Pine Plains Central School District

2020 Reopening Plan

July 31, 2020
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Chapter 1: Introduction

Overview

On July 13, 2020, Governor Cuomo and the New York State Department of Health (NYSDOH) released guidance regarding how schools within the state will reopen for the 2020-2021 school year during the COVID-19 pandemic. In addition to the NYSDOH guidance, the New York State Education Department (NYSED) released guidance on July 16, 2020 for schools to follow in developing reopening plans during the COVID-19 pandemic.

NYSED is requiring school districts to develop and submit reopening plans via the New York State Education portal by July 31, 2020. NYSED is requiring districts to develop reopening plans that include three scenarios: (a) remote instruction, (b) a hybrid schedule for instruction, which includes a mix of in-person instruction and remote instruction because of social distancing recommendations, and (c) in-person instruction following social distancing requirements. This plan meets the standards set forth in both the NYSDOH and NYSED guidance documentation.

The Pine Plains Central School District is committed to reopen our schools with the health and safety of our students and staff as our top priority. This document 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.

Re-Entry Task Force Process

Our Re-Entry Task Force held its first meeting on May 21, 2020 and continued to meet on a weekly basis through July 30, 2020. While awaiting guidance from New York State (NYS), we researched and discussed school reopening guidance documents from other states and the guidance documents from the Centers of Disease and Prevention (CDC). Our Re-Entry Task Force shared website addresses, documents, and other resources through a Google Site housed in the Pine Plains Central School District Domain.

During our weekly meetings, we discussed a number of items including, but not limited to: face coverings, health screenings for both employees and students, social distancing protocols, cafeteria settings, transportation, and cleaning protocols. This research and discussion leading up to the release of the NYS guidance allowed the Re-Entry Task Force to make tentative recommendations with the understanding that those recommendations would be revisited and revised as necessary once the NYS guidance was released.

After the NYS DOH and NYSED guidance was released, the Re-Entry Task Force reviewed all tentative recommendations and either confirmed or modified those recommendations to establish final recommendations.
Building Level Remote Learning Task Force Process

Our Building Level Remote Learning Task Force teams began meeting the first week of July. The goal of each team was to conduct an After Action Review of our Remote Learning Plan for each building and determine what went well and what could be improved upon. During those meetings, we discussed a number of items including, but not limited to: synchronous and asynchronous teaching, establishing a consistent schedule, using a single learning management system to provide consistency for students and families, tracking attendance, and grading systems.

Definitions of Terms

The following list of definitions is offered to provide clarification for this reopening plan:

Asynchronous learning – is defined as remote learning, not in real time, but rather happens on your own schedule. The teacher will be providing learning opportunities through a number of activities, such as reading material, pre-recorded lessons, educational videos, reinforcement activities, etc.

Hybrid Schedule – is defined as the rotation of student groups between in-person learning and remote learning during Stage 2. Group A of students will attend in-person school on Monday and Tuesday while the other group is participating in remote asynchronous learning on Monday and Tuesday. On Wednesday, both groups of students are participating in remote learning while the school building is going through a deep clean. Group B of students will attend in-person school on Thursday and Friday while the other group is participating in remote asynchronous learning on Thursday and Friday. (See Appendix B)

Learning Management System (LMS) – is defined as a course management system, which includes features like lesson materials, quizzes, progress tracking, and learner feedback. All Pre-K students through Grade 12 students will be using Google Classroom as their Learning Management System.

Remote learning – is defined as either synchronous or asynchronous learning.

Stage 1 – is defined as remote learning (mainly synchronous learning) for students in a school building following the school calendar as adopted by the Board of Education for the 2020-2021 school year. (See Appendix A)

Stage 2 – is defined as a combination of remote learning and in-person learning following our hybrid schedule. Students in a school building that is in Stage 2 will be following the school calendar as adopted by the Board of Education for the 2020-2021 school year. (See Appendix A) Students will be arranged by last name into two groups, one group with last names A-Le and the other group with last names Li-Z. Households with students that have last names that fall into both groups will be notified by administration in which group all students of the household will be placed.

Stage 3 – is defined as in-person learning for all students every day following the school calendar as adopted by the Board of Education for the 2020-2021 school year. (See Appendix A)
It should be noted that this stage cannot be put into practice with our existing facilities adhering to the most recent NYSDOH and NYSED guidance documents and social distancing protocols.

*Synchronous learning* – is defined as the kind of learning that happens in real time. This means that students and teachers interact in a specific virtual place, through a specific online medium, at a specific time.

**Monitoring and Adjusting Plan During the 2020-2021 School Year**

Our Re-Entry Task Force will continue to meet during the 2020-2021 school year with the purpose of evaluating our plan in action periodically throughout the school year and recommending adjustments to our plan, as appropriate, to improve upon it. We will be collecting feedback and suggestions to our plan by surveying faculty and staff, parents, and students multiple times during the course of the school year.

**Summary**

After the NYSDOH and the NYSED guidance documents were released, our Re-Entry Task Force reviewed tentative recommendations. During this process, the Re-Entry Task Force either confirmed or modified the previously discussed recommendations into final recommendations. The recommendations agreed upon by the Re-Entry Task Force provided the framework for developing the following detailed plan for reopening our schools with the health and safety of our students and staff as our top priority.

Our Building Level Remote Learning Task Force teams reviewed our Remote Learning Plan with the goal of identifying what went well and what could be improved. The following detailed plan was developed with the goal of providing the best possible remote learning plan for our students and families.

The following parts of this document will outline the health and safety aspects along with the teaching and learning aspects of our plan. The plan will address three possible scenarios: (a) remote instruction, (b) a hybrid schedule for instruction, which includes a mix of in-person instruction and remote instruction because of social distancing recommendations, and (c) in-person instruction following social distancing requirements.

This document will 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](https://www.ppcsd.org/domain/289).
Chapter 2: Health and Safety

Reopening of school facilities for in-person instruction:

Facilities and Operations

A cleaning document has been developed following the latest CDC and/or Health Department cleaning guidelines (See Appendix H).

The document has been distributed to the head custodian in each building as well as the Facilities Supervisor.

The document will be updated if new guidance is issued and then reviewed with the head custodian in each building.

Operational items for re-opening

The District has adequate access to drinking water in all the buildings and has one drinking fountain per one hundred occupants.

Each building throughout the District has a refillable water bottle fountain and the District will be replacing older fountains with refillable water bottle fountains.

Ventilation

The District will have written plans on how to maintain adequate, code required ventilation (natural and mechanical) as designed.

When ambient air temperatures allow, the District will increase the amount of outside air being delivered to occupied spaces. This will be accomplished by increasing the opening setting for outside air dampers (up to 100%).

Filters in all the univents are changed three (3) times a year as part of a Preventive Maintenance Plan.

As part of the District’s Preventive Maintenance Plan, motors, belts, bearings and outside air dampers will continue to be monitored on a regular basis.

The District will utilize its Energy Management System (EMS) to supplement physical inspections.

Windows and doors will remain open to the greatest extent possible while maintaining health and safety protocols.

Ventilation Survey will continue to follow professional recommendations.

Room Set-Ups

Rooms will be set up to allow for 6-foot social distancing given a maximum number of desks that can be fit in each room.

Signs have been posted in all buildings about social distancing.

The District does not have any plans to change or add to facilities upon reopening but if additions are required, it will comply with all code requirements and submit such plan to the Office of Facilities Planning for approval.
The District is scheduled to complete the Visual Survey in 2020 and has begun work with the District’s contracted architecture and engineering firm.

The District will schedule Lead-in-Water Testing with the Dutchess County Department of Health Representative as required by the Department of Health.

The District’s reopening plan does not require the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors and other points of congregation but if they become necessary, a detailed floor plan will be submitted to the Office of Facilities Planning.

The District does not have any plans for new building construction or temporary quarters but if they become necessary, a project will be submitted to the Office of Facilities Planning.

The District does not have any plans for leasing new facilities but if they become necessary, the District will consult with the Office of Facilities Planning.

The District does not have any plans for the use of temporary or permanent use of tents but if they become necessary, a plan will be provided that meets NYS Building Code.

The District reopening plan ensures that the existing number of toilet and sink fixtures meet the minimum standards of NYS Building Code.

The District does not have any project submissions dedicated to the following heading: “COVID-19 Reopening.” If a project becomes necessary, they will be labeled as such.

Social Distancing:
The school 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 on school grounds and in school facilities. Specifically, six feet of space will be maintained in all directions between individuals, or individuals will use appropriate physical barriers between them that do not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk. A distance of twelve 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). All students and staff members must wear cloth face coverings in the following scenarios: whenever they are within 6 feet of someone; in hallways; in restrooms; and in other congregate settings, including buses.

Staggered arrival and pick-up times:

Cold Spring
Bus arrival times will be staggered to decrease foot traffic into the building. Two entrance doors will be used to decrease foot traffic. Signage will be posted at all doors advising the observance of social distancing. Aides will be utilized to enter students who
arrive via parent vehicle. Students will be dismissed by classrooms in intervals. Signage will be posted in all hallways and staircases advising the observance of social distancing. Students not on busses will be socially distanced in the library. Pick up will be facilitated using aides with parents outside.

**Seymour Smith:**

Bus arrival times will be staggered to decrease foot traffic into the building. Two entrance doors will be used to decrease foot traffic. Walkers and students who are dropped off will use a third, separate door. Signage will be posted at all doors advising the observance of social distancing. Students will be dismissed by classrooms in intervals over the PA. There will be a designated up and down staircase. Signage will be posted in all hallways and staircases advising the observance of social distancing. Aides will dismiss walkers and pick-ups while maintaining social distancing among students. Walkers and pick-ups will be held in the cafeteria, socially-distant. Parents/Guardians will remain outside the building while waiting for their child(ren).

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

Staggering Arrival and Pick-Up Times: Bus arrival times are staggered based on route driving time in the morning. This allows for a decrease in traffic into the building. This differs from our traditional hold in place method until 7:20. For morning entrance, the Auditorium Entrance will be used for students entering from the bus and the Main Entrance will be used for students that arrived at school using transportation other than the bus. Those wanting breakfast will travel to the cafeteria with socially distant seating options. Those not wanting breakfast will hold in the auditorium in socially distant seating. At dismissal students will be dismissed by grade level for grades 6-8, and classroom number for grades 9-12. They will use the auditorium and main doors to exit.

**Hallway passing:**

**Cold Spring:**

Teachers will review proper hallway social distancing with students. Traffic flow will observe single lines, following the right-hand side of the hallway. Whole class movement through the hallways will be supervised by an adult. Signage will be posted in all hallways and staircases advising the observance of social distancing.

**Seymour Smith:**

Teachers will review proper hallway social distancing with students. Traffic flow will observe single lines, following the right-hand side of the hallway. Whole class movement through the hallways will be supervised by an adult. Signage will be posted in all hallways and staircases advising the observance of social distancing.

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

Students will be required to wear masks and maintain social distancing in the hallways between periods. Hallways will be split with floor tape to allow single direction traffic. Teachers, Aides, and Administrators will be monitoring the halls during passing periods.
Fire Drills and Lockdown Drills:

**Cold Spring:**
Fire drills and lockdown drills will be conducted as required by NYS. However, during lockdown drills, students, faculty, and staff will not be required to gather in a tight space, but instead review the process and procedure verbally. For fire drills, evacuation will still occur; however, after the alarm initially sounds, it will be shut off, to allow for directive over the PA. Classrooms will be dismissed to evacuate in a staggered manner.

**Seymour Smith:**
Fire drills and lockdown drills will be conducted as required by NYS. However, during lockdown drills, students, faculty, and staff will not be required to gather in a tight space, but instead review the process and procedure verbally. For fire drills, evacuation will still occur; however, after the alarm initially sounds, it will be shut off, to allow for directive over the PA. Classrooms will be dismissed to evacuate in a staggered manner.

**Stissing Mountain Jr./Sr. High:**
Fire drills and lockdown drills will be conducted as required by NYS. However, during lockdown drills, students, faculty, and staff will not be required to gather in a tight space, but instead review the process and procedure verbally. For fire drills, evacuation will still occur; however, after the alarm initially sounds, it will be shut off, to allow for directive over the PA. Classrooms will be dismissed to evacuate in a staggered manner.

Lockers/Cubbies:

**Cold Spring:**
Stage 1: Student lockers/cubbies will be assigned in a manner that allows for 6 ft. of distance between students.

Stage 2: Cubbies will be assigned to students based on A/B day grouping and in a manner consistent with social distancing protocols.

**Seymour Smith:**
Stage 1: Student lockers/cubbies will be assigned in a manner that allows for 6 ft. of distance between students.

Stage 2: Lockers/cubbies will be assigned according to A/B grouping or every other locker/cubbie.

**Stissing Mountain Jr./Sr. High:**
Locker assignments will be such that every other locker will remain unused. We will also stagger assignments using the A/B Grouping for hybrid instruction. This will create further distance between lockers. Students will maintain 6 ft. of distance between each other while at their lockers.
Transportation:

On school buses, social distancing will be maintained and face coverings will be worn at all times. At bus stops, students will also maintain social distance and wear facial coverings.

Students will be required to wear masks; otherwise, they must maintain appropriate social distance on buses. Staff members will be equipped with disposable face masks, face shields, and disposable gloves. Seats will be assigned in order of embarkation in the morning, and debarkation in the afternoon. One student per seat will be assigned except when members of the same household are present on the bus. The front row of every bus will be exempt from seat assignment to maintain social distance from bus drivers. Transportation request forms (See Appendix C) will be submitted for each student to ensure bus routes are accurately assigned within capacity restrictions. 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. Bus passes will not be permitted in any circumstance.

Face Coverings:

Students, faculty, staff, and other individuals will be required to wear appropriate personal protective equipment (PPE) to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities when, at a minimum, six feet of space cannot be maintained. An acceptable face covering, which is strongly recommended to be worn by all individuals at all times; it is required to be worn any time or place that individuals cannot maintain appropriate social distancing. Students can remove their face covering during meals, instruction, and for short breaks, so long as they maintain appropriate social distance.

Acceptable face coverings include but are not limited to: cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school.

Faculty may use alternate PPE (i.e. face coverings that are transparent at or around the mouth) for instruction that requires visualization of the movement of the lips and/or mouths (e.g. speech therapy). These coverings may also be used for certain students (e.g. hearing impaired) who benefit from seeing more of the face of faculty/staff.

All students, faculty, and staff will be trained on how to adequately put on, take off, clean (as applicable), and discard of PPE, including, but not limited to appropriate face coverings. Contractors and vendors will be required to provide their own PPE with the expectation that they were trained prior to entering the building.

Cold Spring:

Teachers will utilize direct instruction as well as resources provided by public health organizations that are developmentally appropriate for this age group. Bilingual materials will also be provided for English Language Learners and families. These will be introduced at the start of the school year and reinforced regularly throughout.
Seymour Smith:
Teachers will utilize direct instruction as well as resources provided by public health organizations that are developmentally appropriate for this age group. Bilingual materials will also be provided for English Language Learners and families. These will be introduced at the start of the school year and reinforced regularly throughout.

Stissing Mountain Jr./Sr. High:
Administration will cover PPE use and rules during code of conduct meetings. In addition, each teacher will provide further support on the appropriate ways to use PPE and how to properly discard PPE. Signs with information will be posted throughout the hallways to remind students of the importance of properly using the equipment.

Medical Concerns:
Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering. Assistance will be given to students who may have difficulty in adapting to wearing a face covering. Please contact the building principal before the start of school if your child is unable to medically tolerate a face covering.

Face Covering Breaks:

Cold Spring:
Students will not be required to wear a face covering while seated at their desk as long as they are observing social distancing. Students will not be required to wear a face covering while seated for breakfast and lunch as long as they are observing social distancing. Students will not be required to wear a face covering during recess, provided that they are able to maintain social distancing.

Seymour Smith:
Students will not be required to wear a face covering while seated at their desk as long as they are observing social distancing. Students will not be required to wear a face covering while seated for breakfast and lunch as long as they are observing social distancing. Students will not be required to wear a face covering during recess, provided that they are able to maintain social distancing.

Stissing Mountain Jr./Sr. High:
In the classroom, students will be able to remove their face covering as long as there is the proper social distance (6 ft.) between them and other students. Students will also be allowed to remove their mask while eating lunch as long as social distancing is taking place. If a student, for whatever reason, feels uncomfortable and needs a face covering break, they may inform the teacher and they will be directed to an appropriate location in order to have that break.
Operational Activity

Cohorts:

Students will be placed in pre-assigned, self-contained cohorts with reasonable group size limits set forth in the school’s plan, to the extent practicable to limit potential exposure. Intermingling across cohorts will be minimal. Cohorts will contain the same students for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained.

Cohort Size:

**Cold Spring:**
- Stage 1: Cohort size will be based on attendance of students receiving Special Education services.
- Stage 2: Cohort size will be based on the attendance for A/B groupings.

**Seymour Smith:**
- Stage 1: Cohort size will be based on attendance of students receiving Special Education services.
- Stage 2: Cohort size will be based on the attendance for A/B groupings.

**Stissing Mountain Jr./Sr. High:**
- Stage 1: Cohort size will be based on attendance of students receiving Special Education services.
- Stage 2: Cohort size will be based on the attendance for A/B groupings.

In addition, in grades 6-8, Special Education and ELL services will be provided 1 additional half day per week.

Physical Education Classes:

**Cold Spring:**
- Stage 1: Instruction occurs online.
- Stage 2: Cohort size will be based on the attendance for A/B groupings. Spacing within the instructional space for PE class will observe appropriate social distancing. PE activities and instruction may be modified due to the demands of spatial constraints.

**Seymour Smith:**
- Stage 1: Instruction occurs online.
- Stage 2: Cohort size will be based on the attendance for A/B groupings. Spacing within the instructional space for PE class will observe appropriate social distancing. PE activities and instruction may be modified due to the demands of spatial constraints.

**Stissing Mountain Jr./Sr. High:**
- Stage 1: Instruction occurs online.
- Stage 2: Cohort size will be based on the attendance for A/B groupings. Spacing within the instructional space for PE class will observe appropriate social distancing.
distancing. PE activities and instruction may be modified due to the demands of spatial constraints.

**Music Classes:**

**Cold Spring:**

Stage 1: Instruction occurs online.

Stage 2: Cohort size will be based on the attendance for A/B groupings. Spacing within the instructional space for music class will observe appropriate social distancing. General music activities and instruction may be modified due to the demands of spatial constraints.

**Seymour Smith:**

Stage 1: Instruction occurs online.

Stage 2: Cohort size will be based on the attendance for A/B groupings. Spacing within the instructional space for music class will observe appropriate social distancing. General music activities and instruction may be modified due to the demands of spatial constraints.

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

Stage 1: Instruction occurs online.

Stage 2: Cohort size will be based on the attendance for A/B groupings. Spacing within the instructional space for music class will observe appropriate social distancing. General music activities and instruction may be modified due to the demands of spatial constraints. Vocal and Instrumental music will not sing or play their instruments during in-person instruction due to spacing constraints.

**Art Classes:**

**Cold Spring:**

Stage 1: Instruction occurs online.

Stage 2: Cohort size will be based on the attendance for A/B groupings. Spacing within the instructional space for art class will observe appropriate social distancing. Art activities and instruction may be modified due to the demands of proper hygiene and sanitary concerns as it relates to the sharing of materials and supplies.

**Seymour Smith:**

Stage 1: Instruction occurs online.

Stage 2: Cohort size will be based on the attendance for A/B groupings. Spacing within the instructional space for art class will observe appropriate social distancing. Art activities and instruction may be modified due to the demands of proper hygiene and sanitary concerns as it relates to the sharing of materials and supplies.
**Stissing Mountain Jr./Sr. High:**
Stage 1: Instruction occurs online.

Stage 2: Cohort size will be based on the attendance for A/B groupings. Spacing within the instructional space for art class will observe appropriate social distancing. Art activities and instruction may be modified due to the demands of proper hygiene and sanitary concerns as it relates to the sharing of materials and supplies.

**Shared Spaces:**

**Cafeteria:**

**Cold Spring:**
Stage 1: The cafeteria will not be utilized during Stage 1.

Stage 2: Students will be escorted to the cafeteria by an adult, observing social distancing. Markings will be placed on the floor for students to reference while waiting on line. Students will proceed into the cafeteria, and remain seated at all times. Masks may be removed while students are seated. If students require assistance or the use of the bathroom, they will raise their hand. Masks will be required whenever social distancing cannot be maintained, such as when a student needs to utilize the restroom, or exit the cafeteria while moving to another destination. Entry and Exit doors will be designated and signage will be displayed. See Hallway Passage and Food Services for additional guidance.

**Seymour Smith:**
Stage 1: The cafeteria will not be utilized during Stage 1.

Stage 2: Students will be escorted to the cafeteria by an adult, observing social distancing. Markings will be placed on the floor for students to reference while waiting on line. Students will proceed into the cafeteria, and remain seated at all times. Masks may be removed while students are seated. If students require assistance or the use of the bathroom, they will raise their hand. Masks will be required whenever social distancing cannot be maintained, such as when a student needs to utilize the restroom, or exit the cafeteria while moving to another destination. Entry and Exit doors will be designated and signage will be displayed. See Hallway Passage and Food Services for additional guidance.

**Stissing Mountain Jr./Sr. High:**
Stage 1: The cafeteria will not be utilized during Stage 1.

Stage 2: Students will enter the cafeteria observing social distancing procedures. Markings will be placed on the floor for students to reference while waiting on line. Table arrangements and spacing will be designed to accommodate and promote social distancing. Students will proceed into the cafeteria, and remain seated at all times. Masks may be removed while students are seated. Monitors will make sure that students are wearing masks while on line
to receive their lunch and when social distancing cannot be observed. The tables and chairs will be wiped down and sanitized in between lunch periods.

Masks will be required whenever social distancing cannot be maintained such as when a student needs to utilize the restroom, or exit the cafeteria while moving to another destination. Entry and Exit doors will be designated and signage will be displayed. See Hallway Passage and Food Services for additional guidance.

Library:

_Cold Spring:_
Stage 1: The library will not be utilized during Stage 1.

Stage 2: When utilized, the library will be configured to allow for appropriate social distancing. Students will be escorted to the library by an adult, observing social distancing. If students require assistance or the use of the bathroom, they will raise their hand. Masks will be required whenever social distancing cannot be maintained such as when a student needs to utilize the restroom, or to leave for another destination.

_Seymour Smith:_
Stage 1: The library will not be utilized during Stage 1.

Stage 2: When utilized, the library will be configured to allow for appropriate social distancing. Students will be escorted to the library by an adult, observing social distancing. If students require assistance or the use of the bathroom, they will raise their hand. Masks will be required whenever social distancing cannot be maintained such as when a student needs to utilize the restroom, or to leave for another destination.

_Stissing Mountain Jr./Sr. High:_
Stage 1: The library will not be utilized during Stage 1.

Stage 2: When utilized, the library will be configured to allow for appropriate social distancing. Students use of the library will be only to obtain resources. Masks will be required whenever social distancing cannot be maintained, such as when a student needs to utilize the restroom, or to leave for another destination. Upon return, books will be out of circulation until they can be sanitized.

Auditorium:

_Cold Spring:_
Cold Spring does not have an auditorium.

_Seymour Smith:_
Seymour Smith does not have an auditorium.
**Stissing Mountain Jr./Sr. High:**

Stage 1: The Auditorium will not be in use.

Stage 2: Auditorium use will be limited to classes such as band/chorus. Seating will be spread to maintain 6ft or more of distance between students.

**Playground:**

*Cold Spring:*

We are unable to ensure proper disinfection of playground equipment throughout the course of the day during Stage 1 and Stage 2. Therefore, playground equipment will not be used. Alternate activity suggestions will be explored.

*Seymour Smith:*

We are unable to ensure proper disinfection of playground equipment throughout the course of the day during Stage 1 and Stage 2. Therefore, playground equipment will not be used. Alternate activity suggestions will be explored.

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

There will be no outdoor activities during lunch for our Middle School students. There is no recess for High School students.

**Gymnasium:**

*Cold Spring:*

During Stage 1, the gymnasium will not be utilized.

Stage 2: Spacing within the gymnasium will observe appropriate social distancing. Outside groups are not permitted to utilize the gymnasium. Large gatherings will not be permitted in the gymnasium such as assemblies, concerts, or large group presentations.

*Seymour Smith:*

During Stage 1, the gymnasium will not be in use for students attendance. See Before/After care for alternate purposes.

Stage 2: Spacing within the gymnasium will observe appropriate social distancing. Outside groups are not permitted to utilize the gymnasium. Large gatherings will not be permitted in the gymnasium such as assemblies, concerts, or large group presentations.

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

During Stage 1, the gymnasium will not be utilized.

Stage 2: Spacing within the gymnasium will observe appropriate social distancing. Outside groups are not permitted to utilize the gymnasium. Large
gatherings will not be permitted in the gymnasium such as assemblies, concerts, or large group presentations.

Restrooms:

**Cold Spring:**
Signage will be displayed advising the adherence to social distancing. Anyone using the bathroom is advised to wear a face covering. During lunch times, staff assistance will be requested in monitoring bathroom usage.

**Seymour Smith:**
Signage will be displayed advising the adherence to social distancing. Anyone using the bathroom is advised to wear a face covering. During lunch times, staff assistance will be requested in monitoring bathroom usage.

**Stissing Mountain Jr./Sr. High:**
Signage will be displayed advising the adherence to social distancing. Anyone using the bathroom is advised to wear a face covering. During lunch times, staff assistance will be requested in monitoring bathroom usage.

Shared objects:
The sharing of objects, such as laptops, notebooks, touchscreens, writing utensils, dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables, will be limited.

Student Groups with Alternative Schedules:
**Students With Disabilities:** See Appendix G
**English Language Learners:** See Appendix G

Parents/Visitors (dropoff and pickup):

**Cold Spring:**
Any visitors entering the building will be required to complete the screening process. Parents must escort their child to the front door during drop off, but will be asked to remain outside the building until their child enters. During pick-up, parents will be asked to remain outside and wait for their child to be released. Parents will be asked to confirm pick-up and drop off.

**Seymour Smith:**
Any visitors entering the building will be required to complete the screening process. Parents must escort their child to the front door during drop off, but will be asked to remain outside the building until their child enters. During pick-up, parents will be asked to remain outside and wait for their child to be released. Parents will be asked to confirm pick-up and drop off.
Stissing Mountain Jr./Sr. High:
Any visitors entering the building will be required to complete the screening process. Children approach the building on their own at drop off and will be screened upon entry. During pick-up, parents will be asked to remain outside and wait for their child to be released.

Hygiene, Cleaning, and Disinfection

Log Maintenance:
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.

Cold Spring:
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 there. 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 (as well as substitutes) that will be checked weekly by a supervisor (See Appendix H). Cafeteria aides will assist in the disinfection of tables at lunch. Teaching staff will have disinfection supplies in each classroom for their use.

Any day school is open without students, custodians will do a deep cleaning of all accessible areas.

Seymour Smith:
Custodians will clean and disinfect every shift as time allows. 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 (as well as substitutes) that will be checked weekly by a supervisor (See Appendix H). Cafeteria aides will assist in the disinfection of tables at lunch. Teaching staff will have disinfection supplies in each classroom for their use.

Any day school is open without students, custodians will do a deep cleaning of all accessible areas.

Stissing Mountain Jr./Sr. High:
Custodians will clean and disinfect every shift as time allows. 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 (as well as substitutes) that will be checked weekly by a supervisor (See Appendix H). Cafeteria aides will assist in the disinfection of tables at lunch. Teaching staff will have disinfection supplies in each classroom for their use.
Any day school is open without students, custodians will do a deep cleaning of all accessible areas.

Training:
All students, faculty and staff will be trained on proper hand and respiratory hygiene.

Hygiene Stations:
Hand hygiene stations, including handwashing with soap, running warm water, and disposable paper towels will be available for students, faculty and staff in each restroom. Alcohol-based hand sanitizer containing 60% or more alcohol will be provided for areas where handwashing is not feasible. Receptacles will be placed around the school for disposal of soiled items, including PPE.

Cleaning and Disinfection of Facilities:
Regular cleaning and disinfection of facilities will be conducted by the custodial staff and more frequent cleaning and disinfection will occur for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables.

Faculty and staff will have access to disposable wipes as available so that commonly used surfaces (e.g. keyboards, desks, remote controls) 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.

High-touch surfaces, if shared, will be cleaned and disinfected as often as possible. When possible, cleaning and disinfecting will take place between each cohort's use.

Cleaning and disinfection of exposed areas will take place in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.

Extracurricular Activities
All extracurricular programs which are permitted will follow school guidelines for social distancing, PPE usage, and cleaning and disinfection.

Fall Extracurricular Activities:
Cold Spring:
There will be no fall extracurricular activities occurring at Cold Spring.

Seymour Smith:
There will be no fall extracurricular activities occurring at Seymour Smith.
Stissing Mountain Jr./Sr. High:
Fall extracurricular activities (sports) will proceed as outlined below. There will be no other extracurricular activities this fall.

Sports
The school will adhere to the guidance recommended in the DOH’s “Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency”; however, interscholastic sports are not permitted at the time of publication of this guidance.

Before and Aftercare
Before and after school programs will adhere to the guidelines set forth by the school with regard to social distancing, PPE usage, and cleaning and disinfection. Additional considerations include:

Arrival/Dismissal & Cohorts:

Seymour Smith
Stage 1: Healthy Kids before and after care will utilize the gymnasium for before and after care. Proper social distancing, PPE usage, cleaning, and disinfections will be observed. Signage will be posted throughout the gymnasium and at the gymnasium doors. Healthy Kids employees, parents, and students will complete the screener questionnaire and have their temperature taken. Cohort size will follow CDC guidelines. Food will be delivered to Seymour Smith for students who need it.

Stage 2: Healthy Kids before and after care will utilize the gymnasium for before and after care. Proper social distancing, PPE usage, cleaning, and disinfections will be observed. Signage will be posted throughout the gymnasium and at the gymnasium doors. Healthy Kids employees, parents, and students will complete the screener questionnaire and have their temperature taken. Cohort size will follow CDC guidelines. Should full-day care be utilized, parents would provide transportation and parents & students will complete screening at drop off with a temperature check. Proper PPE and social distancing will be observed. Food will be delivered as needed. Cohort size will follow CDC guidelines, utilizing 1 classroom space. All other guidance will be followed, such as hallway passage and bathroom usage.

Vulnerable Populations
The school will try to accommodate, to the extent possible, vulnerable populations (students, faculty, and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment) to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. Modifications will be made to minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.

Hearing Impaired:
Accommodations and modifications will be provided in accordance with a student’s IEP or 504 plan. During in-person instruction, masks with a clear plastic panel across the mouth may be used to allow for a student to see a person’s mouth while speaking.
Speech and Language:
Services will be provided in accordance with a student’s IEP or 504 plan. During in-person instruction, masks with a clear plastic panel across the mouth may be used to allow for a student to see a person’s mouth while speaking.

Medically Fragile:
Students who are unable to attend school due to specific medical conditions will be provided with home instruction coordinated through the PPS Office. Health Care Plans will be created for students with specific medical conditions who are able to attend school but require modifications. Those plans are created by the Health Office with input from parents/guardians, the student, building administration, maintenance staff, and the PPS Office as necessary. Special education services and/or accommodations and modifications are provided in accordance with a student’s IEP or 504 Plan, where applicable.

Transportation
Students, staff, and bus drivers must wear acceptable face coverings at all times on school buses (entering, exiting, and seated), and individuals will maintain appropriate social distancing unless they are members of the same household. Parents/guardians will be encouraged to drop off or walk students to reduce density on buses. Transportation request forms (See Appendix C) are to be submitted for each student in order to be eligible for bus transportation. Changes may be requested during the course of the school year by submitting a new transportation request. Change requests will be reviewed and accommodated when feasible, but are not guaranteed. Bus passes are not allowed in any circumstance.

Transportation will be provided to nonpublic, parochial, private, charter school or students whose Individualized Education Program (IEP) have placed them out of district during the 2020-2021 school year.

Bus Schedule:
The bus schedule has been adapted to accommodate reduced capacity due to social distancing. Adjustments will be made to route start times based on capacity restrictions and geographical coverage requirements. Bus arrival times will be staggered to allow for social distancing upon disembarkation and entry into buildings. Transportation request forms (See Appendix C) will be submitted for each student utilizing the bus, and will allow for accurate routing within capacity restrictions. Route schedules will be built to accommodate new requirements, while limiting impact to student ride time when possible.

Social Distancing Bus Protocols:
For students without face coverings, they will maintain six feet between each pupil unless they are members of the same household. The front row of every vehicle will be exempt from seat assignment to maintain proper social distancing from bus drivers.

Face Coverings on the Bus:
Students, staff, and bus drivers must wear acceptable face coverings at all times on school buses (entering, exiting, and seated). Students, staff, and bus drivers are
expected to provide their own face coverings; however, if a face covering is not available, the bus driver will provide one as the student gets on the bus. Staff will be equipped with disposable face coverings, along with face shields.

**Health Screenings for Busing:**

Students, staff, and bus drivers will complete, pass, and submit a daily electronic screening prior to getting on the school bus at the beginning of the day. If they do not pass the screening, they should not get on the bus.

Students who are not screened prior to getting on the bus will be identified either through parents/guardians notifying the school or through lack of participation in the daily electronic screening. Students will then be screened upon arrival to school.

**Bus Arrival Procedures:**

**Cold Spring:**

Busses will be offloaded as they arrive in a staggered manner. Students will proceed to entry areas as described while observing social distancing protocols.

**Seymour Smith:**

Busses will be offloaded as they arrive in a staggered manner. Students will proceed to entry areas as described while observing social distancing protocols.

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

Busses will be offloaded as they arrive in a staggered manner. Students will enter through the auditorium entrance and proceed to appropriate areas as described while observing social distancing protocols.

**Busing Protocols for Dismissal:**

**Cold Spring:**

Students will be called for dismissal over the PA in a staggered manner. Adults will supervise student movement from the classroom to the busses. Students, staff and bus drivers must wear acceptable face coverings while proceeding from the classroom to the bus, and maintain appropriate social distancing.

**Seymour Smith:**

Students will be called for dismissal over the PA in a staggered manner. Adults will supervise student movement from the classroom to the busses. Students, staff and bus drivers must wear acceptable face coverings while proceeding from the classroom to the bus, and maintain appropriate social distancing.

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

Students will be called for dismissal over the PA in a staggered manner. Adults will supervise student movement from the classroom to the busses.
Students, staff and bus drivers must wear acceptable face coverings while proceeding from the classroom to the bus, and maintain appropriate social distancing.

**Student Drop-off:**
Prior to arrival at school, students and staff will complete, pass and submit a daily electronic screening. If they do not pass the screening, they should not attend school.

If students do not complete a health screening prior to arriving at school, the following procedure will be in place:

**Cold Spring:**
Students who have not completed a health screening will be screened prior to entering the building or in a designated area by a staff member. Students and staff members must wear acceptable face coverings while proceeding from the bus to the classroom, and maintain appropriate social distancing.

**Seymour Smith:**
Students who have not completed a health screening will be screened prior to entering the building from the bus driveway or in a designated area by a staff member. Students and staff members must wear acceptable face coverings while proceeding from the bus to the classroom, and maintain appropriate social distancing.

**Stissing Mountain Jr./Sr. High:**
Students who have not completed a health screening will be screened prior to entering the building or in a designated area by a staff member. Students and staff members must wear acceptable face coverings while proceeding from the bus to the classroom, and maintain appropriate social distancing.

Students who drive themselves or have been dropped off and have not completed a health screening will be screened prior to entering the building at the main entrance or in a designated area by a staff member. Students and staff members must wear acceptable face coverings while proceeding from the bus to the classroom, and maintain appropriate social distancing.

**Student Pick-Up:**
If a student is getting picked up at the school building by a parent or guardian, the following procedures will be followed:

**Cold Spring:**
Students should remain in their classroom until the parent has arrived. A staff member will call the classroom to notify the teacher. Upon exiting the classroom, the student must wear a face covering while proceeding to the main lobby. Parents must wait outside if proper social distancing cannot be observed. A staff member will escort the child to the parent. Parents will confirm that the student has been picked-up.
**Seymour Smith:**

Students should remain in their classroom until the parent has arrived. A staff member will call the classroom to notify the teacher. Upon exiting the classroom, the student must wear a face covering while proceeding to the main lobby. Parents must wait outside if proper social distancing cannot be observed. A staff member will escort the child to the parent. Parents will confirm that the student has been picked-up.

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

Students should remain in their classroom until the time listed on their pink pass. Upon exiting the classroom, the student must wear a face covering while proceeding to the main lobby. Parents must wait outside.

**Student Drivers:**

Prior to arrival at school, student drivers will complete, pass, and submit a daily electronic screening. If they do not pass the screening, they should not attend school.

If student drivers do not complete a health screening, the following procedure will be in place:

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

Students who drive themselves or have been dropped off who have not completed a health screening will be screened prior to entering the building at the main entrance or in a designated area by a staff member. Students and staff members must wear acceptable face coverings while proceeding from the bus to the classroom, and maintain appropriate social distancing.

**Bus Cleaning and Disinfection Protocols and Procedures:**

All buses which 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. (See Appendix I) These logs will be turned in daily to verify completion of cleaning and disinfecting of all accessible vehicle surfaces.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants will not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet.

When temperatures are above 45 degrees, school buses may transport passengers with roof hatches or windows slightly opened to provide air flow.
Food Services
All students will have access to breakfast and lunch each school day (students in attendance at school and students learning remotely).

Meals Served in School

Location for meals:

**Cold Spring:**
Kitchen Serving Line/Café or Delivery/ Curbside Pickup

**Seymour Smith:**
Kitchen Serving Line/Café or Delivery/ Curbside Pickup

**Stissing Mountain Jr./Sr. High:**
Kitchen Serving Line/Café or Delivery/ Curbside Pickup

Social distancing procedures:

**Cold Spring:**
Posted reminders; 6 Feet distance Markers; Prep Stations spaced 6 Feet apart; Social Distancing in the cafe seating area.

**Seymour Smith:**
Posted reminders; 6 Feet distance Markers; Prep Stations spaced 6 Feet apart; Social Distancing in the cafe seating area.

**Stissing Mountain Jr./Sr. High:**
Posted reminders; 6 Feet distance Markers; Prep Stations spaced 6 Feet apart; Social Distancing in the cafe seating area.

Food brought into the building:

**Cold Spring:**
Interschool-transfer between buildings by prescreened school staff; Students will not be permitted to share food; Traditional birthday treat/holiday snack sharing will not be observed.

**Seymour Smith:**
Interschool-transfer between buildings by prescreened school staff; Students will not be permitted to share food; Traditional birthday treat/holiday snack sharing will not be observed.

**Stissing Mountain Jr./Sr. High:**
All food deliveries will be received at the high school; All by approved authorized vendors, prescreened drivers with scheduled delivery.
A la carte sales:

Cold Spring:
No a la carte sales

Seymour Smith:
No a la carte sales

Stissing Mountain Jr./Sr. High:
No a la carte sales

Visitor restrictions:

Cold Spring:
Prescreened by appointment only

Seymour Smith:
Prescreened by appointment only

Stissing Mountain Jr./Sr. High:
Prescreened by appointment only

Measures taken to protect students with food allergies:

Cold Spring:
All Meals distributed will be in our POS. Student allergies are posted in the POS for alerts. Students may not share food.

Seymour Smith:
All Meals distributed will be in our POS. Student allergies are posted in the POS for alerts. Students may not share food.

Stissing Mountain Jr./Sr. High:
All Meals distributed will be in our POS. Student allergies are posted in the POS for alerts

Hand hygiene procedures for before and after eating:

Cold Spring:
All students will be given time for washing hands prior to lunchtime and before returning to their class.

Seymour Smith:
All students will be given time for washing hands prior to lunchtime and before returning to their class. Hand sanitizer will also be made available.

Stissing Mountain Jr./Sr. High:
All students will be given time for washing hands prior to lunchtime and before returning to their class.
Food Sharing:
Sharing of food and beverages will be discouraged by adults in the room.

Cleaning and disinfecting procedures:

Cold Spring:
All kitchen surface areas, utensils will be washed, rinsed and sanitized per CDC, SED, and DOH Standard. Sanitizing 200ppm bleach, 180 degree final rinse dishwasher.

Seymour Smith:
All kitchen surface areas, utensils will be washed, rinsed and sanitized per CDC, SED, and DOH Standard. Sanitizing 200ppm bleach, 180 degree final rinse dishwasher.

Stissing Mountain Jr./Sr. High:
All kitchen surface areas, utensils will be washed, rinsed and sanitized per CDC, SED, and DOH Standard. Sanitizing 200ppm bleach, 180 degree final rinse dishwasher.

Meals Delivered Remotely

Schedule for Meal Delivery:
M-F 9 a.m.-10 a.m. by Transportation Department.

Procedure for Meal Delivery:
Emailed meal requests per parent with Child name address and ID number. Meals prepared, counted in POS, added to schedule for delivery.

Mental Health, Behavioral, and Emotional Support Services and Programs

Social and emotional wellbeing and social/emotional learning (SEL) will be a main priority as students and faculty return to school. A district-wide and building-level comprehensive developmental school counseling program plan was developed in June 2019 under the direction of certified school counselors. That plan will be reviewed and updated to meet current needs, including the provision of resources and referrals to address mental health, behavioral, and emotional support services and programs.

The PPCSD School Counseling Plan can be accessed by clicking on the link below:
PPCSD School Counseling Plan

The district-wide Response to Intervention (RTI) Team meets regularly throughout the school year and updates the PPCSD AIS and RTI Plan, which addresses students’ academic needs through the provision of tiered interventions. For the 20-21 school year, the RTI Team will focus on establishing a multi-tiered system of supports (MTSS) to address the social-emotional, behavioral, and mental health needs of our students. The RTI Team will act in conjunction with the District Leadership Team to examine the current School Counseling Plan and update sections where applicable to provide resources and referrals to address mental health,
behavioral, and emotional support services and programs. Members of this shared decision-making team will include families, students, members of the board of education, school building and district leaders, community-based service providers (e.g., Astor therapists), general and special education teachers, certified school counselors, school social workers and school psychologists.

As in prior years, at the start of the 20-21 school year, the school social workers will send a welcome back letter to parents and guardians containing contact information for available supports throughout the district. School psychologists and social workers will begin seeing students on their caseload who receive IEP counseling services. Astor therapists will continue to see students and families on their regular caseload while being available for new client intakes.

At the start of the school year, faculty and staff will be provided with a building-specific written protocol for referring students for whom they have academic, behavioral, or mental health/emotional well-being concerns. The protocol will specify which concerns should be brought to which staff members at each building. Any student in crisis should immediately be brought to the attention of an administrator and a mental health professional (i.e, social worker, school psychologist, or Astor therapist).

Within the first weeks of school, a screening tool will be administered to students and/or families that will assist the district and school with identifying the needs of returning students. Once student needs are broadly and individually identified, activities and services will be developed or adopted to address those needs. Appropriate supports will be provided in a tiered manner ranging from universal (e.g., mindfulness strategies provided to students in a whole group classroom setting) to targeted (e.g., small group to address anxiety or other challenge arising from pandemic concerns) to intensive (e.g., individual mental health services provided by district or community health resources and wrap around services).

Professional development opportunities are being developed for faculty and staff addressing how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff. Professional development opportunities available through agencies such as Dutchess BOCES, Attendance Works, and Second Step are shared regularly with faculty and staff. District mental health staff are available to meet with staff members individually or in groups to share strategies for supporting students as well as to offer training in skills like mindfulness and resilience and programs such as Calm Classroom. Additionally, faculty and staff have access to the Educators’ Employee Assistance Program (EAP) should they require personal support.

District mental health staff have created and shared lists of resources and activities on their school websites, which are continually updated and accessible here:


Social Workers: https://www.ppcsd.org/Page/2996
Communication

Regular and frequent communication between schools, families, and the wider community has always been an essential element of effective family and community engagement. With all the uncertainty surrounding COVID’s spread and its impact on local communities, communication and family engagement will be more important than ever this year. When families, schools, and communities work together and keep each other informed, students are more successful, and everyone benefits.

The district and school will communicate with students and families through a number of means including, but not limited to:

- District and school webpages
- Blackboard calls
- SchoolTool emails
- Email groups (as available)
- Mailings
- School Facebook page
- Google Classroom (Gr. PreK - 12)

A website on the district and school pages will have the most current information on the COVID-19 Resources Tab.

Communications will be provided in the language(s) spoken at home among families and throughout the school community.

Feedback from all stakeholders is encouraged. Parents, caregivers, and community members are encouraged to contact the building principal with questions, comments or concerns.

Training:

All students and staff will be taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper use of face coverings, social distancing, and respiratory hygiene. (See Appendix F)

Students, faculty, staff, and visitors will be encouraged through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when social distance cannot be maintained.

COVID-19 Coordinators:

The building coordinator will be the main contact upon the identification of positive cases. This coordinator is also 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.

Building Coordinator and Contact Information:

Cold Spring:
Sue Prezanno, RN (845) 868-7451 ext. 2239
Alternate: Gian Starr, Principal

Seymour Smith:
Jen Funk, RN (518) 398-3000 ext. 3103
Alternate: Julie Roberts, Principal
Monitoring screening:

Health screenings, including daily temperature checks and completion of a screening questionnaire, are required for staff, contractors, vendors, and visitors. Students are required to have a daily temperature check and periodic completion of a screening questionnaire. Anyone who has a temperature of 100°F or greater or has a positive response on the screening questionnaire must stay home from school. If the student has a temperature upon arrival or during school hours, he/she will be isolated from others and sent home immediately. Students will be supervised in an isolation room while awaiting transport home.

Students and staff are required to notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours.

Screening by the parent/guardian prior to school is required in lieu of temperature checks and symptom screening being performed after arrival to school.

Screening of students includes a daily temperature check and periodic completion of a screening questionnaire. A screening questionnaire determines whether the individual has:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days;
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors (below) will be used to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. For health and safety reasons, the number of visitors permitted on school grounds or in school facilities will be limited.

Any individual who screens positive for COVID-19 will be sent home with instructions to contact a healthcare provider for assessment and testing. The school will immediately notify the state and local health department about positive cases so tracing contact protocols can be followed. Confidentiality will be maintained as required by state and federal regulations.
Screening Procedures and Protocols

Cold Spring:
Staff will be required to self-screen temperature and complete a screening questionnaire before coming to school. (See Appendix D) Staff will be instructed that if they have a temperature of 100F or greater and/or if they answer yes to any question on the screening questionnaire that they should not be present in school and should consult their health care provider.

PPCSD will request that all parents/guardians check their child's temperature before school and periodically complete the screening questionnaire. Parents/guardians will be instructed that if their student has a temperature of 100F or greater and/or if they answer yes to any question on the screening questionnaire that the student should not be present in school and the parent/guardian should consult their health care provider.

If the student does not participate in pre-screening at home, the student’s temperature will be checked by staff wearing appropriate PPE upon the student’s arrival to school as quickly as possible while HIPAA compliance is maintained.

Students/staff will be re-screened periodically throughout the day while maintaining HIPAA compliance if the student or staff member appears to have any signs of illness. (See Appendix E)

Contractors, vendors and visitors must have their temperature checked and complete a screening questionnaire upon arrival to school. (See Appendix D)

Seymour Smith:
Staff will be required to self-screen temperature and complete a screening questionnaire before coming to school (See Appendix D). Staff will be instructed that if they have a temperature of 100F or greater and/or if they answer yes to any question on the screening questionnaire that they should not be present in school and should consult their health care provider.

PPCSD will request that all parents/guardians check their child's temperature before school and periodically complete the screening questionnaire. Parents/guardians will be instructed that if their student has a temperature of 100F or greater and/or if they answer yes to any question on the screening questionnaire that the student should not be present in school and the parent/guardian should consult their health care provider.

If the student does not participate in pre-screening at home, the student’s temperature will be checked by staff wearing appropriate PPE upon the student’s arrival to school as quickly as possible while HIPAA compliance is maintained.

Students/staff will be re-screened periodically throughout the day while maintaining HIPAA compliance if the student or staff member appears to have any signs of illness (See Appendix E).
Contractors, vendors and visitors must have their temperature checked and complete a screening questionnaire upon arrival to school (See Appendix D).

**Stissing Mountain Jr./Sr. High:**
Staff will be required to self-screen temperature and complete a screening questionnaire before coming to school (See Appendix D). Staff will be instructed that if they have a temperature of 100°F or greater and/or if they answer yes to any question on the screening questionnaire that they should not be present in school and should consult their health care provider.

PPCSD will request that all parents/guardians check their child's temperature before school and periodically complete the screening questionnaire. Parents/guardians will be instructed that if their student has a temperature of 100°F or greater and/or if they answer yes to any question on the screening questionnaire that the student should not be present in school and the parent/guardian should consult their health care provider.

If the student does not participate in pre-screening at home, the student’s temperature will be checked by staff wearing appropriate PPE upon the student’s arrival to school as quickly as possible while HIPAA compliance is maintained.

Students/staff will be re-screened periodically throughout the day while maintaining HIPAA compliance if the student or staff member appears to have any signs of illness (See Appendix E).

Contractors, vendors and visitors must have their temperature checked and complete a screening questionnaire upon arrival to school (See Appendix D).

**Testing Protocols:**
The process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19 was developed in consultation with local health department officials. Testing will be completed on symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory before allowing these individuals to return in-person to the school.

**Testing Responsibility:**
The decision of conducting a COVID-19 test should be determined by a healthcare provider or the local Department of Health.

**Early Warning Signs:**
Any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus must stay home from school. This list below is not all-inclusive as some individuals may display other symptoms or none at all.

As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:
- Fever or chills (100°F or greater);
- Cough
- Shortness of breath or difficulty breathing
• Fatigue
• Muscle or body aches
• Headache
• New loss of taste or smell
• Sore throat
• Congestion or runny nose
• Nausea or vomiting
• Diarrhea

All staff will be educated to observe students or other staff members for signs of any type of illness such as:
• Flushed cheeks
• Rapid or difficulty breathing (without recent physical activity)
• Fatigue, and/or irritability
• Frequent use of the bathroom

Students and staff exhibiting these signs with no other explanation for them will be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school will contact the parent/guardian to come pick up their ill child or send the staff member home.

**Return to In-Person Schooling:**

Schools, other institutions, governments, even hospitals can only reduce the risk of COVID; they cannot eliminate the risk.

The precautions used in these procedures are designed to reduce risk to the extent possible given the environment.

These procedures were reviewed by the Dutchess County Behavior and Community Health Department. The Department will also be consulted if there is a question about risk associated with a student, staff member, or class.

**Daily Health Screening**

Each day staff and students will complete a wellness screening (COVID Daily Questionnaire- CDQ) at home to identify potential COVID diagnoses. If these individuals answer yes to any of the questions, they are instructed to call their supervisor (staff) or the school office (students). Scripts will be used for these calls to further understand the fact pattern of each case. For example, if a family member is quarantined, it would be useful to know the extent of the student or staff’s exposure to the patient.

For staff, there are legal ramifications for sick days if the employee is suffering from COVID.

If students and staff answer yes to any of the questions, they are given 3 options for returning to school:

1. They may self-quarantine for 14 days
2. They may get a doctor’s note to clear them to return to school
3. Or they may get a COVID test
They may only return to school when they have not had a fever for 72 hours (3 days) and have resolving or declining symptoms (cough is not gone but diminished).

**Suspected COVID Cases (Students and Staff)**

When a student or employee is unable to come to school because of a positive response to the wellness screening (CDQ), the parents/students/staff in the affected class are notified, and the individual may not return without following one of the 3 options above (quarantine, doctor’s note, or COVID test).

Rudimentary Contact Tracing is done by the supervisor, nurse, or school secretary who takes the call about the DCQ.

Parents are reminded to monitor their children for signs/symptoms of COVID.

The Health Department is contacted by the school nurse and any contract tracing done by the school is shared.

**Confirmed COVID Cases (Students and Staff)**

When a student or employee receives a confirmed diagnosis (test) for COVID, the parents/students/staff in the affected class are notified, and the class moves to remote instruction for 14 calendar days. Depending on the exposure, others in the building may be directed to quarantine as well. Parents are asked to monitor their children for signs/symptoms of COVID.

Rudimentary Contact Tracing is done by the supervisor, nurse, or school secretary who takes the call about the DCQ.

Should other students develop COVID, they should notify the school.

The Health Department is contacted by the school nurse and any contact tracing done by the school is shared.

**Containment**

**School Health Offices:**

*Cold Spring:*

Staff shall notify Health Office of any student request for Nurse visit.

Health Office will instruct teacher to send student or have student escorted to well room or isolation room depending on the student's request/complaint (will refer to them as Room 1 and Room 2 so as not to cause confusion and uneasiness).
Well Room (Room #1 Health Office): Injuries, medication administration, general inquiry, mental health visit.

Isolation Room (Room #2): Any complaints of illness.

All students/staff will wear a face mask from classroom to Health Office, only to be removed upon request of Health Office staff for treatment, medication or evaluation. Nurse will don appropriate PPE, using transmission-based protocols.

Temperature will be taken immediately upon arrival of student/staff followed by an assessment of student/staff.

Students/staff with a temperature of 100 F or higher, signs of illness, and/or a positive response to the questionnaire will be kept in the dedicated isolation area (Room 2) where students/staff are supervised at all times, prior to being picked up or otherwise dismissed from school.

Standard precautions will be used at all times and transmission-based precautions for ill students.

Disposable equipment will be used as much as possible.

Parents/guardians will be instructed to follow up with student's health care provider or urgent care for assessment and possible testing.

Cleaning and disinfection procedures for non-disposable equipment will be followed in accordance with guidelines outlined by the CDC and DOH.

*Seymour Smith:*
Staff shall notify Health Office of any student request for Nurse visit.

Health Office will instruct teacher to send student or have student escorted to well room or isolation room depending on the student's request/complaint (will refer to them as Room 1 and Room 2 so as not to cause confusion and uneasiness).

Well Room (Room #1 Health Office): Injuries, medication administration, general inquiry, mental health visit.

Isolation Room (Room #2): Any complaints of illness.

All students/staff will wear a face mask from classroom to Health Office, only to be removed upon request of Health Office staff for treatment, medication or evaluation. Nurse will don appropriate PPE, using transmission-based protocols.

Temperature will be taken immediately upon arrival of student/staff followed by an assessment of student/staff.
Students/staff with a temperature of 100 F or higher, signs of illness, and/or a positive response to the questionnaire will be kept in the dedicated isolation area (Room 2) where students are supervised at all times, prior to being picked up or otherwise dismissed from school.

Standard precautions will be used at all times and transmission-based precautions for ill students.

Disposable equipment will be used as much as possible.

Parents/guardians will be instructed to follow up with student's health care provider or urgent care for assessment and possible testing.

Cleaning and disinfection procedures for non-disposable equipment will be followed in accordance with guidelines outlined by the CDC and DOH.

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

Staff shall notify Health Office of any student request for Nurse visit.

Health Office will instruct teacher to send student (or have student escorted) to well room or isolation room depending on the student's request/complaint (will refer to them as Room 1 and Room 2 so as not to cause confusion and uneasiness).

Well Room (Room #1 Health Office): Injuries, medication administration, general inquiry, mental health visit.

Isolation Room (Room #2): Any complaints of illness.

All students/staff will wear a face mask from classroom to Health Office, only to be removed upon request of Health Office staff for treatment, medication or evaluation. Nurse will don appropriate PPE, using transmission-based protocols.

Temperature will be taken immediately upon arrival of student/staff followed by an assessment of student/staff.

Students/staff with a temperature of 100 F or higher, signs of illness, and/or a positive response to the questionnaire will be kept in the dedicated isolation area (Room 2) where students are supervised at all times, prior to being picked up or otherwise dismissed from school.

Standard precautions will be used at all times and transmission-based precautions for ill students.

Disposable equipment will be used as much as possible.

Parents/guardians will be instructed to follow up with student's health care provider or urgent care for assessment and possible testing.
Cleaning and disinfection procedures for non-disposable equipment will be followed in accordance with guidelines outlined by the CDC and DOH.

**Isolation Room:**

*Cold Spring:*

The student/staff will be supervised at all times by a nurse or staff member who will use transmission-based precautions.

The student/staff will wear PPE per transmission-based precautions and maintain social distancing from any other student or staff member, unless care is being rendered by the nurse/staff member.

The nurse/staff member will wear appropriate PPE at all times.

The nurse will monitor the student/staff closely for any emergency warning signs of MIS-C or other concerning signs: trouble breathing, pain or pressure in the chest that does not go away, new confusion, inability to wake or stay awake, bluish lips or face and severe abdominal pain. The nurse/staff member will initiate Emergency Services per district protocol as necessary to ensure student/staff safety.

Disposable equipment will be used as much as possible and non-disposable equipment will be cleaned and disinfected appropriately per CDC and NYSDOH protocols after each use.

The isolation room will be closed and then cleaned and disinfected per CDC and NYSDOH protocols before being opened up for further use.

*Seymour Smith:*

The student/staff will be supervised at all times by a nurse or staff member who will use transmission-based precautions.

The student/staff will wear PPE per transmission-based precautions and maintain social distancing from any other student or staff member, unless care is being rendered by the nurse/staff member.

The nurse/staff member will wear appropriate PPE at all times.

The nurse will monitor the student/staff closely for any emergency warning signs of MIS-C or other concerning signs: trouble breathing, pain or pressure in the chest that does not go away, new confusion, inability to wake or stay awake, bluish lips or face and severe abdominal pain. The nurse/staff member will initiate Emergency Services per district protocol as necessary to ensure student/staff safety.

Disposable equipment will be used as much as possible and non-disposable equipment will be cleaned and disinfected appropriately per CDC and NYSDOH protocols after each use.
The isolation room will be closed and then cleaned and disinfected per CDC and NYSDOH protocols before being opened up for further use.

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

The student/staff will be supervised at all times by a nurse or staff member who will use transmission-based precautions.

The student/staff will wear PPE per transmission-based precautions and maintain social distancing from any other student or staff member, unless care is being rendered by the nurse/staff member.

The nurse/staff member will wear appropriate PPE at all times.

The nurse will monitor the student/staff closely for any emergency warning signs of MIS-C or other concerning signs: trouble breathing, pain or pressure in the chest that does not go away, new confusion, inability to wake or stay awake, bluish lips or face and severe abdominal pain. The nurse/staff member will initiate Emergency Services per district protocol as necessary to ensure student/staff safety.

Disposable equipment will be used as much as possible and non-disposable equipment will be cleaned and disinfected appropriately per CDC and NYSDOH protocols after each use.

The isolation room will be closed and then cleaned and disinfected per CDC and NYSDOH protocols before being opened up for further use.

**Pick-Up Process:**

**Cold Spring:**

Upon approaching the building, a parent of an ill child is asked to remain in their vehicle, and is asked to call the Nurse’s Office, x2239. The Nurse will consult with the parent over the phone. A staff member will escort the ill child to the parent in their vehicle. Proper PPE must be worn by the staff member. The child must wear a face covering while leaving the building.

**Seymour Smith:**

Upon approaching the building, a parent of an ill child is asked to remain in their vehicle, and is asked to call the Nurse’s Office, x3103. The Nurse will consult with the parent over the phone. A staff member will escort the ill child to the parent in their vehicle. Proper PPE must be worn by the staff member. The child must wear a face covering while leaving the building.

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

Upon approaching the building, a parent of an ill child is asked to remain in their vehicle, and is asked to call the Nurse’s Office, x1335. The Nurse will consult with the parent over the phone. A staff member will escort the ill child to
the parent in their vehicle. Proper PPE must be worn by the staff member. The child must wear a face covering while leaving the building.

**Infected Individuals:**
Persons who have tested positive must have documentation from a healthcare provider that complete isolation has occurred, they have recovered, and no longer are at risk for transmitting COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department.

**Exposed Individuals:**
Individuals who were exposed to the COVID-19 virus must complete quarantine and not develop symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department.

**Hygiene, Cleaning, and Disinfection:**
The school health office will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by the DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.

**Communication:**
Protocols and safety measures taken by the school will be shared with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.

**Closure**
**Closure Triggers:**
Conditions that may warrant reducing in-person education or closing of school will be made in consultation with the state and local health departments.

**Operational Activity:**
**Cold Spring:**
In the event that school is dismissed prior to the end of the day, students will be released according to their regular dismissal plan. Emergency plans will not be possible due to the constraints placed on transportation during Stage 2. Students will take their devices home, along with any other personal belongings. Dismissal procedures will occur as planned observing proper face coverings and social distancing at staggered intervals. Such a closure would initiate a transition to Stage 1 procedures.

**Seymour Smith:**
In the event that school is dismissed prior to the end of the day, students will be released according to their regular dismissal plan. Emergency plans will not be possible due to the constraints placed on transportation during Stage 2. Students will take their devices home, along with any other personal belongings. Dismissal procedures will occur as planned observing proper face
coverings and social distancing at staggered intervals. Such a closure would initiate a transition to Stage 1 procedures.

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

In the event that school is dismissed prior to the end of the day, students will be released according to their regular dismissal plan. Emergency plans will not be possible due to the constraints placed on transportation during Stage 2. Students will take their devices home, along with any other personal belongings. Dismissal procedures will occur as planned observing proper face coverings and social distancing at staggered intervals. Such a closure would initiate a transition to Stage 1 procedures.

**Communication:**

**Cold Spring:**

During a closure, communication among faculty, staff, and administration will occur through email, and virtual meetings. External communication will occur through email, website, digital app, and Facebook pages. The Blackboard notification system will be used to communicate district-wide information.

Teachers will be communicating regularly with parents through email, website, digital app, and Facebook pages. Administrations will utilize email, website, and the school’s Facebook page to communicate with parents/guardians.

Parents/Guardians may also receive communication through the USPS as practicable.

**Seymour Smith:**

During a closure, communication among faculty, staff, and administration will occur through email, and virtual meetings. External communication will occur through email, website, digital app, and Facebook pages. The Blackboard notification system will be used to communicate district-wide information.

Teachers will be communicating regularly with parents through email, website, digital app, and Facebook pages. Administrations will utilize email, website, and the school’s Facebook page to communicate with parents/guardians.

Parents/Guardians may also receive communication through the USPS as practicable.

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

During a closure, communication among faculty, staff, and administration will occur through email, and virtual meetings. External communication will occur through email, website, digital app, and Facebook pages. The Blackboard notification system will be used to communicate district-wide information.

Teachers will be communicating regularly with parents through email, website, digital app, and Facebook pages. Administrations will utilize email, website, and the school’s Facebook page to communicate with parents/guardians.
Parents/Guardians may also receive communication through the USPS as practicable.
Chapter 3: Teaching and Learning

Teaching and Learning Requirements

All schools must ensure that they have a continuity of learning plan for the 2020-2021 school year. This plan must prepare for in-person, remote, and hybrid models of instruction. Instruction must be aligned with the outcomes in the New York State Learning Standards.

Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.

Instruction aligned to the academic program must include regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in person, remote or hybrid). The district will ensure full implementation of our approved APPR plan.

In the event of a Stage II or Stage III opening of schools, families/caregivers may elect to have students participate in remote learning. Students participating in remote learning must do so on a quarterly basis. Families that select in-person learning, but later wish to participate in remote learning due to health-related or situational changes may do so, but must commit to maintaining this selection for the remainder of the quarter. Re-entry into in-person learning may only occur at the start of a new quarter. Parents/guardians must submit a written request to the building principal of their child’s school no later than two weeks before the start of the quarter in which they are requesting a change.

Students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. The contact information is as follows:

School Phone Number:

**Cold Spring:**
845-868-7451 (ext. 2201 for the Main Office)

**Seymour Smith:**
(518) 398-3000 (ext. 3102 for the Main Office)

**Stissing Mountain Jr./Sr. High:**
(518)-398-7181 (x1300 for the Main Office)

Technology Problem Contact:
For technical questions and concerns contact our Technical Support. Email and phone support will be available from 8 a.m. - 4 p.m. t.service@ppcsd.org or 518-398-7181 x 1417
School Schedules
School schedules may change quickly based upon the intensity of the pandemic. For this reason, multiple scheduling scenarios are outlined below.

In-Person Full Time:

**Cold Spring:**
Start 9:00 a.m., End-3:15 p.m.
Monday-Friday

**Seymour Smith:**
Start - 9:00 a.m., End - 3:15 p.m.
Monday-Friday

**Stissing Mountain Jr./Sr. High:**
Start 7:30 a.m., End 2:15 p.m.
Monday - Friday

Hybrid:

**Cold Spring:**
9:00 a.m., End-3:15 p.m.
Monday, Tuesday, Thursday, Friday
Wednesday (Remote)

**Seymour Smith:**
9:00 a.m., End - 3:15 p.m.
Monday, Tuesday, Thursday, Friday
Wednesday (Remote) - Office Hours & Small Group

**Stissing Mountain Jr./Sr. High:**
Start 7:30 a.m., End 2:15 p.m.
Monday - Tuesday, Thursday - Friday
Wednesday (Remote)
Wednesday (in person) 7:30 – 10:30 a.m. for Grades 6-8 and SPED/ELL

Remote:

**Cold Spring:**
Academic Block: 9:00 a.m. - 11:00 a.m.
Rotation Block: 12:00 p.m. - 2:00 p.m.
Monday-Friday
**Self- contained SPED will attend in person**

**Seymour Smith:**
Academic Block: 9:00 a.m. - 11:00 a.m.
Rotation Block: 12:00 p.m. - 2:00 p.m.
**Self- contained SPED will attend in person**
**Stissing Mountain Jr./Sr. High:**
Students will follow regular class schedule- 36-minute periods with 9-minute transition time between classes.

**Self-contained SPED will attend in person**

**Attendance and Chronic Absenteeism**
All schools must provide 180 days of instruction each school year to their students. Instructional days shall be counted for programs that are delivered in-person, remotely, or through a hybrid model.

**Attendance Reports:**
Student attendance and/or teacher/student engagement will be reported daily regardless of the instructional setting.

**In-Person Full Time:**
**Cold Spring:**
Attendance is taken daily by 9:30 a.m. through student management system.

**Seymour Smith:**
Attendance is taken daily by 9:30 a.m. through student management system.

**Stissing Mountain Jr./Sr. High:**
Attendance is taken daily by 9:00 a.m. through the student management system.

**Hybrid:**
**Cold Spring:**
Attendance is taken Monday, Tuesday, Thursday, and Friday in person through student management system.

**Seymour Smith:**
Attendance is taken Monday, Tuesday, Thursday, and Friday in person through student management system.

**Stissing Mountain Jr./Sr. High:**
Attendance is taken Monday, Tuesday, Thursday, and Friday in person through student management system.

**Remote:**
**Cold Spring:**
Attendance is taken daily and recorded by homeroom teacher virtually.
Seymour Smith:
Attendance is taken daily and recorded by homeroom teacher virtually.

Stissing Mountain Jr./Sr. High:
Attendance is taken each period and recorded by teacher in student management system.

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. Chronic absence includes all absences from instruction, both excused and unexcused.

An allegation of educational neglect may be warranted when a custodial parent or guardian fails to ensure a child’s prompt and regular attendance in school or keeps the child out of school for impermissible reasons resulting in an adverse effect on the child’s educational progress, or imminent danger of such an adverse effect. Educational neglect will not be considered where the parent/guardian has kept their child home because they believe it is unsafe for their child to attend school in person during the pandemic, and the child is participating in remote learning opportunities.

Technology and Connectivity
Access:
A survey was completed to determine which households have access to internet connectivity. To the extent practicable, internet access will be provided to students and teachers who currently do not have sufficient access. If students do not yet have sufficient access to devices and/or high-speed internet, they will be given alternate ways to participate in learning and demonstrate mastery of Learning Standards in remote or hybrid models.

Professional Development:
Professional development will continue to be offered to educators on designing effective remote/online learning experiences and best practices for instruction in remote/online settings.

Student Technology Proficiency:
Instruction will be provided to students to build digital fluency.

Parent/Guardian Technology Proficiency:
Opportunities for parent instruction will be provided to parents/guardians to build digital fluency.

Students Transporting Technology:
In-Person Full Time:

Cold Spring:
Student devices will remain at school, unless a planned closure occurs.

Seymour Smith:
Student devices will remain at school, unless a planned closure occurs.

Stissing Mountain Jr./Sr. High:
Students will keep and transport their devices daily.

Hybrid:

Cold Spring:
Students will leave school-issued devices at home unless otherwise instructed by the IT department, a teacher, or administrator. Proper hygiene will be observed when students are using laptops in the classroom.

Seymour Smith:
Student devices will be transported to and from school on an as-needed basis.

Stissing Mountain Jr./Sr. High:
Students will keep and transport their devices daily.

Remote:

Cold Spring:
Parents will pick-up student devices prior to the opening of school. Alternate arrangements will be made on an as-needed basis. During the pick-up or in the event of exchange, proper social distancing and appropriate face coverings must be observed.

Seymour Smith:
Parents will pick-up student devices prior to the opening of school. Alternate arrangements will be made on an as-needed basis. During the pick-up or in the event of exchange, proper social distancing and appropriate face coverings must be observed.

Stissing Mountain Jr./Sr. High:
Parents will pick-up student devices prior to the opening of school. Alternate arrangements will be made on an as-needed basis. During the pick-up or in the event of exchange, proper social distancing and appropriate face coverings must be observed.
NYS Requirements

Seat Time:

*Gr. PreK - 6:*
There are no subject specific time requirements in grades PreK-6 for any subject with the exception of physical education. Educational programs delivered in these grades will employ the best available instructional practices and resources and be mindful of maximizing instructional time and supports with these young learners.

Teachers will strive to have daily contact with students in some format in order to support both their academic needs and socio-emotional wellbeing.

*Physical Education:*
Whether in-person, remote, or hybrid models are utilized, students will be participating in physical activity under the direction and supervision of a certified physical education teacher to the extent practicable. Understanding that hybrid schedules may limit face-to-face class time with a certified PE instructor, the instructors will plan, to the best of their ability, a menu of learning activities for students to engage in under the direction of their classroom teachers, other staff, or independently.

A distance of twelve feet in all directions will be maintained between individuals while participating in activities that require aerobic activity and result in heavy breathing (e.g., participating in gym classes).

*Gr. 7 - 12:*

*Unit of Study:*
Unit of study means at least 180 minutes of instruction per week throughout the school year, or the equivalent. Equivalent shall mean at least 180 minutes of instructional time for instruction delivered in a traditional face-to-face model or through alternative instructional experiences, including, but not limited to through digital technology or hybrid learning that represents standards-based learning under the guidance and direction of an appropriately certified teacher. Instructional experiences shall include, but not be limited to: meaningful and frequent interaction with an appropriately certified teacher and academic and/or other supports designed to meet the needs of the individual student and instructional content that reflects consistent academic expectations as in-person instruction. Any alternative instructional experience must include meaningful feedback on student assignments and methods of tracking student engagement.

*Unit of Credit:*
The priority for instruction should be that which best prepares students to meet the learning outcomes for the course. Students who achieve the learning outcomes for the course will be granted the unit of credit for the course if applicable.
Science Laboratory Requirements:

Courses that culminate in a Regents examination in science must include 1200 minutes of laboratory experiences. Due to the possibility of a hybrid or fully remote model of instruction as a result of COVID-19, the 1200-minute lab requirement can be met through hands-on laboratory experiences, virtual laboratory experiences, or a combination of virtual and hands-on laboratory experiences coupled with satisfactory lab reports for the 2020-21 school year. The laboratory requirement is in addition to the course requirement and entitles a student to admission to a culminating Regents Exam.

Physical Education:

Whether in-person, remote, or hybrid models are utilized, students will be participating in physical activity under the direction and supervision of a certified physical education teacher to the extent practicable. Understanding that hybrid schedules may limit face-to-face class time with a certified PE instructor, the instructors will plan, to the best of their ability, a menu of learning activities for students to engage in under the direction of their classroom teachers, other staff, or independently.

A distance of twelve feet in all directions will be maintained between individuals while participating in activities that require aerobic activity and result in heavy breathing (e.g., participating in gym classes).

Special Education

FAPE and LRE

Whether services are provided in-person, remote, and/or through a hybrid model, the District is mandated to provide a free, appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services. The District must also consider the least restrictive environment (LRE) by ensuring that students with disabilities have opportunities for instruction with students without disabilities to the greatest extent possible consistent with their IEP.

Parent Communication

To the extent possible, meaningful parent engagement will be delivered in the parent’s preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Consistent with prior years, parents will receive a hard copy of their child’s IEP in the mail before the start of the 20-21 school year. Every effort will be made to implement IEP programs and related services as written with regards to ratio, frequency, and duration. Should a change to a child’s program or service be proposed, parents will be contacted directly by the PPS Office and will receive prior written notice. IEP changes will be made either through the amendment process or through a CSE program review with parent involvement and consent.

The programs and services offered and provided to students with disabilities as well as communications with parents, in their preferred language or mode of communication, will be documented in this plan as well as a letter from each building principal and the PPS Director. Those letters will be mailed home,
sent via email and/or the Frontline collaboration portal, and posted on the school website.

Please contact the PPS Director with any questions or concerns regarding special education programs or services or to request a CSE program review.

Janine Babcock, Director of Pupil Personnel Services
j.babcock@ppcsd.org
(518) 398-7181 ext. 1310

**IEP Implementation**

**Provision of Services:**

To the greatest extent possible, each student with a disability will be provided the special education and related services identified in the student’s IEP. During the 2020-21 school year, due to the health and safety requirements that must be in place when schools resume, schools may not be able to provide all services in the same mode and/or manner they are typically provided. Schools will determine what methods of delivery of services will be utilized to deliver special education programs and services to meet the needs of students with disabilities as they plan for various types of instructional models, including in-person and remote learning.

There will be collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

Access to necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) will be provided to meet the unique disability-related needs of students.

The District has prioritized in-person instruction for students receiving special education services; however, some programs and services will need to be delivered remotely to accommodate health and safety needs. We recognize that students with disabilities, particularly younger students and those with more severe impairments, benefit most from direct in person instruction from a special education teacher. With the goal of providing as much in-person instruction for students with disabilities as possible, while adhering to all health and safety guidelines outlined in this document, the District has developed the plan found in Appendix G. While this plan will generally apply to students with special needs, the CSE will reconsider and adjust any elements as needed to best meet the needs of any individual student or group of students.
**Progress Monitoring:**
Teachers and service providers will continue to collect data, whether in-person or remotely, and use these data to monitor each student’s progress toward the annual goals and to evaluate the effectiveness of the student’s special education services. As in prior years, parents will receive quarterly IEP progress reports in the mail and/or online through the Frontline collaboration portal. Reports of progress to parents may be made via telephone or other electronic means if progress reporting procedures specified in the student’s IEP cannot be met with reasonable efforts.

**Other Considerations**

**Referral:**
Before referring a student for special education, the District must take into consideration all factors that may have influenced the student’s progress during school closures due to COVID-19. If the District suspects a student of having a disability, it must refer the student for an initial special education evaluation and obtain parent consent for the evaluation. However, a referral may not be warranted if the reason for underperformance is due to school closures and a change in the provision of education.

**Initial Evaluation/Reevaluation:**
Special education evaluations must be conducted within required timelines. Evaluations may be conducted in person or remotely.

**CSE and CPSE Meetings:**
When conducting CPSE/CSE meetings, the parent of a student with a disability and the District may agree to use alternative means of meeting participation requirements, such as video conferences and teleconferences.

**Bilingual Education**

**English Language Learner (ELL) Identification:**
If the District reopens using in-person or hybrid instruction, we are required to complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20-day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner’s Regulations Part 154, including the ELL screening, identification, and placement processes. The initial screening process will be followed in-person for new entrants following the district’s safety protocols. The ELL identification process is coordinated through the PPS Office.

**Required Units of Study:**
Required instructional Units of Study will be provided to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. Former ELLs at the Commanding level of
proficiency within two years of exiting ELL status will continue receiving Former ELL services in the form of Integrated ENL or other Former ELL services approved by the Commissioner under Part 154-2.3(h) during in-person or hybrid learning.

**Communication:**

Regular communication with the parents/guardians and other family members of ELLs will be maintained to ensure that they are engaged in their children’s education during the reopening process. To the extent possible, all communications for parents/guardians of ELLs will be provided in their preferred language and mode of communication.

Please contact the PPS Director with any questions or concerns regarding programs or services for English Language Learners.

Janine Babcock, Director of Pupil Personnel Services  
j.babcock@ppcsd.org  
(518) 398-7181 ext. 1310

**Flexibility:**

The District has the flexibility to provide additional units of study if they deem necessary based on student need. This flexibility could take the form of additional ENL programming to address oral language development, writing and reading skills, and academic vocabulary development to provide more access to content.

The District recognizes that English Language Learners, particularly Newcomers, benefit most from direct in person instruction from an ENL teacher as well as time with their English-speaking classmates. **With the goal of providing as much in person instruction for ELLs as possible, while adhering to all health and safety guidelines outline in this document, the District has developed the plan found in Appendix G.**

**Students with Interrupted/Inconsistent Formal Education (SIFE):**

NYSED has approved a temporary emergency regulatory change that time out of school due to COVID closures do not count toward the 12 months that SIFE may be enrolled in US schools prior to initial identification as a SIFE pursuant to Part 154-2.2(y), regardless of whether they were engaged in remote schooling during that time.
## Chapter 4: Important Contact Information

<table>
<thead>
<tr>
<th>For questions about:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A course, assignment, or resource</td>
<td>The assigned teachers</td>
</tr>
<tr>
<td>A technology related problem or issue</td>
<td><a href="mailto:t.service@ppcsd.org">t.service@ppcsd.org</a> or 518-398-7181 x 1417</td>
</tr>
<tr>
<td>A personal, academic, health or social-emotional concern</td>
<td>Principal, School Nurse, Counselor, and/or Related Service Provider</td>
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### Cold Spring Contact Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>Principal</td>
<td>Gian Starr</td>
<td><a href="mailto:g.starr@ppcsd.org">g.starr@ppcsd.org</a></td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Elizabeth Murray</td>
<td><a href="mailto:e.murray@ppcsd.org">e.murray@ppcsd.org</a></td>
</tr>
<tr>
<td>School Social Worker</td>
<td>Amber Rennie</td>
<td><a href="mailto:a.rennie@ppcsd.org">a.rennie@ppcsd.org</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Sue Prezzano</td>
<td><a href="mailto:s.prezzano@ppcsd.org">s.prezzano@ppcsd.org</a></td>
</tr>
<tr>
<td>Director of Pupil Personnel</td>
<td>Janine Babcock</td>
<td><a href="mailto:j.babcock@ppcsd.org">j.babcock@ppcsd.org</a></td>
</tr>
</tbody>
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### Seymour Smith Contact Information

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Julie Roberts</td>
<td><a href="mailto:j.roberts@ppcsd.org">j.roberts@ppcsd.org</a></td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Elizabeth Murray</td>
<td><a href="mailto:e.murray@ppcsd.org">e.murray@ppcsd.org</a></td>
</tr>
<tr>
<td>School Social Worker</td>
<td>Amber Rennie</td>
<td><a href="mailto:a.rennie@ppcsd.org">a.rennie@ppcsd.org</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Jennifer Funk</td>
<td><a href="mailto:j.funk@ppcsd.org">j.funk@ppcsd.org</a></td>
</tr>
<tr>
<td>Director of Pupil Personnel</td>
<td>Janine Babcock</td>
<td><a href="mailto:j.babcock@ppcsd.org">j.babcock@ppcsd.org</a></td>
</tr>
</tbody>
</table>

### Jr./Sr. High School Contact Information

<table>
<thead>
<tr>
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<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Tara Grieb</td>
<td><a href="mailto:t.grieb@ppcsd.org">t.grieb@ppcsd.org</a></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Chris Boyd</td>
<td><a href="mailto:c.boyd@ppcsd.org">c.boyd@ppcsd.org</a></td>
</tr>
<tr>
<td>Dean of Students/Athletic Director</td>
<td>Rob Scott</td>
<td><a href="mailto:r.scott@ppcsd.org">r.scott@ppcsd.org</a></td>
</tr>
<tr>
<td>Guidance Counselor (A-K)</td>
<td>Jessica Wisniewski</td>
<td><a href="mailto:j.wisniewski@ppcsd.org">j.wisniewski@ppcsd.org</a></td>
</tr>
<tr>
<td>Guidance Counselor (L-Z)</td>
<td>Ryan Carney</td>
<td><a href="mailto:r.carney@ppcsd.org">r.carney@ppcsd.org</a></td>
</tr>
<tr>
<td>College &amp; Career Counselor</td>
<td>Katie Bucher</td>
<td><a href="mailto:k.bucher@ppcsd.org">k.bucher@ppcsd.org</a></td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Lindsey Lowry</td>
<td><a href="mailto:l.lowry@ppcsd.org">l.lowry@ppcsd.org</a></td>
</tr>
<tr>
<td>School Social Worker</td>
<td>Brittany Cruickshank</td>
<td><a href="mailto:b.cruickshank@ppcsd.org">b.cruickshank@ppcsd.org</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Amy McCauley</td>
<td><a href="mailto:a.mccauley@ppcsd.org">a.mccauley@ppcsd.org</a></td>
</tr>
<tr>
<td>Director of Pupil Personnel</td>
<td>Janine Babcock</td>
<td><a href="mailto:j.babcock@ppcsd.org">j.babcock@ppcsd.org</a></td>
</tr>
</tbody>
</table>
References


## Appendix A

### 2020-2021 School Calendar

**PINE PLAINS CENTRAL SCHOOL DISTRICT**

**2020-2021 SCHOOL CALENDAR**

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### SEPTEMBER

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**Notes:**
- Labor Day Holiday-Buildings Closed
- Columbus Day Holiday - Buildings Closed

### OCTOBER

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**Notes:**
- Superintendent’s Conference Day - No Students
- Veterans Day Holiday - Buildings Closed
- Thanksgiving Holiday-Buildings Closed

### NOVEMBER

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**Notes:**
- Graduation - Class of 2021 10:00 A.M.

### DECEMBER

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**Notes:**
- Spring Break
- Presidents’ Day-Holiday-Buildings Closed

### JANUARY

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**Notes:**
- Memorial Day Holiday-Buildings Closed

---

### SUMMARY

- **Teachers:** 17 21 17 19 19 19 19 19 19 19 18 18 18 18 18 18 18 18 18 18
- **Students:** 18 18 18 18 18 18 18 18 18 18 18 18 18 18 18 18 18 18 18 18

### Make up formula if more than 4 snow days are used:

- **1st Day:** 2nd Day
- **2nd Day:** 1st Day
- **3rd Day:** 3rd Day
- **4th Day:** 4th Day

**Notes:**
- BOE Adopted: February 19, 2020
- www.cancellations.com
- www.ppcsd.org

---

**SPRING BREAK**

- Good Friday Holiday-Buildings Closed

---
Appendix B

Hybrid Schedule for Stage 2

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Group A**
A - Le

**Group B**
Li - Z

**Wednesday**
Students will participate in remote learning. Teachers will be available during office hours and have time for lesson planning.
Appendix C

Transportation Request Form

# PINE PLAINS CENTRAL SCHOOL DISTRICT

TRANSPORTATION DEPARTMENT

2020-2021 School Year

Annual Request for Transportation – Contingent on school buildings opening

Note: To be eligible for transportation, children must be at least four (4) years of age and resident of the school district. Bus stop exceptions may be requested, but are not guaranteed. If a change needs to be made during the school year, an additional transportation request form must be filled out and submitted to the Transportation Department no less than two weeks prior to the effective date. All changes are subject to approval and are not guaranteed. It is your responsibility to provide accurate information so that the district can schedule routes and determine capacity and budgetary needs. Any address change or new applicants may require proof of residency. All routes are subject to changes for safety and efficiency throughout the year. Masks are to be worn on buses.

<table>
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<tr>
<th>SCHOOL OF ATTENDANCE (circle one)</th>
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<th>Cold Spring ELC</th>
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<tr>
<td>TRANSPORTATION REQUEST (circle one)</td>
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<td>PM ONLY</td>
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## STUDENT INFORMATION

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<table>
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<tr>
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<table>
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<tr>
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<th>(Please Print)</th>
<th>Father</th>
<th>(Please Print)</th>
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<table>
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<th>Mother’s Work #: (___)</th>
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| Email Address: 1. | |
|-------------------||

### Alternate Location Information

Please check the boxes below to indicate which day(s) your child will be at the alternate location. Bus stop exceptions may be requested, but are NOT guaranteed.

- [ ] Monday AM
- [ ] Tuesday AM
- [ ] Wednesday AM
- [ ] Thursday AM
- [ ] Friday AM

<table>
<thead>
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<th>Address:</th>
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### EMERGENCY CONTACT – OTHER THAN PARENT OR LEGAL/CUSTODIAL GUARDIAN

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<th>Friend, neighbor, other</th>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Home Phone #: (___)</th>
<th>Work Phone#: (___)</th>
<th>Cell Phone #: (___)</th>
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<tr>
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<table>
<thead>
<tr>
<th>Signature of Parent/Guardian:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>FORM DISTRICT TRANSPORTATION USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received By:</td>
</tr>
<tr>
<td>Reason:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request (circle one):</th>
<th>APPROVED</th>
<th>DENIED</th>
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<table>
<thead>
<tr>
<th>Signed:</th>
<th>Supervisor of Transportation:</th>
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</table>

SUBMIT COMPLETED FORM TO:
Pine Plains Central School District
Transportation Department
207 Church Street
Pine Plains, NY 12567

Phone: (845) 398-3000 ext. 3113
Fax: 845-398-1048
E-mail: busreboarding@ppcsd.org

TRANSPORTATION WILL NOT BE PROVIDED TO STUDENTS UNLESS A REQUEST FORM IS SUBMITTED.
Appendix D

Daily Health Screener

This daily health screener is required for employees and highly encouraged for parents to complete before students attend in-person learning. This screener should be completed within six hours of reporting into a school building.

1. Name of Student/Faculty Member (Last, First)

2. Name of Person Completing this form for a Student (Last, First)

3. Please check if you have had any of the following symptoms in the past 24 hours:
   Check all that apply.
   
   □ Fever or feeling feverish
   □ Cough
   □ Mild or moderate difficulty breathing
   □ Sore Throat
   □ Muscle aches or body aches
   □ Vomiting or diarrhea
   □ New loss of taste or smell
   □ Other symptoms
   □ None

4. Report “Other” symptoms below:

5. Have you, or someone in your household, had close/unprotected contact (6 ft. for 15 minutes) with suspected or known COVID-19 patient within the past 2 weeks?
   □ Yes
   □ No
   □ Maybe

6. Your temperature must be taken daily, prior to entering into school. Was your temperature 100.0 °F or greater?
   □ Yes
   □ No
7. We ask all faculty and students to wear a face covering/mask. Do you need a face covering/mask from the District?
   □ Yes
   □ No

8. Please provide the best means to contact you regarding this survey.
   __________________________________________

9. For Parents/Guardians: By typing your name below, you are consenting to face to face instruction/evaluations.
   __________________________________________
Appendix E

COPVID-19 Screening Flowchart

Note: Credit to Fresno Unified School District
Appendix F

Hygiene Tip Sheet

Students and staff must practice good hygiene to help reduce the spread of COVID-19. Proper hand hygiene includes the following:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
- Use of alcohol-based sanitizers (60% alcohol or greater) when soap and water are not available, and hands are visibly dirty;
- At a minimum, students and staff should follow good hand hygiene practices when:
  o Entering the building and classroom
  o After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, desks or table tops);
  o Before and after snacks, breakfast, and lunch;
  o After using the bathroom;
  o Helping a student with toileting;
  o After sneezing, wiping or blowing their nose, or coughing into their hands;
  o Before putting on and after taking off their face covering;
  o Upon coming in from outside the building;
  o Recess or Physical Education;
  o Other times as appropriate, and
  o Anytime hands are visibly soiled.

The District will provide adequate facilities and supplies for hand washing, including soap and water, paper towels, and trash bins for proper disposal. In addition, the District will provide hand sanitizer throughout common areas (e.g. entrances, cafeteria).

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the following proper respiratory hygiene should be followed:

- Cough or sneeze into a tissue (dispose of the tissue following the use and then perform proper hand hygiene);
- Cough or sneeze in your elbow or shirt sleeve to cover your mouth and nose.
## Appendix G

### Students with Alternative Schedules

#### Cold Spring and Seymour Smith

<table>
<thead>
<tr>
<th>Students</th>
<th>Stage 1 (Remote)</th>
<th>Stage 2 (Hybrid)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Education</strong></td>
<td>• Self-contained classes attend M-F in person. Related services in person.</td>
<td>• Self-contained classes attend M-F in person.</td>
</tr>
<tr>
<td></td>
<td>• Inclusion classes and related services are remote.</td>
<td>• Inclusion classes attend in person full days Mon, Tues, Thurs, Fri. Wed is remote.</td>
</tr>
<tr>
<td><strong>English Language Learners</strong></td>
<td>• ENL services are remote.</td>
<td>• Newcomers attend in person full days Mon, Tues, Thurs, Fri.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Wed is remote.</td>
</tr>
<tr>
<td>Students</td>
<td>Stage 1 (Remote)</td>
<td>Stage 2 (Hybrid)</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Special Education</td>
<td>• Self-contained classes attend M-F in person. Related services in person.</td>
<td>• Self-contained classes attend M-F in person.</td>
</tr>
<tr>
<td></td>
<td>• Inclusion classes and related services are remote.</td>
<td>• Inclusion classes in person Mon/Tues or Thurs/Fri with last name cohort per school plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Grades 6-8 inclusion students attend in person Wed 7:30 am – 10:30 am with SPED teacher.</td>
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<tr>
<td></td>
<td></td>
<td>• Related service in person where possible.</td>
</tr>
<tr>
<td>English Language Learners</td>
<td>• ENL services are remote.</td>
<td>• Attend in person Mon/Tues or Thurs/Fri with last name cohort per school plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Newcomers attend in person Wed 7:30 am – 10:30 am with ENL teacher.</td>
</tr>
</tbody>
</table>
### Appendix H

**Custodial Cleaning Log**

Pine Plains Central School District  
Custodial Cleaning Log  
Week of:  
Custodian:  

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME (IN - OUT)</th>
<th>REG. DAILY CLEANING</th>
<th>HIGH TOUCH SURFACES/HIGH TRANSIT AREA</th>
<th>AREA</th>
<th>METHODS</th>
<th>SOLUTION/ DISINFECTANT</th>
</tr>
</thead>
<tbody>
<tr>
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**NOTES:**

__________________________________________________________________________

__________________________________________________________________________

**STAFF SIGNATURE:**

__________________________________________________________________________

**SUPERVISOR INITIALS:**

__________________________________________________________________________


Appendix I
Vehicle Cleaning and Disinfection Log

**PINE PLAINS CENTRAL SCHOOL DISTRICT**
**TRANSPORTATION DEPARTMENT**

**Vehicle Cleaning and Disinfection Log**
Please fill out the log below and turn it into the Transportation Office weekly.

**VEHICLE #:**

<table>
<thead>
<tr>
<th>DATE:</th>
<th>TIME OF CLEANING (please circle one):</th>
<th>POST AM</th>
<th>POST PM</th>
<th>BOTH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By signing below, I verify that all accessible surfaces in the above vehicle have been properly cleaned and sanitized.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Driver Signature</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE:</th>
<th>TIME OF CLEANING (please circle one):</th>
<th>POST AM</th>
<th>POST PM</th>
<th>BOTH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By signing below, I verify that all accessible surfaces in the above vehicle have been properly cleaned and sanitized.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Driver Signature</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE:</th>
<th>TIME OF CLEANING (please circle one):</th>
<th>POST AM</th>
<th>POST PM</th>
<th>BOTH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By signing below, I verify that all accessible surfaces in the above vehicle have been properly cleaned and sanitized.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Driver Signature</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE:</th>
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</tr>
<tr>
<td></td>
<td>Driver Signature</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
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</table>
Revisions

Revisions: August 3, 2020