



Tuxedo Union Free School District District Reopening Reinventing Plan

(last revision: 8/26/2021)

Aug 26, 2021

A Board resolution is not necessary for adoption of the revised District Plan at this time, however it is important that the Board of Education is in full support of the plan.

Upon approval from the Board of Education, this updated plan will be posted as an addendum that satisfies the submission criteria for the New York State Education Department and local department of health. Our plan is already approved per New York State requirements.

Process for updating the District Plan:

- 1) Meeting with Orange County and Ulster County superintendents to review state guidance and implications for each district's plan for reopening. The state guidance (dated August 12, 2021) is provided below for further review for those interested. [Back to School | New York State Education Department \(nysed.gov\)](https://www.nysed.gov/back-to-school)
- 2) The Superintendent's Advisory Council formed and met to provide input, make updates and review the plan for the superintendent to complete and submit to the BOE for approval.
- 3) COVID-19 Risk Assessment Team was formed and was part of the Superintendent's Advisory Council to provide input on risks of transmission associated with instructional models and potential disruptions from frequent emergency pivots to 100% remote instruction.



Tuxedo Union Free School District District ~~Reopening~~ Reinventing Plan

(last revision: 8/26/2021)

TUXEDO UNION FREE SCHOOL DISTRICT REVISED INSTRUCTIONAL PLAN FOR PANDEMIC TEACHING AND LEARNING August 2021 (formerly known as the “Return to Learn” plan)

Tuxedo UFSD has partnered with the Columbia University Clinic on Anxiety & Related Disorders and the Institute for Children with Autism and Related Disorders to customize supports for parents, teachers and students. In addition, the Office of Student Services will continue to partner with the PTO on parent learning opportunities.

Supports include:

- Inclusion and behavior specialist available for teacher consult and classroom feedback visits once a week to identify “just right” supports for students
- Workshops and sessions for parents in the evening on anxiety-related behaviors in adolescents and children due to the COVID-19 global pandemic and supporting students with educational disruptions (i.e. emergency pivots to remote instruction, changes in plans)
- Workshops and Q/A Sessions with the District School Nurse about the daily COVID-19 Questionnaire and health protocol related questions
- Workshops and sessions for teachers on anxiety-related behaviors in adolescents and children due to the COVID-19 global pandemic and class-wide supports, strategies and interventions for students.
- Principal meetings with grades to review and practice expectations as needed, such as meeting in the cafeteria to review expectations and how we work together to keep each other safe and healthy.

ABOUT THE DISTRICT DECISION-MAKING PROCESS FOR INSTRUCTIONAL MODELS

The COVID-19 Risk Assessment Team, in conjunction with the Superintendent’s Advisory Council, determines which instructional model is necessary in response to federal, state, and local guidance as well as the conditions of the current pandemic in the Tuxedo area.



Tuxedo Union Free School District

District ~~Reopening~~ Reinventing Plan

(last revision: 8/26/2021)

TUXEDO COVID-19 RISK ASSESSMENT TEAM

The COVID-19 Risk Assessment Team includes the District School Nurse, both building principals, main office secretaries, the transportation supervisor and facilities director. This team regularly monitors the risk for COVID-19 transmission and quarantining patterns across district and region to make determinations about quarantine protocols, emergency pivots to 100% remote instruction and are members of the Superintendent's Advisory Council on student return to 100% in-person learning.

SUPERINTENDENT'S ADVISORY COUNCIL ON STUDENT RETURN TO IN-PERSON LEARNING

The Superintendent's Advisory Council is a rotating group of members who convene to provide targeted input on a specific initiative. This council's focus and input is on student return to 100% in-person learning and the District plan. Members of the council are representative of parents, teachers, administrators, union leadership and the Board of Education.

These decisions are made collaboratively and weigh:

- CDC, AAP, NYS, and Orange County guidelines
- Adjacent district's COVID-19 transmission rates
- Orange County COVID-19 Reporting Dashboard
- Length of time between confirmed cases reported to the district
- Level of disruption when probability of multiple emergency pivots is high (see our COVID-19 information page for more information about Community Notifications)

TEACHING AND LEARNING

We are planning to begin the 21-22 school year with a 100% in-person instruction five days a week for all our students. If our data monitoring, an executive order, or some other precipitating factor requires such, we may need to move to a hybrid or remote only option.

Considerations for Three Models of Instruction

The health and safety measures necessary to mitigate the spread of COVID-19 call for procedures and protocols for three models of instruction:

1. A plan for 100 % in-person instruction five days a week.



Tuxedo Union Free School District District Reopening Reinventing Plan

(last revision: 8/26/2021)

2. A Hybrid Plan combines part-time face-to-face instruction with part-time online learning, thereby reducing the number of students physically in classrooms on any given day. In which case we will revert to the Hybrid Plan outlined in the November 2020 Return-To-Learn plan linked below and on the school website. This hybrid plan will be modified to account for current class sizes.

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/830608/RTL-11-5-2020_THB_Final.pdf

3. A Remote Only Plan will be available in the event that the Governor or other agent does not allow schools to be open with in-person instruction, and/or if schools are closed due to increasing COVID-19 infection rates in our area.

All students in-person with a minimum of 3 feet of distance between students to mitigate transmission of COVID-19. Students will continue to adhere to all safety protocols in place at the district, including masks indoors at all times, daily temperature checks and use of the daily COVID-19 Questionnaire. Masks may be off outdoors. Anyone can choose to keep their mask on. When adults are meeting with other adults the current state and CDC guidelines may be followed.

The daily COVID-19 Questionnaire for students, staff and visitors will continue to be responsive to the changing guidelines and updates on the COVID-19 virus and recommendations from federal, state and local levels.

George Grant Mason Elementary School (PK-5)

All grades/students are in-person full time at George Grant Mason Elementary school with a minimum of 3 feet between desks.

After reviewing our policies and to limit contact between classes in George Grant Mason Elementary School it has been determined that classes will eat lunch with their grade level only. Lunch for each grade will now take place in the student's classrooms.



Tuxedo Union Free School District

District ~~Reopening~~ Reinventing Plan

(last revision: 8/26/2021)

George F. Baker High School (6-12)

All grades are in person full time at George F. Baker High School with a minimum of 3 feet between desks.

To accommodate all students an “overflow” room will be designated on on-campus hybrid instruction. The designated location is the Community Room located next to the main office. The audio/visual aide will supervise the overflow room and attend to instructional technology needs to ensure full participation.

Each grade level will have a meeting with the building principal to review hallway passing expectations. 3-5 positively stated school-wide hallway passing expectations will be posted to remind and redirect students for positive reinforcement.

Outdoor Cafeteria (Grades 6-12)

An outdoor cafeteria is located in front of George F. Baker high school with seating at picnic tables for up to 48 students with three to four students per table spaced apart. All students will be seated at the outdoor cafeteria during their lunch period, weather permitting. Parents/guardians may excuse their child from the outdoor cafeteria for medical related concerns. Such concerns are to be communicated to their child’s building principal so accommodations can be made.

Students will be explicitly taught outdoor cafeteria expectations with repeat refresher lessons as need per staff recommendation. These expectations will be posted for positive reinforcement on each of the picnic tables for students to reference. Hand sanitizer will be on each table and student-safe surface wipes.



Tuxedo Union Free School District District Reopening Reinventing Plan

(last revision: 8/26/2021)



OUTDOOR LUNCH AGREEMENTS & EXPECTATIONS



Expectations for Lunch Monitors

Outdoor Lunch

- ❖ Weather permitting
- ❖ GFB front steps (see map below)
- ❖ 3-4 per table
- ❖ Students remain in designated area after eating with masks on

Indoor Lunch

- ❖ Weather permitting and noted on daily schedule changes
- ❖ GFB Cafeteria
- ❖ Desks facing forward, no changing seats

LUNCH DUTY NEED-TO-KNOW'S

Lunch Monitor Responsibilities & Expectations

- ☐ Active supervision of students
- ☐ Make sure students follow expectations for distancing and location
- ☐ Block parking lot with traffic cones (both sides)
- ☐ Pick up radio from GFB Main Office for beginning of lunch coverage, return at end

Lunch Monitor Use of Radio

Each Lunch Monitor will be provided a radio for lunch duty. When to use the radio:

- ☐ Radio Maintenance if traffic cones are not outside
- ☐ Radio Building Principal if students do not comply after redirecting them 2 or more times



Tuxedo Union Free School District

District ~~Reopening~~ Reinventing Plan

(last revision: 8/26/2021)

- ☐ Radio School Nurse for medical attention

Outdoor Lunch & the School Safety Officer

- ☐ Present during outdoor lunch unless there is a situation requiring immediate attention
- ☐ May take students to Circle Field for recess

Parking will be cleared from the upper parking lot in front of George F. Baker High School and picnic tables placed beneath a tent for shade. The location of the picnic tables is not in the way of traffic and traffic cones are set up for all times that the outdoor cafeteria is in use. The Superintendent of Schools will work with the Facilities Supervisor to consult with the Town about closing off the pass through in front of the school.

When weather conditions require indoor lunch, two lunch locations will be utilized: a Crimson cafeteria in the multi-purpose room and Gray cafeteria will be in the lunchroom.

Daily schedule announcements are emailed to all teachers that note room and schedule changes for students. When indoor lunch is necessary it will be included in the daily schedule announcements for teachers to read to students in the beginning of their 1st period class.

Vaccination Status for COVID-19 & HIPAA

As vaccinations continue to become available and more district staff and teachers obtain the vaccination, please note that an individual's vaccination status is personal and cannot be shared due to HIPAA. Please understand that if a teacher or staff member is asked about their vaccination status they are unable to provide that information. Teachers and staff are strongly encouraged not to share that information with students or families.

These vaccinations are not mandatory and vaccination status will be kept confidential.

ABOUT EMERGENCY PIVOTS TO 100% REMOTE INSTRUCTION



Tuxedo Union Free School District District Reopening Reinventing Plan

(last revision: 8/26/2021)

Emergency pivots to 100% Remote Instruction are similar to snow days: there are only for the day(s) stated in the message.

In the event a class or grade level requires an emergency pivot to 100% remote instruction the following will happen:

1. Marie Castricone, School Nurse, will notify any parent of a child who must quarantine and directions for returning to school in-person.
2. Community notification email will be sent to all families that a confirmed case has been reported to the District. It will include a notice and information on the emergency pivot to 100% remote instruction.
3. Phone call and text message will be sent to all parents about the emergency pivot.

The COVID-19 Risk Assessment Team also determines when an emergency pivot is necessary.

The COVID-19 Risk Assessment Team receives any notice of a confirmed COVID-19 case that is reported to the District. This team collaboratively:

- ❖ Writes the community notifications about confirmed cases and emergency pivots
- ❖ Compiles line lists for the Orange County Department of Health (OCDOH) and directing quarantine
- ❖ Trained in confidentiality and privacy of medical information and is privy to HIPAA information
- ❖ Contacts families for immediate pick-up of children from Symptomatic Room
- ❖ Communicates with health care providers (i.e. pediatricians) and OCDOH

Please visit our COVID-19 page for more information about our Community Notifications:

<https://www.tuxedoufsd.org/page/covid-19>

EXTRA-CURRICULARS & SPORTS



Tuxedo Union Free School District

District ~~Reopening~~ Reinventing Plan

(last revision: 8/26/2021)

Healthy Kids Extended Day Program

The Healthy Kids Extended Day Program is available for families on the Tuxedo UFSD site and abides by all District health and safety protocols.

The Healthy Kids Extended Day program offers socialization, the learning of new skills as well as building both fit minds and fit bodies. Healthy Kids Extended Day programs help each child with daily homework and offers regular fitness activities for students to engage together. All of this is done in a comfortable, non-competitive atmosphere. The goal is that each child will come home excited from all the activities they have done and full of after school adventures to share with the adults in their life.

Extra-curriculars

After school clubs and activities are permitted and follow the District health and safety protocols consistent with the rest of the school day. A 4:00PM bus is provided for students and also abides by the transportation protocols said forth in this document.

Musical & Interscholastic Sports

Students who participate in interscholastic sports and/or are members of the spring musical cast are permitted to come to the building for their activity Monday-Friday, even when George F. Baker High School is one the cohort model of instruction with students alternating weeks (Tuesday-Friday) of in-person and remote instruction.

The District has created an Athletics Safety Plan that outlines all the District protocols for interscholastic sports for the Fall II and Spring Seasons. Interscholastic sports commenced in the District with the Fall II season (March 2021). The District will provide students opportunities to participate in Spring season sports.

The Tuxedo UFSD Athletics Safety Plan can be accessed from the District website.



Tuxedo Union Free School District

District ~~Reopening~~ Reinventing Plan

(last revision: 8/26/2021)

Transportation

Bus capacity will be the same as neighboring districts with 42 students per bus with 2 children per seat.

- Students will be seated from the back of the bus to the front (reverse in the afternoon)
- Students are not permitted to move out of their seat once they are seated on the bus
- Daily attendance of where each child is seated on the bus will be taken and recorded for morning and afternoon arrival and dismissal

Windows will be open on the bus for increased air flow and students must continue to wear their masks at all times. If it rains, the windows would remain open. There is a hood over each window that prevents students from getting wet.

If there is a confirmed COVID-19 case on the bus the students sitting next to, across the aisle and in the seats in front and directly behind the confirmed case will be identified as close contacts and directed to quarantine by the school nurse.

It is assumed that families who opted to drive their child(ren) to and from school instead of taking the district bus transportation will continue to do so. If you would like to opt in or opt out of district transportation, advance notice will be required so arrangements can be made. Please contact Ms. Jo Ann Martin should you wish to make any changes: jmartin@tuxedoufsd.org.

Bus Cleaning Protocols

- ❖ When buses return to the parking lot they will be fogged before the next run. The chemicals used are SED (State Education Department) approved and so are the cleaners
- ❖ Drivers will be encouraged to get the COVID-19 vaccination, at this time SED prohibits the mandating of employees to be vaccinated. The District will continue to partner with community health providers to provide easy access to obtaining the COVID-19 vaccination. Drivers, even when fully vaccinated must continue to wear masks at all times and continue to follow Tuxedo policies and procedures.



Tuxedo Union Free School District

District ~~Reopening~~ Reinventing Plan

(last revision: 8/26/2021)

- ❖ Buses will continue to be loaded from the rear of the bus to mitigate risk of COVID-19 transmission.
- ❖ Attendance and seating location will be kept daily by the District

In the event of a broad quarantine that impacts bus driver availability and provision to provide bus transportation, the following actions will be taken

- 1) All attempts to find a substitute bus driver will be taken by the District to continue transportation
- 2) In the event a substitute bus drivers cannot be available the following will occur:
 - a) District will work with OU BOCES and neighboring districts to determine routes that can be consolidated
 - b) Students with disabilities will be prioritized for transportation to their program
- 3) In the event that transportation cannot be provided after exhausting all options, the District will reimburse families for costs incurred with getting their child to and from school as per their transportation plan:
 - a) Mileage reimbursement including tolls per the current IRS rate on the days impacted during the time of quarantined as per the community notification from the District
 - b) Distance will be calculated from the residence listed on the school's reporting program (Parent Portal) to the address of the school/program of the child
 - c) Reimbursement of tolls incurred will require documentation
 - d) Families who have indicated their transportation plan does not include District bus transportation will not be eligible for reimbursement
 - e) This will not apply during times in which the District or the child's program is in a 100% remote instructional model or cohort hybrid model.

Reporting Child Sickness & Remote Instruction

If your child is not feeling well or exhibiting any symptoms related to COVID-19 and well enough for instruction, they may participate via remote instruction for that day. You are to contact Ms. Castricone and your building principal (Mr. Brown - GGM, Ms. Scariano – GFB) to notify them of your child's sickness and the choice to stay on remote instruction ahead of the school day to ensure accurate attendance reporting.



Tuxedo Union Free School District District Reopening Reinventing Plan

(last revision: 8/26/2021)

Upon this notification, Ms. Castricone will contact you about next steps for clearance for your child to return to in-person instruction. Please see our district resource on information for students returning to school after sickness. It is located on the district website and can be accessed by clicking [here](#) and [here](#) (en español). A copy is enclosed in the mailing of this letter.

Day & Field Trips

For every 10 students on a day/field trip there will be at least one adult for supervision. Parents and other family members may serve as a chaperone provided that they reside with the student who is attending. No non-household members may serve as chaperones.

For field trips, the Transportation Supervisor will coordinate with the classroom teacher and building principal to keep classes together as a pod on one bus whenever possible. The organizing teacher of the day/field trip will complete a bus seating chart and attendance will be taken when entering/exiting the bus. The Transportation Supervisor will collect bus seating attendance sheets and these will be kept on record in the main office.

COVID-19 Updates and Notifications

Tuxedo UFSD reports daily the number of confirmed staff and student COVID-19 cases. New York State has centralized this daily reporting with the COVID-19 School Report Card. On the COVID-19 School Report Card you can see the number of confirmed cases broken out by district, school and whether the staff/student was reported to be in-person or remote on the given day. Please be advised that any staff member of student identified as a confirmed case or a close or proximate contact at the school has already been advised of their status, has received the directive to isolate/quarantine and their in-person return date by Ms. Castricone, the school nurse, by the time the numbers have been reported to the COVID-19 School Report Card.

To increase transparency, the District sends a Community Notification communication to families and staff when we have a confirmed case. This is in addition to the daily reporting to the COVID-19 School Report Card. We will also post these notifications on our district website to ensure timely communication and access to the information. These notifications will be posted under the COVID-19 section of our website (link below). These notifications will also be sent



Tuxedo Union Free School District District Reopening Reinventing Plan

(last revision: 8/26/2021)

through email. Please be advised that due to HIPAA regulations we cannot disclose any information that personally identifies who the confirmed individual is as it is against the law to share anyone's medical status: that includes who has been confirmed with COVID-19.

<https://www.tuxedoufsd.org/page/covid-19>

Quarantining and Exposure

If your child has to quarantine or isolate due to exposure to COVID-19, please be advised that your child may participate in Homebound Instruction during that time. You will have already been in contact with the school nurse if this is the situation and be made aware of the length of this period. Ms. Castricone is in daily contact with Mr. Brown and Ms. Scariano and they will be made aware as well. You do not need to alert teachers to the reasons why your child will be remote as COVID-19 status is protected under HIPAA.

COVID-19 Proactive District Testing Plan

Governor Cuomo often refers to parts of New York State as being in Yellow, Orange or Red Zones. The designation of these zones across the state are based on the percent of COVID-19 cases. Should a school be located in one of these designated zones, specific protocols would need to be implemented immediately in order for hybrid or in-person instruction to continue. COVID-19 testing is one of these specific protocols.

While Tuxedo is NOT designated as a Yellow, Orange or Red Zone and does NOT have to test at this time, it is important that we have a plan in place in the event that it is a requirement. More information on the District's testing plan will be shared in the near future along with scheduled Q/A sessions for families.