19 health and safety and may be reached at 845-855-4610 or [greeng@pcsdny.org](mailto:greeng@pcsdny.org).

Questions about Communication and Family Engagement should be directed to Kim Fontana, Superintendent of Schools, 845-855-2150 and [fontanak@pcsdny.org](mailto:fontanak@pcsdny.org).

## HEALTH AND SAFETY

The health and safety of the children and adults in Pawling CSD is paramount. Health and safety considerations always come first in every decision made and every action taken by our district. The Pawling CSD continues to work together with members of the Health and Safety Team composed of administrators, faculty, staff, students, BOE members, and parents and along with input from Dutchess County Department of Behavioral and Community Health, local health care providers and Pawling CSD association members.

Our practices in each of the following areas will meet or exceed the recommendations from the NYSED, as well as the NYSDOH.

### Ventilation

As we and other schools navigated the pandemic, we and scientists learned more about the more and less important mitigation strategies. Ventilation emerged as a crucially important ventilation strategy. Our 2021-2022 school year plan maintains and enhances most strategies for ventilation from the 2020-2021 school year. For example, we will provide maximum air exchange as permitted by outside conditions and use open windows, and open classroom doors, to the extent practical and safe to promote air flow. Further, we will accelerate the installation of our campus wide Direct Outside Air System (DOAS). Expenditures typically in our general fund budget, such as mental health team salaries, will be funded through grants so that funds can be devoted to the capital reserve in order to augment monies in our capital project for ventilation (CRRSA and ARP over three years).

### Health Checks

Parents/guardians and staff members continue to be provided resources to educate them regarding the careful observation of symptoms of COVID-19. Signs will be posted in appropriate areas throughout district buildings describing the signs and symptoms of COVID-19. Parents/guardians, visitors should please be aware that any student or staff member with a fever of 100°F or greater should not be present in school.





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## **Screenings**

Unless required by the NYSED or the NYSDOH, health screenings will not be required by the PCSD. Should they ever be required in the future, we would expect to conduct them through a daily questionnaire as we have done during the 2020-2021 school year.

## **Healthy Hygiene Practices**

Healthy hygiene practices will be encouraged for students, staff, and visitors. We remind our community members to:

- Stay home if they feel sick and always with a fever.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

## **Respiratory Hygiene**

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.

A supply of tissues will be available in each room when feasible. If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

## **Social Distancing**

Social Distancing means keeping a distance between yourself and others. Should social distancing be required by the NYSED or the NYSDOH, PCSD will comply with those requirements.

## **Masks**

Masks may be worn, although will not be required except in order to comply with guidance from the New York State Health Department and the New York State Department of Education.

## **Aerosol Generating Procedures**

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The CDC recommends PPE use when administering AGPs. PPE consists of:

- Gloves;
- N95 or surgical [facemask](#);



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- In lieu of N95 - a surgical mask with face shield;
  - Eye protection; and
  - A gown (if necessary).
- PPE should be used when:
- Suctioning;
  - Administering nebulizer treatments; or
  - Using peak flow meters with students who have respiratory conditions.

## **Management of Ill Persons**

Students and staff with symptoms of illness will be sent to the health office to be assessed by the school nurse. The staff member will be sent home and the student's parent or guardian will be called to pick up the student. It is strongly recommended that the staff member or student follow up with their health care provider.

## **If Students or Staff Become Ill with Symptoms of COVID-19 at School**

Schools will follow [Education Law § 906, which provides](#) *[w]henver...a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.*

School staff must immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports will be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this will also be done in a manner that protects the student's confidentiality. Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be, to the extent practicable, isolated from others, with a supervising adult present according to current guidelines.

The Pawling CSD will follow CDC and NYSDOH recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.

## **Return to School After Illness**

Pawling CSD will follow current guidance from the New York State Health Department for allowing students or staff to return from school after exhibiting symptoms of COVID-19.





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## **COVID-19 Testing**

Pawling CSD will comply with CDC guidance and not require testing or antibody testing of students or staff members unless so mandated by the New York State or Dutchess County Departments of Health. The decision of whether a test must be conducted will be determined by a healthcare provider or the local department of health. We continue to collaborate with the Dutchess County Department of Behavioral and Community Health and recommends their [testing resources](#).

The District currently has no plans to continue to offer a voluntary program of surveillance testing using rapid covid-19 antigen tests for the purpose of surveillance. Should additional, non-district resources be provided by the State or local health department to implement a surveillance testing program, the District would cooperate with that agency and aid its efforts provided no additional staff or time were needed to accomplish the surveillance program. Update January 2022: Home test kits are available.

## **Contact Tracing**

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.

## **School Closures**

Pawling CSD will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

School administrators will consult the Dutchess County Department of Health if absentee rates impact the ability of the school to operate safely. Schools may choose to modify operations prior to closing to help mitigate a rise in cases in consultation with the Department.

## **Cleaning and Disinfection**

The Pawling CSD will follow current NYSDOH guidance for cleaning and disinfecting. School wide cleaning will include but is not limited to classrooms, restrooms, cafeterias, libraries, hallways and buses. School buildings will be disinfected nightly. The framework for cleaning is based on doing the following:

- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
- Disinfection using [US Environmental Protection Agency \(EPA\)-approved disinfectants against COVID-19](#). Where disinfectants are used, products are



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registered with EPA and the [NYS Department of Environmental Conservation \(DEC\)](#).

- When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions).
- Schools will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

Custodial staff and other people who are carrying out the cleaning or disinfection will be trained and instructed to wear the proper PPE according to the manufacturer's instructions. Sanitization nightly will not require additional staff.

Unless required by the NYSDOH, surfaces will not be cleaned on any specific accelerated schedule.

Playgrounds will be cleaned [per CDC guidance](#):

- outdoor areas, like playgrounds will have normal routine cleaning, but do not require disinfection

## **School Health Office Cleaning**

School health office cleaning will comply with current expectations of the New York State Health Department. Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible including:

- Disposable pillow protectors or
- Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.

## **ADDITIONAL CONSIDERATIONS**

### **Health Physicals and Screenings**

PCSD will continue to conform to regulations for physicals and vaccinations as provided by the NYSDOH and the NYSED.

### **Safety Drills**

Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. We do not anticipate any modification to our safety drills. If we do modify our safety drills, these modifications will be done in compliance with the NYSED.



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Questions regarding health and safety may be directed to Gary Green, District Safety Coordinator, at 845 855 4610 or [greeng@pcsdny.org](mailto:greeng@pcsdny.org).

## **FACILITIES & OPERATIONS**

The school district will follow all guidance related to health and safety.

### **Fire Code Compliance**

Any changes or additions to facilities require review by the Office of Facilities Planning (OFP), since all spaces to be occupied by public school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. The district will provide assurances that, should alterations be made, they will submit the proposed changes to the OFP for review and approval - just as with any other project.

### **Doorways**

The district has many stairs and corridor doors that have closers with automatic hold opens. These doors are normally held in the open position and are automatically released by the fire alarm system. The function, position, and operation of those doors will remain unchanged.

### **Emergency Drills**

The school district will conduct standard operations and procedures to the best of their abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they must be conducted without exceptions. Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted.

### **Inspections**

All required inspection dates will be met.



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## **Fuel and Utilities**

Additional fuel and utilities costs anticipated (FA).

Questions regarding health and safety may be directed to Gary Green, Director of Facilities and Operations, at 845 855 4610 or [greeng@pcsdny.org](mailto:greeng@pcsdny.org).

## **CHILD NUTRITION**

A successful nutrition program is a key component to a successful educational environment. Children cannot focus on learning when they are hungry. School meals boost learning, and studies show that students perform best academically when they are well nourished.

### **Meal Service**

Our re-entry plan provides all students enrolled with access to school meals each school day. Applications for meal price benefits will be mailed home prior to school beginning, distributed with summer meals, available at each school building and district website. Applications may be mailed home on an individual request basis or as the district determines a need.

Meals will be served in the cafeteria or at designated kiosks. Students will consume meals in designated areas, typically in the cafeteria or other large group space, or classrooms as necessary.

Our child nutrition plan addresses all applicable health and safety guidelines.

Only food service personnel, facilities personnel (when applicable), and other assigned staff will be allowed in the kitchen, including serving areas.

All health and safety training material will be updated and reviewed to add any applicable additions for COVID-19 safety.

Our 2022-2023 school year plan meets or exceeds safety and sanitation guidelines including the following:

- Cleaning and sanitizing food contact surfaces
- Controlling time and temperature during preparation
- Cooking potentially hazardous foods
- Cooling potentially hazardous foods
- Date marking ready-to-eat and potentially hazardous foods
- Handling a food recall
- Holding hot and cold potentially hazardous foods
- Personal hygiene
- Preventing contamination at food bars
- Preventing cross-contamination during storage and preparation



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## Receiving deliveries

- Reheating potentially hazardous foods
- Serving food
- Storing and using poisonous or toxic chemicals
- Transporting food to remote sites
- Using and calibrating thermometers
- Using suitable utensils when handling ready-to-eat foods
- Using time alone as a public health control to limit bacteria
- Growth in potentially hazardous foods
- Washing fruits and vegetables
- Washing hands

Our 2022-2023 school year plan includes protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area. Sanitization will be performed by approved staff. Kitchen areas will continue to be cleaned and sanitized with a joint effort of the food service staff and custodial staff.

- All food service contact areas, including tables, sinks, and equipment doors, will continue to be sanitized by the custodial staff after service is closed for the day.
- Upon arrival, food service staff will continue best practices of sanitizing all contact areas including tables, sinks, and equipment doors.

## Our plan ensures compliance with Child Nutrition Program requirements

- All meal pattern requirements will be met for the required program running in the 2022-2023 school year.
  - All meal component requirements, along with calorie, sodium, and fat targets will be met.
  - Rosters or point of sales terminals may be used.
  - Students, teachers or other staff may be responsible for placing student lunch orders.
  - Other staff may be assigned to check off student names at point of service.
  - Student eligibility will continue to be kept confidential even when employing rosters.
- A la carte sales may be limited or suspended as necessary.
- All production records will continue to be maintained as according to the Child Nutrition regulations.
- All procurement will continue to follow federal, state, and local regulations.
- “And Justice For All” posters will be hung in all new service areas or on service carts/containers.



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Our plan includes protocols that describe communication with families through multiple means in the languages spoken by families.

- o All food service correspondence will continue to be translated into families' preferred language.
  - o Physical mail, website, social media, and phone calls will all be employed for communication on food service and meal availability.
  - o Local radio communication may also be considered if applicable.

## **Fully Remote Meal Service**

Should fully remote learning be in place for emergencies or unforeseen circumstances, breakfast and lunch meals will be available for pick up at designated school buildings.

We are committed to inclusive family communication through multiple means and languages.

- All food service correspondence will continue to be translated into families' preferred language.
- Physical mail, website, social media, and phone calls will all be used for communication on food service and meal availability.

Lauren Collica, Food Service Director, is available to answer questions from parent/guardians, staff, and students about our child nutrition program, and may be reached at 845 855 4627 or [collical@pcsdny.org](mailto:collical@pcsdny.org).

## **TRANSPORTATION**

Safe transportation for students is paramount to the Pawling School District.

### **The School Bus**

- o Students will not be required to wear masks on school buses unless required by New York State Health Department guidance or by the NYSED. All school buses will operate with the roof hatches and windows open, weather permitting.

### **School Bus Staff**

- o All transportation staff, drivers, monitors, and mechanics, will not be required to wear facemasks except as required by the New York State Health Department or the NYSED.

### **Students on Transportation**

- o Parents/guardians are required to ensure that their children are not experiencing any signs and / or symptoms of COVID-19 and that they do not have a fever of 100 degrees or more prior to sending their children to school or on the school bus.





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- o Eating and/or drinking is not permissible at any time while riding the school bus.

Late Buses will be provided for athletics and extra-curricular activities.

Should the District be required to operate in a remote model due to an emergency, transportation will be provided to out-of-district placements whenever possible.

Pamela Serafini, Transportation Director, is available to answer questions from parent/guardians, staff, and students about transportation, and may be reached at 845 855 4641 or [serafinip@pcsdny.org](mailto:serafinip@pcsdny.org).

## SOCIAL EMOTIONAL WELL-BEING AND STUDENT ENVIRONMENT

Social and emotional well-being of students and staff is foundational to the well being of our learning community. Our school program provides for dedicated time in students' educational program for social emotional learning in grades 5-12 and continues to embed social emotional learning throughout the elementary program in grades K-4 as indicated in our Comprehensive School Counseling Plan. This plan is supported by Advisory Councils in each school building comprising administrators, teachers, school counselors, school social worker, school psychologists, behavior specialists, parents, students, and community members.



Weekly Mental Health Team meetings have been scheduled at each of the three program levels. It is anticipated that these meetings will result in robust conversations about the strategies that are working for students as well as identify additional supports that may need to be explored for some students. The composition of these teams is the same each week and this will lend to a fluidity of information that will be reviewed throughout the school year. It is expected that these meetings will occur with fidelity regardless of the type of programming being provided at any given time. These meetings will provide a series of follow-up steps and tasks that are expected to be complete prior to the next meeting. These ongoing conversations will yield support for



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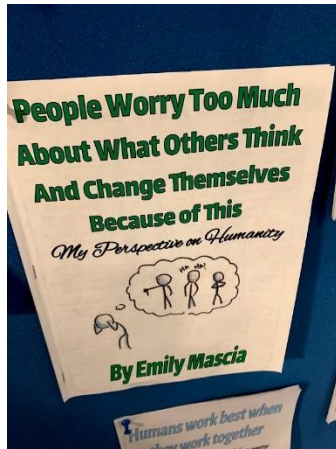
students struggling with any factors in their social or emotional lives affecting their ability to access instruction.

Update February 2022: Embedded mental health clinic services are available to all PCSD students and families. Please contact Mr. Scott Rice ([rices@pcsdny.org](mailto:rices@pcsdny.org)) for a referral.

As part of meetings with individual special education teachers and related service providers early in the school year, we will review the social and emotional needs of each student on an individual's caseload to determine appropriateness of recommended support.

The District will review processes for assessment and referrals to community mental health supports. The list of community supports will be reviewed and updated as necessary.

The District will continue to support ongoing professional development in these areas from a variety of resources. It is expected that we will be employing elements of dialectical behavioral therapy and Restorative Practices in our buildings.



A focus of our ongoing, direct lessons with students and groups of students using the Second Step program will provide support for developing coping and resilience skills. These sessions will provide needed feedback in our weekly Mental Health Team meetings outlined above.

We anticipate a partnership with a local State approved agency to bring an embedded, satellite mental health clinic to our district. This program will provide access to individual, group, and family therapy making referrals from school district staff more accessible and enhance coordination and collaboration between the school mental health team and these therapists (ARP for three years).

Our counselors and members of our mental health team are available to support students and our Human Resource Department is available to provide resources to staff regarding mental health issues and topics. Resources include those that guide families and teachers in [discussing violence and tragedies with children](#).



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Temporary, part-time, per-diem Deans of Students are replaced in the 2022-2023 school year with a permanent 10-month Dean of Students serving primarily Pawling High School and Pawling Elementary School. (FA)

Questions regarding social and emotional learning and supports may be directed to Scott Rice, Director of Pupil Personnel Services. Mr. Rice may be reached at 845 855 2154 and [rices@pcsdny.org](mailto:rices@pcsdny.org).

## SCHOOL SCHEDULES and EMERGENCY CLOSINGS

Our schools will continue two-tier busing for transportation.

We anticipate our arrival and dismissal times and traffic patterns on the three campuses will be adjusted slightly from their current 2021-2022 times. These changes will better accord with adolescent sleep research, and improve traffic patterns while also accommodating potential construction challenges and shortening the elementary dismissal duration. Updated schedules for the 2022-2023 school year are below:

### **Pawling Middle and Pawling High School:**

7:45 AM Instructional staff day begins  
7:45 AM Buses arrive/release students  
8:00 AM first period begins  
2:35 PM last period ends  
2:45 PM last bus leaves  
2:50 Instructional staff may leave

### **Pawling Elementary School:**

8:35 AM Instructional staff day begins  
8:45 AM buses begin to arrive  
9:05 AM first period  
3:10 PM end of instructional day/parent pick-up  
3:20 PM buses arrive for dismissal  
3:30 PM last bus leaves  
3:40 PM Instructional staff may leave

Should emergency conditions require a fully remote model, each school will streamline the schedule as appropriate for the students in their building. Instruction in a fully remote model will be largely synchronous for most classes, to the extent practicable. Questions regarding school schedules may be directed to Debra Kirkhus, Ed. D., Assistant Superintendent for Instruction. Dr. Kirkhus may be reached at 845 855 2150 or [kirkhusd@pcsdny.org](mailto:kirkhusd@pcsdny.org).



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NYSED has continued the snow-day pilot for 2022-2023. Throughout the past two years, we have learned that traditional snowdays are valued by a large segment of the school community. Should conditions warrant, we will continue to observe traditional snowdays and delays up to two-hours, when necessary. We plan to use the remote instruction pilot option to avoid possible early dismissals, which are highly disruptive, delays that could be more than two-hours, and when excessive snowdays threaten calendared recess periods. Questions about Emergency Closing protocols may be directed to Kim Fontana, Superintendent of Schools, [fontanak@pcsdny.org](mailto:fontanak@pcsdny.org).

## **BUDGET AND FISCAL MATTERS and ECONOMIC OVERVIEW**

The spending plan for the 2021-2022 school year derives from our regular budget planning and is augmented by certain federal funds that we access through State allocations in the form of grants. These grants, American Rescue Plan (ARP) and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) augment this plan.

Questions regarding school finance may be directed to Marianne Heslin, Assistant Superintendent for Finance. Mrs. Heslin may be reached at 845 855 4610 or [heslinm@pcsdny.org](mailto:heslinm@pcsdny.org).

## **ATTENDANCE AND CHRONIC ABSENTEEISM**

Attendance will be collected and reported in each school building.

### **Chronic Absenteeism**

Extensive research indicates that missing ten percent of school days tends to be the “tipping point” when student achievement declines. Chronic absence, or absenteeism, is defined as missing at least ten percent of enrolled school days, which in New York State is eighteen days per school year, or two days per month. Our attendance team at each building will continue to meet on a regular basis to discuss students who are absent, and create success plans and/or added outreach for each student.

Questions regarding attendance and absenteeism are best directed to the building principal.



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## TECHNOLOGY AND CONNECTIVITY

Pawling Central School District recognizes that technology knowledge and skills are vital for full participation in 21st Century life, work, and citizenship. Sufficient access to computing devices and high-speed internet are essential for educational equity.

The effective use of digital technology has assisted our educators in differentiating and personalizing learning and providing multiple entry points for students to engage in learning. As Pawling CSD plans for re-entry, technology and connectivity are essential areas of focus.

Regardless of whether in-person, remote, or hybrid models are employed, Pawling CSD will provide technology and connectivity for students and teachers to the extent practicable. Every Pawling student in grades 5 -12 will have access to a personally assigned PCSD provided Chromebook, tablet or similar device for use at home and at school. New and redeployed devices will also be available for individual elementary school students in grades K-4, as needed for home use. All students in K-12 will be provided with devices as needed, to support learning in-person and online. Additionally, the district has purchased additional "HotSpots" for distribution to families, when reliable home internet access is not available.

In the limited cases where students may still lack internet access in their places of residence, despite best efforts, Pawling Central School District will ensure that all efforts are being made to provide some form of internet access availability, such as by boosting WIFI signals to external areas of our campus or providing alternate forms of distribution such as USB/mobile storage drives. Digital equity is critical to equitable outcomes. Investments in technology infrastructure support our digital equity goals (FA).

### Technology Support

Information Technology (IT) Support is necessary to support teachers, students, and families. Our goal is to ensure that all families have the tools, resources, and support to be confident and comfortable with all aspects of technology, including our core digital platforms.

The following strategies are identified for increasing IT support:

- Provide various and ongoing technology supports for teachers, students, and parents and advertise it so they know how to access materials & support;
- Provide technology instruction so that teachers and families are prepared for having to engage in remote instruction in the case of unforeseen emergencies;
- Ensure teachers and staff have basic troubleshooting skills;



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- Build routines for bringing device to and from home every single day and caring for device;
- Provide anytime/anywhere accessible tutorials for all hardware and software students, families and teachers will be required to use.
- Provide leadership for technology innovation (FA).

## **Security**

In relation to technical support, the district will ensure student data privacy and security will be maintained and that the school and/or district are in compliance with Federal and State laws related to student technology use, including NY Education Law 2-d and Part 121 of the Commissioner's Regulations.

## **Digital Platforms**

Streamlined digital resources with student centered workflow in mind will ensure students have consistent access to high quality learning tools. Staff will continue to receive training and support in applying blended learning strategies, which involve a mix of teacher-directed and self-directed learning. Expanded digital reading materials and intervention support at the elementary levels will enable students at these grades to benefit from supplemental learning tools beyond what their teachers provide on a daily basis.

## **Professional Development**

Pawling CSD will continue to provide technology training, staff development and continuing support for relevant applications. The Pawling CSD provides technology in-service classes to staff through a variety of resources. We will provide professional development for leaders and educators on designing effective learning experiences and best practices for instruction using digital tools.

Should our schools be in a fully remote model, instructional staff will be onsite, unless otherwise directed, and staff will continue to benefit from the direct support of our district technology team.

For questions regarding technology, please contact Chris Quiñones, Director of Technology at 845 855 4674 or email at [quinonesc@pcsdny.org](mailto:quinonesc@pcsdny.org) .





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## TEACHING AND LEARNING

Pawling Central School District will provide in-person instruction for every student everyday. A comprehensive program of academics and co- and extra-curricular programs will be offered. If the school district needs to shift to a fully Remote Model, teachers will create weekly schedules of “face-to-face” (individual, small group, whole class) synchronous sessions in all grades K-12.



This will be streamlined as much as possible into a weekly schedule at the secondary level, since students have multiple teachers and courses. Regardless of the model, instruction is aligned with the outcomes of the NYS Standards and regular, substantive interaction with the teacher will occur. All contact information for principals, teachers, counselors and our technology department are easily accessible on our district website for each school building.

If an option for remote instruction is required by the State Education Department, or determined medically necessary for an individual student, we will provide this service through DC BOCES. [Update August 21 No remote option is required and none is offered. Medically documented need for homebound instruction will continue to be provided as required by Commissioner's Regulations.](#)

### **The Arts and Special Areas**

Unless otherwise required by guidance from the NYSDOH or the New York State Department of Education, arts and special area instruction will proceed in typical ways without restrictions.

### **Physical Education**

Participating in Physical Education (PE) is important for our students' health and wellbeing. Unless otherwise required by guidance from the NYSDOH or the New York State Department of Education, physical education instruction will proceed in typical ways without restrictions.

### **Universal Pre-Kindergarten**

The District will offer two classes of Universal Pre-Kindergarten program, a full-day program for four-year old children. Registration opportunities are announced on our website. If more than the number of students we can accept choose to register,



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placement will be by lottery. Transportation will be provided. Questions may be directed to Jennifer Jacobs, Pawling Elementary School Principal, [jacobsj@pcsdny.org](mailto:jacobsj@pcsdny.org)

## **CAREER AND TECHNICAL EDUCATION (CTE)**

Students at Pawling High School will continue to be provided opportunities for CTE instruction at DC Boces throughout the 2021-2022 school year. We anticipate DC BOCES programs will be offered each day in person. Pawling Central School District will continue to provide transportation.

### **Academic Intervention Services**

Students in grades 3-8, including students with disabilities and English Language learners, who are at risk of not achieving State Learning Standards in English Language Arts, Mathematics, Social Studies, and or Science are entitled to receive Academic Intervention Services in accordance with Commissioner's Regulations section 100.2(ee). A variety of measures will be used to measure student performance such as reading assessments, unit or lesson assessments, screening tools, benchmark assessments, etc.

In addition, to the above school year program, the Pawling Central School District is providing these augmented services to support student academic achievement:

- An additional interventionist/learning coach, with a focus on English language learners K-12 (ARP for three years)
- DC BOCES Regional Summer School tuition and transportation for 9-12 (CRRSA and ARP and FA).
- Additional part-time teaching assistant at Pawling High School, with a focus on English language learners (CRRSA for two years)

### **Grading**

Report card grading will be as follows for each grade level.

Grades K-4:	Standards based on a four point scale.
Grades 5-8:	Numerical grades will be reported.
Grades 9-12:	Numerical grades will be reported.

### **Assessment**

The purpose of assessment is to understand what students know, understand, and can do so that instruction can be as effective and personalized as possible. Students will be assessed regularly in a variety of formats to ensure their progress towards learning goals and meeting standards. Student progress and assignment completion will be communicated regularly to parents and guardians using multiple methods



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(schooltools/parent portal, progress reports, report cards, email and phone communications, parent/teacher meetings).

## **Student Teaching**

We will continue to welcome student teachers to Pawling Central School District throughout the 2021-2022 school year and follow normal protocols in ensuring BOE appointments, fingerprint clearance, screening and interviewing.

## **Libraries**

School Libraries are an integral part of the learning ecosystem, and school library media specialists play an essential role in helping students gain information, media, and digital fluency skills. Our library media programs will return to typical operations and continue to support and provide high-quality instruction.

For questions regarding teaching and learning, please contact Debra Kirkhus, Ed.D., Assistant Superintendent for Instruction. Dr. Kirkhus can be reached at 845 855 2150, or [kirkhusd@pcsdny.org](mailto:kirkhusd@pcsdny.org).

## **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Interscholastic sports, and extracurricular activities are an important aspect of student life in the Pawling Central School District.

### **Interscholastic Athletics**

Unless otherwise restricted by the New York State Public High School Athletic Association (NYSPHSAA) or by the NYSDOH or the NYSED, interscholastic athletics will proceed normally, as in a typical year.

### **Modified Athletics**

Unless otherwise restricted by the NYSDOH or the NYSED, interscholastic athletics will proceed normally, as in a typical year.

For questions regarding Athletics and Extracurricular activities, please contact John Bellucci, Interim Athletic Director. Mr. Bellucci begins on July 1, 2022 and may be reached at 845 855 4670.



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## **SPECIAL EDUCATION**

The success and support of students with disabilities are fundamental to the success of any school program. The principles of equity and diversity of opportunity guided our development of our welcome guide with respect to students with disabilities.

Case managers will review the individual education plans (IEPs) and service provision to ensure that a free appropriate education (FAPE) is provided to all students. Individual concerns will be reviewed. The District also plans to discuss program models for out of district locations where students are recommended to attend. We will continue to review additional ways of supporting students based on a strength-based model.

Individual decisions for adjustments to recommended programs will be a function of the Committee on Special Education (CSE) unless contrary guidance is provided by the NYSED (NYSED). The District will review protocols and implement guidance to ensure health and safety of students and staff working with students with any necessary adjustments intended to maintain FAPE.

The District plans to provide information to all parents regarding programming for the 2022-2023 school year; this includes information regarding the provision of services for students classified under the Individuals with Disabilities Education Act (IDEA). The District has completed annual reviews and made recommendations for programming. The District will continue to support all students and will make any necessary adjustments. Further, these adjustments will likely require a CSE meeting and consistent with current practice, this information would be provided to the parents.

We welcome any input from parents via the CSE process or by direct communication with service providers of each student. This input is considered along with the current program recommendations to determine if further adjustment is necessary. Most parents are very involved in matters pertaining to the CSE and have consistently provided meaningful feedback.

The District will review all IEP documents and the accommodations, modifications, supplementary aids and services for all students. There will be ongoing collaboration with Out of District programs where Pawling students are recommended to attend to ensure access and compliance to all recommended supports.

In the event program delivery changes during the school year, we will continuously review the recommendations of each student's IEP and ensure that the supports are



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accessible and make sense based on the instructional delivery method being followed at any given time.

As adjustments are deemed necessary, the CSE will work in collaboration with the programs and parents to maximize the support for each student.

Once a delivery option is known, the information will be shared with parents. If necessary, we would look at individual IEPs and program recommendations to ensure necessary support. This information will be continually shared with the parent with any necessary adjustments to program or support consistent with CSE processes currently in place. In the event program delivery changes, the same care will be taken to ensure the support intended by the CSE and CPSE when developing the IEP.

Ongoing communication between programs and parents will be essential to effectively support students. The District is committed to partnering with outside programs to support students effectively. Within District programs, the case manager will be responsible for maintaining responsive communication with families.

Additional CSE compliant nursing services will be provided as needed (FA).

Questions related to programs for students with disabilities may be directed to Scott Rice, Director of Pupil Personnel Services. Mr. Rice may be reached at 845 855 2154 or [rices@pcsdny.org](mailto:rices@pcsdny.org).

## BILINGUAL EDUCATION AND WORLD LANGUAGES

The Pawling CSD places a high value on multilingualism and supports students learning English as a new language along with supporting native English speakers in learning additional languages. The primary supports toward multilingualism in the district are our program for English language learners in grades k-12 and our world language program in grades 7-12 comprising instruction in French and Spanish. In addition, the District supports students earning the Seal of Biliteracy in English and any other language.

Pawling CSD English as a new language teachers will continue to follow the ELL Screening, Identification, and Placement process for students enrolling in our District. Our trained ESOL teachers will provide in person screenings. New entrants enrolling in our District will be provisionally enrolled in English as a New Language program until NYSITELL results are determined.







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Provision of required instructional Units of Study will be provided to all English language learners based on their most recently measured English language proficiency level.

PCSD is committed to ensuring the success of our multilingual learners. We will continue to provide students with the required instructional units of study, as outlined in our 2020-2021 CR Part 154 Comprehensive ELL Education Plan. The District has increased the hiring of bilingual support staff (Bilingual Teaching Assistants and Teacher Aides) over the past two years to provide additional support to our ELLs/MLLs. This support will continue for the 2022-2023 school year. Scheduling will reflect additional support by our ENL providers and bilingual staff to address oral language development, academic vocabulary, and reading and writing skills in the content area (ARP).

The District is committed to ensuring welcoming communication between home and school and has incorporated this belief as part of their District Goal. District Goal #2: Expand methods to improve communication with parents and community members using multiple methods to promote proactive, interactive, meaningful, and multilingual communication. Improve the location and availability of District website resources, including teacher web presence, to provide information in a more accessible format to families and community members, while continuing to meet ADA requirements. To that end, the District has a secured list of trained and qualified bilingual staff members, familiar with the school community, to disseminate critical information regarding the reopening of schools in the families' first language. We also have bilingual staff participating on the District Communication Team.

Professional learning opportunities for teachers and administrators related to technology and remote learning strategies such as effective scaffolding, assessment, instructional strategies, and social-emotional learning will be provided by the Hudson Valley Regional Bilingual Education Regional Network, in-District professional learning opportunities, and from local BOCES.

Questions regarding English as a New Language services may be directed to Michelle Rivas, Part 154 Coordinator. Mrs. Rivas may be reached at 845 855 4645 or [rivasm@pcsdny.org](mailto:rivasm@pcsdny.org).

## STAFFING

Our staff have demonstrated tremendous creativity, innovation and flexibility in working together throughout the pandemic to create the best school program we can, given the particular circumstances presented. We expect to continue to rely on the creativity and flexibility of staff to meet the changing needs of the situation and we will continue to employ and support a







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highly qualified staff. Our plans for academic support require some enhanced staffing (see academic intervention in this plan).

## TEACHER AND PRINCIPAL EVALUATION SYSTEM (EDUCATION LAW §3012-D/APPR)

Our teacher and principal evaluation system remain in place for the 2022-2023 school year. Student performance measures are focused on student growth and teacher and principal observation tools prioritize quality instruction in ways that are suitable for in-person, virtual, and hybrid models. We will continue to ensure that our teacher and principal evaluators benefit from ongoing professional development, calibration and collaboration to ensure the evaluation system promotes both educator and student learning and growth.

## **CERTIFICATION, INCIDENTAL TEACHING, AND SUBSTITUTE TEACHING**

Substitute teachers are an important part of any school district's instructional plan and we anticipate continuing the employment of substitute teachers, employing both certified and non-certified substitute teachers.

## **STUDENT TEACHING**

We will seek to continue to support student teachers and student observers.

Questions related to staffing, certification, incidental teaching, and certification may be directed to Lisa Kozlowski and Christine Belcher, School Personnel Associates. Ms. Belcher and Ms. Kozlowski may be reached at [belcher@pcsdny.org](mailto:belcher@pcsdny.org) and [kozlowiskil@pcsdny.org](mailto:kozlowiskil@pcsdny.org).

Your questions and comments continue to be very welcome. Please use this [form](#) and/or contact any of the administrators listed. Thank you!