



Williamsburg Charter High School Re-Entry and Operating Plan 2020-21

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WCHS COVID-19 Re-Entry and Operating Plan 2020-21

INTRODUCTION	3
REOPENING COMMITTEE AND WCHS STAKEHOLDER PARTICIPATION	3
COMMUNICATION/ FAMILY AND COMMUNITY ENGAGEMENT	4
HEALTH AND SAFETY	5
PRE-SCREENING AND SCREENING	7
HEALTH AND HYGIENE	7
COVID-19 CONTAINMENT	8
FACILITIES	11
CHILD NUTRITION	13
TRANSPORTATION	14
SOCIAL EMOTIONAL WELL-BEING	15
SCHOOL SCHEDULES	17
ATTENDANCE AND CHRONIC ABSENTEEISM	18
ATTENDANCE	18
CHRONIC ABSENTEEISM	18
TECHNOLOGY AND CONNECTIVITY	18
TEACHING AND LEARNING	19
SPECIAL EDUCATION	21
BILINGUAL EDUCATION AND WORLD LANGUAGES	22
TEACHER AND PRINCIPAL EVALUATION SYSTEM (EDUCATION LAW §3012-D/APPR)	23
CERTIFICATION, INCIDENTAL TEACHING, AND SUBSTITUTE TEACHING	23
WCHS COVID-19 CONTACTS	24
ADMINISTRATION AND OPERATIONS	24
SPECIAL NEEDS SERVICES	25
GRADE LEVEL ACADEMIES	25
SOURCES	26

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

INTRODUCTION

The Williamsburg Charter High School (“WCHS”) COVID-19 Re-Entry and Operating Plan details guidelines regarding health and safety, facilities, nutrition, transportation, social-emotional well-being, school schedules, attendance and chronic absenteeism, technology and connectivity, teaching and learning, special education, bilingual education and world languages, and staffing and human resources.

REOPENING COMMITTEE AND WCHS STAKEHOLDER PARTICIPATION

The following WCHS stakeholders participated and were consulted throughout our planning process:

- Board of Trustees;
- School Counsel;
- Parents and the Parent Leadership Council (PLC);
- Head of School and Head of Operations;
- Accountability and Development Manager;
- Instructional and Social Emotional Academy Leaders;
- Instructional Staff;
- Student Support Services and Scheduling Manager;
- Information and Technology Manager;
- Finance Manager;
- Facilities Manager;
- Human Resources Manager;
- Data Coordinator;
- Staff Representative to the Board;
- Operations Associates

Beginning on June 1, the Reopening Committee (“Committee”) met biweekly to discuss the reopening of WCHS. Stakeholders reviewed guidance from the Centers for Disease Control and Prevention (CDC), Department of Health (DOH), and New York State Education Department (SED), among others. The Committee focused on operational and facilities changes to WCHS in order to foster a safe and healthy environment for students and staff; academic and social emotional supports for our students in and outside of the building; providing equitable access to technology and connectivity, educational services, and nutrition for all students; budget implications as a result of COVID-19; and, administrative planning required to reopen the school.

In order to gather additional reopening stakeholder data, WCHS surveyed students and families prior to the close of school year 2020-21. The WCHS Board of Trustees participated in weekly calls with School Counsel and met regularly with the Head of School, Head of Operations, and Accountability and Development Manager.

Following the release of DOH and SED reopening guidance, WCHS developed and delivered parent, student, and staff surveys about proposed reopening models. Results indicated that 28% of students (57/203 students), 33% of parents (165/497), and 40% of staff (38/96) preferred only remote instruction and 61% of students (124/203), 41% of parents, and 21% (20/96) of staff preferred the hybrid model.

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

The week of July 27, WCHS hosted one parent feedback session and three staff feedback sessions. While parent feedback was mixed, staff predominantly preferred the remote learning model (63%), although 28% of staff reported being comfortable with either remote or hybrid instruction. Both constituent groups cited safety concerns returning to the building.

The week of August 3, WCHS leadership rigorously discussed the results of the Reopening Committee, survey data, and focus groups and as a result, opted to start the 2020-21 school year with a highly accountable phased-in hybrid learning program.

COMMUNICATION/ FAMILY AND COMMUNITY ENGAGEMENT

- WCHS engaged and will continue to engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing and modifying reopening plans.
- WCHS has a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.
- WCHS will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- WCHS will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.”
- WCHS will provide communications in the language(s) spoken at home among families and throughout the school community. Written plans will be accessible to those with visual and/or hearing impairments.

WCHS COMMUNICATION/FAMILY ENGAGEMENT

WCHS utilizes our COVID-19 portal (www.thewcs.org/covid-19) as our communications hub for all information and resources pertaining to COVID-19, including but not excluding, academic updates, safety plans, community resources, and requests for technology forms. Information is also conveyed via autocal, emails, social media, and parent bulletins in both English and Spanish.

In addition, WCHS utilizes a dedicated email to aggregate all COVID-19-related questions and concerns: covidconcerns@thewcs.org. This is monitored by School Counsel, the Head of School, Head of Operations, and Accountability and Development Manager.

Students will receive COVID-19 safety protocols, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene in our student and

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

family handbook, the 2020-21 Community Covenant.

Our Parent Leadership Council (PLC) meets monthly and often provides families with direct access to the school's Board Chair, Head of School, and Head of Operations. During the 2020-21 school year, our Parent Coordinator will continue to lead discussions with community partners about available resources for our students and families during COVID-19. PLC meeting information can be found on our website (www.thewcs.org/our-parents) as well as on social media.

WCHS will post safety signage throughout the building regarding social distancing, hygiene, the use of PPE, and protocols for when a social distance cannot be maintained.

HEALTH AND SAFETY

- WCHS will review and consider the number of students and staff allowed to return in person. These factors will be considered when determining resumption of in person instruction: (1) Ability to maintain appropriate social distancing; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity.
- WCHS engaged with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing our reopening plan and are identified within section 2, *Reopening Committee and WCHS Stakeholder Participation*.
- WCHS has a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
- WCHS has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.
- WCHS has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.
- WCHS requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.
- WCHS requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

- WCHS has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.
- WCHS has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.
- WCHS has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.
- WCHS will ensure all persons in school buildings keep social distance of at least 6 feet whenever possible via the following measures:
- WCHS will provide accommodations to all students and staff who are at high risk or live with a person at high risk.
- WCHS requires all employees, adult visitors, and students to wear a face covering/mask whenever social distancing cannot be maintained.
- WCHS will obtain and maintain adequate supplies of face coverings/masks for school staff, students who forget their masks, and PPE for use by school health professionals.
- WCHS has a written plan if there is a confirmed case of COVID-19 in the school.
- WCHS will comply with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.
- WCHS will clean and disinfect the school following CDC guidance.
- WCHS has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.
- WCHS has a written plan for before and aftercare programs as required by the school's charter.
- WCHS has a designated COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

WCHS HEALTH AND SAFETY

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

PRE-SCREENING AND SCREENING

- **ONLINE HEALTH SCREENING:** All students and staff of WCHS will be required to complete a daily pre-screening questionnaire prior to arriving at the building. Students and staff who do not meet the requirements will be told to stay home. Screening questionnaires will ask if students and staff have knowingly been in close or approximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has 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 100.0°F in the past 14 days; and/or has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- **IN-PERSON SCREENING:** Should a staff, student, or non-employee enter the WCHS facility without completing the online health screening, they will be required to complete a screening assessment in-person and provide for the Safety Officer at the front desk. Any student, staff, or visitor who fails or does not complete their health screening will be refused entry to the building by the Safety Officer. No temperatures will be taken on-site at WCHS as part of a COVID screening.

Per DOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail,cleared/not cleared).

HEALTH AND HYGIENE

- **PERSONAL PROTECTIVE EQUIPMENT (PPE):** Face coverings must be worn at all times. Students and staff are permitted to take mask breaks when maintaining six feet social distance for a short period of time, and while eating lunch. Acceptable face coverings include but are not limited to cloth-based face coverings (ex:homemade sewn, quick cut), and surgical masks that cover both the mouth and nose. Refusing to wear a face covering in the school environment may increase the spread of COVID-19. It is imperative that all students and staff wear face covering. If a student or staff member comes to school without a face covering, WCHS will provide a mask for them.
- **SOCIAL DISTANCING:** There will be mandated social distancing of six feet throughout the building. WCHS will not utilize sneeze barriers or plexiglass due to its flammability. Desks will be placed six feet apart in every classroom.

Only persons essential to school academics and operations will be in the building at any given time. Nonessential administrative and operations staff will continue to work remotely. Staff and students will be separated by cohort and will attend school on the same days.

WCHS will not use the lunchroom for lunch in order to limit mixing of students

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

throughout the building. High traffic areas where social distancing cannot be maintained will be closed.

There will be reduced classroom occupancy of a maximum of 12-16 students per classroom based on the mandated 6 feet social distancing in regular classrooms and 12 feet social distancing in classrooms where singing and physical exertion/exercise occurs.

- **HYGIENE:** Students and staff will be encouraged to wash hands frequently throughout the day. Students and staff are asked to wash their hands upon entering the building and each classroom; after using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks, table tops); before and after snacks and lunch; after using the bathroom; after sneezing, wiping, blowing nose, or coughing into hands; and when hands are visibly soiled.
- **ENHANCED CLEANING AND SANITATION:** WCHS will follow the DOH and CDC cleaning protocols, including but not limited to:
 - Nightly disinfecting with EPA approved products using an electrostatic sprayer
 - Cleaning of high touch surfaces frequently and disinfecting nightly:
 - phones and tablets
 - desks and surfaces
 - light switches and handles
 - keyboards
 - key cards and keys
 - bathroom sinks and toilets
 - kitchens and break rooms
 - shared office supplies and equipment
 - food and office refrigerators
 - Placement of hand sanitizer stations throughout the building and in common areas; and,
 - Maintaining HVAC systems to ensure proper ventilation.

COVID-19 CONTAINMENT

- **MONITORING SYMPTOMS:** WCHS will educate the WCHS community about the CDC's list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:
 - Fever or chills (100°F or greater);
 - Cough;
 - Shortness of breath or difficulty breathing;
 - Fatigue;
 - Muscle or body aches;
 - Headache;
 - New loss of taste or smell;

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; and/or
- Diarrhea.

It is strongly recommended that all staff are educated to observe students or other staff members for signs of any type of illness such as:

- Flushed cheeks;
- Rapid or difficulty breathing (without recent physical activity);
- Fatigue, and/or irritability; and
- Frequent use of the bathroom.

Students and staff exhibiting these signs with no other explanation for them should be sent to the health office for an assessment by the school nurse. If a school nurse is not available, the school should contact the parent/guardian to come pick up their ill child or send the staff member home.

Anyone who has a temperature of 100°F or greater or has a positive response on the screening questionnaire must be isolated from others and sent home immediately. Students should be supervised in the isolated area while awaiting transport home. WCHS will refer such persons to a healthcare provider and provide resources on COVID-19 testing.

Students and staff are required to notify the school by emailing covidconcerns@thewcs.org in addition to following the regular attendance procedures as detailed in the Community Covenant and Personnel Handbooks when they develop symptoms or if their answers to the questionnaire change during or outside school hours. Schools are advised to set up a means to collect this information such as a dedicated email or telephone line.

- **COVID-19 TESTING:** WCHS will follow any DOH protocols pertaining to COVID-19 testing at schools.
- **ISOLATION:** WCHS' on-site school nurse will implement DOH protocols. WCHS will utilize an isolation room located in the Nursing Suite for those who may become ill while at school.
- **POSITIVE CASE OF COVID-19:** WCHS will communicate with DOHMH and local health department contact confirming positive cases of COVID and mandated isolation and quarantining of individuals.
- **CONTACT TRACING:** The WCHS COVID Safety Coordinator will liaise with local DOH regarding contact tracing, isolation, quarantine, and school closure/reversion to fully remote instruction as needed.

DOHMH will support WCHS by investigating confirmed COVID-19 cases. DOHMH and the

WCCHS COVID-19 Re-Entry and Operating Plan 2020-21

NYC Test + Trace Corps, will perform contact tracing as recommended by the CDC, which is a key strategy for preventing further spread of COVID-19. More information is located within the NYC DOE Reopening Plan.

- **SCHOOL CLOSURE AND REOPENING:** There are various scenarios in which a school with two or more confirmed positive COVID-19 cases may need to close. In collaboration with the health experts at DOHMH, there are five possible conclusions that may lead to partial or full closure during an investigation and after an investigation. While intermittent school closures may be disruptive to the school community, the CDC acknowledges that these types of closures are an essential part of limiting exposure to COVID-19. All schools in New York City will need to close if the percentage of positive tests are equal to or more than 3% using a 7-day rolling average.

Conclusion of Investigation	During Investigation (for at 24 hours)	After Investigation
One confirmed case	Close classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive case self-quarantine for 14 days
At least two cases linked together in school, same classroom	Close classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive cases self-quarantine for 14 days
At least two cases linked together in school, different classrooms	Close school building, transition to remote learning	Classrooms of each case remain closed and quarantined for 14 days, additional school members are quarantined based on where exposure was in the school
At least two cases linked together by circumstances outside of school (e.g. acquired infection by different setting and source)	Close school building, transition to remote learning	School opens after investigation, classrooms remain closed for 14 days

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

At least two cases, not linked but exposure confirmed for each outside of school setting	Close school building, transition to remote learning	School opens after investigation, classrooms remain closed for 14 days
Link unable to be determined	Close school building, transition to remote learning	Close school for 14 days

One positive case at school will result in a 14-day quarantine of all known close contacts, essentially closing at least one class for 14 days. In a situation where there are two or more positive cases, DOHMH must investigate; the investigation will result in one of five conclusions (see table above). However, schools must close if the percentage of positive tests in New York City are equal to or more than 3% using a 7-day rolling average.

FACILITIES

- Any WCHS facilities changes will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.
- WCHS will ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.
- WCHS will conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.
- WCHS will ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations is in accordance with FCNYS 2020 Section 5705.5.
- WCHS will submit any detailed plans for the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation to OFP for review.
- WCHS will ensure that new building construction and temporary quarter projects will be submitted to OFP for a full code review.
- WCHS' plan does not include new facilities for leasing; however, if WCHS requires facilities for leasing, WCHS will provide a plan to consult with OFP for a preliminary evaluation.
- WCHS does not intend to use temporary or permanent use of Tents; however, if WCHS requires temporary or permanent use of Tents, WCHS will provide plans adhering to the BCNYS.
- WCHS will ensure that any existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

- The WCHS school building provides one drinking fountain per one hundred occupants and if there is an issue with our drinking fountains, WCHS will provide a written plan for a reasonable alternate source of drinking water.
- WCHS has written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.
- WCHS will ensure that all project submissions only dedicated to “COVID-19 Reopening” will be labeled as such.
- WCHS will ensure that the use of plastic separators will comply with the 2020 BCNYS Section 2606.

WCHS FACILITIES

WCHS is located in an 115,000 square feet, eight and a half story, independent facility in the East Williamsburg neighborhood of Brooklyn. The building dimensions are 218.17 x 100. Classrooms range from 515 square feet (average classroom) to 1,295 square feet (science labs). The food court is 1785 square feet and the auditorium is 2530 square feet.

WCHS will adhere to CDC and DOH guidelines.

WCHS will not be utilizing tents on its site.

WCHS will be operating at a maximum of 50% capacity at any given time. Visitors will not be permitted on site unless in case of emergency.

The two elevators on site will operate at reduced capacity of 1-2 faculty and staff at once with six foot social distancing markers placed on the floors (and will continue to be closed for students).

Student desks are separated at distances of six feet apart with social distancing markers indicating where students are allowed to sit in order to maintain social distancing.

Interior and exterior signage includes: directional floor signs and hallway traffic flow arrows, health and hygiene reminders about washing hands and wearing PPE, and six feet social distancing markers.

WCHS will be using DOH-approved disinfectants. The building will be deep cleaned each night using an electrostatic disinfection backpack sprayer and approved disinfectants. The school will be continuously disinfected throughout the day utilizing disinfectant wipes and approved disinfectant to high traffic areas such as door handles, stairwell railings, and bathrooms.

Automatic touchless foam sanitizer dispensers will be placed throughout the building.

The Facilities Manager will maintain a disinfectant log that will be stored electronically and monitored by the Head of Operations.

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

CHILD NUTRITION

- WCHS will provide all students enrolled in the SFA with access to school meals each school day. This will include students in attendance at school and students learning remotely.
- WCHS will follow all applicable health and safety guidelines.
- WCHS will utilize measures to protect students with food allergies if providing meals in spaces outside the cafeteria.
- WCHS has protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.
- WCHS has protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.
- WCHS ensures compliance with Child Nutrition Program requirements.
- WCHS has protocols that describe communication with families through multiple means in the languages spoken by families.
- WCHS requires that students must social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

WCHS CHILD NUTRITION

When in hybrid instruction, WCHS will provide Grab and Go breakfasts in the classroom and deliver sack lunches to classrooms. Students will not eat lunch in the cafeteria.

During remote learning, WCHS will communicate Grab and Go food pickup locations to students and families via social media, the COVID-19 portal, the website, autocal, and email.

TRANSPORTATION

- WCHS will ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected once a day.
- WCHS will ensure that high contact spots will be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.
- WCHS understands that school buses must not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.
- WCHS understands that school bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

- WCHS will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.
- WCHS will require that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- WCHS will require that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.
- WCHS requires that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.
- WCHS ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.
- WCHS requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.
- WCHS requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID 19 before arriving to work.
- WCHS requires that students must wear a mask on a school bus if they are physically able.
- WCHS ensures that students who do not have a mask will NOT be denied transportation.
- WCHS requires that students who do not have masks must be provided one by the district.
- WCHS ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.
- WCHS requires students to be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- WCHS requires that students will be trained and provided periodic reminders on the proper use of social distancing.
- WCHS requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not.

WCHS TRANSPORTATION

WCHS does not rely on bussing as part of its transportation plan as the majority of our students take the subway or walk to school; however, WCHS will continue to contract with the NYC DOE to provide any students with bussing as mandated by the CSE and in accordance with DOH, SED, and

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

CDC health protocols.

WCHS students will be provided with MetroCards for subway transportation and will be educated about safe subway ridership during the pandemic. All students will be encouraged to wash their hands and utilize the sanitizer station upon entry.

SOCIAL EMOTIONAL WELL-BEING

- WCHS ensures that schoolwide comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.
- WCHS has established an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.
- WCHS will address how the school will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.
- WCHS will address professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.

WCHS SOCIAL EMOTIONAL WELL-BEING

In the 2020-21 school year, the Intervention and Family Support Counselors will continue to host monthly wellness workshops focusing on topics such as mental health and coping with grief and loss.

WCHS will continue to update its COVID-19 Community Resource Guide located on the COVID-19 Portal (www.thewcs.org/covid-19) which aggregates local hospitals, Regional Enrichment Centers, outpatient mental health treatment facilities, emergency psychiatric services, women's health centers, job placement centers, after school centers, alternative schools and credit recovery centers, financial literacy centers, community programs and teen centers, resources for runaway and temporarily displaced youth and families, SNAP and WIC locations, food pantries, social security administration services, legal and immigration services, and emergency services numbers.

Social Emotional Academy Leaders, Student Life Associates, and Intervention and Family Support Counselors, work in tandem to provide wrap-around support for all WCHS students. Please see *COVID-19 Contacts* for contact information by grade level.

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

Social Emotional Academy Leaders and Student Life Associates in each grade level work in conjunction with the grade level teachers, advisors, Academic Counselors and Intervention and Family Support Counselors to identify grade specific issues. This collaboration allows for the team to create supports and interventions for individual students as well as grade level needs.

Intervention and Family Support Counselors who receive consent to provide teletherapy via our electronic teletherapy form (uploaded to portal) will be hosting mandated counseling sessions via Google Hangouts, which was deemed HIPPA Compliant by the NYC DOE.

The WCHS McKinney Vento Liaison and Intervention and Family Support Counselors will maintain active communication with our students in temporary housing via phone and email in order to check in on their social, emotional, and physical wellbeing. Social Emotional Academy Leaders and academic counselors will be available for additional supports as needed.

To ensure that students follow all rules set forth in the Community Covenant even when not in the school building, WCHS student support staff will continue to foster positive relationships and solutions oriented conferences. Restorative practices will be facilitated by IFSC, SEALs, and SLAs.

The following virtual reflections will be assigned to students:

- Restorative Conferences/Circle: Reflective conversations with parties involved and individuals in order to understand accountability and roles
- Mediations: Student/Teacher, Student/Student, etc.
- Parent/Guardian Conference: In order to keep families informed and enlist parents as partners when addressing behavioral concerns
- Character Education Work: Educational work based on the topic of the infraction
- Saturday Reflection (Detention): Implemented virtually in order to use as a moment of reflection and problem solving to ensure the success of students
- Referral to IFSC: Implemented as an intervention to give students an outlet with privacy to address behaviors that are negatively impacting academics, social emotional needs

Academic Counselors will work closely with students to monitor progress in the COVID environment and to develop strategies to ensure students are on-track to graduate.

Additional supports are located in the 2020-21 Community Covenant.

SCHOOL SCHEDULES

- WCHS has a school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.

WCHS SCHOOL SCHEDULES

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

Beginning fall 2020, WCHS will be utilizing a highly accountable phased-in hybrid program which will consist of Phase 1: Full Remote Learning; Phase 2: Incremental Hybrid Learning; and Phase 3: Full In-Person Instruction. WCHS will be in Phase 1 for all of Trimester 1, which will run from September 10 through November 24.

During Phase I, all WCHS students will participate in four synchronous learning sessions for forty minutes each via Google Classroom daily and a thirty-minute Advisory period daily. In-person sessions for our most vulnerable populations, our SPED and ENL students, will be offered once weekly. We approximate this to be about 100 students.

Phase II and Phase III schedules will be iterated and published in the 2020-21 Community Covenant as available.

ATTENDANCE AND CHRONIC ABSENTEEISM

- WCHS has a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.

WCHS ATTENDANCE AND CHRONIC ABSENTEEISM

ATTENDANCE

Daily attendance will take place during synchronous classes AND advisory. Accuracy of attendance continues to be a mandatory and legal document throughout Remote Learning.

Teachers and advisors should log PowerSchool attendance within 15 minutes of class beginning.

Attendance expectations for students are detailed in the 2020-21 Community Covenant.

CHRONIC ABSENTEEISM

Although flexibility will be considered when monitoring attendance in a remote instructional model, for students who have not engaged in remote learning and school staff outreach to parents/guardians has been unsuccessful, WCHS will explore a variety of methods for reaching out such as phone calls to families, texting, emails, and utilizing adults in the school who have established a connection with the student and/or family. This may include our Guidance Counselors, Academy Leaders, Student life Associates, and/or Intervention and Family Support Counselors. Social media contact or using friends to reach out can also be an effective strategy.

More information about WCHS' 2020-21 Attendance Policy is located within the 2020-21 Community Covenant.

TECHNOLOGY AND CONNECTIVITY

- WCHS has knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

- WCHS will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.
- WCHS will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

WCHS TECHNOLOGY AND CONNECTIVITY

Current and newly enrolled WCHS students and families will be asked to complete our technology equity survey located on the COVID Portal (www.thewcs.org/covid-19). This will allow us to gauge student need for technology and connectivity.

WCHS will provide 1:1 technology for students in the 2020-21 school year via ESSER funding in order to eliminate shared objects, promote equity for all students, and enable flexibility in our students' learning environments.

Students must notify the school immediately of any theft, damage, lost or technical difficulties. Students may not loan equipment to anyone. Students must complete electronic sign out form prior to borrowing equipment.

Additional information will be located in the 2020-21 Community Covenant.

TEACHING AND LEARNING

- WCHS has a continuity of learning plan for the 2020-2021 school year that prepares for in-person, remote, and hybrid models of instruction.
- WCHS' educational program is aligned to the New York State Learning Standards and the standards set forth in the school's charter regardless if instruction is delivered in-person, remotely or in a hybrid model.
- WCHS' program includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.
- Equity is at the heart of WCHS' instructional decisions. All instruction has been developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities are aligned with the standards set forth in the school's charter and include routine scheduled times for students to interact and seek feedback and support from their teachers.
- WCHS has a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information is accessible to all, available in multiple languages, widely disseminated,

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

and includes clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

- WCHS has measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in SED guidance and required by the New York State Department of Health. WCHS will also ensure that our eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.

WCHS TEACHING AND LEARNING

Beginning fall 2020, WCHS will be utilizing a highly accountable phased-in hybrid program which will consist of Phase 1: Full Remote Learning; Phase 2: Incremental Hybrid Learning; and Phase 3: Full In-Person Instruction. WCHS will be in Phase 1 for all of Trimester 1, which will run from September 10 through November 24.

During Phase I, all WCHS students will participate in four synchronous learning sessions for forty minutes each via Google Classroom daily and a thirty-minute Advisory period daily. In-person sessions for our most vulnerable populations, our SPED and ENL students, will be offered once weekly. We approximate this to be about 100 students.

Students and staff will be held accountable via daily attendance, standards-aligned assessments, a rigorous teacher evaluation system, and up to date documentation of learning. This will include live streamed and recorded synchronous classes, posting synchronous class recordings for feedback and review, and ongoing curriculum feedback via the Academy Leader of Instruction, Instructional Coaches, and Department Leaders. Students will also be engaged daily in synchronous advisory classes to provide social-emotional support and academic check-ins.

The Board of Trustees will receive monthly comprehensive data reports containing the successes and setbacks of our COVID-19 academic models as well as monthly parent, teacher, and student feedback survey results.

Phase progressions will be determined based on the success of our piloted vulnerable population in-person instruction; NYC COVID-19 infection rates; data pertaining to student engagement, social emotional wellness, and academic achievement; guidance from the DOH, CDC, and NYSED; stakeholder focus group and survey data; and Reopening Committee collaboration.

Should WCHS progress to Phase 2: Incremental Hybrid Learning, WCHS will follow school safety protocols as detailed in *WCHS Health and Safety*. In-person classes will have approximately 12 students per class with socially distanced seating. Teachers and staff will be required to be present at school Monday, Tuesday, Thursday, and Friday; live streaming classes for in-person and/or remote students using Google Hangouts. If a teacher is not in the building, a different WCHS staff member will be present in the room while students participate in live-stream class. Teacher will live-stream from home.

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

WCHS anticipates the Phase 2: Incremental Hybrid Learning and Phase 3: In-Person Instruction will be iterated following additional data from Phase 1.

WCHS looks forward to progressing to 100% full-reopening in Phase 3: Full In-Person Instruction when it is safe to do so.

SPECIAL EDUCATION

- Whether services are provided in-person, remote, and/or through a hybrid model, WCHS will address the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.
- WCHS will document the programs and services offered and provided to students with disabilities as well as communications with parents.
- WCHS will provide meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.
- WCHS will collaborate with the committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.
- WCHS will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

WCHS SPECIAL EDUCATION

Co-teaching partnerships will meet at least one time per week to co-plan, differentiate and accommodate remote learning materials for SPED and ENL populations. Meeting times, dates, and modifications must be documented using a central document.

Co-teachers will be present and actively engaged in all synchronous class meetings to share instructional responsibilities. This will include adhering to multiple co-teaching models to best support all students.

SPED and ENL Teachers will schedule additional small group academic support sessions during Wednesday extended office hour times and throughout the week. These will take place on Google Hangouts and focus on IEP goals and/or meeting mandated ENL support minutes. All support sessions must be documented in PowerSchool using the codes "Remote SNAS Support" or "Remote ELL Support".

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

SPED and ENL co-teachers must document all academic supports that align to IEPs and/or mandated ENL requirements in PowerSchool regularly. Log entry descriptions should indicate a short description of the meeting along with the duration in minutes.

SETSS, SLP, and Mandated Counseling sessions will be provided via tele-therapy and documented by providers throughout each week.

SPED and General Education teachers will send weekly progress reports via email to student and families using Google Classroom. Additionally, SPED teachers will send IEP progress reports regarding goals to families twice per trimester.

IEP Meetings will continue via phone conference as scheduled by the CSE. Our SPED Compliance Coordinator will send required progress report documents and calendar invites.

When transitioning to the first phase of hybrid instruction, SPED and ENL populations will be prioritized as the first group of students to receive in-person instruction. This will focus on students who require self-contained classes and students in the additional ENL language proficiency course to ensure those who are most at-risk of academic difficulties are being served to the fullest.

BILINGUAL EDUCATION AND WORLD LANGUAGES

- If and when WCHS reopens using in-person or hybrid instruction, WCHS will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.
- WCHS will provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.
- WCHS will ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

WCHS BILINGUAL EDUCATION AND WORLD LANGUAGES

As mandated by NYSED, upon reopening, the WCHS ENL Coordinator will complete the identification process for all ENL students who enrolled at WCHS during the COVID environment in 2019-20 (March 16-June 29, 2020), during summer (June 30-September 9, 2020), and within

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

the first 20 days of school (September 10-30, 2020).

WCHS will provide a responsive and robust ENL program whether in remote, hybrid, or in-person learning via synchronous instruction, check-ins, and after school homework help. ENL teachers will provide support in core content classes via co-taught partnerships with general education teachers. There will also continue to be an additional language proficiency class that specifically targets entering and emerging ENL students. ENL teachers will provide additional support for students during Office Hours throughout the week as well as on extended office hour days on Wednesday.

When transitioning to the first phase of hybrid instruction, SPED and ENL populations will be prioritized as the first group of students to receive in-person instruction. This will focus on students who require self-contained classes and students in the additional ENL language proficiency course to ensure those who are most at-risk of academic difficulties are being served to the fullest.

In addition, WCHS is exploring the use of the approved local progress monitoring tools, such as Students with Interrupted/Inconsistent Formal Education (SIFE) and Multilingual Literacy SIFE Screener (MLS) screeners.

TEACHER AND PRINCIPAL EVALUATION SYSTEM (EDUCATION LAW §3012-D/APPR)

- WCHS will ensure that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan (or, for charter schools, the school's charter), including any variance applications approved by the Department.

WCHS TEACHER AND PRINCIPAL EVALUATION SYSTEM

WCHS' COVID-19 Teacher and Principal Evaluation System is detailed in the 2020-21 Personnel Handbook.

Per NYSED Guidance, each educator's evaluation will include at least one required student performance measure (SLOs for teachers; SLOs or an input model for principals).

CERTIFICATION, INCIDENTAL TEACHING, AND SUBSTITUTE TEACHING

- WCHS will ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.

WCHS CERTIFICATION, INCIDENTAL TEACHING, AND SUBSTITUTE TEACHING

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

WCHS continues to meet all certification requirements under the Commissioner's regulations and Education Law. WCHS' certification policy is located in the 2020-21 Personnel Handbook.

Per NYSED Guidance, should the need arise, in response to the COVID-19 crisis, the Head of School may assign certified teachers to teach a subject not covered by their certificate (incidental teaching) for a period not to exceed ten classroom hours a week during the 2020-2021 school year, when no certified or qualified teacher is available after extensive and documented recruitment. BOCES will review and approve the requests for incidental teaching.

Substitute teachers may be an important resource for schools during the COVID-19 crisis and currently fall into one of the three following categories:

- Substitute teachers with a valid teaching certificate can work in any capacity, for any number of days. If they are employed for more than 40 days by a school district or BOCES in a school year, they must be employed in an area for which they are certified.
- Substitute teachers without a valid certificate, but who are working towards certification (taking college coursework) at a rate of not less than six semester hours per year, can work in any capacity, for any number of days, in any number of school districts. If they are employed for more than 40 days by a school district or BOCES in a school year, they must be employed in the area for which they are seeking certification.
- Substitute teachers who do not hold a valid teaching certificate and are not working towards certification may work for no more than 40 days in a school district or BOCES in a school year, except as described below.

During the 2020-2021 school year, due to the COVID-19 crisis, substitute teachers who do not hold a valid teaching certificate and are not working towards certification, but hold a high school diploma or its equivalent, may be employed by WCHS or BOCES beyond the 40-day limit, for up to an additional 50 days (90 days total in a school year), if the Head of School certifies that the school, as applicable, has conducted a good faith recruitment search for a properly certified candidate and there are no available certified teachers that can perform the duties of such position. In rare circumstances, WCHS may hire a substitute teacher beyond the 90 days, if a district superintendent or superintendent attests that a good faith recruitment search has been conducted and that there are still no available certified teachers who can perform the duties of such position and that a particular substitute teacher is needed to work with a specific class or group of students until the end of the school year.

WCHS COVID-19 CONTACTS

ADMINISTRATION AND OPERATIONS

Head of School	Lester Samson	lsamson@thewcs.org
Head of Operations	Valerie Jacobson	vjacobson@thewcs.org
Instructional Academy Leader	Jahi Bashir	jbashir@thewcs.org

WCHS COVID-19 Re-Entry and Operating Plan 2020-21

COVID Concerns Manager and Safety Coordinator	Katie Manion	kmanion@thewcs.org
Facilities Manager	Raymond James	rjames@thewcs.org
Technology Manager	David Medina	dmedina@thewcs.org
Transportation Coordinator	Mariella Mercado	mmercado@thewcs.org
Parent Coordinator	Melody Pink	mpink@thewcs.org

SPECIAL NEEDS SERVICES

McKinney-Vento Coordinator	Tara Richards	trichards@thewcs.org
ENL Coordinator	Olga Rycko-Barrios	oryckobarrios@thewcs.org
SPED Compliance Coordinator	Melissa Wade	mwade@thewcs.org

GRADE LEVEL ACADEMIES

9th Grade	Social Emotional Academy Leader	Bao Nguyen	bnguyen@thewcs.org
	Student Life Associate	Leonard Myers	lmyers@thewcs.org
	Guidance Counselor	Kim Bobe	kbobe@thewcs.org
	Intervention and Family Support Counselor	Karilyn Nuñez	knunez@thewcs.org
10th Grade	Social Emotional Academy Leader	Adrian Caballero	acaballero@thewcs.org
	Student Life Associate	Tiffany Pratt	tpratt@thewcs.org
	Guidance Counselor	Larry Balthazar	lbalthazar@thewcs.org
	Intervention and Family Support Counselor	Janeese Parker	jparker@thewcs.org
11th Grade	Social Emotional Academy Leader	Shalanda Bailey-Douglas	sbaileydouglas@thewcs.org
	Student Life Associate	Tina Hill	thill@thewcs.org

WCCHS COVID-19 Re-Entry and Operating Plan 2020-21

	Guidance Counselor	Renee de Lyon	rdelyon@thewcs.org
	Intervention and Family Support Counselor	Victor Castillo	vcastillo@thewcs.org
12th Grade	Social Emotional Academy Leader	Shante Martin	smartin@thewcs.org
	Student Life Associate	Natasha Robinson	nrobinson@thewcs.org
	Guidance Counselor	Odaliz Rodriguez	orodriguez@thewcs.org
	Intervention and Family Support Counselor	Trisha Jerrick	tjerrick@thewcs.org

For general questions and concerns, please contact covidconcerns@thewcs.org. Our Head of School, Head of Operations, and Accountability and Development Manager monitor this account and will be responsive.

SOURCES

- [CDC Considerations for Schools Operating During COVID-19](#) (dated May 19, 2020)
- [SED Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools - Reopening Guidance](#) (dated July 16, 2020)
- [DOH Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#) (dated July 13, 2020)
- [DOH Interim Advisory for In-Person Special Education Services and Instruction During the COVID-19 Public Health Emergency](#) (dated June 8, 2020)
- [NYC DOE School Reopening Plan Submission to the New York State Department of Health](#) (dated July 31, 2020)