



Port Jefferson UFSD Reopening Plan 2021-2022

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TABLE OF CONTENTS

Introduction	3
COVID-19 Safety Coordinator	4
COVID-19 Resources	4
Health & Safety	4
Facilities	9
Child Nutrition	10
Transportation	10
Social & Emotional Well-Being	12
School Schedules	13
Attendance and Absences	13
Technology and Connectivity	13
Teaching and Learning	14
Music and Fine Arts	16
Physical Education and Health	19
Extracurricular and Athletics	19
Staff and Human Resources	20

INTRODUCTION

The Port Jefferson School Union Free District (PJUFSD) is committed to resuming in-person instruction for the 2021-22 school year. We recognize that children learn best when they are in school - there is no substitute for a trained educator in the classroom. However, it is important that we prioritize the health and well-being of our students and staff. Therefore, all decisions will be made in compliance with guidance from the [Center for Disease Control \(CDC\)](#), [New York State Education Department \(NYSED\)](#), [Suffolk County Department of Health Services \(SCDHS\)](#) and the Governor's Office. Any changes to the school schedules will be communicated with families in a timely fashion. The PJUFSD Reopening Plan for 2021-22 includes the following scenarios:

- Full In-Person
- Transition to Remote Learning as necessitated

In preparing this reopening plan on how to best facilitate a safe return to school for students and staff, we carefully considered group size limitations, three feet social distancing requirements when possible, availability of personal protective equipment (PPE) and local healthcare and hospital capacity. Based on our assessment of those and other factors, our reopening plan is structured as follows:

Pre-K through Grade Twelve

All students are scheduled to attend in-person at the start of the 2021-2022 school year. All students will return to school with three feet social-distancing when possible and health procedures in place. Students, staff and visitors will be required to wear masks at all times indoors regardless of vaccination status. Masks will be optional outdoors.

Should direction from the Governor's office or ordered by the local health department move to a full remote learning model, the District will provide a blend of synchronous and asynchronous instruction through remote learning. The District has developed a model of quality instruction with student-teacher interaction.

GUIDING PRINCIPLES

Any and all information in this plan is subject to change based upon ongoing guidance from, but not limited to, the CDC, NYSED, NYSDOH, SCDHS and the New York State Governor's Office.

Ability to Transition Between In-Person and Remote Learning

As we navigate through this pandemic, we must plan for the need to transition between in-person and remote models; and, making the transition as easy as possible for families, our faculty and staff. Depending upon the number of confirmed cases, a transition to full remote learning may be necessary for a class or even an entire school building. It is even possible our entire District may need to transition to full remote learning depending upon the overall state of public health in Suffolk County and New York State.

If any of these circumstances arise, you will be notified through our established communication protocols:

- The District will provide students and their families with multiple ways to contact schools and teachers during remote learning, including telephone, email messages, virtual conferences/meetings and mail.
- The District will use existing internal and external communications channels to notify staff, students and families/caregivers about in-person and remote school schedules with as much advance notice as possible. We will utilize our website, social media sites, and SchoolMessenger broadcasts to communicate this information. In addition, we will mail important information home to all families prior to the start of our academic year.
- The District will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child.
- In addition, the District will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication.

COVID-19 SAFETY COORDINATOR

The District has designated the Director of Health, Physical Education, Athletics and Nursing as the COVID-19 Safety Coordinator who is responsible for the continuous compliance with all aspects of the school's reopening plan. The District has also designated the building principals as the building coordinators. They are responsible for answering or properly directing questions from students, faculty, staff and parents or legal guardians regarding COVID-19 public health emergency plans implemented by the school.

Updated information can be found at: www.portjeffschools.org or our various social media platforms which are listed here: <http://portjeffschools.org/our-district/social-media>. These tools include: Twitter, Facebook and Instagram.

COVID-19 RESOURCES

General questions regarding the plan can be sent to Adam Sherrard, asherrar@portjeffschools.org or call 631.791.4441. Calls or email messages will be responded to within 72 hours. If you have a timely health related question, please contact the building principal, school nurse, or primary physician.

HEALTH & SAFETY

The health and safety of the children and adults in our schools is paramount at PJUFSD. We will continually monitor the CDC and DOH websites to keep current with the latest COVID-19 information and guidance.

Health Checks

Parents/guardians and staff members will be provided resources to educate themselves regarding the careful observation of symptoms for COVID-19. Parents/guardians and school staff will be instructed that any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection, should not be present in school. Students and staff exhibiting these signs while at school, with no other explanation for them, will be sent to the school Illness Room for an assessment by the school nurse. A separate area will be designated for students who need injuries assessed or routine medication.

Testing Requirement for teachers and staff

Pursuant to 10 NYCRR 2.62: P-12 schools are required to ensure all staff including all teachers, substitute teachers, student teachers, school administrators, paraprofessional staff, support staff, including bus drivers, sport officials and contractors working in a school setting, have testing performed for COVID-19 at least once per week when a school is in a geographic area identified by the CDC as having low, moderate, substantial, or high transmission rates. Teachers and staff may be permitted to opt-out of mandatory weekly screening testing if they provide documentation of being fully vaccinated against COVID-19, as set forth 10 NYCRR 2.62. Teachers and staff who work at multiple schools do not need to receive multiple tests; they may use one weekly test result to demonstrate to any number of schools where they work that they have fulfilled this requirement.

Visitor Health Screening Procedure

Visitors will be prohibited from the school buildings unless there is a prior scheduled appointment. Upon arrival, all visitors will read the [Visitor Covid Guidelines](#) prior to entering the building. By entering the building, guests are attesting to the Visitor Covid Guidelines.

Healthy Hygiene Practices

Healthy hygiene practices will be taught and re-taught in school settings for both students and staff. Our schools will provide instruction to the school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene. Additionally, our schools will post signs throughout the school and will regularly share messages with the school community. Signage will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.

- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Teaching healthy hygiene practices will be accomplished in person, by videos, announcements, digital signage and posters. Schools will post signage in highly visible areas.

Hand Hygiene

Students and staff will practice good hand hygiene to help reduce the spread of COVID-19. Schools will plan time in the school day schedule to allow for hand hygiene. Hand hygiene will include:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds).
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available.

Hand washing should occur:

- Upon entering the building and each classroom.
- Before and after using shared objects.
- Before and after eating.
- After using the bathroom or assisting a student with toileting.
- After sneezing, wiping or blowing your nose, or coughing into your hands.
- Upon coming in from outdoors.
- Anytime hands are visibly soiled.

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes; therefore, PJUFSD will emphasize the importance of respiratory hygiene. A supply of tissues will be available for students and staff. Staff and students will be reminded to:

- Cover a cough or sneeze with a tissue.
- Discard used tissues as soon as possible.
- Sneeze into your elbow if tissues are not available.

Social Distancing

PJUFSD has established policies and procedures for maintaining social distance (3 feet minimum for students and 6 feet minimum for staff) while indoors and wearing masks. We have further established that some activities require greater social distancing (aerobic exercise, singing).

Edna Louise Elementary School

Student groupings at the Elementary School will be as static as possible to ensure social distancing can be maintained.

- Cohorts of students in each classroom will be approximately 3 feet social distance when possible.
- Students will use multiple entry and exit points for both buses and parent drop offs.
- In-school movement will be conducted with single file lines in hallways.
- Whenever possible, classes will be held outside and students will be required to spread out.
- Classrooms have individual bathrooms so that students can remain in their cohort.
- Student and teacher desks will be turned to face in the same direction.
- Windows will be open when possible to improve ventilation.
- Student belongings will be kept separated, either in their desks or chair pockets.
- Activities where multiple groups interact will be limited.
- Visual cues will be incorporated that demonstrate physical spacing.
- Visitors will be limited to the building.

Port Jefferson Middle School/ Earl L. Vandermeulen High School

- Classes of students in each classroom will be approximately 3 feet social distance when possible.
- Students will enter through multiple entry points near the Main Lobby to limit the amount of close contact between students in high-traffic situations .
- Building staff will be assigned to monitor student arrivals while following all safety requirements to ensure that all entrances are monitored and are locked after use.

- All visitors/parents must enter through the front lobby security vestibule for emergency purposes only. Limiting visitors to the school building will ensure the health and well-being of all occupants of the high school.
- Whenever possible, classes will be held outside to encourage students to spread out.
- Stagger the use of restrooms to limit the number of occupants. Bathrooms may be monitored by staff to ensure social distancing, that it is clean, and students are washing hands after use.
- Desks will be turned (including teachers) to face in the same direction.
- Classroom windows will be opened to improve ventilation. Windows will not be opened if there is a health or safety risk (e.g., allergies, or potential fall) for a student.
- Limited number of Middle School students will eat lunch in the MultiPurpose Room (MPR).
- Encourage students to eat lunch outdoors when possible.
- There will be limitations placed on activities where multiple groups interact.
- Visitors will be limited to the building.

Medically Vulnerable/High-Risk Groups

- Staff that are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Staff who fall in this high risk category should reach out to their direct supervisor to discuss accommodations that may be necessary.
- Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents and guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Parents should contact the Office of Curriculum and Instruction at 631.791.4291 to discuss alternative solutions.

Personal Protective Equipment (PPE)

Our schools will have adequate supplies of PPE for use by school health professionals to assess and care for ill students and staff members. Such PPE includes, but is not limited to facemasks (disposable surgical masks), respirators (N95) masks that are fit tested, eye protection or face shields, gloves, disposable gowns. Utilizing PPE will be a mandatory requirement while:

- Licensed healthcare professionals are treating students or staff members.
- Assessing persons suspected of having COVID-19.
- Administering nebulizer treatments.
- Assisting students with toileting.

Masks

Students, staff and visitors to our schools will be expected to wear face coverings indoors and on the school bus, at all times. 2-ply face coverings of any kind are acceptable except masks with ventilation valves and gaiters. Students and staff will be allowed to remove face coverings during meals and for short breaks so long as they maintain appropriate social distance. Masks are optional outdoors. Our schools will provide an adequate supply in case of need for replacement.

Employees with healthcare provider documentation, stating they are not medically able to tolerate face covering, will be required to give such documentation to their building supervisor and the Executive Director of Human Resources.

Certain students may not be required to wear a face mask if:

- The child is younger than two years of age
- Such a covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction
- They have trouble breathing or are unconscious
- They are incapacitated or otherwise unable to remove the cloth face covering without assistance

Parents and/or guardians who believe their child cannot wear a face mask due to the above described conditions, must contact the Director of Special Education, Dr. Jodi Cahill jcahill@portjeffschools.org

631.791.4241. Documentation must be submitted by the parent or guardian and pediatrician attesting to such conditions. These documents will be reviewed for approval.

Instruction will be provided to students, parents/guardians, visitors and staff on:

- The proper way to wear face coverings.
- Washing hands before putting on and after removing their face covering.
- Proper way to discard disposable face coverings.
- The importance of routine cleaning of reusable face coverings.
- Face coverings are for individual use only and should not be shared.

Teaching will be accomplished in person, by videos, announcements, digital signage and posters. Schools will post signage in highly visible areas.

Students and staff will use alternate face coverings that are transparent at or around the mouth for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings will also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member.

Management of Ill Persons

Students and staff with symptoms of illness must be sent to the designated Illness Room. Our Illness Room personnel include a registered nurse and a health aide. Our school nurses are available during school hours to assess individuals. Our athletic trainer is available during after school athletics to assess individuals. The Illness Rooms all have access to a sink and bathroom. Some chronic conditions such as asthma, allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. If a child suffers from a chronic condition, we encourage parents to get a doctor's note to keep on file in the health office. Our school nurses and athletic trainer will consider students' medical and health history to determine if such conditions are present. When questions arise, nursing staff will consult with our District Physician.

PPE requirements for our school health office while caring for sick individuals includes both standards and transmission-based precautions. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used. Health Office cleaning will occur after each use of cots, bathrooms, and Health Office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes) and cleaned following manufacturer's directions. Disposable items will be used as much as possible.

School staff must immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports should be made in compliance with a student or staff member's rights to privacy. If nurses go to classrooms to make assessments of students, this will be done in a manner that protects the student's confidentiality. If there are several students waiting to see the school nurse, arrangements will be made to have students wait at least 3 feet apart.

Students suspected of having COVID-19, awaiting transport home by the parent or guardian, will be isolated from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this Isolation Room separated by at least 3 feet while wearing masks if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. If an ill student cannot tolerate wearing the mask, all students in the Isolation Room will be separated by at least 6 feet. Non-permeable portable barriers such as plastic curtains will separate ill students from others. Students/staff not permitted to attend school/work or who are sent home from school/work due to COVID-19 symptoms can receive an Over the Counter (OTC) COVID-19 test from the school nurse.

Return to School/Work after Illness

The District has established protocols and procedures about the requirements for determining when sick individuals, particularly students who screened positive for COVID-19 symptoms, can return to the in-person

learning environment at school. For sick individuals who have not tested positive, once there is no fever without the use of fever reducing medicines, they have felt well for 24 hours; AND they have been diagnosed with another condition and have a healthcare provider written note, OR received a negative COVID-19 test result, they are cleared to return to school. If no diagnosis is determined from a healthcare provider nor a negative COVID-19 test is received, the individual can return to school after 5 days.

If a student or staff member has tested positive for COVID-19 with an OTC, Rapid or PCR test or is diagnosed with COVID-19 by a healthcare provider based on their symptoms, they should not be at school and should stay at home until ALL of the following:

- It has been at least five days since the individual first had symptoms or was tested (whichever occurred first).
- It has been at least 24 hours since the individual has had a fever (without using fever reducing medicine).
- The individual's symptoms improve and feels well enough to return.
- If symptoms persist or are not improving after five days, individuals should continue to isolate until symptoms have improved.

If a student or staff member has been in contact with an individual who has a confirmed positive COVID-19 test, the quarantine guidelines are as follows:

- **All fully vaccinated individuals** (students, teachers and staff) who have been identified as a close contact to a positive COVID-19 case and who are asymptomatic, may continue to attend work or school, regardless of booster status. Fully vaccinated is defined as two weeks after the receipt of either two doses of Pfizer or Moderna or one dose of Johnson and Johnson.
- **Students, teachers and staff who are not vaccinated** or have not completed a primary vaccine series who have been identified as a close contact to a positive COVID-19 case should quarantine for at least five (5) days after their exposure (Day zero (0) being the last date of exposure). If the exposure occurred at school, these individuals may be eligible for test to stay (TTS) in our health offices. TTS would allow individuals to attend school during the quarantine period, but must adhere to the quarantine outside of the regular school attendance hours.

COVID-19 Testing and Contact Tracing

In the event that large-scale testing is required at the school, PJUFSD will work with the SCDHS and our local hospitals (Mather, St. Charles, and Stony Brook University) to provide such testing.

Contact tracing is a public health function performed by the SCDHS to trace all persons who had contact with a confirmed case of COVID-19. PJUFSD will immediately notify the local health departments upon being informed of a positive COVID-19 test result. All individuals who test positive for COVID-19 must remain in isolation for 5 days from date of symptom onset or test date if asymptomatic. Consistent with CDC guidance, students in the K-12 indoor classroom who are within three or more feet of an infected student with masking are excluded from the definition of close contact and not required to quarantine. Fully vaccinated persons who have come into close contact with someone with suspected or confirmed COVID-19 are not required to isolate from school/work if they are symptom free and should be tested 3-5 days after exposure. Close contacts of positive cases of COVID-19 which do not fall in the exception must quarantine for 5 days and monitor symptoms through the 10th day.

Our schools will cooperate with the local health department contact tracing. In order to assist public health departments our schools will:

- Keep accurate attendance records of students and staff members in the building and on buses.
- Maintain seating charts in classrooms and buses.
- Ensure student and staff schedules are up to date.
- Keep a log of any visitors which includes date, time and where in the school they visited.
- Assist the local health departments in tracing all contacts of the individual at school in accordance with their requirements.

Confidentiality will be maintained as required by federal and state laws and regulations. School staff will not try to determine who is to be excluded from school, based on contact, without guidance and direction from the local department of health. All questions and determinations of such will be made by SCDHS in conjunction with the District. Parents, students, or staff that have questions regarding potential exposure or tracing can contact our COVID-19 Coordinator.

School Closures

PJUFSD will collaborate with the SCDHS to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

School administrators will consider closing school if absentee rates impact the ability of the school to operate safely. The District may choose to modify operations prior to closing to help mitigate a rise in cases. The District will consult with our medical director and/or the local department of health when making such decisions.

Cleaning and Disinfection

The PJUFSD will follow the latest CDC Reopening Guidance for Cleaning and Disinfection of Schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary. A cleaning log will be maintained in each room indicating the date of work, the time, the work performed, the person who completed the task and their signature. School wide cleaning will include classrooms, restrooms, cafeterias, libraries and buses. All staff performing cleaning and disinfection will be provided with training on the safe and proper use of all cleaning and disinfection products. Cleaning and disinfections will be rigorous and ongoing to include:

- Normal routine daily cleaning.
- Classrooms will be thoroughly cleaned and disinfected every night.
- Areas used for student lunches will be cleaned and disinfected after meals.
- Restrooms will be cleaned and disinfected more frequently.
- Rooftop HVAC system will be serviced quarterly to include filter changes.
- Univents will be serviced semi-annually with filter changes.
- High risk areas and the nurse's office will receive multiple cleanings throughout the day.

Safety Drills

PJUFSD will conduct all drills as required by education law, regulation, and fire code without exception. Drills will be modified to allow for social distancing. Evacuation Drills will be conducted in multiple sessions and staggering classrooms. Lockdown Drills will be conducted maintaining social distancing within the secured area and/or provide an overview of how to shelter or hide in the classroom without physically moving into the area. Regardless of the modification used when conducting a drill, students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

FACILITIES

In order to prevent the spread of COVID-19 infection in the District, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

PJUFSD will meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is "normally occupied."

PJUFSD will maintain adequate, code-compliant ventilation (natural or mechanical) in all occupied classrooms and offices. In addition, the District will install higher efficiency filters, as applicable, to improve HVAC air filtration.

CHILD NUTRITION

School meals will be available to all students, including those attending school in-person and those learning remotely at home. For students onsite, lunch will be available to students in settings that maintain appropriate social distancing. Students do not need to wear face coverings when seated and eating so long as they are 6 feet socially distanced. The sharing of food and beverages (e.g., buffet-style meals, family-style meals, snacks) is prohibited. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

Students with known food allergies or dietary restrictions shall be accommodated as needed to ensure their safety and well-being. Lunch menus will be limited and more grab and go options will be provided. Condiments and utensils will be provided in single use packs. Students will be encouraged to use cashless payment options including My SchoolBucks and an online ordering application. Prominent signage will remind students and faculty of proper hygiene practice during meals. Kitchens, food preparation areas, food service areas, and cafeterias/classrooms will be cleaned and sanitized to the standards recommended by the NYSDOH and/or the CDC. These areas will have adequate supplies of face masks, soap, hand sanitizer, and tissues.

The District will comply fully with the State's Child Nutrition requirements.

If a class or school is forced into a remote learning environment, students will have access to meals through "Grab-and-Go" lunch. This will be available daily for one hour at the High School outdoor patio area on Old Post Road. Details regarding this option will be sent home to all families in their native language. Additional information will be posted on our website and our various social media platforms.

Families will be reminded that they can submit a new application for free or reduced-price meals at any time during the school year. The forms are available on our website [Lunch Menus](#) page in both English and Spanish. Questions regarding meal services or free and reduced applications can be directed to Natalie Pego, Administrative Assistant in the Business Office 631.791.4500.

Food Service Areas

- Adequate supplies of face masks, soap, hand sanitizer, and tissues
- Routinely clean and disinfect high-touch surfaces including tables, chairs, carts used in transportation, and point-of-service touch pads.
- Single-use gloves when handling or delivering all foods.
- Disposable aprons when handling or delivering foods.
- Allow only program staff, custodial staff, and approved volunteers to enter program areas.

Food Service Staff

- Evaluate staffing and make any needed adjustments.
- Ensure staff are trained on district policies and protocols on health and safety.
- Cross train program staff to perform essential activities in the event of key absences or emergency situations.

TRANSPORTATION

PJUFSD will conduct transportation activities that are consistent with NYSED reopening guidelines. Bus drills will be conducted for all students as required by law.

Students on Transportation Mandatory Requirements

- All parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school.
- Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering. In such a situation, the seating will be rearranged so the student without a mask is socially distanced from other students.

- o Parents and/or guardians who believe their child cannot wear a face mask due to the above described conditions, must contact the Director of Special Education, Dr. Jodi Cahill jcahill@portjeffschools.org
- Students who do not have a mask will not be denied transportation.
- Students who do not have a mask will be provided one.
- Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.
- Siblings or children who reside in the same household will be encouraged to sit together.
- Students may not eat or drink on the school bus, which would require them to remove their mask.
- Students embarking and disembarking the bus will follow social distancing protocols.
- Hand sanitizer will be provided on buses.
- Students will maintain their assigned seats.

Pupil Transportation Routing Mandatory Requirements

- If the School District is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans (IEP's) have placed them out of the district and whose schools are meeting in in-person sessions when/if the district is not.
- All students are entitled to transportation by the District to the extent required by law. PJUFSD will not deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

Transportation Staff and Buses

PJUFSD contracts daily transportation to Suffolk Transportation Services (STS). STS has submitted a COVID-19 Safety Plan that includes the following protocols:

- Masks to be worn at all times upon reporting to work.
- Office signage posted regarding CDC/Company guidelines.
- Social distancing is enforced among staff.
- Office associates are instructed to let management know when they are not feeling well.
- Communication with the District and SCDHS in the event of a positive COVID-19 case.
- Common areas to be limited to 50% of available seating or use.
- Employees to self-certify that they are fit for work each day.
- All work areas including office, shop, driver's room, dispatch and fuel area will be cleaned and disinfected after each shift.
- Employees will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- Personal Protective Equipment such as masks and gloves will be provided for driver and driver assistants in buses.
- Transportation locations such as dispatch offices, employee break rooms and bus garages will provide hand sanitizer or proper hand washing equipment.

Bus Modifications

- Drivers and Driver Assistants to self-certify that they are fit for work each day.
- Drivers and Driver Assistants will wear a mask at all times.
- Driver will wipe down high touch areas after each run.
- Vehicles will be disinfected at the end of each day.
- Signage will be posted for use of masks and social distancing on all buses.
- Buses will be deep cleaned monthly by cleaning/utility staff.
- Bus windows (on buses without A/C) remain open by 1 inch to allow for ventilation.
- Parents agree to confirm that their child is healthy and fit to ride the bus each day.

Routing

Due to social distancing constraints and routing complexities, PJUFSD is unable to accommodate requests for alternate drop-off and pick-up points. This includes requests that typically result in a "bus note." In extenuating circumstances, the transportation office will work to accommodate students residing in more than

one household. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

SOCIAL AND EMOTIONAL WELL-BEING

PJUFSD recognizes that some students and staff are feeling the stress and emotional impact of the COVID-19 pandemic. Positive social and emotional health is critical for productive employees and engaging students.

Therefore the PJUFSD will:

- Review and update the District-wide and building-level comprehensive developmental school counseling program plan, to ensure that it meets the current needs of students.
- Establish protocols to address how the School District will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.
- Establish professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff.
- Communicate social emotional well-being and learning as a priority and engage members of the school community in implementation efforts.
- Collaborate with community partnerships to strengthen SEL initiatives.
- Use formal and anecdotal data to identify SEL needs and incorporate strategies to meet those needs in the District's or school's comprehensive school counseling plan
- Develop or adopt a screening tool that, administered with parental consent and student assent, can assist the district or school with identifying the needs of returning students.
- Utilize parent feedback when determining the social/emotional needs of children.
- Identify tier 1, 2 and 3 activities and services to be developed or adopted in order to address students' broad or individual needs.

All components of these practices will be designed to be culturally and linguistically responsive to provide equity to our students and staff.

Multi-Tiered Systems of Support (MTSS)

MTSS is an evidence-based approach to comprehensive program delivery that addresses academic and behavioral challenges including proactive activities for all students (universal interventions), targeted activities for students identified at-risk (secondary interventions) and intensive activities for students identified at high risk (tertiary interventions). MTSS is grounded in the belief that all students can learn, and all school professionals must be responsive to the academic and behavioral needs of all students.

A strong set of universal interventions designed to support social emotional well-being will be crucial to our collective success as students and adults return to instruction and the school environment with increased needs. To accommodate these needs:

- The District's or school's counseling/guidance program will be reviewed by a committee of stakeholders and revised to plan, develop, and implement MTSS. This will take the form of various MTSS/Instructional Support Teams (IST) at the elementary and secondary levels.
- As part of an MTSS framework, SEL, mental health, and well-being supports offered at all levels should reflect school-wide implementation of effective, efficient, and evidence-based practices and strategies that all students can access.

Mental Health Personnel

To support the needs of students and staff the following mental health support staff will be available:

- Elementary Level - (1) Full Time Guidance Counselor/(1) Full Time School Psychologist
- Secondary Level - (3) Three Full Time Guidance Counselors/(2) Full Time School Psychologists/(1) Full Time Social Worker.

If necessary, our mental health professional will refer families for more extensive support within the community.

SCHOOL SCHEDULES

Edna Spear Elementary School

In Person: The Port Jefferson School District plan provides the opportunity for all of our students in grades Pre-K - 5th grade to attend in-person at the start of the 2021-22 school year. Our classrooms have been redesigned to ensure compliance with the recommended social distancing guidelines of three feet and all students and staff will be required to wear masks indoors.

Remote Model: When in-person is not feasible due to developing conditions pertaining to the COVID-19 virus, the District will employ a remote teaching model. Teachers will utilize the Google Suite for Educators across all grade levels and special areas. The amount of time spent in live instruction will be appropriate to each respective grade level. A remote teaching schedule will be provided by the teacher if this occurs.

Port Jefferson Middle School/ Earl L. Vandermeulen High School

In-Person: The Port Jefferson School District plan provides the opportunity for all of our students in grades 6 - 12 to attend in-person at the start of the 2021-22 school year. Our classrooms have been redesigned to ensure compliance with the recommended social distancing guidelines of three feet when possible and all students and staff will be required to wear masks indoors.

Remote Model: When in-person is not feasible due to developing conditions pertaining to the COVID-19 virus, the District will employ a remote teaching model. Teachers will utilize the Google Suite for Educators across all grade levels and subject areas. The remote bell schedule will be shared on our website.

ATTENDANCE AND ABSENCES

Protocols

Attendance policies and procedures will remain in effect in accordance with BOE Policy 5100, Attendance Monitoring/Comprehensive Attendance Policy. If a child is sick and will not be attending the class, parents will be expected to call and notify the Attendance Office at that time. HS/MS Attendance Office contact: 631.791.4426. ES contact: 631.791.4300.

Full In-Person Model

- Attendance will be taken daily by period in PowerSchool.

Full Distance Learning Model (Transition to a distance learning model as necessary)

- Attendance will be taken daily by period in PowerSchool.
- Remote models may include on-line class participation, *Do Now* questions at beginning of lesson or an exit ticket at the end of the lesson.
- If a technology issue is identified, the student will not be penalized for absenteeism. However, this information must come to the teacher or supervisor in a timely fashion.

High School/Middle School: In accordance with our attendance policy, teachers must contact the parent/guardian of any student who is absent from classes in the above scenarios after seven absences for a full-year or half-year course and after 15 absences for a course with a lab.

Absence due to Quarantine

Students subject to mandatory quarantine due to a positive COVID-19 infection or exposure will be provided with Google classroom assignments and/or home tutoring hours.

TECHNOLOGY AND CONNECTIVITY

In order to support our students' instructional program, every student in Pre-K to grade 12 along with our teachers and paraprofessionals will be provided a ChromeBook. Teachers will utilize the Google Suite platform in order to provide a consistent approach to learning across all grade levels. Families without the ability to obtain consistent, reliable access to high-speed internet at a sufficient level to fully participate in remote learning, will be provided with a WiFi hotspot if requested.

TEACHING AND LEARNING

Out of District Student and Programs

Students will follow the schedule of the provider. Transportation will be provided to the student to the off-site location.

Special Education Pre-K-12

The PJUFSD is committed to providing students with disabilities a free and appropriate public education (FAPE) with the least restrictive environment (LRE) in a manner that is consistent with the need to protect the health and safety of students and staff.

All reopening plans will provide special education students with access to the necessary accommodations; modifications, supplementary aids and services, and technology to meet the unique disability related needs of the students. To the greatest extent possible, related services will be provided in-person but, as needed, will utilize flexibility in groupings and delivery manner as allowed by NYSED during remote learning. Progress reporting and progress monitoring on all IEP goals and objectives will be implemented regardless of the instructional model.

Child find activities, as required under the Individuals with Disabilities Education Act (IDEA), will continue to identify, locate and evaluate all students who are suspected to have a disability and may be in need of special education and related services. Requests for initial eligibility evaluations by the Committee on Special Education(CSE) will take into consideration factors that may have influenced the students progress during school closures during COVID-19. When appropriate, building levels teams will implement support within the MTSS, prior to a referral to CSE in order to document the student's response to intervention(s) or lack thereof.

To the greatest extent possible, initial eligibility evaluations (psychological evaluation, educational evaluation, classroom observation, and other appropriate evaluations such as speech-language evaluation, occupational evaluation, physical therapy evaluation etc.) will be conducted in-person.

Initial eligibility meetings and other scheduled CSE and Committee on Preschool Special Education (CPSE) meetings will continue to be conducted virtually via Google Meets in order to comply with social distancing requirements and outside visitor restrictions. Parents and committee members will receive a traditional meeting invitation along with a Google meet invitation. Parents will also be able to request an in-person Special Education meeting following all necessary social distancing and masking requirements indoors. Meetings will continue to encourage meaningful parent participation in the development of the IEP and provision of services.

Special Education supports and services will provided in each building as describe below for each of the models:

Full In-Person Model Elementary School

Related Services Only Students (Speech, OT, PT, Counseling)	Students will receive related services in a manner consistent with the recommendation on their Individualized Education Plan.
Integrated Co-Teaching (ICT) Students	Students attend their assigned ICT classroom consistent with the recommendation on their Individualized Education Plan.
Special Class 12:1:1 Students	Students will attend their assigned Special Class 12:1:1 classroom consistent with the recommendation on their Individualized Education Plan.

Full In-Person Model Middle School/High School

Related Services Only Students (Speech, OT, PT, Counseling)	Students will receive related services in a manner consistent with the recommendation on their Individualized Education Plan.
Integrated Co-Teaching (ICT) Students	Students attend their assigned ICT classroom consistent with the recommendation on their Individualized Education Plan.
Special Class 15:1 Students	Students will attend their assigned Special Class 15:1 classroom(s) consistent with the recommendation on their Individualized Education Plan and their building course schedule.
Special Class 8:1:1 Students	Students will attend their assigned Special Class 8:1:1 classroom(s) consistent with the recommendation on their Individualized Education Plan and their building course schedule.

Full Time K-12 Distance Learning Model Elementary/Middle School/ High School

Related Services (Speech, OT, PT, Counseling) (K-12)	Should the District be required to transition to a full-time distance learning model, students will receive related services in a live, virtual format via Google classroom and Google Meet in a schedule that is consistent with the mandates on their Individualized Education Plan. If needed, flexibility in groupings and delivery manner as allowed by NYSED guidance.
Integrated Co-Teaching (ICT) Students (Elementary)	Students will participate in live, virtual instruction via Google Classroom provided by the co-teaching team on a daily basis in a manner that is consistent with instruction provided to their general education peers.
Integrated Co-Teaching (ICT) Students (Middle/High School)	Students will participate in live, virtual instruction via Google Classroom provided by the Co-Teaching team on a daily basis in a manner that is consistent with instruction provided to their general education peers. Students will be expected to log into each class on their course schedule to participate in virtual learning activities on a daily basis.
Special Class 12:1:1 Students (Elementary)	Students recommended by CSE for a Special Class 12:1:1 placement at the Elementary School will receive live, virtual instruction via Google classroom on a daily basis in a manner that is consistent with their developmental level of tolerance to technology. Students will receive a combination of both synchronous and asynchronous instruction. As per the students Individualized Education Plan, instruction will provide for a multi-sensory approach to learning with a high level of differentiation and repetition.
Students recommended for 15:1 classes (Middle/High School)	Students recommended by CSE for Special Class 15:1 placement for content area subjects will receive live, virtual instruction via Google classroom on a daily basis in a manner that is consistent with their secondary course schedule. Students will be expected to log into each class on their course schedule and participate in virtual learning activities on a daily basis.

<p>Special Class 8:1:1 Students (Middle/High School)</p>	<p>Students recommended by CSE for a Special Class 8:1:1 placement at the Middle School and High School will receive live, virtual instruction via Google classroom for each content area on a daily basis. Students will receive a combination of both synchronous and asynchronous instruction in a manner that is consistent with their developmental level of tolerance to technology. As per the students Individualized Education Plan, instruction will provide for a multi-sensory approach to learning with a high level of differentiation and repetition.</p>
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Implementation of 504 Accommodation Plans

Students with a 504 plan will receive all recommended accommodations and/or modifications regardless of the learning model being implemented within each building. Students will continue to have a 504 case manager whose responsibility is to review the implementation of all recommended accommodations and/or modifications with all staff who work with the student. All 504 meetings scheduled will be conducted virtually via Google Meets in order to comply with social distancing requirements and outside visitor restrictions. Parents will receive a traditional meeting invitation along with a Google meet invitation. Parents will also be able to request an in-person Special Education meeting following all necessary social distancing and masking requirements indoors.

English Language Learners (ELL)

Upon our return to school, ELL students will be given a diagnostic assessment appropriate to their proficiency level such as i-Ready (Math and Reading) Foundations, Fountas and Pinnell or a locally created assessment to inform current academic and SEL status. Data from assessments will be used to guide and revise planned scheduling and instruction. In order to accelerate student progress, data will be utilized to guide instructional materials, tasks, assignments and supports necessary to address learning gaps. Students will be provided ENL services according to their levels of proficiency based on NYSED assessments. In-school faculty will provide additional communication and support to families and teachers to address academic and SEL plans and concerns. Just as their peers, ELL students will transition to a full Distance Learning model only if schools are closed due to a rise in infection rates.

MUSIC AND FINE ARTS

Participation in Music & Fine Arts is integral to a well-rounded education including an equitable, sequential, standards-based curriculum. The relationships and creative opportunities to develop social and emotional skills are also naturally supported and aligned through the Arts.

Curricular Guidelines

- All Music & Fine Art courses are aligned with the outcomes in the New York State Learning Standards for the Arts.
- Instruction in the Arts focuses on personalized learning that addresses students’ social and emotional need to share and connect with one another while interacting in a creative, artistic community. Whenever possible, a flipped classroom approach should be considered, providing opportunities for student-suggested activities.
- In the event of remote/hybrid lesson assignments, materials or supplies that might be on hand at home will be considered as well as creating assignments that can be completed easily with limited parental assistance.
- When designing student assessments, online tools and software resources will continue to be considered that provide feedback and track student progress in addition to posting assignments.

General Classroom Music

- All general classroom music in the elementary school will be instructed from the music classrooms with a distance of three feet maintained between all participants. Face coverings will be worn during all indoor classroom music instruction with four to six feet maintained for activities requiring singing. When singing in an alternate outdoor location, six foot distancing should be maintained without the use of a face covering.

Electronic Music Production/Music Industry I & II/AP Music Theory

All music courses scheduled in our multimedia lab will include students assigned to their own individual workstation. Students will be expected to bring their own headphones and wear face coverings at all times.

Band, Orchestra, and Chorus Classes

All band, orchestra, and chorus classes will be instructed from their assigned music classrooms with the following precautions:

- Students in orchestra must wear face coverings at all times during rehearsal/small-group music instruction with a distance of three feet maintained between all participants.
- Students in chorus must wear face coverings at all times during indoor rehearsals/small-group music instruction with a distance of four to six feet maintained between all participants. When singing in an alternate outdoor location, six foot distancing should be maintained without the use of a face covering.
- Students in band must wear face coverings during indoor rehearsals/small-group music instruction (i.e. percussionists) with a distance of three feet. Students playing a wind or brass instrument may use a combination of face coverings with a small slit for mouthpiece access, individually assigned face shields, bell covers, and school-owned band shield partitions with a distance of four to six feet maintained between participants. When performing in an alternate outdoor location, six foot distancing should be maintained without the use of a face covering.
- Seating in ensembles will continue to be arranged to all facing the same direction.
- Student access to all storage spaces (i.e. instrument racks) will be limited and/or reconfigured/repurposed across the rehearsal room so that individuals can maintain social distance.
- All band, orchestra, and chorus students will be asked to provide their own music binder for the storage of sheet music. The scanning of sheet music for download and print will be encouraged whenever possible.

Musical Instrument Hygiene

The sharing of instruments is routine in school music programs. Some students practice and perform on borrowed instruments throughout the year. Therefore, the following recommendations will be made regarding shared musical instruments:

- All musicians or students will have their own instrument to use whenever possible.
- All musicians or students MUST have their own reed and/or mouthpiece.
- Student brass players will not empty their valves on the floor and instead utilize a centrally located condensation bucket.
- If string instruments such as cellos or basses must be shared in class or classroom music instruments, cleaning materials will be available for use between different students.
- Student percussionists will need to purchase their own sticks, mallets, etc. so as not to share these items with others. Teachers will advise students on the correct items to purchase.

Additional Online Resources for Music

Music teachers may also utilize a combination of the following resources:

- Livestream for recorded performances.
- Google Classroom and Teacher Websites for student assignments.
- Google Meet should there be a need for remote learning.
- Flipgrid for individualized student feedback and assessment.
- SmartMusic for home practice and small group instruction.
- Band Lab for real-time collaboration on student music assignments.
- Sightreading Factory for note-reading skills and small group instruction.
- Garageband for electronic music and music industry assignments.

Fine Arts Program

Students participating in fine arts courses at the middle and high school, will include the following precautions:

- Students will wear face coverings at all times with a distance of three feet maintained between participants.
- Student access to all art supply spaces will be limited and/or reconfigured/repurposed across the art room so that individuals can maintain social distance.
- Additional time for entry, exit, and cleaning of surfaces and supplies will be included, resulting in less actual time to work on art projects. Shared materials and surfaces will be cleaned following appropriate CDC State and local guidelines including drying racks and easels as well as time for students to wash hands with soap and water or an alcohol-based hand sanitizer.

Art Supplies

High School

- All photography students would be assigned a camera to complete their assignments. Use of the darkroom and enlarger stations will be limited with three feet distance maintained.
- Supply kits will be created for all Ceramics and Jewelry Design students to use in school and/or at home, should there be a need for remote learning. Any specialized items will be provided by the instructor for the completion of semester projects.

Middle School

- A list of basic supplies needed for art classes will be provided to parents and labeled for individual use in school and/or at home, should there be a need for remote learning. Any specialized items will be provided by the instructor for the completion of semester projects.

Elementary School

- All elementary art classes will be instructed from the art classrooms with room adjustments made for any larger classes exceeding the number of seats required to maintain appropriate distancing.
- A list of basic supplies needed for art classes will be provided to parents and labeled to use in school and/or at home, should there be a need for remote learning. Any specialized items will be provided by the instructor for the completion of projects.

Additional Remote Learning & Hybrid Resources for Fine Arts

Fine arts teachers may also utilize a combination of the following resources:

- Virtual art displays and exhibits.
- Google Classroom and Teacher Websites for student assignments.
- Google Meet should there be a need for remote learning.
- Document Cameras

PHYSICAL EDUCATION AND HEALTH

Participating in health and physical education (PE) is important for our students' health and well-being. Not only do health and physical education activities benefit students' physical health, but research indicates regular physical activity improves students' mental health and contributes to academic success.

Physical Environment

- PE instruction will occur in areas where students and staff can maintain the three feet social distance recommendations and 6 feet apart where aerobic activity is implemented (when indoors).
- Activities that involve close physical contact will be minimal.
- Weather permitting, physical education teachers will conduct classes outside.
- Masks are required when participating in PE indoors.
- Masks are optional when participating in PE outdoors.
- Use of locker rooms are permitted.
- At the secondary schools, students changing for PE will be optional.
- The MS/HS Fitness room will be open for physical education classes and extracurricular use.
- Students and staff will have access to wash or sanitize their hands throughout class.

Equipment Safety and Sanitation

- Lessons will minimize the use of shared equipment.
- Only equipment that is easily and effectively sanitized will be used in class
- Staff will be trained on protocols regarding the proper way to safely apply disinfectant and have access to the appropriate PPE as needed.

EXTRACURRICULAR AND ATHLETICS

Extracurricular Activities

Onsite, in-person extracurricular activities will operate following school mask protocols for students, staff and visitors.

Please be advised that the Afterschool Library program at the High School/Middle School will be open to students until 4:15 PM. Late buses will be available at 3:10 PM, 4:30 PM and 5:30 PM from PJHS and 5:25 PM from Scraggy Hill field and Spring Street.

In the event we shift into a full time distance learning model, PJUFSD will work to provide extracurricular activities remotely.

Athletics

According to Section XI and NYSPHSAA all sport seasons will run at the traditional length and time.

Varsity and JV

Fall: August 23 - October 30

Winter: November 14 - February 18

Spring: March 14 - May 20

Modified Sports

Fall: September 9 - November 12

Early Winter: November 8 - January 14

Late Winter: January 18 - March 25

Spring: March 28 - June 3

- All students, staff and spectators must wear masks at all times while indoors.

- Masks are optional while outdoors.
- Student-athletes must maintain a 3 foot distance whenever possible while indoors.
- Spectators are encouraged to maintain a 6 foot distance from others while indoors.

STAFF AND HUMAN RESOURCES

Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan.

Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

COVID-19 Accommodations

To the extent permitted by law, the district shall accommodate assignment requests of faculty and staff who are at increased risk for COVID-19 transmission because of documented medical vulnerability or increased risk pools (including sharing a home with vulnerable/high-risk individuals). Anyone believed to be in need of an accommodation should contact your direct supervisor.