



Brighter Choice Charter School for Girls' Re-opening Plan

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Principal



Introduction

- This plan is a starting point. It reflects ideas from school leaders, staff, Health Department, DOE and families to ensure there is a comprehensive re-entry path that supports the BCCS-G mission. It is designed with flexibility that will allow us to adjust quickly as public health decisions and recommendations regarding COVID-19 continue to evolve. The [plan will be updated continuously on the website](#), where it will be accessible .
- Surrounding districts have taken a similar approach and have planned to have K-5 students resume in person instruction 5 days a week.



Arrival

Staff

- 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 and test for COVID-19.
- Masks are required once you are in the building.

Scholar Arrival / Visitors



- 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.
- 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.
- Hallways + stairwells in the building will be marked appropriately indicating that individuals should travel in one direction.
- Brighter Choice will require that students bring their own pre-filled water bottles to school. Water fountains will be available to use to fill water bottles. Water fountains will be cleaned and disinfected frequently throughout the day.
- 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 and will sign a screening questionnaire. Visitors will be informed that masks need to stay on the entire time they are in the building.

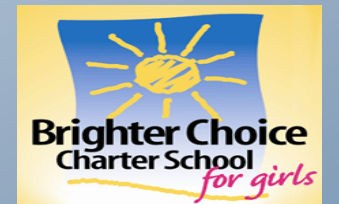
Instruction

- During instruction both teachers and students will be required to wear masks.
- Classroom desks will be spread out 3ft apart and will have a U shape student protector shield for each student desk.
- 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.



Classroom

- All specials and recess will take place in the cohort classroom with the exception of PE.
- Meals will be consumed in the classroom. Teachers/ Teaching Assistants will be provided with disinfectant spray and wipes to clean student desks at the conclusion of each meal. All staff desks will wear protective shields during meal times.
- 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. The service location and surrounding equipment will be cleaned between groups by the teacher.



Dismissal

- During our dismissal procedures families will not be allowed into the building until after 4pm to ensure dismissal procedures are completed with compliance.
- Dismissal will be a silent dismissal to allow for safety and efficiency. Snack is finished, scholars are packed up and have their mask on before dismissal begins.
- **Each scholar will sanitize their hands as they leave the classroom.**
- Walkers will be called over a walkie during dismissal and will exit through the front entrance.
- Bussers will remain in their classrooms until their bus is called. Busses will be called one at a time.
- Scholars walk, on the right hand side of the hallway/stairs, to their bus line outside of the 4th grade classrooms. They must line up in HALL leaving one square between the person in front of them. Bus attendance will be taken and scholars will exit through the side entrance.
- **Teachers must monitor the hallways and staircases to ensure safety and that scholars are maintaining distance.**
- At 4:00 p.m. Remaining Pick- ups will have staggered dismissal to the cafeteria over the loud speak



Afterschool Program

- Each grade level will have a maximum of 15 scholars per grade level in the afterschool program this year.
- The after school program coordinator will maintain seating charts and attendance sheets to assist with contact tracing.

Field Trips and Safety Drills

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 other district students who take district transportation to BCSS 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 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.



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 assessments, the school counselor will work with teachers and families to implement strategies and resources that can/should be used to support scholars.
- 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 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.

Attendance

Tracking attendance and tardies

- For any scholar absent for any day of instruction; parent/guardian will receive call from school to determine if absence was excused or not.
- Excused absences include: illness, doctor's appointment, funeral
- Unexcused absences include: family vacation, oversleeping, missed bus

Chronic Absenteeism

- 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.
- If a scholar accumulates 2 or more absences a month the following will take place and be reinforced;
 - Phone call from Parent Coordinator
 - Letter from the Parent Coordinator.
 - Meeting with the Parent Coordinator and/or Principal.
 - Referral to Child Protective Services (CPS) for educational neglect.
 - Risk for retention (scholar repeats their grade)

School meals

In school

- Breakfast, lunch and snack will be served in classrooms. Teachers or Teaching Assistants will disinfect scholar desk after each meal. Cleaning materials will be provided by the school.
- 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
- Meals will come from our vendor and meet compliant meal patterns with production records.
- Meal counts will be completed by staff who are distributing the meals.
- Our Food Service Director will ensure daily paperwork is being completed and organized appropriately.
- Food will be served following our standard HACCP procedures.

Remote Days

- 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.
- Meals will be available for pick up daily between the hours of 8:00 am-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 parking lot as this provides easy access to our cafeteria/kitchen at this location.
- Parents will be required to submit an email to llicygiewicz@brighterchoice.org 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.

Breakfast Routines

- Breakfast will be delivered to the classrooms each morning. Teachers may distribute the breakfast on scholars' desk before they arrive.
- As scholars come in they will sanitize their hands, put their Chromebooks in their desk and eat their breakfast (scholars should be given 10 minutes to eat).
- During breakfast, while scholars are seated at their desk, they may take their mask off.
- The teacher monitors that scholars are eating.
- When done scholars can throw away their trash , one at a time, and wash their hands while their desk is being cleaned. There will be large garbage pales located in the hallway outside of the classrooms for trash from meals.
- During breakfast, the teacher should be wearing their mask and gloves.
- Once breakfast is over, teachers will disinfect each scholars' desk.

Lunch Routine

- Lunch will be delivered to the classroom before the grade level's designated lunch time.
- Scholars should each wash or sanitize their hands before eating.
- The teacher/teaching assistant should wear their mask, face shield and gloves during this time
- The teacher/teaching assistant will hand out lunch using gloves.
- When seated at their desks during lunch, scholars may take their mask off and enjoy their lunch.
- Once scholars are done with their meal, masks on, and they can throw their trash away in the garbage can in the hallway using the same procedure as used during breakfast; one scholar at a time.
- Staff/Teaching Assistants will clean each desk after lunch is complete.

Monitoring

Our school safety coordinator will be the BCCS Operation Manager, Lukasz Licygiewicz. llicygiewicz@brighterchoice.org He will coordinate with the Health office and the state and local health departments.

Screening

- Brighter Choice Charter School will take the temperature of all scholars upon entrance. Any scholar with a temperature of 100 degrees or greater, will need to be picked up.
- 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.

Testing Protocols and Responsibility

School Health Office

- 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 (Art room). 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.
- This year we are offering COVID diagnostic testing using a painless saliva swab.

Scholar or Staff with COVID 19 symptoms

In order for your scholar to return back to school, you must take the following steps immediately;

- Scholar required to stay home for 2 days;
- Within those 2 days contact your scholar's health care provider to be evaluated for COVID 19 symptoms. Ask your health care provider whether or not a COVID-19 diagnostic test is needed;
- If COVID-19 diagnostic test was not requested documentation from the health care provider following evaluation stating that it is safe for your scholar to return back to school, after the required 2 day period;
- Proof of negative COVID-19 diagnostic test result if test was requested by health care provider.
- If testing was required and scholar **tests positive for COVID-19**, regardless of whether or not they're symptomatic or asymptomatic, scholar may return to school upon completing at least 10 more days of isolation or until their symptoms are non-existent. We will need clearance from their health care provider or public health official to return to school;
- Please understand that no scholar is allowed back to school until symptom resolution, or if COVID-19-positive, release from isolation;
- We are asking all families to please notify the school if your scholar tests positive for COVID-19 so that we can take necessary steps to ensure the safety of our scholars and staff.

If a parent or staff member, answers yes to the COVID exposure questionnaire; they will be required to have proof of a negative COVID 19 test to return to school.

Confirmed COVID case

Infected Individual

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. We will require symptom resolution and release from isolation documentation.

Classroom

Classes with an individual scholar or homeroom teacher who is officially diagnosed with COVID-19 will follow the contact tracing protocol in order to identify close contacts who were within 6 feet for 15 minutes or more.

Contact Tracing

- 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 state law and regulations. BCCS will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts

Cleaning

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:

- Door knobs
- Water fountains
- Staircase banisters
- Bathrooms
- Shared Faculty room
- Main office
- Student desks
- Health office

Remote Instruction

- Parent survey to assess the technology (computer/wifi) needs of scholars conducted.
- 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.
- Virtual informational grade level zoom sessions to inform parents about , school, 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.
- Summer professional development schedule will include sessions about providing instruction remotely, lesson planning for remote instructions and progress monitoring during remote instructions.
- School calendar will have identified staggered times for scholars to come in for benchmark assessments and other end of module ELA and Math assessments.

Special Education and English Language Learners (ELL) Services

- 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.
- 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.
- Utilizing personal protective equipment (table divider polycarbonate shields and masks) ELL service will still be provided to scholars in the classroom.
- Instructional Units of Study will be provided to all (ELLs) based on their most recent measured English Language Proficiency, including former ELLs
- 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.
- 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.