

# Pine Plains Central School District



## Reopening Handbook for Students and Families

**August 2021**

**Updated: September 2, 2021**

***Revised: March 2, 2022***

# Introduction

The Pine Plains Central School District is committed to reopen our schools with the health and safety of our students and staff as one of our top priorities with a focus on in-person instruction as our other top priority. Our Re-Entry Task Force reviewed guidance documents from the Center on Disease Control (CDC), the American Academy of Pediatrics (AAP), State and County Health Departments, in addition to the New York State Department of Education (NYSED).

This Reopening Handbook was developed collaboratively with the Pine Plains Administrators Association, the Pine Plains Federation of Educators, the Pine Plains School Related Professionals, Board of Education representatives, and parent representatives from each of our schools for the Pine Plains Central School District.

This document may be updated as new information is available. The most up-to-date information and communications can be found on our District Website on the COVID-19 Resources tab found at: <https://www.ppcsd.org/domain/289>

## Health and Safety

### COVID-19 Coordinators

The building coordinators are the main contact for the identification of positive cases. All coordinators are responsible for answering questions from students, faculty, staff, and parents/guardians regarding the COVID-19 public health emergency and plans implemented by the school. The building coordinator will report to the district coordinator.

#### **District Coordinator and Contact Information:**

Dr. Martin Handler, Superintendent 518-398-7181 ext. 1401

Alternate: Dr. Brian Timm, Assistant Supt. for Curriculum and Instruction

#### **Building Coordinator and Contact Information:**

##### **Cold Spring:**

Sue Prezzano, RN (845) 868-7451 ext. 2239

Alternate: Gian Starr, Principal

##### **Seymour Smith:**

Jen Funk, RN (518) 398-3000 ext. 3103

Alternate: Julie Roberts, Principal

##### **Stissing Mountain Jr./Sr. High:**

Amy McCauley, RN (518) 398-7181 ext. 1335

Alternate: Tara Grieb, Principal

## **Return to School following Positive for COVID-19 Symptoms**

Students/Staff may return to school with documentation to be given to the school nurse, prior to re-entry if possible, when all criteria is met in the appropriate return to school protocol below:

A. If your student has a NEGATIVE test result for COVID-19, they may return to school after:

1. Individual must be without a fever, unmedicated, and have a progressive improvement of symptoms for at least 24 hours before returning.

B. If your student has a POSITIVE test result for COVID-19, they may return to school after:

1. Isolation for a *period of 5* days from start of symptoms.
2. Individual must be without a fever, unmedicated, and have a progressive improvement of symptoms for at least 24 hours before returning.
3. Upon return to school from isolation, all individuals are required to wear a face mask for days 6 – 10 after COVID-19 infection.

If you have any health questions or concerns, please reach out to one of the nurses.

## **Face Coverings - Masks**

*Effective March 2, 2022, students, faculty, staff and all other individuals will no longer be required to wear a face covering when inside school buildings, school facilities, or buses. Pine Plains CSD has opted for a “mask optional” policy for all students, faculty, staff and visitors.*

*Pine Plains Central School District will not tolerate any form of bullying or harassing behavior toward those individuals choosing to continue wearing a face covering or toward those individuals that choose not to continue wearing a face covering.*

## **Social Distancing**

All buildings will maintain protocols and procedures for students, faculty, and staff to ensure appropriate social distancing to protect against the transmission of the COVID-19 virus when in school facilities.

Specifically, a minimum of three feet of physical distance will be maintained in all directions between individuals, or individuals will use appropriate physical barriers between them that do not adversely affect airflow, heating, cooling, or ventilation, or otherwise present a health or safety risk.

A minimum of six feet in all directions will be maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in physical education classes inside school facilities).

# Schedule

The 2021-2022 School Year begins Wednesday, September 8<sup>th</sup>. We will follow the school calendar as adopted by the Board of Education for the 2021-2022 school year.

All buildings will be open for in-person learning Monday through Friday using their normal operating schedule. The school start and end times are listed below:

- **Stissing Mountain Jr./Sr. High School:** 7:30 a.m. – 2:15 p.m.
- **Seymour Smith ILC:** 9:00 a.m. – 3:15 p.m.
- **Cold Spring ELC:** 9:00 a.m. – 3:15 p.m.

## Virtual Instruction

Virtual instruction will be provided to any individuals with an approved medical need. Medical needs include but are not limited to immunocompromised student or a student that has immunocompromised family members living in the immediate household. All requests for virtual instruction must be submitted to the student's/child's building principal. Our virtual instruction committee: consisting of the Superintendent, Assistant Superintendent for Curriculum and Instruction, the student's/child's building principal, the building nurse, Director of PPS (as appropriate), and School Physician (as needed) will review each request. Once the request is approved, virtual instruction will be provided the following way:

### K-5 Students

Due to current enrollment, Dutchess BOCES will be providing the following virtual learning. This format may change if enrollment increases.

Dutchess BOCES will provide administrative support, certified coaching, and NYS Curriculum with certified teachers through Edmentum. Students will have regular synchronous interaction with a BOCES provided certified teacher/coach to support progress.

- Students learn at their own pace with online classes through Edmentum Ed Options Academy
- Students have access to optional live synchronous instruction three times per week through *Edmentum in Academic* courses
- Teachers utilized through Edmentum are NYS certified teachers
- Regular check-ins with a Dutchess BOCES advisor to assist students staying on pace

### 6-12 Students

Pine Plains CSD will provide administrative support and NYS Curriculum with NYS certified teachers of record through Educere Virtual Education. Student will take the core classes for their grade level and any necessary elective to ensure their trajectory toward graduating on time.

- Students learn at their own pace with online classes through [Educere Virtual Education](#)
- Teachers utilized through Educere are NYS subject area certified teachers
- Regular check-ins with the student's guidance counselor to assist students staying on pace

- Courses meet all NYS middle/high school credit requirements

### **Intermittent Remote (Students that require Quarantine or Isolation)**

The student's teachers will provide students assignments. Either the student's teacher, a teacher from that grade level or department, or another available certified teacher will provide student assistance for one to two hours of remote tutoring per day depending on grade level. All remote tutoring will take place during mutually convenient times, outside of the regular school day.

## **Transportation**

The front row of every bus may be exempt from seat assignment to maintain social distance from bus drivers. Transportation request forms will be submitted for each student to ensure bus routes are accurately assigned. Alternate stops for AM and PM will be reviewed and accommodated based on available space on the bus. If changes need to be made during the school year, a new transportation request must be submitted to reflect the change request. Changes will be reviewed and accommodated when feasible but are not guaranteed. Daily bus passes will not be permitted in any circumstance.

## **Athletics**

Varsity and JV sports (Football, Boys & Girls Soccer, Field Hockey, Volleyball, Cross Country) season began on August 23<sup>rd</sup>. The modified sports (Football, Boys & Girls Soccer, Field Hockey, Volleyball) season are anticipated begin on September 13<sup>th</sup>, subject to NYSPHAA and Section 9 rules.

## **School Meals**

To ensure everyone's safety, we will be following all CDC, SED and Department of Health safety measures for food handling and personal health and safety by practicing social distancing, the use of masks and gloves and the washing, rinsing, and sanitizing of kitchen workstations and utensils.

All meals will be prepared with the utmost of care and safety with minimal handling and processing. This will include the use of individually wrapped service ware and pre-portioned food items.

Staying true to our commitment to NY State and the use of local food items where available, Hudson Valley Fresh Milk will be included with all meals, as will Red Barn Produce in Highland for local fruits and vegetables, Upstate Farms Yogurt, Feather Ridge Farm Eggs and Slate Food Beef products.

The delivery of school meals will no longer be available for the 2021-2022 school year.

# Hygiene, Cleaning, and Disinfection

The school will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs that include the date, time, and scope of cleaning and disinfection.

Custodians will clean and disinfect every shift as time allows. Extra attention will be paid to student desks and contact areas each morning with extra help assigned. Custodians will have at their disposal proper disinfectants, supplies and all required PPE.

All custodians will have a cleaning log to be filled out each shift that will be checked weekly by a supervisor. Cafeteria aides will assist in the disinfection of tables at lunch. Teaching staff will have disinfection supplies in each classroom for their use.

Faculty and staff will have access to Fullsan Spray, or its equivalent in spray bottles and disposable paper towels that can be used to clean commonly used surfaces (e.g. keyboards, desks, remote controls) that can be wiped down before and after use. Hand sanitizer will be available near high-touch surfaces (trash receptacles, paper towel dispensers, etc.).

Drinking fountains will be closed unless they are configured as bottle refilling stations. Individuals will be encouraged to bring their own water bottles or use disposable ones.

Restrooms will be regularly cleaned and disinfected. Paper towels will be used in lieu of air dryers.

All buses that are used every day will be cleaned/ disinfected once a day. High-contact areas will be wiped down after the a.m. and p.m. run depending upon the disinfection schedule. (For example, some buses might be cleaned between the a.m. and p.m. runs while other buses may be cleaned/disinfected after the p.m. run). All vehicles will have a cleaning log that is to be filled out by each driver alongside their daily vehicle inspection reports. These logs will be turned in daily to verify completion of cleaning and disinfecting of all accessible vehicle surfaces.

# Important Contact Information

## Cold Spring Contact Information

|                      |                  |  |
|----------------------|------------------|--|
| Principal            | Gian Starr       | <a href="mailto:g.starr@ppcsd.org">g.starr@ppcsd.org</a>       |
| Secretary            | Renee Shea       | <a href="mailto:r.shea@ppcsd.org">r.shea@ppcsd.org</a>         |
| School Psychologist  | Elizabeth Murray | <a href="mailto:e.murray@ppcsd.org">e.murray@ppcsd.org</a>     |
| School Social Worker | Amber Rennie     | <a href="mailto:a.rennie@ppcsd.org">a.rennie@ppcsd.org</a>     |
| School Nurse         | Sue Prezzano     | <a href="mailto:s.prezzano@ppcsd.org">s.prezzano@ppcsd.org</a> |

## Seymour Smith Contact Information

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|----------------------|--------------------|--|
| Principal            | Julie Roberts      | <a href="mailto:j.roberts@ppcsd.org">j.roberts@ppcsd.org</a>     |
| Secretary            | Kathleen Lounsbury | <a href="mailto:k.lounsbury@ppcsd.org">k.lounsbury@ppcsd.org</a> |
| School Psychologist  | Elizabeth Murray   | <a href="mailto:e.murray@ppcsd.org">e.murray@ppcsd.org</a>       |
| School Social Worker | Amber Rennie       | <a href="mailto:a.rennie@ppcsd.org">a.rennie@ppcsd.org</a>       |
| School Nurse         | Jennifer Funk      | <a href="mailto:j.funk@ppcsd.org">j.funk@ppcsd.org</a>           |

## Jr./Sr. High School Contact Information

|                                    |                       |  |
|------------------------------------|-----------------------|--|
| Principal                          | Tara Grieb            | <a href="mailto:t.grieb@ppcsd.org">t.grieb@ppcsd.org</a>             |
| Assistant Principal                | Chris Boyd            | <a href="mailto:c.boyd@ppcsd.org">c.boyd@ppcsd.org</a>               |
| Main Office Secretary              | Lorraine Olay         | <a href="mailto:l.olay@ppcsd.org">l.olay@ppcsd.org</a>               |
| Dean of Students/Athletic Director | Rob Scott             | <a href="mailto:r.scott@ppcsd.org">r.scott@ppcsd.org</a>             |
| Athletic Secretary                 | Wendy Remsburger      | <a href="mailto:w.remsburger@ppcsd.org">w.remsburger@ppcsd.org</a>   |
| Guidance Counselor (A-K)           | Jessica Wisniewski    | <a href="mailto:j.wisniewski@ppcsd.org">j.wisniewski@ppcsd.org</a>   |
| Guidance Counselor (L-Z)           | Ryan Carney           | <a href="mailto:r.carney@ppcsd.org">r.carney@ppcsd.org</a>           |
| College & Career Counselor         | Katie Bucher          | <a href="mailto:k.bucher@ppcsd.org">k.bucher@ppcsd.org</a>           |
| Guidance Secretary                 | Jennifer Lydon        | <a href="mailto:j.lydon@ppcsd.org">j.lydon@ppcsd.org</a>             |
| School Psychologist                | Lindsey Lowry         | <a href="mailto:l.lowry@ppcsd.org">l.lowry@ppcsd.org</a>             |
| School Social Worker               | Brittany Cruickshank  | <a href="mailto:b.cruickshank@ppcsd.org">b.cruickshank@ppcsd.org</a> |
| School Nurse                       | Amy McCauley          | <a href="mailto:a.mccauley@ppcsd.org">a.mccauley@ppcsd.org</a>       |
| Athletic Trainer                   | Charlie Van De Bogart | <a href="mailto:c.vandebogart@ppcsd.org">c.vandebogart@ppcsd.org</a> |

## District Contact Information

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|--|--------------------|--|
| Superintendent of Schools                      | Dr. Martin Handler | <a href="mailto:m.handler@ppcsd.org">m.handler@ppcsd.org</a>       |
| Secretary to the Superintendent                | Patricia Audenino  | <a href="mailto:p.audenino@ppcsd.org">p.audenino@ppcsd.org</a>     |
| Personnel Assistant / District Clerk           | Julia Tomaine      | <a href="mailto:j.tomaine@ppcsd.org">j.tomaine@ppcsd.org</a>       |
| Asst. Supt. for Curriculum and Instruction     | Dr. Brian Timm     | <a href="mailto:b.timm@ppcsd.org">b.timm@ppcsd.org</a>             |
| Secretary to the Asst. Supt. for Curr./ Instr. | Peg Bonneville     | <a href="mailto:p.bonneville@ppcsd.org">p.bonneville@ppcsd.org</a> |
| Asst. Supt. for Business                       | Monica LaClair     | <a href="mailto:m.laclair@ppcsd.org">m.laclair@ppcsd.org</a>       |
| Secretary to the Asst. Supt. for Business      | Maria Hutman       | <a href="mailto:m.hutman@ppcsd.org">m.hutman@ppcsd.org</a>         |
| Director of Pupil Personnel Services           | Janine Babcock     | <a href="mailto:j.babcock@ppcsd.org">j.babcock@ppcsd.org</a>       |
| Secretary to the Director of PPS               | Roseann Kemp       | <a href="mailto:r.kemp@ppcsd.org">r.kemp@ppcsd.org</a>             |
| Secretary to the Director of PPS               | Renee Dallmann     | <a href="mailto:r.dallmann@ppcsd.org">r.dallmann@ppcsd.org</a>     |

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|-----------------------------------|--------------------|--|
| Director of Building and Grounds  | Rich McKibben      | <a href="mailto:r.mckibben@ppcsd.org">r.mckibben@ppcsd.org</a>       |
| Head Custodian                    | Chris Wyant        | <a href="mailto:c.wyant@ppcsd.org">c.wyant@ppcsd.org</a>             |
| Director of Technology            | Rich Harlin        | <a href="mailto:r.harlin@ppcsd.org">r.harlin@ppcsd.org</a>           |
| Secretary – Technology Department | Linda Westpfal     | <a href="mailto:l.westpfal@ppcsd.org">l.westpfal@ppcsd.org</a>       |
| Transportation Supervisor         | Lauren Ross        | <a href="mailto:l.ross@ppcsd.org">l.ross@ppcsd.org</a>               |
| Director of Food Service          | Larry Anthony      | <a href="mailto:l.anthony@ppcsd.org">l.anthony@ppcsd.org</a>         |
| Substitute Caller                 | Amanda Rockefeller | <a href="mailto:a.rockefeller@ppcsd.org">a.rockefeller@ppcsd.org</a> |

## References

American Academy of Pediatrics (AAP) (July, 2021). *COVID-19 Guidance for Safe*. Retrieved from <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Centers for Disease Control and Prevention (CDC). (August, 2021). *Guidance for COVID-19 Prevention in K-12 Schools*. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

New York State Education Department (NYSED). (August, 2021). *Health and Safety Guide for the 2021-2022 school year*. Retrieved from <http://www.nysed.gov/common/nysed/files/programs/back-school/nysed-health-and-safety-guide-for-the-2021-2022-school-year.pdf>