REOPENING PLAN

Alternative School for Math and Science

July 31, 2020

Kim L. Frock, Executive Head
Jessica O. Ortiz, Administrative Head
Joseph L. Doherty, Academic Head
Table of Contents

Introduction ........................................................................................................................................... 2
Communication Plan ................................................................................................................................. 2
Health and Safety ................................................................................................................................... 2
  Health Checks ....................................................................................................................................... 3
  Healthy Hygiene Practices ................................................................................................................... 3
  Social Distancing ................................................................................................................................. 4
  PPE and Face Coverings ....................................................................................................................... 4
  Management of Ill Persons .................................................................................................................. 4
  Cleaning and Disinfection .................................................................................................................... 5
  COVID-19 Safety Coordinator ........................................................................................................... 5
Facilities ............................................................................................................................................... 5
Child Nutrition ....................................................................................................................................... 5
Transportation ......................................................................................................................................... 5
Social Emotional Well-being .................................................................................................................. 6
School Schedules ................................................................................................................................... 6
Attendance and Chronic Absenteeism ...................................................................................................... 7
Technology and Connectivity ................................................................................................................. 7
Teaching and Learning ............................................................................................................................. 7
Extracurricular Activities ......................................................................................................................... 7
Special Education ..................................................................................................................................... 8
  IEP Services ......................................................................................................................................... 8
  IEP and 504 Accommodations ............................................................................................................ 8
Appendix ................................................................................................................................................. 9
  Engaged Stakeholders and Community Members .................................................................................. 9
Introduction

This plan has been developed in accordance with the guidance provided by the Center for Disease Control and Prevention (CDC), New York State Department of Health (NYSDOH), and the New York State Education Department (NYSED). A list of school stakeholders and community members who were and will continue to be engaged in the development of this plan and written protocols is in the appendix.

The anticipated enrollment for the 2020-21 school year is 125 students, grades 6th-8th, broken into three sections in each grade level. Each section has no more than 16 students. There are 23 full-time and two part-time staff members. For the purpose of this document, the term “staff” is inclusive of administrators, staff, and faculty.

Based on the ability to maintain appropriate social distance, PPE and face covering availability, availability of safe transportation, a modern ventilation system, and the local area hospital capacity, ASMS is prepared to welcome all students and staff to return for in-person instruction for the 2020-21 school year. Should the transmission rate in the community or school increase to a level that makes in-person instruction unviable, the school will transition to remote learning.

Where we have students and staff who are part of the medically vulnerable population or live with a person who is medically vulnerable, the school will engage in dialogue to find options for increased, or modified social distancing or PPE.

Protocols referred to in this reopening plan will be available in the Parent Portal section of the ASMS website prior to the school reopening.

Communication Plan

Regular and frequent communication between the school and families will continue as it normally does in order to keep everyone informed and engaged.

The following modes of communication will be used to ensure students, parents/guardians, staff, and visitors understand and abide by the reopening plan requirements:

- Email
- In-person and virtual training
- ASMS website
- Signs
- Remind App (for staff only)

The various modes of communication will be used singularly or in combination in order to ensure members of the ASMS community are aware and understand their responsibility with respect to applicable instructions, written guidelines and protocols, posted signs, and updates related to COVID-19.

Health and Safety

The health and safety of the students, staff, and visitors in our school is of utmost importance. Whether instruction is provided in-person or remotely, ASMS will put in place procedures and protocols in the following areas of recommended prevention:
• Health checks
• Healthy hygiene practices
• Social distancing
• Personal protective equipment (PPE) and face coverings
• Management of ill persons
• Cleaning and disinfection

Health Checks
Anyone planning to enter the school will be required to complete a screening questionnaire, at home, for the following within the past 14 days:

• Experiencing COVID-19 symptoms
• Tested positive for COVID-19
• Had close contact with anyone who has tested positive or exhibiting symptoms of COVID-19
• Traveled somewhere that requires quarantine per the NYS travel advisory

If someone answers “yes” to any of the screening questions, they are instructed to stay home and contact the Administrative Head of School for further instruction.

While the requirement to complete a screening questionnaire is daily for anyone entering the school, the documentation requirement differs. Students will be required to document the screening questionnaire weekly using an electronic form, and staff and visitors will be required to document the questionnaire daily using the paper sign-in sheet.

Parents/guardians are responsible for daily monitoring and reporting of any changes to the screening questionnaire responses.

A written protocol will provide additional requirements related to health checks, including the following:

• Attestation and recordkeeping requirements for daily screening questionnaires
• Daily temperature screenings to be conducted, but not recorded, on-site for all students, staff, and visitors
• Staff will observe for signs of illness in students
• Ill students and staff will be sent home for follow up with a healthcare provider
• If a student, staff, or visitor do not pass the screening questions or become ill while at the school, they will go to the health office (supervised by a staff member) and/or leave immediately

Healthy Hygiene Practices
The students and staff will be training on the following healthy hygiene practices in order to stop the spread of germs:

• Correct hand washing
• Correct respiratory hygiene (e.g. coughing, sneezing, blowing noses)
• Proper donning and doffing of face coverings

In addition, applicable signs will be posted throughout the building and in each restroom.
Social Distancing
With the large and spacious footprint of the building and classrooms along with the limited number of students in each classroom, ASMS has verified that we are able to provide the required square footage for social distancing for all students. With the use of space, face coverings and physical barriers, we will be in compliance with the social distancing guidelines. Students and staff will be trained and there will be regular reminders to maintain appropriate social distance.

The elevators will have signs posted to allow no more than 2 individuals at a time and there will be floor decals to indicate where the individuals must stand.

All stairwells have been designated for uni-directional travel while students are in the school and directional signs have been placed on the bridge and gymnasium doors to eliminate cross-directional entry/exit.

Music remains an important part of our mission and program. The music program will be modified to meet the health, safety, and social distancing requirements while still providing meaningful learning in the performing arts.

All school safety drills will be conducted per the normally required schedule with modifications to ensure social distancing between individuals.

PPE and Face Coverings
A face covering will be required by all individuals at all times while in the school, with the exception of face covering breaks and when eating and drinking. Social distancing of at least 6 feet or the use of a physical barrier will be required when a face covering is removed.

A written protocol will provide additional details for the following requirements:

- Acceptable face coverings (bandanas and face shields are not acceptable)
- How and when to give students and staff periodic face covering breaks
- When additional PPE is required
- Inventory levels and process for procuring PPE for use by staff, and face coverings for staff and students who forget their face covering

Management of Ill Persons
In addition to the protocols for health checks, a written protocol will be followed for the return to school after the following situations:

- Illness diagnosed not to be COVID-19
- Illness undiagnosed, with symptoms of COVID-19
- Illness confirmed to be COVID-19
- Quarantine related to confirmed case
- Quarantine due to travel restrictions

Positive cases and quarantine related to positive cases will be managed in coordination with the local health department. This includes the closure and reopening requirements related to a positive case.
Cleaning and Disinfection
A written protocol will be followed to ensure school-wide cleaning and disinfection occurs daily, at a minimum, and, in some areas, between use. The protocol includes the specific areas and items to be cleaned and disinfected, the schedule, and maintaining a log.

Only EPA-approved cleaners and disinfectants will be used. Disinfectants will be not used by students.

COVID-19 Safety Coordinator
The Administrative Head of School will serve as the school COVID-19 safety coordinator. Responsibilities include continuous compliance with all aspects of the 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.

Facilities
After reviewing the space, student enrollment and social distancing requirements, the school will not require modifications or alterations. Inspections will continue as normal, including, but not limited to sprinkler, city code, and fire safety testing.

The heating and cooling systems for the school are in excellent condition with filters that have been updated to the highest recommended rating (MERV 13) for the system. The system and filters are maintained on a quarterly preventive maintenance schedule by a professional, licensed service provider. In addition, windows in the cafeteria, music, science and art rooms will be opened for additional ventilation as weather permits.

Drinking water fountains will be repurposed for bottle filling only. Each student will be required to bring a full, refillable bottle labeled with their name to be used throughout the day. If the student needs to refill the bottle, they may use a water fountain or sink. Hand sanitizer will be located at each water fountain.

Child Nutrition
Students will continue to be required to bring a ready-to-eat lunch Monday through Thursday. Pizza will be available on Fridays and will be provided to the students in single serving plates. Students will not be able to serve themselves.

Healthy hygiene practices will include the requirement for hand washing before and after consuming food, as well as the cleaning and disinfecting of the cafeteria tables between groups.

Physical barriers will be installed on the cafeteria tables. These barriers will provide protection for students while they eat lunch. The barriers will be cleaned and disinfected between groups.

Students will be informed that sharing of food and drink is prohibited.

Transportation
Students transportation to and from school is an important consideration in the reopening of school. While the bus service is available for many of the ASMS students, we are encouraging the use of private vehicles as a way of minimizing risk due to the challenges of social distancing on public transportation.
Those students who do take the bus will be required to follow the safety measures put in place by the public school district. ASMS will share with students, as applicable, the requirements published by the school districts regarding bus transportation as they become available.

Parents/guardians will ensure their child/children are not experiencing signs and symptoms of COVID-19 before boarding a school bus or being dropped off at school by a private vehicle.

When students arrive at and depart from ASMS, they must follow social distancing guidelines and wear a face covering.

Social Emotional Well-being

Students and staff returning to school will need policies and practices put in place to support their social-emotional health. The fluid state of COVID-19 and unpredictable nature of school for the upcoming academic year will result in higher levels of anxiety and stress. A strong support system and targeted social-emotional learning (SEL) curriculum will be critical for a healthy transition back to in-person teaching. ASMS has always integrated SEL into all areas of school life and will continue to evaluate the best practices to support our students through this challenging time.

Students are encouraged to communicate with the trusted adults in their community, including parents/guardians, teachers, and administrators. ASMS encourages parents/guardians to immediately contact a school administrator should they have any questions or concerns.

Social emotional well-being support will include the following:

- Establishing a school climate team comprised of teacher, parent/guardian, and student representatives and school counselor to gather information and respond to community wellness concerns through the implementation of an SEL curriculum
- Reviewing and, if necessary, aligning school counseling services with current needs
- Process for providing resources and referrals to address mental health, behavioral, and emotional support services and programs
- Addressing professional development opportunities for staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as providing support for developing coping and resilience skills for students and staff
- Confidential, professional counseling for staff with a licensed local provider

School Schedules

ASMS is in a position to open in-person instruction while meeting and exceeding the state’s guidelines on health and safety. The day-to-day schedule may have minor changes to address the needs of performing arts; however, the large footprint of the school and small class sizes allows for all students to be onsite for instruction. ASMS will be prepared to shift to remote learning should circumstances change. Last year’s distance learning schedule is being modified based on feedback from students, staff, and families. There will be time allotted at the start of the academic year to review the updated remote learning schedule, policies, and technology in preparation for a potential transition to distance learning. The remote learning schedule will be used to continue students’ education while disinfecting and tracing should a student or staff member test positive for COVID-19.
Attendance and Chronic Absenteeism

Students attending class, whether in-person or remote, is paramount to their academic success. Attendance for in-person learning will reflect the normal operating procedures, including attendance at homeroom, each class period, and upon dismissal at the end of the academic day. Should ASMS transition to remote learning, daily attendance will be taken during synchronous classes and regular advisory.

A written protocol for attendance and absenteeism will include the following:

- Mechanism for collecting and reporting daily teacher/student engagement or attendance during in-person and remote learning setting
- Managing instruction for students with extended periods of absenteeism

Technology and Connectivity

ASMS is a one-to-one school and, as such, all students have been assigned a tablet. The ubiquitous use of technology at ASMS serves as a catalyst for student comprehension and allows for student fluency in the evolving world of computer science (e.g., programming). Teachers had extensive training in the use of the learning management system (i.e., Google Classroom) and educational software to support student learning. New students to ASMS received technology training in July; those students are now equipped to use the hardware and software necessary for both in-person and remote learning.

Technology and connectivity support will include the following:

- Knowledge (via survey) of the students’ and teachers’ level of access to high-speed broadband
- Address needs of those without sufficient access to the internet
- Continued professional development for teachers on designing and facilitating effective remote learning instruction

Teaching and Learning

ASMS recognizes the important role relationships play in teaching and learning. Regular communication between the school and the students’ families builds trust and strong partnerships. Students new to ASMS will arrive with a wide range of readiness levels; the individual’s needs will drive teaching through differentiated instruction. Opportunities for teachers to meet prior to the start of the academic year have been ongoing and will be built into the in-service days.

Teaching and learning support will include the following:

- Continuity of learning plan aligned to the ASMS learning standards
- Communication plan for contacting school and teachers
- Best practices for teaching in-person and remote learning, including specific guidelines for physical education and performing arts

Extracurricular Activities

ASMS offers a number of extracurricular activities. The school does not, however, compete in interscholastic athletics or sponsor external community organizations to use the school’s facilities.
Extracurricular activities that can be conducted safely and within the social distancing protocols will be continued.

A policy will be developed for which extracurricular activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection.

**Special Education**

**IEP Services**

The Director of Student Services at ASMS will coordinate with the area public schools that provide IEP services to our students with disabilities. ASMS will work with the public school service providers to ensure that students can access appropriate learning supports and communicate those plans with their families.

For students who receive direct assistance from the public school, progress on IEP goals will be monitored by the public school service providers and communicated to the student, parents/guardians, and ASMS staff at the required intervals. The public school will be responsible for documentation of the IEP and progress monitoring reports.

For students who do not receive direct assistance from the public school, ASMS staff will monitor to ensure they are supported in their needs.

The Director of Student Services will conduct regular classroom observations as well as grade-team discussions to ensure that all students are adequately supported by their learning plans.

**IEP and 504 Accommodations**

All students with classroom and testing accommodations on an IEP or 504 plan will continue to receive those accommodations during any periods of hybrid or remote learning that may become necessary. The Director of Student Services will monitor the provision of accommodations and communicate with families about any necessary changes to their student's learning plan.
Appendix

Engaged Stakeholders and Community Members

- Wendy Amin: Special Education Teacher, Corning-Painted Post School District; Secretary, ASMS Board of Directors; current parent of ASMS student
- Kevin Corliss: VP and Chief Compliance Officer, Corning Inc.; Vice President, ASMS Board of Directors; prior parent of ASMS student
- Michelle Corliss: Technology Director, ASMS; prior parent of ASMS student
- Carey Gillis: Teacher and Technology Support, ASMS; current parent of ASMS student
- Elizabeth Gossett: Teacher, ASMS
- Andy Hamilton: Teacher and Facilities Leader, ASMS; prior parent of ASMS student
- Patricia Killian: Teacher, ASMS; prior parent of ASMS student
- Beth Landin: Executive Director, 171 Cedar Arts Center; member, ASMS Board of Directors; prior parent of ASMS student
- Brit Nelson: Facilities Coordinator, Corning Inc.
- Dr. Erin Perry: Director of Student Services, ASMS; current parent of ASMS student
- Olivia Weeks, PhD: Goessling Laboratory, Brigham & Women’s Hospital; former student of ASMS