

Pine Plains Central School District



Reopening Handbook for Students and Families

August 2021

Updated: September 2, 2023

Introduction

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

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

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

Health and Safety

COVID-19 Coordinators

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

District Coordinator and Contact Information:

Dr. Brian Timm, Superintendent 518-398-7181 ext. 1401
Alternate: Mr. Gian Starr, Director of Curriculum and Instruction

Building Coordinator and Contact Information:

Cold Spring:

Jennifer Heath, RN (845) 868-7451 ext. 2239
Alternate: Kristen Fischetti Principal

Seymour Smith:

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

Stissing Mountain Jr./Sr. High:

Greta Anderson, RN (518) 398-7181 ext. 1335
Alternate: Chris Boyd, Principal

Daily Health Screening

Health screening, including daily temperature checks and completion of a screening questionnaire, are required for all students each day. The daily health screening must be completed before entering a school facility. The screening questionnaire determines whether the individual:

- has tested positive for COVID-19 in the past 2 weeks;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 24 hours;
- has had close contact (6 feet or less for 15 minutes or longer with or without a mask) with a suspected or known COVID-19 patient within the past 2 weeks.
- has traveled internationally and not fully complied with New York State COVID-19 testing guidelines for return to NYS from travel.

Any student who screens positive for COVID-19 should stay home, or will be sent home, with instructions to contact their healthcare provider. 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.

The health screening web-based app can be accessed from our website ppcsd.org under the COVID-19 Resource tab or directly from <https://www.ppcsd.org/Page/3221>

Return to School following Screening Positive for COVID-19 Symptoms

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

A. When a Health Care Provider is visited, the student may return to school after:

1. Documentation from a Health Care Provider following evaluation is received and cleared your student to return. Health Care Provider will determine necessity of COVID-19 test based on nature of symptoms. If a COVID-19 test is ordered, follow the guidelines below.
2. Individual must be without a fever, unmedicated, and have a progressive improvement of symptoms for at least 24 hours before returning.

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

1. Documentation from a Health Care Provider following evaluation is received and cleared your student to return.
2. Individual must be without a fever, unmedicated, and have a progressive improvement of symptoms for at least 24 hours before returning.

- C. If your student has a POSITIVE test result for COVID-19, they may return to school after:
1. Isolation for a minimum of 10 days from start of symptoms.
 2. Individual must be without a fever, unmedicated, and have a progressive improvement of symptoms for at least 24 hours before returning.
 3. Release from Isolation from the Department of Health.
- D. If your child does not see a Health Care Provider or COVID-19 test is refused, they may return to school after:
1. At least 10 days have passed since onset of symptoms.
 2. Individual must be without a fever, unmedicated, and have a progressive improvement of symptoms for at least 24 hours before returning.

These return-to-school protocols are the minimum required for re-entry. The Dutchess County Department of Health and/or PPCSD may issue additional case specific clearance measures. The CDC recommends a COVID-19 test immediately upon symptom onset or 3-5 days after an exposure for unvaccinated individuals. The CDC recommends fully vaccinated individuals who have a known exposure to someone with suspected or confirmed COVID-19 be tested 3-5 days after exposure, regardless of whether or not they have symptoms. All results will be reviewed by the School Nurse and COVID Coordinator. In the event there is a positive result we will work with the Dutchess County Department of Health to act swiftly to track and notify those that may have had close contact.

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

Face Coverings - Masks

All students, faculty, staff, and all other individuals will be required to wear appropriate personal protective equipment (PPE) to protect against the transmission of the COVID-19 virus when inside school buildings, school facilities, and on buses. Acceptable face coverings include, but are not limited to, cloth-based face coverings and surgical masks that cover both the mouth and nose. Face coverings are not required outdoors at school facilities for students, faculty, staff, and all other individuals.

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.

Individuals that are not capable of wearing a mask are required to provide a note from their doctor, which will be kept on file with the school nurse. Once the doctor's note is reviewed and approved, the individual will not be required to wear a mask. For the health and safety of the entire school community, individuals approved to not wear a mask must keep six feet of distance in all directions from all other individuals inside school facilities and on school buses.

If an individual forgets their mask or does not have a mask, a disposable mask will be provided.

Social Distancing

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

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

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

Schedule

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

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

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

Virtual Instruction

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

K-5 Students

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

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

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

6-12 Students

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

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

Intermittent Remote (Students that require Quarantine or Isolation)

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

Transportation

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

Athletics

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

School Meals

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

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

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

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

Hygiene, Cleaning, and Disinfection

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

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

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

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

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

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

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

Visitors

School buildings will be closed to all visitors without prior appointment. Visitors with appointments will be required to complete the health screening before going to their scheduled appointment. Parents/guardians visiting buildings for any reason other than arrival and dismissal are expected to follow all district COVID-19 protocols.

Important Contact Information

Cold Spring Contact Information

Principal	Kristen Fischetti	k.fischetti@ppcsd.org
Secretary	Renee Shea	r.shea@ppcsd.org
School Psychologist	Elizabeth Murray	e.murray@ppcsd.org
School Social Worker	Amy Duncan	a.duncan@ppcsd.org
School Nurse	Jennifer Heath	j.heath@ppcsd.org

Seymour Smith Contact Information

Principal	Julie Roberts	j.roberts@ppcsd.org
Secretary	Kathleen Lounsbury	k.lounsbury@ppcsd.org
School Psychologist	Elizabeth Murray	e.murray@ppcsd.org
School Social Worker	Amber Rennie	a.rennie@ppcsd.org
School Nurse	Jennifer Funk	j.funk@ppcsd.org

Jr./Sr. High School Contact Information

Principal	Chris Boyd	c.boyd@ppcsd.org
Assistant Principal	Sara Von Burg	s.vonburg@ppcsd.org
Main Office Secretary	Lorraine Olay	l.olay@ppcsd.org
Dean of Students/Athletic Director	Rob Scott	r.scott@ppcsd.org
Athletic Secretary	Wendy Remsburger	w.remsburger@ppcsd.org
Guidance Counselor (A-K)	Jessica Wisniewski	j.wisniewski@ppcsd.org

Guidance Counselor (L-Z)	Ryan Carney	r.carney@ppcsd.org
College & Career Counselor	Katie Bucher	k.bucher@ppcsd.org
Guidance Secretary	Jennifer Lydon	j.lydon@ppcsd.org
School Psychologist	Lindsey Lowry	l.lowry@ppcsd.org
School Social Worker	Brittany Cruickshank	b.cruickshank@ppcsd.org
School Nurse	Greta Anderson	m.anderson@ppcsd.org
Athletic Trainer	Charlie Van De Bogart	c.vandebogart@ppcsd.org

District Contact Information

Superintendent of Schools	Dr. Brian Timm	b.timm@ppcsd.org
Secretary to the Superintendent	Patricia Audenino	p.audenino@ppcsd.org
Personnel Administrator / District Clerk	Julia Tomaine	j.tomaine@ppcsd.org
Director of Curriculum and Instruction	Gian Starr	g.starr@ppcsd.org
Secretary to the Director of Curr./ Instr.	Peg Bonneville	p.bonneville@ppcsd.org
Business Official	Laura Rafferty	l.rafferty@ppcsd.org
Treasurer	Maria Hutman	m.hutman@ppcsd.org
Director of Pupil Personnel Services	Janine Babcock	j.babcock@ppcsd.org
Secretary to the Director of PPS	Roseann Kemp	r.kemp@ppcsd.org
Secretary to the Director of PPS	Renee Dallmann	r.dallmann@ppcsd.org
Director of Building and Grounds	Rich McKibben	r.mckibben@ppcsd.org
Head Custodian	Chris Wyant	c.wyant@ppcsd.org
Director of Technology	Rich Harlin	r.harlin@ppcsd.org
Secretary – Technology Department	Linda Bergmann	l.bergmann@ppcsd.org
Transportation Supervisor	Lauren Ross	l.ross@ppcsd.org
Director of Food Service	Larry Anthony	l.anthony@ppcsd.org
Substitute Caller	Jennifer Lydon	j.lydon@ppcsd.org

References

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

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

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