



# Opening Plan 2021-2022



Last Updated: September 8, 2021

**Table of Contents**  
**Tuxedo Park School Opening Plan for 2021-2022**

<b>Introduction</b>	
School History and Mission	2
<b>Section I: Health and Safety</b>	
Admittance to the Building	3
Health Checks and Screenings	3
Management of Ill Persons	4
Containment	4
Face Coverings and Personal Protection Equipment (PPE)	5
Hygiene	6
Social Distancing	7
Closure/Metrics Used in Decision-Making	9
<b>Section II: Facilities</b>	
Utilization of Space	9
Safety Drills	9
Ventilation	10
<b>Section III: Transportation</b>	10
<b>Section IV: Social-Emotional Well-Being</b>	
Support Team	11
Curricular Programs	11
School Procedures and Teacher/Staff Professional Development/Training	12
<b>Section V: Instructional Models and Curriculum</b>	
In-Person Learning	12
Hybrid Learning	13
Remote Learning	14
Special Education/English Language Learners	14
Athletics and Extracurriculars	14
<b>Section VI: Technology and Connectivity</b>	
Access to Technology	15
Education for Families, Faculty, and Staff	15
<b>Section VII: Attendance</b>	15
<b>Section VIII: Communication</b>	16
<b>Conclusion</b>	16



# Introduction

## School History and Mission

Tuxedo Park School (TPS) is a small, independent Pre-K through Grade 9 school in Orange County, New York. We are a diverse community of educators and learners with strong traditions of engaged learning and thorough preparation for secondary public, independent, and boarding schools. Small class sizes, a low student-teacher ratio, and a nurturing atmosphere allow for differentiated instruction, meaningful conversations, and for each child to be known, appreciated, and celebrated.

In the summer of 2020, a *Reimagining TPS 2020* committee comprised of school administrators, staff, faculty, trustees, medical professionals, and parents developed a reopening plan that was both comprehensive, in compliance with the New York State Education Department (NYSED) and the Department of Health (DOH), and in line with Centers for Disease Control and Prevention (CDC) recommendations. The central focus of this plan is the physical, mental, and emotional health and safety of our students and faculty, along with the academic and developmental needs of each child.

As a small independent school, TPS was uniquely positioned to provide a safe and effective learning environment for our students and our faculty. Intentionally small classes provided TPS the ability to restore in-person, socially distanced learning using larger indoor classroom spaces. In addition, our park-like campus lends itself to the creation of multiple outdoor classrooms. When the need to pivot to remote learning became necessary, faculty were ready to seamlessly proceed to consistent, comprehensive academics, using synchronous (facilitated live by a teacher) and asynchronous (independent) instruction.

Whether in-person or online, students, faculty, and staff cared for each other and the community while living the school's creed, "Be Kind. Be Fair. Be Responsible."

After a successful 2020-2021 school year, with COVID restrictions still mandated, Tuxedo Park School plans to prioritize all of the above while making revisions based on current guidance.

Please read our policies below, which will pertain to the 2021-2022 school year. This plan is subject to change based on updated policies and guidelines.



## **Section I: Health and Safety**

Through research and guidance from NYSED, DOH, and CDC, the TPS Reimagining Committee has developed a detailed plan to keep our students and staff healthy and safe. The success of this plan will be dependent on our clear communication and the critical cooperation and partnership of our families.

### **Admittance to the Building**

TPS students, faculty, administrators, and staff will be allowed access to the building with the conditions outlined below. Parents and visitors (contractors, vendors, prospective families, etc.) will be required to provide proof of vaccination before entering the building to protect the community.

All students, employees, and visitors will be required to wear an appropriate face covering to enter the school building. Details on face coverings required for access to facilities are outlined below.

Students in grades Pre-K-3 will enter utilizing the Primary School (PS) entrance. Students in grades 4-8 will enter utilizing the Middle School (MS) entrance. Grade 9 students can enter through the main front door. Employees may enter using either the PS or MS entrance.

The Blairhaime entrance to the main foyer/waiting area is restricted to 9th graders and all visitors, where the receptionist will assist them. Access to the building will not be permitted unless an appointment has been made in advance or unless specific permission has been received from the Head of School, Associate Head of School for Academics (AHOS), or Chief Financial and Operating Officer (CFOO). All visitors are subject to a health screening (as described below for employees) and proof of vaccination before being allowed to enter the building. Each person must provide their name and telephone number, which will be recorded in a Visitor's Log for potential tracing purposes.

The school building will be closed for use by outside groups or private events until further notice.

### **Health Checks and Screenings**

Before departing for school, parents/guardians will need to certify that their children do not have a fever or any COVID-19 related symptoms using the Magnus Health Screening/Attestation Mobile App. Students with any symptoms or an immediate family member who has tested positive must remain home and follow return-to-school guidelines. The school will periodically ask symptom-related questions to the students upon arrival.

Upon arrival at school, employees must present themselves to the automated temperature kiosks located at the designated entrances. Students will have their temperature checked by a school employee using a Non-Contact Digital Infrared Forehead Thermometer. The school will not record an individual's actual temperature but rather a "Pass/Fail" per HIPPA requirements. Individuals who conduct health screenings are required to wear an appropriate face mask/covering and other PPE as deemed necessary. Individuals who do not present with a temperature greater than 100.0 degrees Fahrenheit will be allowed to attend school.

Any student who presents COVID-19 symptoms or fever will be discharged to their parent/guardian immediately along with any siblings, regardless of vaccination status. Students who utilize district or contracted bus services will be isolated and supervised in a safe, contained area in the Health Office, near the main entrance. The nurse will wear full PPE until the student is picked up by a parent, guardian, or designated emergency contact. The school nurse will bring the symptomatic student out the front entrance to the waiting vehicle and provide the caregiver with information on health care, testing resources, and when they can return to school based on the satisfaction of CDC guidelines.

Employees will be required to undergo a daily health screening to include a questionnaire and temperature checks. The questionnaire will be updated, as needed, to comply with changing CDC or DOH guidelines. Employees and non-employees who present COVID-19 symptoms or fever upon arrival will not be allowed to enter the facility.

### **Management of Ill Persons**

During the school day, any student who presents COVID-19 symptoms or fever will be brought to the Health Office near the main entrance. The nurse will wear full PPE and supervise the student until they are picked up by a parent, guardian, or designated emergency contact. The school nurse will bring the symptomatic student and any siblings out the front entrance to the waiting vehicle and provide the caregiver with information on health care, testing resources, and when they can return to school based on the satisfaction of CDC guidelines.

Employees or non-employees with symptoms will be instructed to leave the facility, seek appropriate medical treatment and not return to school until they satisfy CDC guidelines. If an employee or non-employee cannot transport themselves, they will remain in the Health Office until their transportation arrives.

If the Health Office has been used to house a student or person with COVID-19 symptoms, then the Office will be placed off-limits, and the Facilities Dept. will be summoned immediately to clean/disinfect the office utilizing appropriate PPE, an EPA approved disinfectant, and a hydro/electrostatic sprayer.

The school will have a secondary location where the nurse can evaluate non-COVID-19 related illness/injuries.

### **Containment**

Students will be grouped by grade cohorts, where possible, with limited access to varied areas of the building to allow for fewer opportunities for cross-exposure and easier containment of the virus if there is an outbreak.

#### *Positive for COVID-19 Diagnosis*

Students and individuals referred for medical evaluation and/or test positive for COVID-19 must immediately inform the school's nurse. The Nurse, as the designated person, will notify the Orange County Dept of Health (845-291-2330) and convene an immediate response team to identify any potentially affected individuals and areas of the building that may require closure.

The immediate response team will determine if exposure to individuals was limited or widespread.

Limited exposure may require those affected students and faculty to undergo COVID-19 testing, remain at home and participate in hybrid or remote learning, and/or not return to school until they satisfy local health authority and CDC guidelines. Vaccination status will be considered when making those decisions. The school building will be cleaned/disinfected each night with EPA approved disinfectant and a hydro/electrostatic sprayer, potentially limiting the need for building closures.

Widespread exposure may result in partial or complete closure of the school's campus until any required diagnostic testing can be completed and local health authorities give the approval to reopen. At this point, all faculty and students will participate in remote learning until the school is allowed to open.

TPS will notify faculty or families of students if they have come into close or proximate contact with a person with COVID-19. Medical privacy laws explicitly prohibit TPS from revealing the name of the individual who has tested positive. The school may only disclose that the student or faculty member has come in close or proximate contact with an unnamed person and how we came to know this information (school tracking systems, governmental contact tracing, or another mechanism).

#### *Return to School*

Students must stay home when they are sick (with COVID-19 or other illnesses) for their health and the safety of others.

If a person tests positive for COVID-19 or suspects they have COVID-19 based on symptoms, they are not allowed at school. A symptomatic student must receive a negative molecular COVID test result regardless of vaccination status before returning to school.

If a person has been ill and tested negative for COVID-19, they can return to school:

- After 24 hours without a fever (temperature of 100.0 or higher) or signs of a fever (chills, flushing, sweating, feeling warm), without the use of fever-reducing medicine (e.g., Tylenol). Additionally, no Covid-19 symptoms are present.
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

#### **Face Coverings and Personal Protection Equipment (PPE)**

In accordance with New York State's mandate for PK-12 schools, TPS requires all students, employees, and non-employees (parents, contractors, vendors, visitors, etc.), regardless of vaccination status, to wear an appropriate face covering when entering the school building and while indoors at all times except while eating. Students will be given periodic mask breaks throughout the day in accordance with social distancing guidelines.

Acceptable face coverings include, but are not limited to, cloth-based face coverings and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and may not be used alone. TPS prohibits the use of bandanas, scarves, or gaiters as CDC studies have shown that they are not

as effective at limiting the spread of respiratory droplets and do not ensure the mouth and nose are consistently covered.

Each family is encouraged to purchase or make ten cloth face coverings (two for each day of the week) per child. Face coverings should be labeled with the child's name or initials. The school will maintain a supply of face masks for students who may require one for any reason throughout the day.

Employees may elect to bring their own masks. The school will make disposable face masks available to all employees each day should they require one. An employee may remove their face covering if they are alone in their classroom/office or outdoors, provided they can maintain a socially distanced space of 6 feet or greater between themselves and other individuals.

Parents are expected to instruct and practice proper face-covering placement and removal with their children before starting school per [CDC guidelines](#). Faculty and staff will also provide this instruction and reinforce safe practices as needed. Face coverings should be cleaned or replaced daily and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings.

The school will provide the Health Office and Facilities Dept with a supply of Personal Protection Equipment (PPE): N95 disposable masks, face shields, disposable medical gowns, and nitrile gloves. This equipment will be utilized during daily health screenings, when a student or employee presents any COVID symptoms, and for cleaning/disinfecting of any potentially exposed areas of the building. Additionally, classroom teachers will be provided with a supply of nitrile gloves, disinfectant solution, and rags to wipe down desks and touchpoints in their classrooms as needed.

### **Hygiene Protocols**

Clean hands can stop germs from spreading from one person to another and throughout an entire community. Students will be required to wash their hands with soap and water for 20 seconds or use provided hand sanitizing solutions when entering or leaving the building, before and after each class, at meal periods, and after using the restroom. Hand sanitizing dispensers will be located in or near all classrooms and at all entrances/exits.

Classroom teachers will have a supply of nitrile gloves, disinfectant solution, and rags to wipe down desks and touchpoints in their classrooms as needed. The Facilities Dept will regularly clean/disinfect restrooms, stairway handrails, doorknobs/frames, and frequent touchpoints throughout the day. The nighttime cleaning staff will perform all regular cleaning routines (surface cleaning, trash/recycling removal, carpet vacuuming, floor mopping, restroom cleaning) and will complete the process by disinfecting all areas of the building utilizing appropriate PPE, an EPA approved disinfectant, and a hydro/electrostatic sprayer.

The school's food service vendor, in addition to regular food safeguards, will wear appropriate PPE while preparing and serving any meals. Meals will be eaten outdoors (weather permitting) or while seated at assigned desks. Grades 2-9 will proceed one class at a time to go through the cafeteria line, have their food plated by the kitchen staff, and take their meal outdoors/to their classrooms. Grades PreK-1 will have their lunches delivered to their classrooms.

Employees must observe social distancing guidelines and have their meal plated by a member of the kitchen staff. Access to the kitchen areas will be restricted to kitchen personnel only, and self-service is not allowed.

Employees and onsite third-party vendors are required to be vaccinated. They will receive training regarding how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper wearing of face coverings, social distancing, and respiratory hygiene. Faculty will instruct students on these protocols upon their return to school.

In the event of a confirmed case of COVID, the school building will have been previously cleaned/disinfected with EPA-approved disinfectant and a hydro/electrostatic sprayer, potentially limiting the need for building closures.

### **Social Distancing**

TPS will strive to maintain appropriate social distancing between all individuals while on school property unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household. Mask-wearing and barriers will also help address cases where appropriate distancing cannot be maintained.

### *Class Size*

TPS has always valued our small class sizes. We have determined capacity based on classroom square footage. In the context of COVID-19, the small classes allow us to set up the classroom, so each student maintains a minimum distance of 3 feet while seated at their desks.

Pre-Kindergarten to 3rd-grade classes will remain in the primary school wing and will not move throughout the rest of building. They will utilize the primary school entrance/exit. Cohorts, particularly in younger grades, allow for social distancing to be slightly more relaxed within the group, enabling the children to walk around the room more freely, take mask breaks at the teacher's discretion, and engage in developmentally appropriate play that is not considered "high risk."

Fourth-ninth grade class sizes are also minimized to allow for social distancing. Students will move through designated hallways and stairwells, wearing masks, and classrooms will be sanitized between each class. They will utilize their own entrance/exit and move through the MS/US wing.

### *Space Configurations*

Space configurations and usage will change for the duration of the COVID-19 period. Some of the changes include:

#### **Classrooms**

- Desk spacing will follow social distancing guidelines.
- Shared surfaces or workstations will be disinfected between student use.
- Outdoor classroom spaces will be used in the form of tents and terraces, with moveable seats.



- Both gyms will become multi-purpose spaces, being utilized as “classrooms” for higher-risk activities (music, chorus, band, movement) or when greater social distancing is required.

#### Common Areas

- Students will eat in available outdoor spaces whenever possible. When eating inside, they will be in classrooms with clear plastic barriers during mealtime.
- Students will be allowed to navigate hallways and stairways under the supervision of school employees and are expected to maintain proper social distancing at all times.

#### *Music, Wind Instruments, and Physical Education/Sports*

All activities requiring vocal projection or intense aerobic exercise will be performed outdoors, when possible. When the weather does not permit being outdoors, these activities will occur in the gym, where a distance of six feet in all directions will be maintained, with spacing marked on the floor. Band will be conducted in the primary school gym with music-specific masks and appropriate distancing and ventilation.

All persons playing wind instruments should wash their hands immediately following their instrumental play. Masks will be worn to and from the gym and taken off only when the teacher signals to do so.

#### *Arrival, Departure, and Scheduling*

TPS will maintain the typical arrival from 8:15-8:30 am for students as they enter through multiple designated building doors. There will be no early morning drop-off this year. Students getting off of the bus will exit so that they maintain 3 feet distance from one another. PS students are dismissed at 3 pm, MS and US students are dismissed at 4 pm. Entrance and egress from the building will be through designated doorways specific to each age/grade level.

If there is a line to enter the school outside the designated entryway, parents may wait in line with children outside the school. Parents will say goodbye to their children outside and PS children will be escorted to the classroom by a teacher. All other children will proceed directly to their homerooms while maintaining social distancing.

Lunch, snack, and recess times are staggered across divisions so that each class has time outdoors, as well as safe and well-ventilated places to eat.

#### *Social Distancing Considerations for Faculty and Staff*

All teachers are assigned to their classroom or office, minus a few shared spaces (gyms, KMAC lab). The teacher lounge will be closed this year. All faculty, committee, and board meetings will be held remotely or in a space where they can maintain social distancing. Non-TPS employees, including outside tutors or service providers, are only permitted to provide services in the building with proof of vaccination status and advance permission from the Head of School, Associate Head of School for Academics (AHOS) or Chief Financial and Operating Officer (CFOO).

#### **Closure / Metrics Used in Decision Making**

There may be times when we need to fully or partially close the campus. The State has established metrics that they will use to order a regional or state-wide lockdown. However, there may be

situations within our school community when the community spread of COVID-19 needs to be addressed. Under guidance from the State and local authorities, TPS has identified protocols to help us track and trace the level of transmission in the school setting so that we can responsibly provide for the health and safety of our students, families, faculty, and staff. The metrics utilized in the decision-making process will vary depending on the type/level of exposure and Orange County DOH guidance which will inform our contact tracing, isolation, and quarantine efforts.

## **Section II: Facilities**

Due to the nature of our small school, students can move through the building while maintaining distance from others. Students will be traveling through the building this year and changing classes. Alcohol-based dispensers are positioned throughout the building. Students will be reminded to use them or to properly wash their hands, upon entering the classroom each time, before/after lunch and recess, and more often if needed.

### **Utilization of Space**

TPS is fortunate to be housed in a building with large windows, a 17-acre campus, and two large gymnasiums that provide venues for activities that may pose slightly higher risks. In these existing spaces, we are ensuring they conform to NYS DOH guidelines for capacity. They are being upgraded to improve utility (e.g., installing tents outdoors to provide shaded outdoor classroom space, designating a portion of one of the gyms as a space for music and orchestra). No significant structural changes, alterations, or replacements are occurring. Therefore, we are not changing anything that has already been approved by the NYS Fire Prevention and Building Code. In line with guidelines, the function, position, and operation of our doors will remain unchanged.

### **Safety Drills**

TPS complies with state guidelines to practice eight evacuation drills and four lockdown drills per school year. We maintain an internal guide for conducting drills and emergency procedures. They will be reviewed and updated before the start of the 2021-2022 school year to reflect social distancing guidelines, indicating that students and faculty are to maintain a minimum distance of three feet when they gather on the fields outside for our headcount and by reviewing where each class should gather to maintain maximum distance. Considering our entire population is spread out across two huge fields, maintaining distance will be manageable. In addition, faculty and students will be re-trained accordingly. During lockdown drills, students will be required to wear masks; however, 3 feet distance may not be sustained during that time.

### **Ventilation**

The school's three main buildings were constructed at different times with different air ventilation systems. The PS and MS wings were purpose-built and both contain air ventilation/handling systems. Blairhame, having been constructed as a residence, does not have an internal ventilation system.

The PS wing was designed with an exhaust ventilation system for classroom restrooms. Fresh air introduced through open windows and/or air window conditioner will force outside air into the room and, in conjunction with existing ductwork and a window fan (set to exhaust), will ventilate each room.

The MS wing was designed with a recirculating ventilation system. The system dampers will be set in the open position to introduce outside air into the system. Any air recirculated through the system is passed through HEPA filters which work by forcing air through a fine mesh that traps harmful particles. Fresh air can also be introduced through open windows, air window conditioners, or fans.

The Blairhame/US wing will use a combination of open windows, air window conditioners, and/or fans to ventilate each room with the air. Utilizing an air conditioner or open window to introduce outside air into the room in conjunction with a window fan set to exhaust will circulate the classroom air and exhaust it outside.

Classroom and hallway windows will be kept open as much as possible, weather conditions permitting, to allow outside air to enter the buildings to increase air circulation. Classroom interior doors will remain open to increase airflow.

### **Section III: Transportation**

TPS encourages parents to drive their children to and from school each day, given the current COVID pandemic. However, it is understood that many parents rely on the area's school districts and the school's contracted bus service to transport their children to and from school. As such, the following procedures have been implemented to ensure maximum health and safety of riders:

- Parents will be required to complete a health screening using the Magnus Health Screening/Attestation Mobile App before placing their child on a bus. If they have symptoms, they should not board the bus.
- While waiting for the bus, students will be expected to remain in their cars or wear masks and maintain social distance.
- Students will be required to wear a face-covering at all times while riding a bus.
- No food or beverages are allowed to be consumed on the bus as this requires a student to remove their face covering.
- Students will board the bus walking to the furthest seat from the front of the bus that is available. Students must sit by themselves in a seat unless they are from the same family. One row should be skipped between students unless the driver instructs the students otherwise based on the number of passengers.
- Exiting the bus will occur opposite to boarding instructions. Students closest to the front door will egress first, followed by each consecutive row working towards the back of the bus. Students should remain seated until there are at least 3 feet (or 2 rows) of distance between the person in front of them.
- Both school districts and bus companies will be wiping down the seats with disinfecting products before students enter and again after they exit.
- Public school district and private bus company rules are subject to the latest guidance provided by NYS and/or CDC, and any changes will supersede this policy.

The school's "Happy Bus" may be used in a limited capacity following the same boarding rules as stated above. The bus will be cleaned before and after each use. Storage of hand sanitizer or cleaning products on the bus is strictly prohibited.

## **Section IV: Social-Emotional Well-Being**

We concur with the NY State Education Department that “Social-emotional well-being must be schools’ and districts’ top priority in supporting school transitions, not at the expense of academics, but to create the mental, social, and emotional space for academic learning to occur.” TPS will continue to be proactive, thoughtful, and diligently responsive to the social/emotional needs of our employees, students, and families.

### **Support Team**

Due to our small size, we can personally check in with families and students through frequent communication and regular Zoom calls with parents. Younger students remain in the same cohort through 3<sup>rd</sup> grade, leading to strong bonds and a tight-knit community. Fourth through ninth-grade students are in small advisories of 10 or fewer students and have daily check-ins each morning with their advisor. In addition, each student has a weekly individual session with their advisor to address any academic or social/emotional struggles the student may be encountering. In addition to the class teacher, the school is also served by a part-time psychologist available to students, families, and teachers for individual and family appointments, as well as consultation with teachers about student needs in the classroom. When necessary, outside referrals for follow-up are made.

### **Curricular Programming**

The research is conclusive that social interactions are crucial to healthy development in children, particularly adolescents. Our wellness program is designed to build self-awareness in our students and de-stigmatize mental health issues. We directly teach what it feels like to be stressed or anxious and healthy techniques to work through those feelings. If we need to move to a remote learning environment, we will provide multiple opportunities for students to ‘gather’ over Zoom in a non-academic, informal way (e.g., lunch with classmates, online social activities with their peers).

We can also lean into our usual arts-based curriculum as a means to allow children to process their grief, anxiety, and anger. Painting, clay work, theater, band, and chorus are integral to our school life and are recommended by trauma-informed approaches to education. We have found ways to ensure that each of these subjects is maintained in the curriculum consistent with COVID-19 guidelines.

### **School Procedures & Teacher/Staff Professional Development/Training**

We will provide support for students and faculty to process reactions to COVID-19 in the upcoming school year by:

- Inviting students and families of younger children into the building before the start of the school year to orient with new procedures and protocols. This introduction also allows parents to ask any questions or address any concerns they may have.
- Easing into the school year, with time for teachers and students to reorient to the “new normal,” allowing them time to unpack and process the previous six months and focus on rebuilding the social fabric of the classroom.
- Offering support to faculty and families, through individual appointments with the administration for questions, brainstorming, and resource generation.
- Providing professional development for teachers in working with children in class during a prolonged crisis, identifying signs of depression, anxiety, and trauma in children of different ages, and appropriately referring them to support staff for follow-up.

## Section V: Instructional Models and Curriculum

The TPS school schedule for 2021-2022 prioritizes safety, social-emotional wellbeing, and academic skill-building. Our academic expectations and content standards remain the same regardless of the learning situation we are in. Continuity of learning support services is also a high priority.

Tuxedo Park School is opening the school year for in-person instruction only. Should the need arise to adopt a hybrid learning or remote learning model, we are prepared to do so. More information on each learning model is below, along with guidelines for adopting them.

Our three scenarios (In-Person, Hybrid, and Remote) are designed to be relatively seamless, maintaining a version of the same schedule in all three situations. In PS, the In-Person and Hybrid scenarios are somewhat similar. The remote learning scenario considers the shorter time-spans young children can (or should) spend in front of screens and the need for small groups and individual instruction to maintain student engagement.

### In-Person Learning

#### *Primary School*

The TPS PS program will maintain typical daily schedules and enrollment options for all students. Students are in grade-specific, self-contained student cohorts. Pre-Kindergarten has a maximum enrollment of 8 per class. All PS students will remain in the PS wing throughout the day.

Our PS program is inquiry-based and hands-on academic learning, laying the foundations for success in the middle school grades. Our younger grades learn through a rich, story- and song-filled environment that offers ample opportunities for small and large motor development and social-skill building through free play and gently guided circle activities. Our older primary grades learn through collaboration and investigation to secure their foundational understandings of the core material. For the 2021-2022 school year, we will take extra care to provide the following:

- **Increased outdoor time** on our 17-acre campus
- **A tent for outdoor learning and eating** when weather permits
- **Indoor spaces that still reflect our beautiful aesthetics and values** but have toys and play surfaces that are easier to disinfect
- **Individual sets of materials** to allow for active engagement while also maintaining sanitary practices
- **Age-appropriate, creative, and gentle education** about mask-wearing, handwashing, social distancing, and other health precautions
- Reserved **private corners or spaces** within the classroom for children needing “mask breaks,” where they can socially distance while still being supervised by teachers
- Creative rethinking of our usual curriculum to provide **familiar rhythm, structure, and warmth** to reassure young children during a time of increased isolation and anxiety.

#### *Middle/Upper School*

The TPS MS and US program will maintain typical daily schedules. Students are in student classes of 12 or fewer. Art and electives will be held in respective portions of the building with only brief travel through the PS wing.



Our MS and US program is inquiry-based, academic, collaborative, and reflective. To maintain instructional opportunities that foster these foundational skills, in the 2021-2022 school year, we will take extra care to provide the following:

- **Increased outdoor time** on our 17-acre campus
- **A tent for outdoor learning and eating** when weather permits
- **Indoor spaces that allow for distancing** with surfaces that are easier to disinfect
- **Age-appropriate education** about mask-wearing, handwashing, social distancing, and other health precautions
- **Reserved spaces within the classroom** for students needing “mask breaks,” where they can socially distance themselves while still being supervised by teachers
- Creative rethinking of our usual curriculum to provide **familiar rhythm and structure and time to process social/emotional wellness** to reassure students during a time of increased isolation and anxiety.
- **Individual sets of materials (e.g., lab equipment)** to allow for active engagement while also maintaining sanitary practices.

### **Remote Learning**

Remote learning is when an entire grade or division is learning on zoom, from home. In the event that we need to quarantine/isolate a group of students, we will shift to our remote learning model.

Our remote learning plan considers what is developmentally appropriate for children in terms of their relationship to the screen and its effects on their well-being. Our remote learning will be a combination of synchronous and asynchronous learning opportunities. In addition, we have designed a plan so we can pivot to distance learning with 24 hours notice. Schedules will be established ahead of time, and students will have individual materials. We have also purchased online versions of our textbooks, so students have access at all times. Our in-person instruction will include opportunities to engage in online learning platforms so they are familiar with them in the event that we move to distance learning in the future. The school will provide technology to any family who needs it.

### *Primary School*

The PS remote learning program combines synchronous activities with individual or small group synchronous lessons. All students in all grades will receive multiple individual/small group instructional times each week. Pre-K through 1<sup>st</sup> grade emphasizes shorter, frequent check-ins with teachers and classmates, with some daily whole-class instruction. These synchronous activities in Pre-K include circle time, story-time, puppet shows, or singalongs. In K-3<sup>rd</sup> grade, they include whole-class instructional lessons, circle time, read aloud, and shared work opportunities. Students will continue to receive synchronous instruction in all their specialty classes (science, PE, Art, Music, French).

Teachers will also offer biweekly meeting times with students and parents to foster a sense of community and connection and address any individual concerns that might arise.

### *Middle/Upper School*

In MS/US, we will try to maintain a familiar rhythm to the day for the well-being of the students. Their daily schedule will remain the same; however, if needed, on a rotating schedule, certain

classes will be designated as synchronous, while others are designated as asynchronous. Students will have no more than 4 hours of synchronous learning each day, and daily classes will include required extracurricular and specialty classes (e.g., electives, chorus, band, PE, Art, etc.)

### **Hybrid Learning due to Quarantine or Isolation**

If your child becomes symptomatic, or you learn that they were exposed to someone who tested positive, please inform the school immediately. If your child is feeling unwell, they are encouraged to rest and recover like a typical sick day. The teachers will provide make-up instruction and assignments upon your child's return. If your child is asymptomatic or mildly symptomatic, please contact AHOS Serena Mueller to discuss hybrid learning as an option. If hybrid learning is approved, there will be a 24-hour turnaround period. We will not provide hybrid instruction due to travel.

### **Special Education and English Language Learners**

We are in contact with the district and anticipate they will provide speech and OT services on campus. We do not serve any ELL students.

### **Athletics and Extracurriculars**

Our ability to provide extracurriculars will be guided this year by DOH guidelines and common-sense preventative measures. At the time of this writing, interscholastic sports are being offered with restrictions. All 6th through 9th-grade students will be able to participate in on-campus practice and training. Only vaccinated students can compete, whether on campus or away.

Other after-school activities will be offered to specific cohorts in PS (for those dismissed at 4 pm due to bussing), will continue with online options while in school (e.g., chess using technology), or will be offered outdoors or in large spaces.

## **Section VI: Technology and Connectivity**

### **Access to Technology**

All students in grades 4-6 are assigned a Chromebook at the beginning of the school year. Students in grades 7-9 follow a "bring your own device" policy. If we move to a remote environment, students will continue to use those devices.

Students below Grade 4 do not receive devices as part of their daily curriculum.

TPS realizes that not all families have devices at home to allow all family members to access technology simultaneously. With that in mind, families who require Chromebooks for their children may request one from the AHOS.

The school uses Zoom meetings as its primary platform for remote instruction. Google Classroom is utilized for the recording/completion of assignments, the listing of homework assignments, and student collaboration.

Each platform has varying security layers that allow for students to complete their work and interact with teachers safely. It is essential that students (or parents) do not share passwords or login credentials.

The school utilizes a third-party IT firm to support its technology infrastructure, employee computers, and student devices. Should parents experience any difficulties or issues with school-issued equipment, they can send an email to [TECH@tuxedoparkschool.org](mailto:TECH@tuxedoparkschool.org) stating the issue and telephone number where they can be reached.

## **Section VII: Attendance**

Attendance is mandatory and will be taken daily, regardless of the instructional model. Teachers take attendance at the start of each class period to ensure regular attendance. In the event students are unable to attend class, parents are required to report the absence by emailing [attendance@tuxedoparkschool.org](mailto:attendance@tuxedoparkschool.org) before 8:30 am. Should we move to a remote learning environment, this policy will remain in place. If a student cannot attend an individual class, the parent should email the teacher and [attendance@tuxedoparkschool.org](mailto:attendance@tuxedoparkschool.org) before the course starts.

## **Section VIII: Communication**

The central focus of this plan is the physical, mental, and emotional health and safety of our students and faculty, along with the academic and developmental needs of each child. We understand our ongoing role in educating families and communicating the importance of cooperation and partnership, especially during this pandemic. The opening plan will remain posted on the school website. We will continue to reach out to families to share information on changing guidelines and policies and answer any questions and gather feedback.

## **Conclusion**

TPS is currently well-positioned to return to school in the fall and is fully prepared to shift to a remote model at any moment, should the need arise. Our campus is equipped to provide necessary ventilation. Our small class sizes allow for appropriate distancing. Our arts-based curriculum and robust social/emotional learning program provide a solid foundation for wellness. We prioritize the family-school partnership and will continue to communicate regularly to foster that school-home connection. We will maintain an up-to-date opening plan on our school website. If you have any questions about this policy, please reach out to Stuart Johnson HOS, at [sjohnson@tuxedoparkschool.org](mailto:sjohnson@tuxedoparkschool.org).