

## **URBAN CHOICE CHARTER SCHOOL OPENING PLAN FOR 2021-2022**

Urban Choice Charter School (UCCS) is committed to our school community to provide a high-quality education, while to the best of our ability, ensuring for the health, safety and well-being of the children and adults in our school. This requires a balance of keeping each member of the school community safe and continuing to provide high quality engaging learning opportunities to each student that attends UCCS.

The School Opening Plan for Urban Choice aligns with the regulations developed in collaboration with local, city, state, and federal guidelines. The areas outlined in this document represent the major considerations that the UCCS community is addressing for the opening of our school safely. This plan is a living and breathing document that was fine-tuned and adapted to changing conditions and updated guidance.

Key elements of the following plan include fluidity, flexibility to address the changing needs of the school community:

- 1. Communication-Families and Community Engagement**
- 2. Health and Safety**
  - Social Distancing
  - Personal Protective Equipment/PPE
  - Management of ill Persons
  - Health Hygiene Practices
  - Cleaning and Disinfecting
- 3. Facilities**
- 4. Child Nutrition**
- 5. Transportation**
- 6. Social-Emotional Well-Being**
- 7. Teaching and Learning**
- 8. School Schedules**
- 9. Attendance and Chronic Absenteeism**
- 10. Technology and Connectivity**
- 11. Special Education and World Languages**
- 12. Athletics and Extracurricular Activities**
- 13. Staffing and Human Resources**
- 14. Professional Development**
- 15. Economic**

### **COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT:**

All communications will be sent to all stakeholders via School Messenger, Email and the UCCS website. These will be translated into the different languages of our families. All the protocols for UCCS will be posted on the above media as well as mailed home.

- Families will be provided with written documentation to educate them regarding observation of symptoms of Covid-19 before coming to school.
- Teachers are communicating daily with students and parents using a chosen method (email/text, google classroom, etc.)
- **Lynn M. McCarthy (CEO)** has been designated as Urban Choice's COVID-19 Health and Safety Compliance Liaison, responsible for engaging with students, parents, faculty, staff, and administrators to answer questions or concerns about health and safety requirements.

### **HEALTH AND SAFETY:**

During the professional development weeks, the UCCS staff will be trained on the following protocols:

The main health related measures include (but are not restricted to):

- Mask wearing **compulsory** for all people in the building. Masks will be provided by UCCS as well as staff and students having the ability of wearing their own cloth or paper masks
- Teachers will be provided protective goggles or face shields if they choose to wear them. These will be provided by UCCS
- Classrooms set up to maintain three ft. distance for all students and 6 ft. between staff and students in the individual classrooms. Classrooms are at full capacity.
- Hand washing and sanitizing upon arrival and throughout the day
- Interaction among grade levels will be minimal
- No sharing of resources and equipment
- Students will disembark from the buses in the morning at staggered times
- Students will be dismissed at the end of the day according to buses
- Teachers will move between classes where necessary; students will stay in the room with their designated group
- Deep cleaning of the building on Wednesday and again on Friday, completed by a certified vendor
- Regular daily cleaning throughout the day, as well as a complete cleaning every night after a school day. The Director of Operations will oversee the cleaning.

**CAPACITY, SCREENING AND PROTOCOLS:**

- UCCS will post alerts such as signs and posters in strategic places in the facility with instructions for students, parents and staff with fever or symptoms.
- UCCS will advise parents to regularly check their children's temperature and to advise them they should put on a cloth face covering, regardless of symptoms, before leaving their home. (e.g., via texts, email, website or school messenger)
- UCCS will advise parents to notify the school if their child has a fever or symptoms of COVID-19 (including cough or shortness of breath, sore throat, or systemic symptoms like fatigue or chills.)
- UCCS will advise parents to immediately notify the school if a non-student member of their family tests positive (parent, sibling, and grandparent) for Covid-19.
- UCCS will advise parents if their child has symptoms, they should immediately contact their health care provider or be connected to one through the school. Under no circumstances should they come to the school campus.
- Students and/or staff with sudden onset symptoms will immediately be placed into separate isolated area until they can safely depart the premises.
- UCCS will keep PPE (gowns, face shields and masks) on campus, in the eventuality that sudden onset cases develop during school hours and a student needs supervision until a parent or guardian can pick them up.
- UCCS will aggressively work to ensure that all staff are educated to observe students or other staff members for any type of illness – students and staff exhibiting illness must be assessed by the school nurse. The school will contact the parent/guardian to come and pick up their ill child and staff members will be sent home.
- Students and staff are required to notify the school when they develop any illness or believe that they have come in proximity with someone that has tested positive or have had symptoms of Covid-19. Staff or students that are fully vaccinated do not need to quarantine, if they have come in contact with a person testing positive for Covid 19.
- If a student tests positive for Covid-19, UCCS will adhere to the guidance of the County Health Department.
- UCCS will utilize our communication plan that is thorough to keep all stakeholders informed. This will include trainings of staff and students (during weeks of professional development for staff and first day of school for students, along with signage to consistently provide visual information.)
- UCCS is working under the procedures established by the local, city, state and federal guidance in cleaning and disinfection and ensuring that we are developing plans and evolving to manage and isolate ill persons and ensure that all staff is trained to be vigilant to recognize signs, symptoms, and our reporting structure.

### **FACILITIES:**

- Social distancing must be maintained on the school grounds and will be enforced.
- Hand sanitizer, tissue and no touch trash cans will be available in each room.
- Staff will be instructed on hand hygiene and how to cover their mouth/nose during professional development days and students during the first day of school.
- UCCS students will be taught proper hand hygiene and schedules will be built into the day to allow frequent hand washing. Hand sanitizer will be available in all rooms.
- UCCS will disinfect and sanitize the entire building daily, the facility and maintenance team, along with the food service staff, paraprofessionals and administrative team will clean and disinfect high traffic areas and surfaces throughout the day, including, but not limited to doors, toilets and restrooms, desks, phones, and tables
- UCCS will develop a schedule to ensure that students are not present when cleaning or disinfecting occurs.
- UCCS student entry and exit will be scheduled through three different entry points for three different grade level of students, to allow for safe social distancing. Multiple entry and exit doors will be used to allow for space related changes and to assist in isolation and to prevent any spread of infection.
- Schedules will be developed to utilize corridors for entry, exit and bathroom breaks. Schedules will discourage congregation amongst students to provide additional supervision and support from professional staff. Schedules will also allow for frequent handwashing throughout the day.
- UCCS has moved to in person instruction, maintaining three-foot distancing.
- UCCS will have adequate supplies of face masks, soap, hand sanitizer, and tissue in all classrooms and specified locations throughout the building.
- UCCS will utilize an egress plan to ensure social distancing by utilizing entry/exit doors in various wings of the building.

### **CHILD NUTRITION:**

- UCCS will conduct cross-training of program staff to perform essential activities throughout the day and in the event of key absences or emergency situations – student entry, bathroom breaks, and dismissal procedures will be addressed.
- UCCS will conduct professional development and training for student and staff observation and standard operating procedures for food service.

- UCCS will ensure that our food service plans and procedures for meal service in the classroom ensures safe handling, preparation, delivery, and storage.
- UCCS will train staff to ensure that food sharing is discouraged between students and staff will provide additional support to classroom teachers to enforce these rules.
- UCCS will conduct extensive training with all teachers and staff on food allergies.
- Food service staff will wear single use gloves when handling and delivering food.
- Food service staff will wear a disposable apron when handling and delivering food.
- Food service staff will frequently and routinely clean and disinfect high-touch surfaces including tables and carts used in transportation of food. UCCS will also use disposable trays and utensils.
- UCCS will provide students with personal containers that staff will fill with water prior to students coming to school. These will be used throughout the day.
- UCCS will also provide water using disposable cups at specified locations according to our bathroom schedule, breakfast schedule and lunch schedule

#### **TRANSPORTATION:**

- Transportation guidance will be provided by Rochester City School District once confirmed.

#### **SOCIAL EMOTIONAL WELL-BEING:**

Urban Choice Charter School has a “Student Success Team” in place for the 2021-2022 school year. This team is comprised of the Dean of Culture and Climate, School Counselor, School Social Worker, three Behavior Interventionists, and the Alternative to Suspension staff. The two Help Zone rooms will be used by the Behavior Interventionists with no more than six students in any one room at a time being socially distanced.

The Counselor and Social Worker will continue with mandated counseling (one on one) with students in person, along with parent enacted counseling sessions for their child. No more than two students are allowed in either the Counselor or Social Worker’s room at any time.

The morning meetings that are held each day with students, will reinforce and enhance supports focused on social-emotional learning, relationship-building, and successful transitions to new classrooms and environments. This time will include the instruction and practice of self-regulation techniques, deep breathing as well as discussions dealing with current issues that

students are experiencing. It will also create opportunities for students to share and connect with one another.

During the August professional development all UCCS staff will be trained in *Recognizing Trauma in their Classroom* whether it be physical, behavioral, emotional, or cognitive symptoms and how to respond to them. UCCS is committed to supporting staff development to create safe and supportive environments for our students.

Urban Choice will also support our staff to reduce the added stress, providing coaching/mentorship for all new teachers and teaching assistants. Time will also be built into the August professional development weeks to create opportunities for staff to share and connect with one another. It is an opportunity to share their hopes and fears for the coming school year. UCCS staff will be encouraged to utilize the Employee Assistance Program if they need any supports.

UCCS's Positive Behavior Interventions and Support (PBIS) system promotes behavior based on the three 'Rs' of Respect, Responsibility and Resilience. These broad categories are applicable in the classroom. The school uses Kickboard for Grades K-8 to award and record positive behavior in the classroom. This system allows communication with the student and family. All students have access to their total number of points remotely and parents can download the Kickboard app to their phone or device for monitoring. The system is further incentivized through material rewards.

If the school is required to become fully remote the following protocol will be followed:

- Student Success Team attendance at scheduled bi-weekly team meetings (via video conference where necessary)
- Counselor and Social worker make mandated contact with identified students
- Behavior specialists contact assigned students
- Log details of all contact in Contact Log
- Maintain Student Success Team Google Classroom as a virtual Help Zone resource for students
- Inform Leadership of any student welfare concerns.

**SCHOOL SCHEDULES:**

- UCCS is returning to regular scheduled in person instruction. Students will be provided daily schedules at the beginning of the school year.
- If needed, fully remote schedules will be communicated at that time.

**BUDGET AND FISCAL MATTERS and ECONOMIC OVERVIEW:**

Urban Choice Charter School submitted and approved a budget for the 2021-2022 school year that fully supported our operational and academic programs. The Board of Trustees of Urban Choice Charter School and the Administrative Team are constantly taking advisement and viewing guidance on how to safely open school. We are intentionally evaluating our budget and directing resources to meet the challenge of a successful academic year. Our budget includes an additional day of a certified and trained IT staffer and a component to support effective implementation of remote learning and remote management.

We have expenses that were not anticipated before COVID-19. Our fiscal responsibilities now also include purchasing goods like disposable gloves, masks, hand sanitizer, disinfectants, and cleaning supplies which all could increase the cost of school operation.

**ATTENDANCE AND CHRONIC ABSENTEEISM:**

Primary responsibility for tracking attendance lies with the Homeroom teacher. On days when students are expected to be in the school building, attendance will be taken during morning meeting and recorded in Power School. When students are not present, phone calls will be made by the school office to parents to determine the reason for absence.

**TECHNOLOGY AND CONNECTIVITY:**

- UCCS will conduct a survey at the beginning of the school year, to each student, parent/guardian, and household to identify barriers and challenges to technology access and internet connectivity. The surveys will provide useful information to determine technological needs of our students and families. We will identify students and families that do not have sufficient access and provide them with appropriate resources.
- UCCS has provided every student with an operational and assigned device to support effective instruction. These devices assist in student learning, communication, and communications within the UCCS universe.

- UCCS is continuously working towards making technology accessible and equitable by providing hot spot devices, chrome books and laptops to the extent possible.
- UCCS has established a partnership with Entre computer services. Entre is responsible for our IT helpdesk to minimize down time for low priority IT concerns. Entre also has a call center that teachers will utilize to immediately address technology challenges.
- UCCS IT partnership allows us to maintain 24/7 monitoring over our entire IT environment (network servers, desktops, mobile devices, tablets, and peripherals.)
- UCCS will present a technology tutorial to students, parents, and educators on proper use of technology
- UCCS will limit the applications and tools that students will utilize to build fluency and familiarity with operation. These applications are ones that UCCS has used in the past year.
- UCCS has systems and policies in place that ensure data privacy and security and are in compliance with Federal and State laws related to student technology use.

*UCCS has a trained expert with certifications on staff to resolve the following via remote management:*

Password resets

Issues with network

Troubleshooting Microsoft Word, Excel, Google, and Team meets, Zoom, etc.

Issues with internet

Computer virus remediation and prevention

Email issues such as slowness or opening an email

Ransomware prevention

Hardware failures

General computer slowness

Printing issues

Onsite support to the extent possible

General network slowness



Difficulty accessing applications

**TEACHING AND LEARNING:**

UCCS is committed to ensuring that all students receive instruction to facilitate their achievement of State Learning Standards, regardless of the circumstances related to the Covid-19 virus. To that end and ensuring that we can implement required social distancing for our students and staff.

Social distancing and other health requirements require modifications in aspects of teaching and learning. We anticipate making modifications in several areas including (but not limited to):

- Limiting group and pair work
- Student seating - ensuring three ft. of distance
- Practical work (for example, in science), may not be appropriate
- No sharing of manipulatives and other physical resources

**Fully Remote Plan:**

*While it is not our current intention to operate full remote learning, this may occur:*

- *if the public health situation changes or Covid cases in our school community cause us to close to students.*

*If this occurs students will participate in remote learning five days per week.*

*If the school must close to students, UCCS will move to full remote learning.*

*During remote learning, teachers will continue to report to the school building daily, unless different guidance is given. From there, they will:*

- *Deliver online lessons to students according to the schedule agreed with the principal.*
- *Coordinate online learning through their Google Classroom, clearly posting directions and assignments, including accessibility to alternate online tools for instruction*
- *Ensure any live teaching is recorded and placed on Classroom so students can access later*

- *Conduct an online Morning Meeting for their Homeroom each day at 9am*
- *Provide a set time each day for students to login and conference with the teacher about their work via Google Meet.*
- *Deliver online lessons for targeted individuals and small groups based on analysis of need*
- *Monitor students' completion of their assignments*
- *Ensure work assigned is checked and feedback is provided within 48 hours*
- *Submit lesson plans and preparation documents in a timely manner*
- *Liaise with Special Education teachers about work set and any assignments or tests and work with them to ensure required services are being provided*
- *Attend CSE meetings when necessary, liaising beforehand with the Dean of Student Support Services, with any questions or issues*
- *Update student attendance in PowerSchool*
- *Where students have missed two or more lessons and/or assignments contact families, by phone where possible, and by email and Dojo as backup*
- *Log details of all contact with families in the Contact Log document*
- *Continue to use Otis to record student grades*
- *Record any offline students in the Offline students log and provide current work in the Offline folder to be sent home*
- *Contact the Student Success Team with any concerns about students regarding attendance, completion of work, or social-emotional issues*
- *Check school email daily for bulletins and updates.*

### **ATHLETICS AND EXTRACURRICULAR ACTIVITIES:**

UCCS is planning on participating in Section 5 Interscholastic Athletics during the fall season. This will be evaluated weekly viewing current guidance. Adjustments will be made in conjunction with the guidance.

### **STAFFING:**

UCCS was focused this year in hiring only teachers with the appropriate certification for their assignment. We have one building substitute hired on a permanent basis for UCCS and will use a local teacher temp company to supply us with additional substitutes on an as needed basis.

**TEACHER AND PRINCIPAL EVALUATION SYSTEM:**

All teachers are evaluated annually using the Danielson Framework Clusters ([Danielson Clusters](#)) as the basis for critical analysis of performance and setting professional learning goals. This will continue, though professional conversations will consider that while the clusters apply, the observable evidence may be different in the new learning environment. Under our Hybrid Learning plan, teachers can be observed in classrooms and observations will also be made of their online instruction.

Setting student achievement goals with teachers relies on initial analysis of the baseline data for students. As a school we will look at data from iReady assessments for ELA and Math taken at the end of the 2020-2021 school year to set student goals. We will repeat the iReady at the beginning of the year. Eureka and Wit and Wisdom data results (where available) will also be utilized. Recognizing the challenges of data that has been collected under less-than-ideal circumstances, leadership will work with teachers and our coaches to set ambitious yet realistic 'expected' and 'stretch' growth goals for individual students in addition to class goals. Progress towards these goals will then form part of the annual evaluation.

Principal evaluations will continue using the Marzano Evaluation Model. There are 24 categories organized into five domains: (1) a data-driven focus on student achievement, (2) continuous improvement of instruction, (3) a guaranteed and viable curriculum, (4) cooperation and collaboration, and (5) school climate. Urban Choice Charter School contends that these five domains must be attended to if we are to enhance student achievement and accelerate leadership capabilities.

***PLEASE NOTE, THAT AS OF AUGUST 24, 2021, THE REOPENING PLAN WAS BASED ON THE GUIDANCE PROVIDED BY THE NEW YORK STATE EDUCATION DEPARTMENT AND THE MONROE COUNTY DEPARTMENT OF HEALTH.***