



RE-OPENING PLAN SY 2021 - 2022

Introduction

We, at Grand Concourse Academy Charter School, have spent months planning our return to school for the 2021-2022 school year. We will continue actively exploring alternative options to meet the needs of our educational community. We plan to reopen our school, in a manner “as close to normal” as possible. Our plan reflects a collaborative effort that included all GCA stakeholders. We focused on the following goals to develop our reopening plan. Our plan must be in alignment with our mission as described in our charter, maintain the integrity of our academic philosophy “mastery learning” that depends upon a direct instructional approach to learning, and ensure the safety and well-being of our students and staff following the DOH/ CDC guidelines, adhere to guidance provided by the governor, SED and our authorizer. We are committed to seeking solutions for all challenges by mitigating obstacles, with practical collaborative solutions that support the safe return to school.

Upon directives from our Governor, coupled with the guidance from the CDC and DOH, we plan to reopen our school safely. We will offer the three instructional formats to allow parents to select the program that meets their needs and ensures that their children have the opportunity to learn effectively. The three options are as follows:

1. A full-time, traditional in-school instructional program, from 8:00 AM until 3 PM, with 30 minutes for lunch, and an optional after school program for working parents until 5:30 PM and extended home assignments on Google Classroom.
2. A full time remote/ distance learning format with direct instruction by an assigned teacher from 7:30 AM until 3:30 PM with four 15 minute screen breaks and 30 minutes for lunch for those children who have medical documentation stating severe medical disabilities and the need for remote schooling.
3. A blended educational experience, combining the best practices of both approaches. The students will be enrolled in a “brick and mortar” class but are able to participate remotely on days students cannot physically get to the school building.

Our families expect GCA to provide a quality education based on the physical, psychological, and social needs of our students and the economic needs of the families. Schools are vital in their abilities to connect students with fellow classmates on a social level, develop critical thinking and problem-solving skills, and provide opportunities for students to acquire knowledge. Schools are able to channel youthful energy into productive endeavors, teaching essential academic skills and knowledge, while giving parents the ability to make appropriate decisions for family economics. Opening schools in a manner that is safe and responsive to the needs of families and communities will satisfy and allow the focus to be concentrate on academic outcomes. Thus far, more than two thirds of our parents have expressed that they are not comfortable sending their children to our building and are requesting remote/distance learning.

The path to reopening consists of the public health frameworks that outline the safety measures including social distancing, facial coverings, symptom checks and restrictions on events that may contribute to the cause or rise in infections. Of course, we must plan our opening in a manner that is safe and responsive to the new norms. We understand the magnitude of these difficulties and rise to the same challenging obstacles we faced

over a year ago when forced to close doors and provide a new way of learning to our nearly six hundred students. This is a challenge for all of us—educators, families, and communities—as we have developed ways to ensure that our children get back to GCA and reconnect to the traditional, “brick and mortar” learning as they have in the past.

Our ultimate goal is to return all students to our physical building for 100% in-person instruction. Space and health guidelines will guide our planning for in-person instruction for SY 2021-2022, Our plan was developed by collaborating with staff, teachers, parents and students. Based on the results of a recently distributed parent survey, more than half of our parents have expressed discomfort in sending their child(ren) for brick and mortar instruction, and have requested a “remote-only”/blended educational programs. Though we are ensuring that necessary safety precautions will be in place for all students who attend in-person, we respect the concerns expressed by our parents. Students who attend Grand Concourse Academy through a “remote only” approach will be required to log in daily and participate in the live lesson taught by their regular homeroom subject, to the in-person cohort of that class. Remote students will have the ability to view the entire lesson in real-time, participate in discussions, and complete all necessary assignments. A remote instructor will interact with students, reteach skills and strategies, answer questions, and provide necessary assistance to remote students. Students will submit completed work and assessments through Google Classrooms.

We, at Grand Concourse Academy Charter School, will implement this plan, continue to adjust each of these options to meet the needs of our students, staff, and community, while we pay close attention to the status of how the COVID-19 virus is impacting our community. We will continue to finetune our approaches to address, to needs and safety of parents, students and staff.

Health and Safety

The Executive Director along with administrators, faculty, school personnel, parents, and students all play an integral role in keeping the school safe. School personnel shall be responsible for developing and implementing the school safety plan and communicating such requirements with students and parents to ensure compliance and well-being.

- **Face Coverings:** School personnel will maintain protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. The school will mandate protective face coverings be worn by all staff, at all times, while in the school building except when they are working independently in their enclosed offices. Teachers will be scheduled for periodic breaks throughout the day where they can remove their face covering outdoors, as needed. The school will require all students wear a face covering when entering the building, traveling to and from classrooms and using restrooms. The school will strongly recommend students wear their face covering at all other times throughout the day and temporarily remove it for periodic breaks, as needed. Acceptable face coverings for students may include homemade cloth sewn, quick cut, and surgical masks that cover both the mouth and nose.

However, GCA will require face shield as part of the new school uniform. In the event students are unable to use facemasks due to a medical reason, such as asthma, face shields will be used and they will always maintain social distance from all adults and students. Students may temporarily remove their face coverings while inside their classrooms, and are socially distanced the CDC/NYSDOH recommended distance from their fellow classmates. A reasonable alternative for students is to wear their face shields for the entire day. These face shields will be left on their desks at the close of the school day for the custodial staff to disinfect daily. Students may use face shields as an alternative when they need to remove their face coverings in the classroom or as a permanent solution as a

protective covering. The school will maintain an adequate supply of face coverings, including masks and shields, and provide to staff and students, if needed. The school will provide information on the proper use, removal, and cleaning of reusable cloth face coverings. School personnel will teach and reinforce the need of face coverings among all GCA community members. We understand that face coverings may be challenging for students (especially younger students or students with special needs) to wear in all-day settings such as school. The school will refer to CDC and DOH guidance for further considerations. Sneeze guard tri-folds will also be provided to all students at lunchtime while students are eating.

- **Social Distancing:** School personnel will maintain protocols and procedures for students, faculty, and staff to ensure appropriate social distancing occurs at all times, when on school grounds and in the school facility. The school will enforce the CDC/NYSDOH recommended social distancing between students and teachers. Class sizes will be limited, based on size and square footage. Some classrooms will be designed with all students facing the same direction, while others will use appropriate physical barriers between individuals that do not adversely affect air-flow, heating, cooling, or ventilation, or otherwise present a health or safety risk. Physical barriers being used will be in accordance with United States Department of Labor's Occupational Safety and Health Administration (OSHA) guidelines, and may include strip curtains, cubicle walls, Plexiglas or similar materials, or other impermeable dividers or partitions. The school will teach and continue to reinforce the importance of social distancing with students. The school will use easily identifiable arrows, markers and/or decals in areas throughout classrooms, hallways to indicate appropriate spacing for staff and students. School personnel will be assigned to hallways to monitor students adhering to social distance requirements.
- **Health Screenings:** The school will implement mandatory health screenings, including temperature checks of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. All individuals entering the building must have their temperature checked each day. If an individual presents a temperature of greater than 100.0°F, the individual will not be permitted in the building. If a child has a fever, he/she will be sent directly to a dedicated area to await pick up by a parent or guardian. The school will use a daily screening questionnaire for any person who exhibits signs or symptoms of an illness, particularly younger students. Remote health screening by electronic survey, digital application, or telephone will be performed for young students who may require the assistance of their parent/legal guardian to answer. Children who arrive to school sick, or become ill during school, will be asked to remain at home until they have clearance to return from a medical professional and provide supporting documentation to safely return for in-person instruction. Staff will be asked to perform personal symptom checks at home and notify the school immediately if they experience headaches, body/muscle aches or pains, difficulty breathing, coughing, fever/chills, sore throat, fatigue, trouble with taste or smell, runny or stuffy nose, diarrhea, loss of appetite or nausea. Staff may be required to seek medical attention and will be required to provide documentation by a medical professional as clearance before returning to work.
- **Hygiene:** The school will implement practices and procedures for staff and students while occupying and working in the school building. Guidelines for hygiene practices for students and staff will include the manner and frequency of hand-washing and other best practices. No-touch, automated, hand-sanitizing dispensers will be mounted on the walls in each classroom, office and along the walls in the halls and lobby. Staff and students will be required to sanitize their hands upon entering the school building, leaving and entering different rooms, before and after eating meals like breakfast, lunch or snack. The school will teach and reinforce washing hands and covering coughs and sneezes among students and staff. Signs will be posted in highly visible locations on how to stop the spread of COVID-19, such as properly washing hands and promote everyday protective measures.

Cleaning and Disinfecting:

The school will enforce protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias and all other school facilities throughout the day. In addition, there will be an intensive, thorough deep-cleaning of all floors and touched surfaces after school, during evening hours. The school will ensure that cleaning and disinfection are the primary responsibility of the school's custodial staff and will also choose provide appropriate cleaning and disinfection supplies to faculty and staff for shared and frequently touched surfaces. The school will provide disposable wipes to faculty and staff so that commonly used surfaces (e.g. desks, tables, chairs, keyboards, doorknobs) can be wiped down before and/or after use, followed by hand hygiene. The school will maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and area type and assign responsibility to staff.

The school will purchase and maintain adequate inventory of necessary products including antibacterial soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, bleach and antiviral cleansers. In an effort to reduce high-touch surfaces, the school will install touch-free hand sanitizing and paper towel dispensers. The school will close all water drinking fountains (unless they are configured as a bottle refilling station) and encourage students, faculty, and staff to bring their own water bottles, use disposable cups, or use the school's previously installed water-bottle refilling stations. The school's custodial staff will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and tables, which should be cleaned and disinfected between each individual's use, if shared. If cohorts are used, cleaning and disinfection may take place between each cohort's use rather than each individual.

Cleaning and disinfection will be rigorous and ongoing and will occur several times throughout the day and more frequently as needed. The custodial staff will prioritize and ensure the continuous regular cleaning and disinfection of restrooms. Maintenance staff will sanitize and disinfect hourly and more often, dependent on frequency of use. The school may install physical barriers between sinks and urinals if six feet of separation is not feasible, or require face masks to be worn at all times while using restrooms.

The school will close its air dryer machines in the bathrooms, and install automatic, hand free paper towel dispensers. Staff will ensure distancing rules are followed to by using signage, occupied markers, or direct supervision to reduce restroom occupancy at any given time, where feasible. The school will refer to DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19" for detailed instructions on how to clean and disinfect facilities. The custodial staff will attend trainings on new safety protocols and review guidance set forth by DOH and the Centers for Disease Control and Prevention (CDC) to ensure proper decontamination techniques. The school will ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Grand Concourse Academy will refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19 and use such products in conjunction with disposable gloves.

Management of Ill Persons:

The school will take steps in relation to isolation or quarantine when a staff member, student or visitor becomes sick or demonstrates a history of exposure. If a symptomatic individual, including any staff or student comes to school, Grand Concourse Academy will isolate and prohibit that individual from entering the building. This includes any individual with a temperature of 100.0 degrees Fahrenheit and/or individuals with a cough, shortness of breath, difficulty breathing, headache, sore throat, muscle aches, fatigue, nausea or vomiting, diarrhea, loss of taste or smell, runny nose or congestion.

If an adult experiences any of the above COVID-like symptoms, they will be denied entry to the building and will be asked to return only after being cleared by a medical health professional.

If a child shows any of the above COVID-like symptoms, he/she will be held in an isolated area until school personnel contacts their parent/guardian to alert them of the situation. The parent/guardian or one of the child's emergency contacts will be required to come to school to pick their child up from the quarantine area and return home.

If an adult experiences any of the above COVID-like symptoms and/or becomes ill during the day, they will be asked to leave and return only after being cleared by a medical health professional.

If a child exhibits any of the above COVID-like symptoms and/or becomes ill during the day, he/she will be taken to an isolated area and examined by the school nurse. The child will remain in an isolated area until school personnel contacts his/her parent/guardian to alert them of the situation. The parent/guardian or one of the child's emergency contacts will be required to come to school to pick their child up from the quarantine area and return home.

The school will make every attempt to contain and isolate individuals who become symptomatic and provide necessary PPE to any staff who is caring for and/or supervising a symptomatic child during the day.

The school will close off areas used by a sick person and will not reuse before cleaning and disinfection. If there is a confirmed case of COVID-19, the school will impose a temporary closure for a 24-48 hour period or longer to thoroughly disinfect, decontaminate and sanitize the building before any staff or student may return. The school will notify local health officials, staff, and families of exposure or confirmed case while maintaining confidentiality. All students will be required to engage in remote instruction during school closures, until reopening. The school will comply with sick leave policies and practices that adhere to local, state and federally mandated requirements in the event a person has tested positive, been in contact with a positively tested person or traveled and returned from a quarantined-imposed city, state or country on a travel ban or advisory list. The school will refer to most recent DOH and CDC Guidance on Home Isolation or Quarantine and Returning to Work.

The school will require individuals who have tested positive, complete isolation and have recovered, will not return without a second test stating "not detected".

The school will require individuals exposed to the COVID-19 virus complete necessary quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be in coordination with the local health department and CDC guidelines.

The school will support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies.

Nutrition

Grand Concourse Academy Charter School values the need to provide nutritious meals to all enrolled students. Many of our students come from economically disadvantaged households and families rely on children receiving most of their meals from school. The school will collaborate with its vendor, the New York City Department of School Food, on the best ways to provide food service to children, while adhering to safety guidelines. The school plans to provide all students, whether receiving in-person or remote learning a grab and go style, individually portioned and wrapped breakfast and lunch daily. Students receiving in-person instruction will have a choice between an individual hot or cold lunch in the school. Students receiving remote instruction may visit the school between normal school hours and receive a grab-and-go, individually portioned and wrapped breakfast and lunch. School personnel at the side door of the school will distribute these meals to parents upon request. Notifications will be sent to parents letting them know meals are available for pickup.

In-person food service will promote safety guidelines from the CDC, DOH and DOE School Food. The school has staggered lunch periods to promote social distancing while students are eating. School staff will

supervise classes during lunch and ensure proper safety protocols are being followed. Teachers will make certain each student properly cleans their desks before and after each meal. Teachers will promote proper hand sanitizing before and after each meal. Hand wipes and/or sanitizer will be readily available and required before meals are distributed. Teachers will demonstrate how to properly sanitize and wash hands. Meals will be delivered to classes in thermos-seal bags to sustain proper temperature before distribution. School food staff will wear PPE, including face masks and gloves while assisting students with food service. If limited students select in-school instructional model and there is insufficient staff to feed students in their rooms, the cafeteria will be used for lunch. The cafeteria has adequate tables and square footage to socially distant 80 students since the legal capacity is 350 persons. Students would be seat on one side of a bench 8 foot apart and supervised by school staff. Maintenance will dispose of all debris after students leave the cafeteria and disinfect the space for the next day's use.

Children will wear their face coverings while they go one at a time to pick up a grab-and-go, individually wrapped meal, along with individually wrapped utensils. They will return to their seat and keep their face covering on until all students have received their meal. Once all students have been served and are seated, socially distanced, they may remove their face coverings to eat. Sharing of any food or beverages will be prohibited and teachers will emphasize how sharing can spread germs and cause sickness. Class allergy lists will be posted inside the classrooms to ensure teachers are aware of what foods certain students may not eat. Children will not wear face coverings during meals, therefore staff will insist on children remaining in their seats to make certain social distancing is being followed. After students are finished eating, they will put their face coverings back on as they discard of all refuse in a garbage container. There will be another container for students to discard recyclables. Once all trash is placed in the proper receptacles, students will disinfect their hands and desks.

Facilities

Utilization of Space:

- The school has redesigned its usage of all adequate space within the building to service children in a safe environment while promoting social distancing requirements. To reduce social density, the school has assessed additional and/or alternate indoor space(s) and have re-purposed such areas for instruction and student services to support in-person instruction within the school facility and school grounds. Such spaces include the transformation of the library, science lab, two art rooms, two music rooms, two student lounges, ENL lab, special education offices and staff lounge. By modifying the way we utilize our space, the school will be able to reopen and accommodate full-time, in-person instruction for the most vulnerable students including those in low-income households, Students with Disabilities, English Language Learners, and younger students, aged four to seven years old. All students who attend in-person learning will be grouped in smaller class sizes to adhere to social distance guidelines.

In addition to redesigning classroom space, the school will limit gatherings in small spaces such as elevators, supply rooms and offices. There will be one individual at a time in spaces that cannot accommodate six feet of distance unless all individuals in such space at a time are wearing face coverings. However, even with face coverings, the school will not exceed 50% of the maximum capacity of the space.

Ventilation:

- The school will increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students. An increased outdoor airflow helps prevent the spread of viruses and bacteria, by removing their concentration in indoor air, and by removing them without recirculation to other areas. In addition, the school will upgrade its current air filters with Minimum Efficiency Reporting Value (MERV) 13. These new filters, designed to capture greater than 95-99% of germ particles could possibly reduce the risk of airborne transmission.

Increased outdoor ventilation, complemented with a filter upgrade to at least MERV 13 can greatly improve the air quality indoors. The school will ensure ventilation systems operate properly, maintain and service HVAC systems and change filters regularly.

In the event the school has a coronavirus outbreak, during the closure and prior to reopening, the school will use portable HEPA and UV air cleaner for each classroom to disinfect all air filters and HVAC ducts.

Plumbing:

- Studies have shown that toilets can be a risk of generating airborne droplets and droplet residues that could contribute to transmission of pathogens. The school will limit airborne transmission through the air in restrooms by keep bathroom doors closed when not in use. Students will be instructed to put the toilet seat lid down before flushing. The custodial staff will routinely sanitize restrooms several times throughout the day by cleaning and disinfecting surfaces near the drain, including the sink basin, faucet, faucet handles, surrounding counter top, toilet bowls, toilet seats, handles and dispensers. The school will close all water drinking fountains (unless they are configured as a bottle refilling station) and encourage students, faculty, and staff to bring their own water bottles, use disposable cups or use the school's previously installed water-bottle refilling stations. Custodians will actively manage water systems to reduce the potential for widespread waterborne disease. Water left sitting in the pipes of buildings can present serious health risks. If water isn't being used, in a building, intentionally flushing the building will be done at least daily to replace all the old water with new water and remove sediments that accumulate along pipe walls.

Signage:

- The school will post signs throughout the building and regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. Age-appropriate signs for students will be used to remind children of the necessary safety precautions including to properly wash hands, cover their nose and mouth with an acceptable face covering and socially distance from others. Additional signs for individuals and staff will be posted to remind staff to stay home if they feel sick, properly store and, when necessary, discard PPE, adhere to social distancing instructions, report symptoms of, or exposure to, COVID-19, and how they should do so. Hand hygiene, cough etiquette, cleaning and disinfection guidelines will also be posted throughout the building. The school will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. The school will train all students, faculty, and staff on proper hand and respiratory hygiene, and provide information to parents and/or legal guardians on ways to reinforce this at home. Signage will be available and posted in both English and Spanish.

Communications Plan:

- Communication is the key to partnership, cooperation and support. Grand Concourse Academy will create a system for ensuring ongoing communication with families around the elements of the local Health and Safety Plan including ways that families can practice safe hygiene in the home. The school will make efforts to keep its community members informed by posting Health and Safety Plan on GCA's school website, Jupiter Ed and School Messenger. The school will provide regular updated information on the school website and in parent flyers/letters and encouraging caregivers and families to practice and reinforce good prevention habits at home, within their families. The school will remind parents/guardians to keep child at home if sick with any illness and discourage students and families from gathering in other public places while school is suspended to help slow the spread of

COVID-19 in the community. We will prepare parents and families for remote learning if in-school program is temporarily suspended, due to health emergencies, and school personnel will work with the school nurse and health departments to disseminate hygiene and disinfection strategies for transmission prevention at home. The school will broadcast regular announcements and videos about behaviors that help stop the spread of COVID-19 on the school website and social media pages. The school will provide free digital resources on CDC's communications resources main page.

Special Education:

While we acknowledge the negative impact school closures and the recent health pandemic had on most students, we realize there are certain students who are more vulnerable and face circumstances that make their challenges much more difficult. In particular, Students with Disabilities (SWD) are limited by their ability to access services, which are best delivered in person. Children with Individualized Educational Program (IEP) relied on receiving their services remotely. Though Grand Concourse Academy ensured compliance with mandated services per student's IEP, the unique setting of a remote-only learning environment may not have been best suited to meet student's needs.

As we plan to reopen, our school will prioritize the needs of all students, with a special focus on SWD. The school will hold a series of parent information sessions, which will address the importance of in-person instruction for SWD. The school will coordinate with the New York City Department of Education Office of Pupil Transportation to ensure all eligible SWD receive round-trip bus service. GCA will continue its commitment to accommodating working parents by offering full time in-person, a 5 full day instructional schedule, to both SWD and their siblings. Siblings in other grades will be placed on the General Education side of ICT classes, which will be beneficial to working parents in need of child-care and promote attendance within these classes. Grand Concourse Academy will continue to ensure equitable access to education. Whether a child participates in at-school instruction or a parent requests a remote only environment, SWD will receive the necessary support services per their IEP. The school will adhere to New York State Office of Special Education guidance, provide Free and Public Education (FAPE) in accordance with all health and safety protocols and collaborate with the Committee of Special Education (CSE) members and program providers to offer a variety of settings where our students can best be served. For in-person learning, GCA will have at least one (1) Integrated Co-Teaching Class on each grade from Kindergarten to Grade 8. All Students with Disabilities (SWD) who are designated for SETSS and Integrated Co-Teaching will be strongly encouraged to attend school five (5) days a week and receive live in-school services. If a parent wishes to enroll their child remotely, the school will provide appropriate accommodations. As an example, children in remote ICT classes will still receive instruction by two teachers. Lessons will be delivered by a certified teacher, and may supported by a second teacher in each virtual classroom.

The school will make every effort to contract providers who are able to provide live services at our school, and to provide supports for parents of SWD so the child(ren) are able to attend school in person. If "contracted" Related Service Providers (Speech, Occupational Therapy, Physical Therapy, and Counseling) are unable to provide live in-school services, or if a parent requests remote learning, then the school will partner with the CSE, and the agencies of related service providers, to offer mandated services remotely through a Zoom or Google platform.

GCA will continue to maximize parent engagement by communicating with parents via telephone or video conferences, virtual meetings, and sending important announcements via email, Jupiter student database or parent messenger service. The school's Special Education Coordinator will contact parents and keep them informed regarding the identification, evaluation, educational placement, and the provision of FAPE to their child. The school will continue to document the instruction and services that were provided to each student so that it may be communicated to the CPSE/CSE for consideration when making any individualized determinations of subsequent student needs, including transition services.

Assessment data, teacher's notes, and individual outcomes will also be tracked to monitor each student's progress toward meeting the annual goals and to evaluate the effectiveness of the student's Special Education services. Teachers and service providers will continue to collect data, whether in-person or remotely, and use this data to understand the student's present levels of academic achievement and functional performance, as well as recording student attendance in person or on a remote platform.

English Language Learners:

As part of our reopening plan, we examined the needs of all students, especially those who are English language learners (ELLs) and require English as a New Language (ENL) services. Grand Concourse Academy Charter School will complete the ELL identification process within ten (10) days of the start of the school year for all students registered and enrolled and have completed a Home Language Survey Questionnaire (HLIS) that is administered by a trained member of the staff. The initial virtual screening process (Interview) will be followed by an in person questionnaire (HLIS) following the district's safety protocols to ensure compliance with the Governor's Executive Orders and Center for Disease Control (CDC) health and safety guidelines after commencement of regional reopening.

Once students are identified as ELLs with the NYSITELL, they will be placed in specialized classes that will provide the opportunity to attend school five days a week and receive ENL services. The school will ensure ELLs receive the necessary resources and instruction to address any learning loss that may have resulted when schools replaced in person with virtual instruction due to COVID-19. Whether an ELL attends school in-person or remote-only, they will be placed in specialized classes. ELL students from kindergarten through the fourth grade will benefit from co-teaching environments. Each child will receive instruction from two certified teachers including an ENL certified teacher. ENL students who attend remote-only classes will receive direct instruction from their classroom teacher via Zoom. Daily ENL services from a certified ENL teacher in Zoom virtual breakout rooms. Two of the ENL teachers will also be scheduled for small group ENL support for both students attending in person and for remote learners. Grand Concourse Academy Charter School has three (#) certified ENL teachers and a certified ENL supervisor.

The ENL supervisor will monitor instruction and student acquisition skills, as well as, monitor curriculum implementation and development, student growth and assessment, as well as, providing professional development to all ENL teachers and classroom teachers. This professional development will infuse ENL instructional strategies and approaches into all their lessons. She will ensure that these strategies, activities and approaches support the facility and mastery of the English language.

Operational Activities:

School Hours: Being mindful of the need to perform health screenings, such as temperature checks and impose social distancing guidelines, the school has created a staggered schedule to address its needs. Students in Kindergarten, grades 1, 2, and ICT classes are scheduled to attend school from 8:00 AM to 3:00 PM, while students in grades 3 through 8 are scheduled from 8:15 AM to 3:15 PM. However, the building will be open and fully staffed from 7:30 AM until 3:30 PM. Students who arrive early will be admitted, screened and sent to class. This will relieve congestion at morning arrival time, and allow parents flexibility in transporting their children to school. Teachers will be on duty to await late arriving parents and supervise students until after school programs begin. We received a "SONYC" grant for student in Grades 5 through 8 which provides for an afterschool program of homework support, snacks, recreational activities from 3:30 until 6:30 PM, Monday through Friday. A Latchkey program will be offered for students of working parents in Kindergarten to Grade 4, if teachers are available to fill these positions. Assignments on Google Classroom offered on-line to students to offered enrichment and remediation support.

Arrival: Students will enter the building using entrances based on grade level. Students in Kindergarten and Grade 1 will use the side entrance adjacent to the staff parking lot, students in Grades 2-4 will use the rear entrance near the playground and students in Grades 5-8 will enter using the main entrance. Several school staff members will be assigned to each entrance. Upon entry, staff will take student's temperature using infrared, no-touch forehead thermometers. Students will be required to enter the building wearing face coverings. Several staff members will be assigned throughout the building, in the hallways and on the landings of stairwells. Students will be required to sanitize their hands upon entering the building. Floor stickers, markers and decals will show students where and how to line up in accordance with social distance requirements, as needed.

The arrival hours will be staggered to allow for symptom checks as students enter the building. Students in grades Kindergarten through Grade 1 will enter the building through the Randall Avenue entrance from 7:30 until 8:00 AM, and grades 2 and 3 will enter through the Randall Avenue Rear entrance from 7:30 until 8:00 AM for an 8:00 AM start to the school day. Parents will not be permitted to enter the school building. Students in Grades 4 and 5 will enter through the Rear Seward Avenue entrance from 7:30 – 8:15 AM, Students in Grades 6, 7, 8 will enter the building through the side Seward Avenue Entrance, from 7:30 – 8:10 AM. After 8:10, all students must enter the school through the Bolton Avenue entrance.

Meals: Upon arrival, students will have the option to take a “Grab and Go” breakfast, served in individually wrapped bags with them as they make their way into the classroom. Breakfast will be stored in temperature-controlled, insulated bags and ready to take as students arrive. Lunch will be delivered to students in the same temperature-controlled, insulated bags. Teachers will review daily menu offerings with students and record what each student would like to eat on a lunch request form. Lunch request forms will be sent to School Food personnel, who will package the orders for each class. Lunch will be served in individually labeled trays for students to pick up, one at a time. Students will clean their desk areas and sanitize their hands before and after eating. Students will eat meals in their classrooms and discard of all garbage in proper receptacles. Classroom doors will be open during lunch periods and supervised by school personnel seated in the doorway masked, not to introduce additional exposure to staff or students.

Emergency School Closures

G.C.A. will react promptly to all confirmed or suspected cases of COVID-19 within its community. G.C.A. will work in conjunction with the contact tracing and tracking guidelines recommended by the New York State Department of Health and the Centers for Disease Control. The school will take the following appropriate measures:

- If a child or pedagogue exhibits symptoms and is **suspected** of having COVID-19, the school will immediately close down that child or teacher's class (cohort) and transition to a remote learning program. In addition, if a suspected child has any siblings attending, each of those classes (cohorts) will consequentially be converted to a remote program along with their teacher. If children in the class of a suspected child have any siblings attending, each of those classes will be converted to a remote program along with their teacher. The school will close any areas, including the classroom or cafeteria where the suspected teacher, child and his or her siblings, classmates or their siblings may have occupied without wearing a face covering. The custodial staff will sanitize all areas and surfaces during the closure. If the suspected individual tests negative for COVID-19, the school will reopen and resume in-person instruction.
- If a non-pedagogic staff member, including business, operations, clerical or custodial staff **suspected** of having COVID-19, he/she will be asked to remain quarantined for a period of ten to fourteen days and get tested. The school will track the individual's whereabouts and close down any areas, including offices, conference rooms, etc. The school will trace any staff members who students a suspected individual may have had contact with and if contact was made with teachers

or students, those classes will be converted to a remote learning program. The individual may return to work after a quarantine period and results show he/she has tested negative for COVID-19.

- If a child or pedagogue or staff member **tests positive and has COVID-19**, the school will enact proper quarantine protocols for all individuals who may have had contact with the infected person. The school will convert all classes involving siblings of the infected student, all classes on the same floor to a remote learning program. The school will enforce a mandatory quarantine of ten to fourteen days and require testing for any individual who may have had contact with an infected person.
- If the school has **more than five percent** of total school population, including any combination of students, teachers, non-pedagogic staff members, etc. of **suspected or confirmed** cases of COVID-19, G.C.A. will transition to a full remote-only learning program for a period of at least ten to fourteen days. The school will consult local health officials on determining if the potential risk of transmission or the infection rate has decreased and when to safely resume in-person instruction.

Instruction: Teachers will wear masks and maintain social distancing from the children within their classroom. They will be stationed at the front of the room and use the Promethean Smart Board to project lessons to students in the classroom as well as those learning remotely from home. Each classroom is equipped with High Definition cameras focused on the teacher and Promethean Board only, to allow them to broadcast lessons to students who attend remotely. These cameras will also allow administrators to observe lessons, evaluate performance and provide supervisory guidance. Each classroom is also equipped with two-way intercoms making it a convenient way for teachers, staff and administrators to communicate throughout the day. The school will prohibit other adults from entering the room to limit exposure and spread of germs. In an effort to limit the transmission of germs through collecting papers, children will be required to scan and upload completed work assignments to virtual google classrooms. The school will purchase and supply every child with a chrome-book, tablet or other device for learning. Teachers will train students how to properly scan and upload documents and the school will offer technical support for parents who need to assist younger children from home. The curriculum and materials used are as follows:

Every curricular area has a digital component, as well as books for each child:

- **Into Reading Grades K-5:** Each child will receive a consumable reader/workbook and a supplemental Skills Practice Book. All leveled readers and chapter books can be added to individual or group Google Classroom for students. Teachers have the ability to assign additional practice to each child according to their specific developmental needs and reading level. Teachers can administer a Running Record “to individual children by simply “sharing the screen” on Zoom if the child is remote. Students will scan writing assignments into Google Classroom for submission and grading.
- **Collections Grades 6-8:** Students receive a hardcover anthology, A Close Reader Workbook, and a Performance Assessment Workbook, which focuses on applying reading skills to extensive writing assignments. Students will scan writing assignments into Google Classroom for submission and grading.
- **iREADY ELA: Grades K-8:** All students in Grades K-8 can be assessed digitally on all reading skills from basic letter recognition (Kindergarten) to the turning point in a story (Grade 8). These assessments are both norm-referenced and criterion-referenced. Students will move ahead in the levels according to their area of strength. If students are demonstrating difficulties with a skill, remediation will be automatically assigned to that student.
- **enVision Math 2.0 Grades K-8:** All students will receive consumable workbooks, and will be assigned a username and password for online placement assessments and weekly and Unit exams. Students will have the ability to access learning videos at home in order to reinforce the concepts of the

lesson. Teachers can assign skills-specific remediation and/or enrichment according to each student's ability level. Teachers have the ability to modify the questions according to student needs.

- **Elevate Science Grades K-8:** All students will receive a consumable textbook, and have digital access to all learning videos, virtual labs to complete at home, review questions can be assigned to each student on Google Classrooms, and teachers can create a PDF of all tests to assign in Google Classroom. Teachers have the ability to modify the questions according to student needs.
- **Social Studies Grades K-8:** Teachers will address Social Studies through a project-based approach. There is a digital component for Grades 3-8 with McGraw-Hill, in addition to the student textbooks.

Physical Education: Children need outdoor air and physical activity during the school day. G.C.A. is fortunate to have a wide outdoor area, including a play street that can be blocked off from thruway traffic, where students may participate in physical activity while adhering to social distancing guidelines. Two classes, supervised by a minimum of 3 to 4 adults, at a time may be scheduled for physical education. Each physical education teacher will line up and escort students in those classes outside for an activity. Students will travel with masks until they are spaced safely outside. Students will maintain at least eight feet of space and engage activities without touching or sharing equipment. Such activities may include calisthenics and walking or jogging around the school track or in place. Teachers may create competitive, timed obstacle courses for students to complete by lining hula-hoops on the ground for children to jump through. Students will be required to sanitize their hands after physical activity when returning to the classroom.

Materials: Students will be prohibited from sharing materials with one another. Students will be given their own set of workbooks to bring to and from school daily. Plastic supply bags or cases will be required as part of the school supply lists for students to store their materials. Students will be instructed to return their supply cases daily and will not be permitted to store any books, materials or personal belongings in their desks as fellow peers may use them during alternate days of instruction. This will also ensure the proper sanitizing and disinfecting of all desks nightly.

Storage: All students will have an extra desk and chair in their rooms to hang their coats, book-bags and personal belongings. Students will be spaced six feet apart, which is approximately the length of two cubbies between them, which will remain empty and unused. The next student, seated six feet away, will use the chair located next to their desk and so on.

Use of Bathroom Facilities: Teachers will schedule bathroom breaks for their classes (3 students at a time) throughout the day to limit an overlap of children in the hallways and restrooms. Students will be required to wear masks while traveling to and using the bathroom facilities. School staff will be stationed in the hallways to ensure proper safety guidelines are enforced when students are traveling. Three students may use the facilities at a time and must properly wash and dry hands. Upon re-entering the classrooms, teachers will require students to sanitize their hands to ensure proper hygiene. Kindergarten classrooms are equipped with individual bathrooms for younger students. One child may enter at a time and will be required to properly wash and sanitize hands after use. Custodial staff will routinely disinfect student and staff bathrooms throughout the day.

Visitors: The school will restrict nonessential visitors, volunteers, guests and activities that involve other groups from entering the building. The school will communicate with parents via phone, text messaging, emails or using teleconferencing. The school will utilize virtual platforms such as Zoom to hold meetings, Parent-Teacher conferences and communicate with outside consultants and service providers when needed. In the event necessary visitors (such as inspectors, repair technicians, etc.) are required to enter the building, each will undergo the proper screening including temperature checks. Visitors will be required to sanitize their hands before entering the building and wear masks or facial coverings at all times, while on site. Parents and guardians will not be permitted to attend birthday parties or in school parent conferences and workshops.

Student delivery and pick up will be outdoors. All parent meetings, workshops, and participation will be on a remote platform.

Field Trips / Events: The school will refrain from scheduling large group events such as field trips, assemblies or gatherings. Special events, like concerts and award ceremonies, will be held remotely, with parents to recognize student talents and achievements. Teachers may schedule virtual, educational field trips with their classes.

Forms: To avoid cross-contamination and the spread of germs by touching papers, the school will eliminate the collection and distribution of paper forms, whenever possible. The school will disseminate information including memos, letters, parent notifications, calendars and forms electronically to staff, students and parents as needed. Parents will be notified when forms are being distributed and sent to e-mail addresses on file. Information will also be posted to our website, where parents may be able to download, save and/or print such forms. Documents, including student records, business files and documents will be scanned, saved and archived into a digital format. The school will also limit the intake of mail and convert most bills and correspondence to paperless whenever practical to do so.

Dismissal: Students will be dismissed, through eight different exits and line up socially distance in the outdoor designated areas on school ground. Parents will not be permitted to approach the line up area. They will stand behind the barriers and student will be sent to them one at a time. The differentiated locations, based on grades, allow for the space needed to ensure a safe and organized procedure for students to exit the building and meet their parents. Students in Kindergarten, Grades 1, 2, and ICT classes will be announced to exit the building, one class at a time, beginning at 2:50 PM. Teachers will lineup their students, with all their belongings, while wearing face coverings and escort them to their designated exit. Teachers will line their classes up outside on fair weather days and remain socially distanced in the hallways during inclement weather days. The students will be released once the parent/guardian appears at the exit. The same process will occur, beginning at 3:00 PM for students in Grades 3 through 8. Children whose parents do not arrive on time for pickup will return socially distanced to the cafeteria and remain supervised with school personnel until their guardian arrives.

Transitions: Since the infection rate of the Covid 19 virus is so unpredictable, we will train and reinforce the best practices we have learned and established for remote/distance learning, pure “brick and mortar” instruction, and blended instruction. We will incorporate remote students, adjusting to A and B scheduling formats and the protocols and practices of using google classrooms for all staff, students and parents. There will be in-person/and remote orientation days for all new remote students in grades Kindergarten through Grade 2. September 10 and 11 will be devoted to practicing distanced grouping, breakout rooms, waiting rooms, virtual groups (both in and out of school.) All students will participate in remote instruction and Google Classroom on half days, Professional Development days and Parent/Teacher Conference days. As the infection rate improves or worsens, our educational community will be prepared to adjust the modes and platforms for instruction. Hopefully, we will slowly lessen the restrictions and return to full time “brick and mortar” instruction. In the event we must return to a full time remote program, all teachers and students will already have their PMI Codes and sign-in passwords necessary to transition to the Zoom Classroom Platform. All current students were trained during the 2019 – 2020 remote program and teachers will refresh the procedures on a regular basis the code will be available on our website and on the Jupiter Ed platform. Newly admitted students and their parents will be trained at the orientation on September 10 and 11th. Two technology staff members have been assigned to support all parents and students. Prior to the opening of the school year all GCA students will receive a device to use at the building or at home.