

2020



**SY 2020-2021 SCHOOL REOPENING PLAN
WORKING DOCUMENT**

Principles for Reopening Schools

Schools are more than just places to learn, they are one of the essential anchors that every community depends upon to protect kids, support families, and to give everyone a sense of stability. IMLCS is committed to being an effective anchor in East New York for our school community. It is with this mission in mind, IMLCS is committed to opening school and providing an effective instructional program via multiple formats: in-person, blended, and full remote.

IMLCS plans to reopen with the following goals and expectations:

- To create structures and routines that keep students, families, and staff healthy and safe.
- All protocols aligned with the CDC and NYC Department of Health Guidelines
- Learning environments are appropriate and meaningful all for students regardless of the instructional format selected by their parents for them.
- Opportunities are created for social-emotional learning that engages students, rebuilds relationships, and establishes necessary academic learning foundations.

Reopening IMLCS amid an unstable national economic and health environment, we realize that there will be a need to consistently monitor the implementation of this current IMLCS instructional and organizational plan for its effectiveness. With guidance and information from national and local authorities providing new information daily, this current plan has been generated with the ability to be restructured without interrupting the flow of our educational mission.

The foundation of this reopening plan was generated from the collection of collaborative input from IMLCS stakeholders. In Spring 2020, IMLCS hosted listening sessions for teachers, parents, and the Board of Trustees. These sessions provided participants with the opportunity to voice their concerns and suggestions regarding school reopening. In addition, IMLCS used a parent survey to collect feedback on remote learning, device availability, internet connectivity, and preferred learning format for Fall 2020. The school administration participated in webinars hosted by the New York State Education Department, the New York Charter Collaborative, the NYC Department of Education, and the NYC Department of Health. Being driven by the aforementioned entities and feedback from the school community, the reopening plan is structured to be operational, compliant, and stakeholder friendly.

This plan will be posted on the IMLCS school website in English and Spanish. Parents will receive biweekly school reopening updates via email and Jupiter Grades in both English and Spanish. We will also utilize social media outlets to communicate our ever-evolving school reopening plan. We will be hosting the following reopening plan virtual meeting:

Teacher and Staff Feedback Session: August 4, 2020

Parent and Community School Reopening Meeting: August 6, 2020

Promoting Behaviors that reduce the spread of the virus

Social Distancing

Six Feet Pursuant to NYSDOH Guidance, schools must ensure that appropriate social distancing (i.e., 6 feet/barriers) is maintained between individuals while in school facilities and on school grounds (inclusive of students, faculty, and staff).

Fire and Safety Drills

We will conduct staggered safety drills according to NYSED requirements, including fire drills and lockdown drills. During emergency drills, students will maintain social distancing, and all classrooms will not participate in any emergency drills simultaneously. Students instructed that in case of an actual emergency, exiting the building will priority over social distancing.

Classrooms

Every classroom will be designed to maximize space and distance between each student. Classroom furniture will be rearranged with floor markings to provide additional space.

Activities

Children will be kept six feet apart during nap times, when eating, and doing other activities.

Signage and Floor Markings

Signs Markings will be present throughout the school building to provide visual guidance for social distancing six feet. Markings will also be provided for directional movement and furniture positions.

Teaching Handwashing Hygiene and Respiratory Safety

Teachers and students will receive training and periodic refreshers on handwashing protocol and respiratory safety protocols. These protocols will be incorporated into the school's curriculum.

Face Coverings required while in the school building

Students, staff, and essential visitors will be required to wear face coverings on campus, especially when social distancing is not possible. Students shall wear these face coverings during extracurricular activities, as well as on school buses. Students wearing face coverings from home must be school appropriate and shall not interfere with the school's dress code policy. Shields and masks with ventilators do not meet the DOH requirements for masks; therefore, they will not be deemed acceptable for face covering.

IMLCS will provide disposable masks to students and staff that forget or lose a mask during the school day. We will use vendors from the NYS Centralized Contracts provided by the Office of General Services. The masks will adhere to NYC DOHMH requirements.

Students must wear face coverings in each area, especially where social distancing is not possible. This includes a classroom if desks are not spaced at least six feet apart, as well as cafeterias, hallways, and other shared spaces. Teachers will work with students to provide designated "mask breaks," during which time students will be socially distanced.

Exemptions:

Students or staff must have a documented medical issue for which a face covering would cause impairment. Students who cannot tolerate a mask will be offered reasonable accommodations, if feasible.

Students will not be required to wear a mask during mealtimes.

Maintaining Healthy Operations

Daily Health Screenings:

Imagine Me Leadership School will implement mandatory health screenings, including temperature checks of students, faculty, staff, and essential visitors. Screening is a strategy used to look for as-yet-unrecognized conditions or risk markers. A DOE replicated remote screening process will be used by IMLCS to identify any individuals who may have elevated body temperatures and/or COVID like symptoms. Remote health screening will be conducted through telephone, or digital application, which may involve the parent/legal guardian completing before students report to school.

Elevated body temperatures amid the current pandemic will require evaluation by a medical professional. All individuals must have their temperature checked each day remotely before reporting to the school building. In addition to remote temperature screening at home, school personnel will implement midday temperature checks to monitor student health. During the day, should an adult present a temperature higher than 100.0°F, the individual will be sent home. If a student with a temperature higher than 100.0 F, they will be sent directly to the school nurse in a dedicated area before being picked up by their authorized adult. IMLCS will follow the DOH guidance on the metrics for returning to school for staff and students.

Cohort Model

Cohorts are groups of students, and sometimes teachers and staff that will stay together throughout the school day to minimize exposure for students, teachers, and staff across the school environment. The intention is for students and staff within a cohort to have limited physical proximity with others in the same cohort. This practice may help prevent the spread of COVID-19, by limiting crossover of students, teachers, and staff to the extent possible, thus:

- Decreasing opportunities for exposure to or transmission
- Facilitating more efficient contact tracing in the event of a positive case, and allowing for targeted testing, quarantine, and isolation of a single cohort in case of exposure
- All staff and teachers will assist "cohorts" students, to the extent practicable, to limit potential exposure to the COVID-19 virus.
- All staff and teachers will work to prevent intermingling between cohorts, to the extent possible (e.g., separation by appropriate social distancing, particularly if there are multiple cohorts in one area).
- All teachers and staff will make reasonable efforts to ensure that Cohorts are fixed 'meaning contain the same students 'for the duration of the COVID-19 public health emergency.
- Teachers may instruct more than one cohort so long as appropriate social distancing is maintained.
- Pre-K and Kindergarten will have two classes each. Each class represents a cohort.

- First Grade will have two classes. Each class will be split into two groups to facilitate social distancing, but each class will represent one cohort.
- Second Grade will have two classes. Each class will represent a cohort.
- Third and Fourth Grade will have three classes each. Each class will represent a cohort.
- Fifth and Sixth Grade will have three classes each. Each class will be split into two cohorts that will have instruction on alternating days.
- Seventh Grade will have two classes. Each class will be split into two cohorts.

The instructional day will run from 8:00 am to 3:00 pm. Facemask will be required before any parties that are allowed entry into the building. The teachers will arrive at school at 7:30 am. This will include temperature checks, hand washing, reminders of social distancing protocols, and preparation for student entry. 8:00 am-8:30 am students will receive wellness checks before entering the classroom. This will also include temperature checks, handwashing, and reminders of social distancing protocols.

Below is a brief outline Imagine Me Leadership Charter School will use to provide a safe and effective instructional program for the 2020-2021 school year.

Elementary Pre-K – 4th Grade

Room & Class Utilization				
Room #	Grade/Class	Site Location	Maximum Student Capacity	# of Staff assigned
102	PreK-1	Main Building, Ground Floor	15	2
104	PreK-2	Main Building, Ground Floor	15	2
205	K01	Main Building, First Floor	14	2
207	K02	Main Building, First Floor	14	2
201	101	Main Building, First Floor	8	1
202	102	Main Building, First Floor	8	1
203	101	Main Building, First Floor	8	1
204	102	Main Building, First Floor	8	1
B317	201	Modular Classrooms, Back Row	15	2

B318	202	Modular Classrooms, Back Row	15	2
A301	301	Modular Classrooms, First Section	12	1
A302	302	Modular Classrooms, First Section	12	1
A303	303	Modular Classrooms, First Section	12	1
A304	401	Modular Classrooms, First Section	12	1
A305	402	Modular Classrooms, First Section	12	1
A306	403	Modular Classrooms, First Section	12	1
B307	404	Modular Classrooms, Second Section	12	1

Middle School 5th -7th Grade

Room & Class Utilization				
Room #	Grade/Class	Site Location	Maximum Student Capacity	# of Staff assigned
B308	501	Modular Classrooms, Second Section	12	1
B309	502	Modular Classrooms, Second Section	12	1
B310	503	Modular Classrooms, Second Section	12	1
B311	601	Modular Classrooms, Second Section	12	1
B312	602	Modular Classrooms, Second Section	12	1
B313	603	Modular Classrooms, Second Section	12	1
B314	701	Modular Classrooms, Second Section	12	1
B315	702	Modular Classrooms, Second Section	12	1
B316	703	Modular Classrooms, Second Section	12	1

Maintaining a Healthy Environment

Reduce class size and maximized space

Every classroom will be designed to maximize space and distance between each student. Classroom furniture will be rearranged to provide additional space.

Lunch and Breakfast served in the classroom

Imagine Me Leadership Charter School will rely on the New York City Department of Education (NYCDOE) School Food to ensure that service personnel follows DOH guidelines for health and safety. The school will train school staff and teachers as needed to reinforce the protocols adopted by food service and custodial personnel to ensure healthy, safe meals and the least disruption to the instructional day. This training will include proper hygiene maintenance in which students will wash their hands before breakfast/lunch and after. Each classroom will also have a contactless hand sanitizer for the students to reinforce this practice.

IMLCS will continue to provide school breakfast and/or lunch to all students on-site and remote with the "Grab and Go" system in place. For students on-site, IMLCS will provide meals while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating as they will be appropriately socially distanced. To the extent possible, students will also be allowed to eat outdoors while continuing to observe social distancing practices.

Information regarding "Grab and Go" food distribution sites for remote learners will be communicated to parents via website, and other virtual tools.

Students Transportation

Imagine Me Leadership Charter School will continue to rely on the New York City Department of Education (NYCDOE) Pupil Transportation to provide transportation to IMLCS for all students who qualify. IMLCS will also rely on NYCDOE to ensure that school bus companies and their personnel follow all appropriate guidelines for health and safety, as recommended by the New York City Department of Health (NYCDOH).

Ventilation

We have reorganized our classrooms to prioritize, placing students in classes with windows to increase and improve ventilation. Imagine Me Leadership Charter School will provide increased ventilation by opening windows and doors to the greatest extent possible. Each classroom and office space will be equipped with High-Efficiency Particulate Air (HEPA) filters. This will promote the maintenance of a healthy and safe learning environment for all individuals at IMLCS.

Cleaning and Disinfection

IMLCS will promote hygiene, sanitation, and disinfection guidance set forth by the New York State Department of Health (DOH) and the Centers for Disease Control and Prevention (CDC). The Maintenance team will receive training as well as ongoing monitoring of the school environment and the use of appropriate cleaning practices and supplies.

The cleaning schedule for the school is as follows:

Surfaces	Description	Schedule of Cleaning
Classrooms	Desk, chairs, shelves, doors, doorknobs, door glass, window sills, etc.	Daily
Bathrooms	Toilets, toilet handles, toilet paper holder, stall doors, partitions, walls, urinals, urinal handles, sinks, faucet handles, mirrors, hand dryer machine, doors, doorknobs, etc.	Every 15-20 minutes
Light Switches		Daily
Front Lobby	Doors, doorknobs, door glass and security station	Every 15-20 minutes
Stairways	Railings, stairs, walls	Every 15-20 minutes
Cafeteria	Tables, walls, floors	After every meal
Water Fountain		Every 15-20 minutes
Coat Cubbies		Daily
Physical Education Equipment		After every usage
Carpets		Vacuum daily Deep clean monthly

Preparing for Potential Exposure

If a student begins experiencing symptoms in school, they will be sent to the nurse before being isolated and monitored by a dedicated staff member until their parents or guardians pick them up. An isolation room has been designated for this purpose. Staff members who become symptomatic at school are asked to immediately leave the building. IMLCS will rely on the guidance from the DOH regarding the protocol for the return to school by a personnel member or student.

Contact Tracing

The school will be notified by DOH in regards to confirmed cases. The Assistant Principal of Operations is the school member identified to work directly and supply information needed to appropriate parties in the process. The school will not decide who will be excluded from on-site school-based instruction without guidance and direction from the DOH.

Guidance is for new information regarding triggers that close school based on infection rates within the school will be sought on a daily basis. IMLCS will depend on the direction of the DOE and will consult with the protocols released by the NYC Department of Education and the NYSED.

Proposed Instructional Models

To ensure students and staff meet physical distancing requirements to the extent possible for in-person instruction, IMLCS will be offering the following instructional program models:

Grades Pre- Kindergarten and Kindergarten Program Models

- Will follow a five (5) days per week in-person instructional model (Monday - Friday from 8:00 am - 3:00 pm)
- **Parents can opt-in to a 100 % remote instruction program model**

Grades 1 - 4 Program Models:

- **Will follow a blended learning model consisting of three (3) in-person instructional days and two (2) days of remote instruction.**
- **Parents can opt-in to a 100 % remote instruction program model.**

Grades 5-8 (Middle School) Progam Models:

- Will follow a blended learning model consisting of two cohorts attending school on alternating days of in-person instruction (2 days) and remote learning (3 days).
- **Parents can opt-in to a 100 % remote instruction program model.**

Grade 1 through 4 Sample Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
In-Person Learning	In-Person Learning	In-Person Learning	Remote Learning	Remote Learning

	Middle School Sample Schedule				
	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	In-Person Learning	In-Person Learning	Remote Learning	Remote Learning	Remote Learning
Cohort B	Remote Learning	Remote Learning	In-Person Learning	In-Person Learning	Remote Learning

Communicating with Families

In response to the COVID-19 global health crisis, IMLCS developed a virtual school infrastructure, so teaching and learning could continue to be experienced while our school building was closed. A virtual Main Office was set up through our adopted communication platform, Ring Central. Through this application, IMLCS has been able to utilize a central phone number for the school outside of the physical building that could be answered by the same individuals that responded to general phone calls as if the school building was still open. All staff members are currently connected to this platform, so phone calls can be routed to any staff member that as needed. The virtual main office phone number has been circulated to all families and is posted on the school's website.

The Virtual Main Office and other parts of our communication infrastructure have afforded IMLCS to maintain positive and constant parent and student communication since March 2020. Parents can and will continue to communicate with Staff and Teachers by phone, email, remotely through ZOOM, Jupiter Ed, Class dojo, and engage in scheduled on-site appointments with CDC guidelines (masks/social distancing/temperature checks).

Students and parents can interact with School Counselors and Teachers on-site in class with social distancing and remotely through ZOOM for questions and extra help with academia and social-emotional issues.

Mental Health Supports and Socio-Emotional Learning

All students will attend the Advisory Classes in-person and remotely for character development and social-emotional support. The Advisory classes are taught by our School Counselor, Grade Advisors, and School Culture Coordinator. The School Culture Team will collaborate with teachers on lessons and curriculum. School Culture Curriculum will include remote character development, learning skills, and coping with stress due to grief and life changes. Lessons will also include activities that foster the building community in a virtual environment. Classroom teachers will receive professional development on social-emotional learning, trauma-inform pedagogy, and mindfulness. We will continue to have our virtual Monthly School-wide Assembly to promote community value and provide incentives for academic effort and progress.

Attendance Policy for Remote and Blended Instruction

As we transition to a program model that includes remote, in-person, and hybrid learning, attendance is critical. Attendance ensures regular contact with students and families, supports students' emotional well being, and ensures participation and academic achievement. All student attendance will be recorded in ATS and monitored according to the school's already established protocol, which includes daily phone calls for absent students and referrals of students who might need social-emotional support. For students learning remote attendance will be taken:

- Participation in Zoom
- Submitting work/assessment online
- Phone call home by the teacher or office staff
- Other digital means of communication

The IMLCS Student Handbook details the school's attendance policy for students as it relates to on-site attendance.

Meaningful Student Interaction during Remote and Hybrid Instruction

As the education systems across the country adjust to remote learning, the use of PDF, educational videos, and online instructional programs, IMLCS recognizes that those tools will not be enough. Therefore, educators will have to be intentional in their interaction with students and families to ensure that they are engaging with students in a meaningful and productive way. This best practice will foster effective teacher instruction and promote student success. Below are

some tools and strategies that will be employed to promote meaningful student interactions:

- Teacher timely and ongoing individualized feedback to students
- Strong teacher presence
- Opportunities for student collaboration
- Well planned instruction over the phone or video conference
- Frequently monitored student assignment submission
- Online assessments
- Documented student participation (online forum, chat log, or discussion thread)
- Student-initiated email or responses to teacher email
- Phone communication with a teacher or other school staff
- Additional evidence of participation as determined by the principal

The IMLCS remote and in-person instructional program will prepare all students to be successful throughout the school year. Both forms of learning will provide students with grade-level instruction needed to succeed in each Grade and beyond. The goal of IMLCS is always to sustain student growth and provide equity throughout the learning process.

The teacher roles and responsibilities will continue to be guided by academic state standards for all instructional models. School leadership and teachers in collaboration will be responsible for monitoring the progress of all students, selecting educational materials, monitoring curriculum development, and use data to drive student instruction. Social-emotional learning will also be a vital aspect of supporting students' development as learners, family members, and leaders within their community.

Equity in Instruction

IMLCS is committed to the equity of education for all of our students. Every student will be able to participate in learning, whether at home or in school. Technology will be used to bridge instructional gaps and create an environment that connects students in the classroom with those learning from home.

Unifying Approach towards Hardware

IMLCS will provide devices for every student of the school. Grades Pre-K to 2 will receive iPads that will be programmed with all the platforms that will be necessary for instruction this fall. Grade 3 through 7 will receive Microsoft Surface Go devices. The uniformity in device offerings allows for better monitoring, more agile and flexible program offerings, better security, and a more robust learning environment that will allow for comprehensive online instruction