

School Name: Northeast College Preparatory High School

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Northeast College Preparatory High School

Reopening Plan 2020-2021

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 details how Northeast College Preparatory High School plans to reopen the school building safely.

General Information

Distance Learning 9-12

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.

Below is what the “Hybrid Model” will look like if the District transitions to this model

Hybrid Model 9-12

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 9-12

- 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.
- Electives: Students with Disabilities at Northeast take general education electives. They will receive their self-contained core classes in person, while electives will be provided virtually (LRE).

Additional General Information:

- Virtual instruction will occur by classroom teachers through Google Classroom, Zoom, etc.
- Students will access OCR courses for classes that they have previously failed when applicable.
- Wednesday will include planning, virtual office hours, department meetings, and professional development for staff members while the building is deep cleaned.

Communication/ Family & Community Engagement

- Information will be communicated, in multiple languages, with families in August 2020.
- Weekly/ Monthly updates will be shared with families through our school website, Facebook, Twitter, and Instagram (@RCS DNE), Robocalls, and newsletters.
- Virtual Parent Meetings will be held weekly in August to discuss Reopening Procedures and policies.

Health and Safety

Health Checks:

- ALL staff, visitors, and students will be temperature checked before entering the building.
- ALL staff must enter through the main office doors and have their temperature checked before going into the main building.
- Staff may begin to enter the building at **7:30 am through PE hall entryway**
- Staff will complete an online screening questionnaire daily (electronically) before reporting to work.
 - 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.

○ Students:

- **8:00 AM** we will begin screening students; staggering bus drop off
- There will be assigned staff members at two entrances (Exit 2 and 4) taking temperatures each morning and collect cell phones (kids will put phone in envelope-staff do not handle), and scanning-ssos to wear face masks, shields and gloves)
- Separate entry for 9-12 (Exit 2 & 4) and 7-8 (Exit 1)
- Sanitary stations set up with hand sanitizer and masks at each entrance
- Staff still enter by PE doors or previous high school door

- **Social Distancing-** We will maximize social distancing whenever possible. Students and staff will remain 6 feet apart as much as possible.

○ Floors and courtyard will be marked for social distancing

- **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 senior lounge. Quarantine pick up will be located at exit 24.**

○ Any staff member or student with a fever of 100 degrees or greater will be isolated until they can be sent home.

○ 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 or other staff for signs of any type of illness such as:

- Flushed cheeks
- Rapid or difficulty breathing
- Fatigue or irritability
- Frequent use of the bathroom

○ Any students/ staff exhibiting any of these 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

- Hallways: social distancing will be in effect in hallways. Each area of the 1st floor will have designated times for movement outside of their classrooms
- Elevator Use:
 - Elevators should be used only when absolutely necessary.
 - Only one person is allowed on an elevator at a time.
- Student Belongings:
 - Students' personal belongings will be kept in a crate next to their desk.
 - Students instructional belongings will be stored in individual bags that will be stored on chairs using zip ties.
- *Fire and lock down drills*- Must still be conducted- should plan for social distancing measures. More information in the Staff Handbook. More information about safely practicing these drills will come.
- *Plumbing Facilities*- We will encourage the use of bottle fillers. The water fountain will have signage explaining use and cleaning schedule.
- *Main Office*- Only students and staff will be allowed past the main office. No other visitors/ volunteers will be allowed in the building. Masks must be worn by visitors when entering the office
- *Building Hours*:
 - Staff can enter the building at 7:30 am, and exit the building no later than 4:15 pm in order for the building to be thoroughly cleaned.

Child Nutrition

- *Breakfast*:
 - Students will eat in the classroom.
 - Breakfast will be delivered each morning by cafeteria staff.
 - Hands will be washed/ sanitized before and after breakfast.
- *Lunch*:
 - Students will eat lunch in the classroom.
 - Lunches will be delivered each day by cafeteria staff.
 - Hands will be washed/ sanitized before and after lunch.

Transportation

- The school bus is an extension of the classroom. Transportation will have guidelines for seating, etc on the bus.
- 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 enter the building by their designated entryway.
 - 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 before entering the building.
 - Once in, students will walk down the hall and their grades' designated hallway and remain in that area throughout the day.
 - Walkers:
 - Students who are dropped off will enter through their grades' entryway.
 - While waiting to enter, social distancing will be followed.
 - Each student will get their temperature checked before entering the building.
 - ONLY students will be allowed into the building.
- Late Arrivals:
 - Students are considered late starting at 8:30 AM.
 - Students arriving after 8:30 AM will be signed in and provided a late pass
 - Students who are later than 8:45 am to school will enter through the security desk door.
 - Students will have their temperature checked before being allowed into the main building.
 - A breakfast cart will be set up to distribute to late students as they arrive until 9:00am.
- Dismissal:
 - **For students who ride the bus:**
 - Students will get their belongings and cell phones during the last period of the day
 - Dismissal will be staggered with specific groups called on the announcements every 2 minutes
 - Classes will follow social distancing guidelines while walking down the hallways.
 - Students will dismiss by their entryway
 - Students board busses, following transportation guidelines set by bus drivers.
 - **For students who get picked up:** they will exit by their designated exit door and wait in their designated waiting space outside while social distancing.
- Early pick up:
 - All parents will enter through the main entrance by the security door.
 - OR parents can call from the car and the student will be escorted out to them.
 - Office staff will call for the student and sign them out.
 - Parent/student will exit through the main office doors.

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.”
- Advisory time: students social/ emotional needs are at its greatest. Each day, teachers will spend time connecting, and relationship building as a group.

- Social workers available to support students
- The school Social workers, Home School Liaison and Community Partners will support students and families.
- The Student Support Center Coordinator will be available for referrals of students both physical and virtual for wrap around support.
- We will continue to use a Restorative Approach (see Staff Handbook)
- We will continue to use a cohort approach to community building, utilizing virtual town halls, student-led circles and chats, virtual games, etc. to keep students connected to school and provide space to foster wellness.
- The leadership team will also model this approach in providing opportunities for staff to remain connected, using virtual approaches to community building and wellness.
- “Contact teams” will be used to make sure that all students, those attending in person and those fully virtual, have weekly outreach beyond their teachers.
- We will support teachers in building opportunities for wellness, community building reflection and social -emotional learning into their virtual learning experiences.
- Where possible and appropriate we will involve student leaders trained in restorative approaches to lead.

School Schedules

Distance Learning 9-12

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- For In-person instruction:
 - Students will follow their typical schedules with breakfast and lunch served in the classroom
 - Instead of students rotating, core content area teachers will rotate into classrooms

- Students will travel for specials and be released in two groups 1 minute apart
- Distance Learning platform:
 - Teachers will utilize an online platform where course content for each semester is held
 - Teachers will use a combination of asynchronous and synchronous learning
 - Teachers will utilize Google Forms and similar platforms for tracking assessment data
 - Northeast will provide “a resource room or office hours” for all students

Attendance and Chronic Absenteeism

- Teachers will be required to take attendance.
 - In person attendance- see Staff Handbook
 - Social distancing attendance/ participation- Teachers will document contact in PowerSchool along with additional notation in our Google Shared Drive
- Chronic Absenteeism- the Attendance Team will continue to meet weekly in order to monitor students’ engagement levels. The team will identify students that need support and work with staff in connecting for engagement.

Technology and Connectivity

- Staff will conduct surveys with families to gather information of specific technology available for student use.
- The district has provided chromebooks for all students in grades 5-12.
- MiFi devices are available to all families who may need them.
- Staff will provide distance learning opportunities that consist of technology based activities as well as non-technology based activities.
- Ipads/ Chromebooks in the classroom: items must be cleaned between use of each student. No sharing of electronics is allowed until they have been properly cleaned.
- Technology will be expected to use technology to provide new learning, enhancing learning and creating rigorous learning.

Teaching and Learning

- Teaching and Learning Goals:
 - 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 standards based instruction.
 - Substantive daily interaction will occur with teacher to student and student to teacher.
 - We will provide clear communication of plans with families.
- Specials:

- Students will travel for Art, Music and PE, but social distancing will be in place and groups will travel at different times.
- All materials used will be cleaned between each student use.
- Physical education will be held in the gymnasium.
- 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.
 - Access to classrooms may be limited on Wednesdays in order for deep cleaning to occur.

Special Education

- Consultant Teacher and Resource Room students will receive services in person on days in school, and remotely when home (think Distance Learning Plans!).
- Documentation will be kept on students' IEP goals.
- Communication with families is necessary.
- More information will come on CSE meetings.
- Related services will follow social distancing guidelines.

Bilingual Education and World Languages

- Communication to families must be in their preferred language.
- ELL students will receive services in person on the days in school, and remotely when home.
- Spaces for services will follow social distancing guidelines.

Staffing

- All staff must fill out COVID-19 questionnaire before entering the building (will be sent electronically).
- 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 the main office beginning at 7:30 am.
- Each staff member must be temperature checked before entering the main building.
- All staff must exit the building by 4:15 pm in order for the building to be deep cleaned daily.