



## Brighter Choice Charter School for Girls' Re-Opening Plan SY 2020-2021

\*\* information is subject to change

Health and Safety	
Brighter Choice's Plan of Action	
Health and safety guidelines operating procedures	<p><b>Arrival</b></p> <ul style="list-style-type: none"> <li>• Brighter Choice Charter School will require that teachers/staff take their temperature at home. If they have a temperature of 100 degrees or greater, they will be asked to stay home.</li> <li>• All parents will be required to take the temperature of their child at home. If the student has a temperature of 100 degrees or greater, they will be asked to keep their child at home.</li> <li>• When entering the building, per CDC Guidelines, teachers and staff will be asked to complete the daily screening questionnaire which includes the following questions: 1) Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19? 2) Have you tested positive through a diagnostic test for COVID-19 in the past 14 days? 3) Have you experienced any symptoms of COVID-19, including a temperature of greater than 100 degrees? 4) Have you traveled internationally or from a state with widespread community transmission or COVID-19 per the New York State Travel Advisory in the past 14 days?</li> <li>• When students come off of the bus or enter the building the following will occur: 1) Students will receive a spray of hand sanitizer for their hands. 2) Faculty/staff will check to ensure student is wearing an appropriate face covering, if not, one will be provided to the student. 3) Temperature check. Once scholars exit the bus, they will line up using 6ft markers. Any scholar with a temperature of 100 or above, a parent or guardian will be contacted and the scholar will be sent home or to the designated isolation area until picked up.</li> <li>• Brighter Choice for Girls will utilize two entrances for bussers and walkers respectively to limit the amount of traffic and close contact. Visitors will not be allowed into the building until after 8am, this is to ensure arrival procedures are completed with compliance.</li> <li>• Brighter Choice will require that students bring their school provided or own water bottles to school each day. Water fountains will be available to use to fill water bottles. Water fountains will be cleaned and disinfected frequently throughout the day.</li> <li>• Visitors to Brighter Choice will be required to wear appropriate face coverings before they are buzzed into the building. If</li> </ul>

the visitor needs access to the building outside of the main office their temperature will be taken and will sign a screening questionnaire. Visitors will be informed that masks need to stay on the entire time they are in the building.

**Instruction**

- During instruction both teachers and students will be required to wear masks.
- Classroom desks will be spread out 6 feet apart and will have a U shape student protector shield for each student desk during meal times.
- Fifth grade will utilize the gym space for instruction allowing to maintain desks 6 feet apart.
- Individual desks will be purchased for kindergarten scholars instead of utilizing tables.
- Classrooms will be decluttered and only necessary equipment will be included to allow more room for scholars to be spaced out.
- Classroom transition time will be used for periodic Hand Hygiene.
- Scholars will have opportunities to take mask breaks during each meal/snack consumption.
- Brighter Choice will have classroom teachers transition between classes instead of having students transition. Cohorts will remain together throughout the day.
- Scholars receiving intervention, ENL, or resource room will be pulled to the library or Resource room to receive services. Each U shape table will have polycarbonate desk shields for each scholar and they will each wear a mask. The service location and surrounding equipment will be cleaned between groups by the teacher.
- Dance and all specials will take place in the cohort classroom.
- Meals will be consumed in the classroom. Teachers will be provided with disinfectant spray and wipes to clean student desks at the conclusion of each meal.
- All staff desks will have protective shields.

**Dismissal**

- During our dismissal procedures families will not be allowed into the building until after 4pm to ensure dismissal procedures are completed with compliance.
- Walkers will be called over the loudspeaker during dismissal and will exit through the front entrance. Bussers will remain in their classrooms until their bus is called utilizing the side exit.
- At 4:00 p.m. Remaining Pick- ups will have staggered dismissal to the cafeteria over the loud speaker and will sit 6 ft apart.

**Afterschool**

AS programming will not be available this school year.

**Field trip and events**

All field trips outside of the building will be cancelled until further notice. Field trips and schoolwide events will take place virtually.

**Safety Drills**

BCCS will conduct safety drills on a “staggered” schedule within a school day, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site.

BCCS will conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom. Students will practice this position with social distance.

**Vulnerable Populations**

Vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment will be provided additional PPE for eyes, face, and body protection. Scholars or staff with health complications which restrict mask usage will be required to have a doctor’s note and (parent) consent to this restriction. An alternative option of a face shield will be required for such individuals.

**Transportation**

- All Albany district students will follow procedures laid out by the district for First Student bussing which will reduce the number of students per bus and will require scholar temperature checks before entering the bus.
- All other district students who take district transportation to BCCS will adhere to their said district transportation plan.

Brighter Choice Schools have partnered with Durham School Services to provide transportation for our scholars. Durham School Services is a member of the National School Transportation Association (NSTA). To ensure that that all buses are sterilized and safe prior to departure, Durham School Services has committed to the following;

- Cleaning/ disinfecting every bus that our scholars ride twice a day; once after the AM route and again after the PM route.
- While scholars are on the bus, high traffic areas such as hand rails will be wiped down as often as possible.
- Drivers and monitors will be provided with anti-bacterial cleaning supplies to spot-clean any surface that

becomes contaminated during the route.

- If a driver or scholar on a bus has tested positive for the COVID-19 virus, then the bus company will take that vehicle out of service for a minimum of 24 hours prior to disinfecting it and putting it back into service.
- Durham School Services has ensured us that they will continue to monitor the CDC website daily for additional information, as well as information from state and federal governments, and are committed to applying the latest best practices on how to provide safe transportation, as it becomes available.
- School bus drivers and monitors hired will be trained and supported on how to conduct social distancing practices regarding COVID-19 prior to being able to ride on the bus. Durham School Services will be conducting their initial best practices trainings in August 2020.
- In line with CDC recommendations, Durham School Services has implemented screening of employees for COVID-19 symptoms on a daily basis prior to the start of their first shift of the day. The screening consists of a temperature check using a non-contact thermometer and asking questions to determine whether employees have symptoms of COVID-19.
- If an employee's temperature is 100.4 or greater, or if the employee is experiencing any other symptoms of COVID-19, the employee will be sent home. Employee must have clearance from their health care provider or public health official before being allowed to return to work.

Once the bus has arrived at Brighter Choice Charter School for Girls, the drivers and monitor will dismiss scholars one row at a time and stagger scholar unloading, while encouraging social distancing.

### **Mental Health, Behavioral, and Emotional Support Services and Programs**

At the beginning of school year, behavioral and emotional screenings will be conducted for all scholars K-5 to assess behavioral and emotional strengths and needs of scholars. Conducting these screenings will support the school to determine a scholar's risk level for developing emotional and or behavioral problems that require intervention. Using data from observations and data from Review 360, the school counselor will work with teachers and families to implement strategies and resources that can/should be used to support scholars.

The school counselor will be leading a class once every six days catered to the coping needs and transitioning due to COVID 19. Teachers will be trained on how to incorporate how to talk with, and support, students during and after the ongoing COVID-19 public health emergency during morning meeting. Our school counselor will be responding to any parent counseling referrals due to COVID 19 and will continue to service students who have counseling services on their

	<p>IEP and students identified as Tier 2 and 3 for behavior needs. Our school health and wellness committee will focus on the health and wellness of teachers and staff.</p> <p><b>Attendance</b>  <u>Tracking attendance and tardies</u></p> <ul style="list-style-type: none"> <li>• Regardless of instructional setting (in-person, remote, hybrid) attendance /tardiness will be taken daily and track through the use of PowerSchool.</li> <li>• For any scholar absent for any day of instruction; parent/guardian will receive call from school to determine if absence was excused or not. <ul style="list-style-type: none"> <li>• <u>Excused absences</u> include: illness, doctor’s appointment, funeral</li> <li>• <u>Unexcused absences</u> include: family vacation, oversleeping, missed bus</li> </ul> </li> </ul> <p><u>Chronic Absenteeism</u></p> <ul style="list-style-type: none"> <li>• Chronic absenteeism—or missing 10 percent or more of school days for any reason—is a proven early warning sign of academic risk and school dropout.</li> <li>• If a scholar accumulates 2 or more absences a month the following will take place and be reinforced; <ol style="list-style-type: none"> <li>1. Phone call from Parent Coordinator</li> <li>2. Letter from the Parent Coordinator.</li> <li>3. Meeting with the Parent Coordinator and/or Principal.</li> <li>4. Referral to Child Protective Services (CPS) for educational neglect.</li> <li>5. Risk for retention (scholar repeats their grade)</li> </ol> </li> </ul>
<b>Nutrition</b>	
<b>Brighter Choice’s Plan of Action</b>	
<p>Provide all enrolled students access to school meals each school day.</p>	<p><b>Plan for students in attendance</b></p> <ul style="list-style-type: none"> <li>• Breakfast, lunch and snack will be served in classrooms vs. students reporting to the cafeteria. Teachers or Teaching Assistants will disinfect scholar desk after each meal.</li> <li>• Brighter Choice will have scheduled lunch periods throughout the day for each grade level(s). Revolution Foods our FSMC (as stated above) will deliver meals to classrooms for students to consume at their desk within their classroom</li> </ul> <p><b>Remote Plan</b></p> <ul style="list-style-type: none"> <li>• Communication of the availability of meals will be made to families using the following methods (not limited to only these methods): Social Media through Brighter Choice Facebook and Instagram pages, Email + Phone blasts to families.</li> <li>• Meals will be available for pick up daily between the hours of 8am-9am for both Brighter Choice Elementary Schools at the Brighter Choice Charter School for Girls located at 250 Central Ave, Albany, NY 12206. Pick up location will be in the back</li> </ul>

	<p>parking lot as this provides easy access to our cafeteria/kitchen at this location.</p> <ul style="list-style-type: none"> <li>Parents will be required to submit an email to <a href="mailto:llicygiewicz@brighterchoice.org">llicygiewicz@brighterchoice.org</a> in the event they need a dietary meal for their student. Meals will be made accordingly. A dietary need form must have been previously on file at the school for the school to accommodate this need.</li> </ul>
	<p><b>To ensure compliance with the Child Nutrition Program requirements, Brighter Choice will adhere to the following:</b></p> <ul style="list-style-type: none"> <li>Meals will come from our vendor and meet compliant meal patterns with production records.</li> <li>Meal counts will be completed by staff who are distributing the meals.</li> <li>Our Food Service Director will ensure daily paperwork is being completed and organized appropriately.</li> </ul> <p>Food will be served following our standard HACCP procedures.</p>
<b>Monitoring</b>	
<b>Brighter Choice's Plan of Action</b>	
<b>Monitoring of COVID 19</b>	<p><b>Our school safety coordinator will be the BCCS Operation Manager, Lukasz Licygiewicz.</b> <a href="mailto:llicygiewicz@brighterchoice.org">llicygiewicz@brighterchoice.org</a> He will coordinate with the Health office and the state and local health departments.</p> <p><b>Screening</b></p> <ul style="list-style-type: none"> <li>When entering the building, per CDC Guidelines, teachers and staff will be asked to complete the daily screening questionnaire which includes the following questions: 1) Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19? 2) Have you tested positive through a diagnostic test for COVID-19 in the past 14 days? 3) Have you experienced any symptoms of COVID-19, including a temperature of greater than 100 degrees? 4) Have you traveled internationally or from a state with widespread community transmission or COVID-19 per the New York State Travel Advisory in the past 14 days?</li> <li>Brighter Choice Charter School will require that families take their scholar temperature at home. If they have a temperature of 100 degrees or greater, they will be asked to stay home.</li> <li>Visitors to Brighter Choice will be required to wear appropriate face coverings before they are buzzed into the building. If the visitor needs access to the building outside of the main office their temperature will be taken. Visitors will be informed that masks need to stay on the entire time they are in the building.</li> </ul> <p><b>Testing Protocols and Responsibility</b></p> <p>Our school nurse will make any referrals for the diagnostic testing for students or staff for COVID-19, in consultation with local health department officials, when needed for those individuals with symptoms, close contacts of COVID-10 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return in person to the school.</p>

	<p><b>Early Warning Signs</b></p> <p>BCCS Operations manager will use the established metrics from the state and local health departments to monitor early warning signs that positive COVID -19 cases may be increasing beyond an acceptable level.</p>
<b>Containment</b>	
<b>Brighter Choice's Plan of Action</b>	
<p>Protocols and procedures to respond to positive or presumed-positive cases. As well as preventative practices.</p>	<p><b>School Health Offices</b></p> <p>The school health office will be equipped with PPE and other sanitizing agents. If a scholar is suspected of COVID-19, the scholar will report to the health office for screening. If the school nurse identifies that the scholar does display symptoms of COVID-19 during the school day, the student will be sent to a well ventilated isolation area adjacent to the health office. The scholar's guardian will be called to pick up the scholar immediately. Any staff member displaying COVID-19 symptoms during the school day will be sent home.</p> <p>The staff/scholar may return to school upon completing a medical evaluation with documentation of a Chronic condition or a negative COVID 19 test. For all other persons whose had close or proximate contact with that staff/scholar AND is not experiencing COVID-19 related symptoms, that staff/scholar may return to school and adhere to school's monitoring practices prior to and during the school's day, which will be monitored and documented by the school's nurse/administrator</p> <p><b>Infected Individuals</b></p> <p>Any individual at BCCS who is diagnosed with COVID-19 will follow requirements for isolation and will not return to in person learning until deemed safe according to the local health department guidelines.</p> <p><b>Contact Tracing</b></p> <p>The BCCS Operations Manager will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, we will support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and</p>

	<p>state law and regulations. BCCS will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts</p> <p><b>Return to School:</b>  In consultation with the local health department(s), we will follow the requirements for determining when staff and students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. We will require documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.</p>
<p><b>Closure</b></p>	<p><b>Closure Triggers</b></p> <p>Classes with an individual scholar or homeroom teacher who is officially diagnosed with COVID-19 will enter a 2 week remote learning phase following their class schedule remotely. If a class is in contact with a special area teacher who contracts COVID-19, the class will have temperature checks multiple times a day for a 10 day period.</p> <p>BC will also monitor the 7 day rolling average for Albany county and if the average reaches 5%, all classes will enter into remote instruction for 10 days and until the average decreases,</p> <p>BCCS will follow all state and health departments’ guidance for school closure.</p> <p><b>Operational Activity</b></p> <p>Operational activity will be determined by state and health departments’ guidance. If school closure is mandated, teachers and staff will operate remote instruction in the building per clearance from the state and health departments.</p>
<p><b>Communication:</b> BCCS will communicate with families through multiple means in the languages spoken by families.</p>	<p><b>Brighter Choice Charter Schools communicate with their families through the following means:</b></p> <ul style="list-style-type: none"> <li>• Phone</li> <li>• Email + Text blasts</li> <li>• Mail</li> <li>• Via our website: <a href="http://www.brighterchoice.org">http://www.brighterchoice.org</a></li> <li>• Communication sent home via students.</li> <li>• Virtual meeting to communicate plan to families</li> </ul>



	Translation for communication being sent home, Brighter Choice Charter School uses the following translation services: All Language Translation 600 Franklin Street, Schenectady, NY 12305 (518) 372-6804.

<b>Facilities</b>	
	<b>Brighter Choice's Plan of Action</b>
<b>Ventilation:</b> Schools should continue to meet or exceed minimum ventilation requirements and may wish to consult with design professionals to increase ventilation and filtration.	<ul style="list-style-type: none"> <li>• Brighter Choice has evaluated its building(s) and its mechanical systems to determine that the building is/are ready for occupancy.</li> <li>• Brighter Choice has evaluated the ventilation system(s) and determined that they are operating properly and meet the minimum ventilation requirements without significantly diminishing design airflow.</li> <li>• Per CDC guidelines, in order to increase circulation of outdoor air within classrooms and office spaces, Brighter Choice will encourage staff to keep their classroom windows and doors open when feasible. Staff will also be encouraged to utilize fans to keep the air in their classrooms and offices circulating.</li> <li>• All classrooms will also have HEPA air purifiers.</li> </ul>
<b>Plumbing Facilities:</b> Maintain minimum fixture quantities, access to drinking water.	<ul style="list-style-type: none"> <li>• Brighter Choice Charter School will continue to utilize and maintain the same minimum fixture quantities as we did in the 2019-2020 school year.</li> <li>• Faucet handles that require the user to push down to engage the water will be replaced with easier to use and more sanitary flip up handles (where applicable).</li> <li>• Brighter Choice has taken the steps to ensure that all water systems within the building are safe to use after the prolonged facility shutdown.</li> <li>• Per the CDC Guidelines, Brighter Choice will encourage staff and students to bring their own water to minimize use and touching of the water fountains in the building. Drinking fountains will be cleaned and sanitized numerous times daily.</li> </ul>
<b>Hygiene, Cleaning, and Disinfection</b>	<ul style="list-style-type: none"> <li>• Various common areas and high touch point areas will be disinfected multiple times a day. Logs will be maintained to 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. This includes but is not limited to: <ul style="list-style-type: none"> <li>○ Door knobs</li> <li>○ Water fountains</li> <li>○ Staircase banisters</li> <li>○ Bathrooms</li> <li>○ Shared Faculty room</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Main office</li> <li>○ Student desks</li> <li>○ Health office</li> </ul> <p>Students and staff will be taught how to properly wash their hands and will be trained on how to adequately put on, take off, clean (as applicable), and discard PPE. In addition staff will be trained to identify signs of COVID-19 and immediately send any scholars with signs to the health office.</p>
	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>Budget and Fiscal</b>	
All existing state aid reporting requirements and deadlines must be maintained.	<ul style="list-style-type: none"> <li>• Finance and Operations staff returned to the office on June 29<sup>th</sup> and are working to ensure that COVID-19 has no impact on timing of deliverables.</li> <li>• Brighter Choice is working with auditors to begin audits early, allowing extra time for electronic transmission of documentation in lieu of an on-site audit.</li> </ul>
The content of data submissions will largely remain consistent with past practice, except where modified by law, regulation, or executive order.	<ul style="list-style-type: none"> <li>• Finance and Operations staff are closely following state and federal guidelines to ensure that Brighter Choice is compliant with any changes due to COVID-19.</li> </ul>

<b>Remote Instruction</b>	
	<b>Brighter Choice's Plan of Action</b>

<p>If mandated to close</p>	<p><b>Remote Instruction</b></p> <p>If guidance from Governor Cuomo requires school to go remotely for instruction the following will take place;</p> <ul style="list-style-type: none"> <li>– Parent survey to assess the technology (computer/wifi) needs of scholars conducted.</li> <li>– The responses from the survey taken by our families will help to determine scholar needs. The school’s technical support liaison has created email addresses, log ins, and passwords for all scholars. The proper software has been added to Chromebook devices.</li> <li>– Virtual informational grade level zoom sessions to inform parents about , school and assessment calendars, instruction on using technology and IT support, schedules, remote learning expectations, attendance policy, grading policy, instructional packets, assessments, Special Educations and ELL services, Food etc.)</li> <li>– Summer professional development schedule will include sessions about providing instruction remotely, lesson planning for remote instructions and progress monitoring during remote instructions.</li> <li>– School calendar will have identified staggered times for scholars to come in for benchmark assessments and other end of module ELA and Math assessments.</li> <li>– Telepractice speech and OT services, as defined by NYSED will be provided through Spotted Zebra. These are services not “in person” and are delivered through the use of technology. Such technology may include, but is not limited to: telephone, telefax, email, internet or videoconference.</li> <li>– Teachers and staff will operate remote instruction in the building per clearance from the state and health departments.</li> </ul> <p>Virtual instruction will follow the same in-person schedule. Google Classroom and Zoom will be used for remote instruction. Fridays will be a half day of instruction during remote learning to allow for more teacher preparation.</p> <p>Academic Intervention staff and Educational assistants will join Live Zoom instruction during each classes’ Guided Reading Period or Intervention block to allow teachers to pull guided reading groups in a break out room via Zoom.</p> <p>Families will pick up corresponding Student work packets once/twice a week for students.</p> <p><b>Special Education and English Language Learners (ELL) Services</b></p> <ul style="list-style-type: none"> <li>• Direct consultant teaching services: This is a service that’s provided to scholars in the classroom. Utilizing personal protective equipment (table divider polycarbonate shields and masks) this service will still be provided to scholars in the classroom.</li> <li>• Resource room services: Scholars are pulled out of the classroom and taken to an alternative location to receive intervention. Utilizing personal protective equipment (table divider polycarbonate shields and mask) this service will still be provided to scholars in the classroom.</li> <li>• Utilizing personal protective equipment (table divider polycarbonate shields and masks) ELL service will still be provided to</li> </ul>
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	<p>scholars in the classroom.</p> <ul style="list-style-type: none"> <li>• Instructional Units of Study will be provided to all (ELLs) based on their most recent measured English Language Proficiency, including former ELLs</li> <li>• BCCS-G intervention team will create a plan that supports best practices and equitable instruction for all scholars that would help address the gaps created during COVID-19 closure.</li> <li>• BCCS-G will be in constant communication and collaboration with parents and the committee of special education to ensure we are best serving scholars' needs.</li> </ul>
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<b>Hybrid Instruction</b>	
<b>Brighter Choice's Plan of Action</b>	
<p>If mandated to use hybrid instruction procedures</p>	<p><b>Hybrid Instruction</b></p> <p>BC will begin the year with a hybrid approach and an option for 100 % remote for the 2020-2021 school's year. This decision was based on the feedback from families and staff.</p> <p>All classroom teachers will still report to school for remote learning. BCCS-G will work with families to ensure that scholars have all materials they need for remote learning including technology and Wifi.</p> <p>Hybrid instruction will follow closely with the in-person schedule. Google Classroom and Zoom will be used for remote instruction. Fridays will be a half day of instruction during hybrid learning to allow for more teacher preparation.</p> <p>Academic Intervention staff and Educational assistants will join Live Zoom instruction during each classes' Guided Reading Period to allow teachers to pull guided reading groups in a break out room via Zoom during remote days.</p> <p>Afterschool will not be held.</p> <p><b>Option 2: 2 Day Rotation</b></p>

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|  | <ul style="list-style-type: none"><li>• K-2: Mon-Tue</li><li>• 3<sup>rd</sup>-5<sup>th</sup>: Wed-Thur.</li><li>• Remote learning for days grades not in school</li><li>• Friday half day remote for scholars and PD/Planning staff</li></ul> |
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\*\*\*For more information about this plan please contact Kristina Ford, Principal, @ [kford@brighterchoice.org](mailto:kford@brighterchoice.org)\*\*\*