



Tuxedo Park School Reopening Plan

August 2020

Introduction

In response to the COVID-19 pandemic and in accordance with CDC, New York State Department of Health and New York State Education Department guidelines, the Reimagining TPS 2020 Committee has developed a reopening plan for the 2020-2021 academic year.

The Reimagining TPS 2020 Committee is comprised of the Head of School, Associate Head of Academics, Chief Financial and Operating Officer, Administrative Team, Faculty, School Nurse, Physicians, Parents and select Trustees.

This document provides our TPS community with an overview of our reopening plans as of August 1, 2020. TPS will continue to closely monitor guidance and the environment, communicate with our TPS community, and update our plans as needed.

Community Expectation

We are grateful for the ongoing partnership between Tuxedo Park School, its students, and families.

During this pandemic we must all take responsibility for our own health, the health of our families, and those in our community.

Now more than ever, we will rely on your cooperation and expect compliance with new health & safety protocols in school and at home to keep all TPS community members healthy. All families will be expected to sign a TPS Health & Safety Pledge before school begins.

Reopening Overview



- In-Person learning for our entire Tuxedo Park School Community
- Hybrid learning model to accommodate special circumstances
- Remote learning model if in-person learning is not permitted



In-Person Learning

All students welcomed back on campus for a full academic program.

Campus Readiness

- Class size limited and rooms reconfigured to achieve social distancing
- Hand sanitizing stations in all classrooms and building entrances
- CDC compliant cleaning protocols
- Directional signage and floor markings throughout the building
- Nurse's office relocated and additional health office/isolation area
- Increased ventilation throughout the facility
- Additional outdoor learning opportunities

Face Coverings

All employees and students will be required to wear proper face coverings when social distancing is not achievable.

What is an acceptable face covering?

- Cloth-based face coverings and surgical masks that cover both the mouth and nose
- Face shields may be worn with an acceptable face covering (face shields may not be used alone)
- Bandanas, scarves, or gaiters are **not** allowed

Questions about face coverings? Please contact the [Associate Head of School for Academics](#)

New Daily Protocols

- Before sending child to school, parents will be required to:
 - Take child's temperature
 - Complete a health screening questionnaire for their child using the Magnus Mobile App
- Students and employees will also have their temperatures checked upon arrival at school entrances.
- In accordance with current CDC & NYS DOH guidelines, students or employees may not come to school if:
 - Temperature is over 100.0 F
 - Showing symptoms of any illness
 - Knowingly exposed to a person positive for or suspected with COVID-19 within the past 14 days
 - Traveled to a restricted state on the [NYS Travel Advisory list](#) within the past 14 days
- Parents who drive their child to school are expected to say goodbye outside of the building. Teachers will bring younger children into their classrooms.
- Parents and visitors without an appointment will be prohibited from entering the building to protect the community.

Busing & Transportation

At this time, TPS encourages parents to drive their children to and from school when possible.

However, we understand that many parents rely on bus service:

- New procedures have been implemented to ensure health and safety of riders, please see [FAQ](#) for details
- Upon release of further guidance from NYS on transportation, we will provide additional information to families

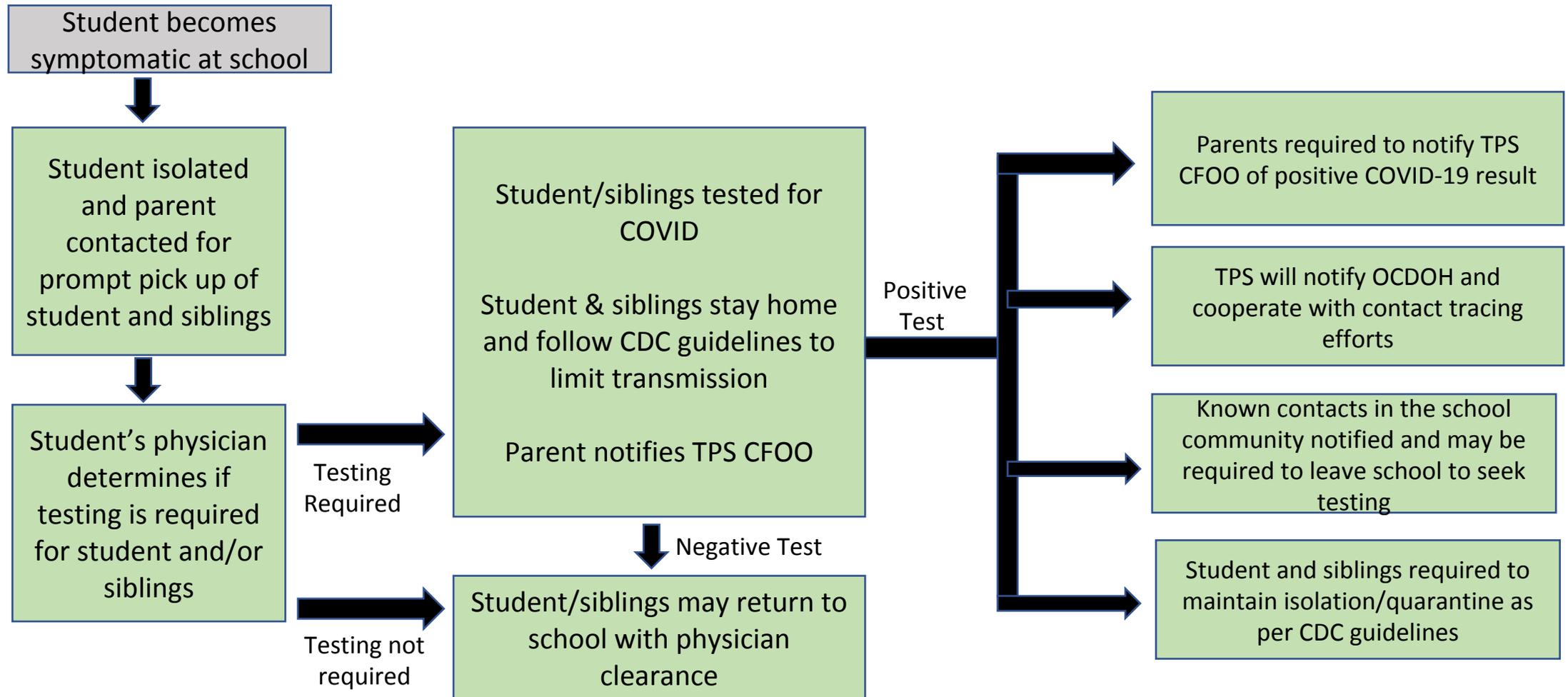
Questions about buses? Contact our [Chief Financial and Operating Officer](#)

COVID-19 Response Coordination

- NY State has established metrics that they will use to order a regional or state-wide shutdown.
- There may be situations within our own school community when the spread of COVID-19 results in a partial or full closure of the campus.
- Under guidance from state and local authorities, and in accordance with medical privacy laws, TPS has identified protocols to track and trace the level of transmission in school to provide for the health and safety of our community.
- The metrics utilized in the decision-making process vary depending on the type/level of exposure and OCDOH guidance which informs our contact tracing, isolation, and quarantine efforts.

Response to Illness at School

Example scenario for when a student shows symptoms at school:



Daily School Schedule

- All students will follow a full-day schedule, Monday-Friday
- Student arrival: 8:15am-8:30am
- Student dismissal:
 - Primary School: 3pm
 - Middle & Upper School: 4pm
- Extended Day will be available until 5:45pm Monday-Thursday and Friday until 5pm
- Early arrival/drop-off is not available at this time

Physical Education & Athletics

TPS recognizes the importance of exercise and physical activity for all students and will continue to offer a full PE curriculum.

Pre-K-5th grade students*:

- Outdoors whenever possible
- At least 12-feet apart when in the gym
- Adapted curriculum in line with new health & safety guidelines

6-9th grade students*:

- At the time of this writing, interscholastic sports are prohibited by NYS
- Students will engage in physical activities from 3-4pm Monday-Thursday
 - Sports-specific skills & drills
 - Training & conditioning

*Students will no longer change for PE/Athletics. Please see [updated dress code](#).

TPS Dining

In order to comply with guidance, our family style dining is postponed until further notice. TPS values nutrition, healthy meals and student choice. All meals will be served to students by Food Service staff:

- Lunch times will be staggered to avoid lines
- PS students will pick up lunch in the Primary School wing
- MS/US will pick up lunch in the Dining Room
- Students will eat outdoors or in their classrooms

Calendar Updates

TPS is committed to building community and meaningful connections to students and families. Although in-person, we will need to make accommodations for larger gatherings:

- Events that will occur virtually include but are not limited to:
 - Back to School Nights
 - Parents' Association Meetings
 - Assemblies
- All field trips are postponed until further notice.

We will review the calendar monthly and share event details.



TPS Hybrid Learning Model

Created to accommodate students and families with special circumstances.

TPS Hybrid Learning Model

Our Hybrid model is unique as we are able to accommodate our full student body on campus in our In-Person Learning model.

We recognize, however, that a student may not be able to attend school in-person due to quarantine or other approved special circumstances.

We have invested in new technology that will allow students to participate in class remotely to accommodate students and families.

If you have questions or feel you may need an accommodation, please contact the [Associate Head of Academics](#).



Remote Learning Model

A new remote learning model designed to deliver a rigorous academic program incorporating students' developmental needs, emotional well-being, and need for social connections.

Remote Learning Model

Although we hope to be in-person for the full school year, we recognize this uncertain environment may require an immediate shift to remote learning.

We are acutely aware of the profound effect remote learning places on families and the inequitable burden childcare can have on families during an already stressful time. Many parents have struggled with the demand to adapt to the time-commitment and stress of overseeing their child's learning at home.

We are also sensitive to the emotional hardships students experienced while learning from home and have incorporated opportunities to support students' social and emotional well-being.

Based on our experiences and feedback during spring trimester, and with guidance from intensive professional training over the summer months, we have developed a new program to improve the remote learning experience in your home.

Remote Learning Model

Academic Enhancements:

- Blend of synchronous and asynchronous learning with an increase in synchronous learning based on developmental appropriateness
- Remote schedules mirror in-person schedules
- Lower grades focus primarily on individual and small group instruction
- Digital resources and subscriptions to support curricular programming
- Co-curriculars and electives incorporated into the daily schedule
- Regular teacher office hours

Remote Learning Model

Social/Emotional Enhancements:

- Increased opportunities for students to engage in social and light-hearted activities to mitigate emotional distress associated with distance learning
- Daily homeroom check-ins
- Weekly individual check-ins
- Bi-Weekly parent office hours for parents to touch base with teachers
- Buddy classes, assemblies, town halls, live lunch, and more!

Parent Action Items

Information and resources for parents



Back to School Checklist

- Review [updated dress code](#)
- Purchase or make 10 face coverings* (each child will need 2/day)
- Send one full water bottle* to school with your child each day
- Submit completed [health forms](#) no later than August 15
- Practice social distancing, mask wearing, handwashing with your child at home
- Follow NY State and CDC travel and [quarantine guidelines](#)
- Download the Magnus Mobile Daily Reporting App
- Review and sign TPS Pledge (*coming soon*)

*labeled with your child's name

Mark Your Calendars

Event	Date
Reopening Webinars for Parents (Virtual)	August 12
Campus Visit & Orientation – Primary School Students & Parents by appointment	Week of August 24-28
Campus Visit & Orientation – Primary, Middle, Upper School Students & Parents by appointment	Week of August 31-September 4
First Day of School	September 8 - 12pm Dismissal
Opening Parents' Association Meeting (Virtual)	September - TBD
Back to School Night (Virtual)	September 24

Additional information and invitations to follow.

Resources for Parents

- [TPS Reopening Plan](#) submitted to NYDOH and NYSED
- [CDC Guidelines](#)
- [NYS DOH Guidelines](#)
- [NYSED Guidance for Independent Schools](#)
- TPS Reopening: [Frequently Asked Questions](#)
- Questions? Please contact:
 - [Head of School](#)
 - [Associate Head of Academics](#)
 - [Chief Financial and Operating Officer](#)