



MONROE CAMPUS
REOPENING PLAN 2020-2021
164 ALEXANDER STREET
ROCHESTER, NEW YORK
(585) 232-1530

As per Governor Cuomo and the New York State Education Department document on *Recovering, Rebuilding, and Renewing: the Spirit of New York's Schools Reopening Guidance from July 13, 2020.*

This document describes how the Monroe Campus will reopen the school building safely.

General Information:

Monroe Upper: Grades 9-12

Principal : Sandra Chevalier-Blackman

Monroe Lower: Grades 7-8

Principal: Wakili Moore

Distance Learning 7-12

Students in grades 9-12 will follow their typical class schedule in a remote learning environment. Doing so will ensure consistency and continuity of instruction, eliminate conflicts, and build natural breaks (lunch) into the day for students. This also retains planning time for teachers. Class periods will be adjusted to allow for a “screen time break” and transition time between classes. A combination of synchronous large group instruction, synchronous small group instruction, and asynchronous learning will be provided to students each week.

Hybrid Model 7-12

Week 1 / Week 2: Students come to school four days a week to receive face to face learning. Students will be split into Group A or Group B to provide 50% occupancy and groupings will include grade level, courses, and cohorts. Direct instruction will be delivered to students in small groups within their classroom while maintaining health and safety measures outlined by CDC guidelines. Note: Parent Preference to Distance Learning: students will work 100% remotely and will not come to the building for instruction. Parents need to contact the school as soon as possible to indicate distance learning is preferred.

● **Hybrid Model for Specialized Instruction Programs 7-12**

- Students with Disabilities that receive their instruction in a specialized program will attend school for in person instruction on Monday, Tuesday, Thursday, and Friday.
- Parent Preference to Distance Learning: students will work 100% remotely and will not come to the building for instruction.

● **Monroe Campus**

- Department hours will be offered.
- Bilingual Teacher Assistants will be assigned to Department hours
- Review courses will be offered by TOA.
- Wednesdays will be designated for School Wide Common Planning Time

meeting, Department and Cluster meetings and planning time for teachers.

- Wednesdays will be designated for building deep cleaning.
- Community Partners will offer tutoring services, enrichment activities and provide social emotional support that includes intervention and prevention.
- ISS staff will support teachers with wellness calls.
- Home School Assistants will make wellness phone calls and visits as needed.

The safety and health of all of our staff and students is our number one priority!

Communication/ Family & Community Engagement

- Information will be provided in English and Spanish.
- Social Media will be used to post highlights, meeting and services provided to the school community. There is a Monroe Campus website with Monroe Upper and Monroe Lower sections.
- Virtual Newsletter will provide up to date information for families on a monthly basis to be posted in our social media platform.
- Virtual Meeting to discuss Reopening Procedures and policies.
- Virtual Monthly Community Engagement Team meetings.
- Virtual Parent Ambassador Meetings.
- A Monroe Needs google form for faculty to submit family needs under the following categories: Nutrition, Technology, Instruction and Social Emotional needs
- Community partners will provide services virtually.

Health and Safety

- **Health Checks:**
 - Staff will enter through exits 1, & 8. Temperature will be checked upon entering the building.
 - Staff may begin to enter the building at 6:30 am.
- Staff will complete an online screening questionnaire daily (electronically) before reporting to work. (District Provided)
 - Screening questionnaire determines whether the individuals has:
 - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
 - Tested positive through a diagnostic test for COVID-19 in the past 14 days.
 - Has experienced any symptoms of COVID-19, including a temperature of greater than 100 degrees in the past 14 days.
 - Has traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days.

- **Social Distancing-** We will maximize social distancing whenever possible. Students and staff will remain 6 feet apart as much as possible.
- **Management of ill persons-** Anyone showing signs or symptoms of COVID-19 will be isolated until they can be sent home. The isolation room will be located in the small conference room located in the Parent Center. The alternative location will be in suite 100.
 - The most common symptoms of COVID-19 include:
 - Fever or chills (100 degrees Fahrenheit or greater)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headaches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrheas
 - It is strongly recommended that all staff are educated to observe students' behavior related to health and report abnormal signs to the nurse.
 - Any students/ staff exhibiting any COVID symptoms should be seen by the school nurse.
 - Returning to school:
 - If person has NOT been diagnosed with COVID-19, they can return to school:
 - Once there is no fever (without the use of fever reducing medicine) and have felt well for 24 hours.
 - If they have been diagnosed with another condition and has a healthcare provider written note stating that they are clear to return.
 - If a person has been diagnosed with COVID-19, they should not return to school and stay home until:
 - It has been at least 10 days since the first symptoms.
 - It has been at least 3 days since a fever (without the use of fever reducing medicine)
 - It has been at least 3 days since symptoms improved (including coughing and shortness of breath).
- **Health Hygiene-** correct handwashing will be taught to students and reinforced throughout the day.
 - Bathroom:
 - Students will receive a pass from the teacher to use the bathroom.
 - SSOs will monitor and assure that one student in the bathroom at a time.
 - Bathrooms will be cleaned periodically throughout the day.
 - Students/ staff will be expected to wash hands following specific guidelines.
 - Signage will be displayed by sink.

- **Face coverings-** ALL staff and students MUST wear a face covering when moving around the classroom and the building or within 6 feet of others.
- **Cleaning and Disinfecting-** all areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize.

Facilities

- **Physical Footprint/ Utilization of Space-** All areas of the building will adhere to guidance.
- **Classroom Seating:**
 - Students' desks and lab tables must be 6 feet apart (side by side).
 - All students should be facing forward.
 - Students are only allowed to work at their designated space.
 - Students will not share any materials.
 - Student spaces will be cleaned daily.
 - Students will carry their Chromebook bags with their individual and personal items.
- **Hallways:** social distancing will be in effect in hallways. There will be designated staircases for up only and down only.
 - Students and staff must wear face masks at all times in the hall.
 - Up only staircases – Exit 2 and 4
 - Down only staircases- Exit 3 and Exit 5
 - Minimal Transitions will be allowed. Students and staff will travel one way. (Using the clockwise).
- **Elevator Use:**
 - Elevators should be used only when necessary.
 - Only one person will be allowed on an elevator at a time.
- **Student Belongings/Cellphone Collection:**
 - Students will carry their Chromebook bags with their individual and personal items.
 - Cell phones will be collected upon arrival at Exit 5. Cell phones will be returned at the end of the day.
- **Fire and lock down drills-** Must still be conducted- should plan for social distancing measures. More information in Staff Handbook. More information about safely practicing these drills will come.
- **Plumbing Facilities-** Bottle fillers on drinking fountains will be installed.
- **Main Foyer-SSO** will monitor building access. SSO will verify if a visitor is a parent, if not, SSO will deny entrance. If visitor is a parent, the SSO will contact the main office for further direction.
- **Main Office-** Masks must be worn by visitors when entering the office
- **Building Hours:**
 - Staff can enter the building between 6:30 am, and exit the building no later than 3:45 pm in order for the building to be thoroughly cleaned.
 - Staff will enter through exits 1, & 8. Temperature will be checked upon entering the building.

Child Nutrition

- Breakfast and Lunch
 - Students will eat in the classroom.
 - Breakfast Style: Grab and Go Lunch Style: Delivered
 - Hands will be washed/sanitized before and after meals.
 - Masks will be worn whenever students are not seated at their assigned seats.
 - Students will adhere to social distancing rules (6 feet apart) when entering and exiting the classroom.
 - Students will remain seated while eating and students will take turn disposing the garbage. (Adult Supervision)
 - Eating area will be sprayed and cleaned before and after each meal.
 - Hand sanitizer will be available

Transportation

- Bus Arrival and Dismissal will occur on Pearl Street.
- Drop off will be one bus at a time, monitored by an Administrator.
- Social distancing, cleaning, and face coverings will be required.
- Arrival:
 - Bus Riders:
 - Students will be let off the bus one bus at a time.
 - Students will adhere to social distancing (6 feet apart) prior to entering the building. Walkways will be labeled for social distancing.
 - Each student will have their temperature checked at Exit 5.
 - Once in, Middle School students will go down to the basement, and High School students will go to the first floor.
 - All students will be scanned and must turn in their cell phones, and guided to their breakfast location.
 - Walkers:
 - Students who are dropped off will enter through Exit 5.
 - Follow the above procedures.
- Late Arrivals:
 - After 8:20, students will enter through Exit 1.
 - Students will have their temperature checked before being allowed in the main building.
- Dismissal:
 - **All students will get their phones and belongings during Period 8.**
 - **For students who ride the bus:**
 - Students will be dismissed by floor. SSO's and Administrators will monitor social distancing, while students are exiting their floor to the bus.
 - Classes will follow social distancing guidelines while walking down the hallways.

- Classes will use Exits 4 & 5 while walking to the buses.
 - Students board busses, following transportation guidelines set by bus drivers.
 - **For students who get picked up:** Will be dismissed through Exit 11.
 - Designated staff member will monitor Exit 11.
- Early pick up:
 - All parents will enter through Exit 1
 - SSO will notify the Main Office staff to call for the student.
 - Parent/student will exit through the Exit 1.

Social Emotional Well-Being

- “Social emotional well-being must be schools’ and districts’ top priority in supporting school transitions, not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.”
- Connect time: Student’s social/ emotional needs are at its greatest. Each day, teachers will spend time connecting, and relationship building as a group.
- Monroe Campus social/emotional team will be available to support.
 - Team includes Mrs. Diaz, Mrs. Clarke, Mrs. Rivera-Lozada, Mr. Devries, Mr. Roldan, Ms. Payton, Mr. Smith, and Ms. Graham.
- The school social workers, counselors, Home School Assistants and Community Partner will support families.
- We will continue to use a Restorative Approach with staff and students
- We will use the Monroe Needs Form to report family and students physical and social emotional needs. Community Site Coordinators will provide the services families need through community resources.

School Schedules

- Schedule
 - 8:30-3:30
- Distance Learning - (One week in-person / one week distance learning)

Attendance and Chronic Absenteeism

- Teachers will be required to take attendance.
 - In person attendance- see Staff Handbook
 - Social distancing attendance/ participation & student engagement
- Chronic Absenteeism- the Attendance Team will continue to meet bi-weekly in order to monitor students’ engagement levels. The team will identify students that need support and work with staff in connecting for engagement using the tier system.
- The Attendance Team consist of Community Site Coordinators, Home School Assistants, Social Workers and Grade Level Administrator.

Technology and Connectivity

- Staff will report student’s technology needs using the Monroe Needs Form.

- Home School has survey all student's technology needs during the summer and will assure that all students have their Chromebook by the beginning of the school year in September.
- Home School Assistant will work with new entrant families and students to make sure they have the technology needed for remote learning.
- The district has provided Chromebooks for all students in grades 7-12.
- Staff will provide distance learning opportunities that consist of technology based activities as well as non-technology based activities.
- Chromebooks in the classroom: Students will be encouraged to clean technology daily and no sharing of electronics will be permitted.

Teaching and Learning

- Teaching and Learning Goals:
 - Remote Learning platform for 5th grade through 12th grade as Goggle Classroom.
 - Teachers will meet on Wednesdays to discuss power standards, curriculum alignment and assessment plan.
 - Teachers will monitor student's growth and discuss student's level of engagement.
 - Teachers will contact parents to discuss academic growth and level of engagement.
 - Teachers will work in collaboration with Special Education and ENL teachers to modify and enrich curriculum and assessment.
 - Teachers will provide ongoing communication of student's academic standing in courses with families and grade level administrator.
 - We will provide clear opportunities for equitable instruction for ALL students.
 - We will maintain continuity of learning using instructional models (in person, remote, hybrid).
 - We will provide daily interaction between teacher and students.
- Specials:
 - All specials will adhere to the same learning expectations mentioned above.
 - All materials used will be cleaned between each student use.
 - Physical education will be held in the gymnasiums or outside if weather permits.
 - Students must be 12 feet apart at all times during physical education.
 - All equipment must be cleaned between classes.
- Teaching Materials:
 - Staff should consider creating a bin or cart with teaching materials (teachers guides, plan books, etc.) that can be easily mobile in case the room is not accessible.
 - Students will have their own materials for their personal use.
 - Access to classrooms may be limited on Wednesdays in order for deep cleaning to occur.

Special Education

- CT, ICOT and Resource Teachers will provide services and modifications to students instruction per described by their IEP and 504 plan
- Documentation will be kept on students' IEP goals.
- Case Managers will communicate with families on a weekly basis.
- Central Office Special Education department will provide guidelines at annual review meetings.
- Related services will follow social distancing guidelines.

Bilingual Education and ENL

- Communication to families must be in their preferred language.
- ELL students will receive mandated services under the same guidelines described in the Teaching and Learning section.
- ELL students will receive modifications for curriculum and assessment per describe by Part 154.
- One Way Bilingual program will be offered to students and follow the same guidelines described in the Teaching and Learning section.
- Candidates for the Seal of Bi-Literacy will complete requirements (Projects, Oral Presentations and Meeting with Mentors) in a timely manner in order to receive the graduation designation.

Staffing

- All staff must fill out COVID-19 questionnaire before entering the building. District will provide the questionnaire.
- Each staff member must swipe their own badge before entering the building. Every badge needs to be swiped for monitoring (that means no holding the door for each other!) If you need a new badge, please notify Plant Security, 336-4160.
- By each staff member swiping their badge, the district is able to monitor which staff is in which building (in order to report any potential spreading).
- All staff may enter the building through Exit 1 and Exit 8 beginning at 6:30 am.
- Each staff member must be temperature checked before entering the building.
- All staff must exit the building by 4:00 pm in order for the building to be deep cleaned daily.