

# IVY HILL PREP CHARTER SCHOOL

SCHOOL YEAR 2020-21



## COVID-19 RE-OPENING PLAN

*Ivy Hill Prep's Re-Opening Plan is pending submission to NYSED and is subject to change due to the uncertainty of COVID-19.*

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# Introduction

On August 28, 2019, Ivy Hill Preparatory Charter School opened its doors for the first time to 120 students residing in East Flatbush, Brownsville, Canarsie, and East New York. Upon our opening, Ivy Hill Prep successfully created a school environment for children that pushed them to achieve high bars of academic success, while also cultivating their leadership, confidence, and self-advocacy skills.

On Friday, March 13, 2020, Ivy Hill Preparatory Charter School unexpectedly closed due to global pandemic, COVID-19. This pandemic has impacted our school community, our neighborhood, and our world in a myriad of ways. As we approach the sixth month of school closure and we plan for re-opening for the 2020-2021 academic school year, our team is working diligently to ensure that upon re-opening, Ivy Hill Prep prioritizes the safety of staff and students, the importance of high academic achievement, as well as catering to the social emotional needs of both our students and staff.

The Re-Opening Plan in front of you comes from a myriad of meetings, discussions, and planning sessions with many constituents, including but not limited to: Ivy Hill Prep's Administration Team, Ivy Hill Prep's faculty, Ivy Hill Prep's Board of Trustees, community leaders, and Ivy Hill Prep's parents and guardians.

The details of COVID-19 and its impact changes daily. To ensure our community remains informed, we will continue to communicate with our families through Schoolmint e-mails, text messages, scheduled Zoom meetings, social media, and updates to our website. On Friday of each week, our team will send a formal letter to families to update them on any changes to the current Re-opening plan, or to notify them that all previous updates are the most up to date.

Ivy Hill Prep remains committed to ensuring all students have access to a high-quality education. Whether in our school building or learning remotely from home, our team is steadfast in our pursuit of ensuring this transitioning phase is equitable and top notch for our students and their families.





# Re-Opening Goals

## Goal 1 – Safety

The safety of Ivy Hill Prep's students and staff is paramount. To ensure safety, certain aspects of our academic program and systems and routines will require modifications. These include but are not limited to: classroom make up and size, whole group transitions, wearing masks, temperature checks, and social distancing. Ivy Hill Prep's opening in-person is contingent upon government approval from New York State.

## Goal 2 – De-Densification & Containment

As advised by the CDC, to slow and prevent the spread of the virus, decreasing the population in all spaces is crucial. With Ivy Hill's modified academic program, student and staff groupings must be as static as possible by having the same group of children with the same staff for as long as possible. From the beginning, we will not operate our spaces at 100% capacity; we will reduce the density of all spaces and transitions, including but not limited to classrooms, communal spaces, as well as arrival and dismissal procedures.

## Goal 3 – High Academic Achievement

Due to the unprecedented circumstances, we are aware that our plan may be altered to ensure the ultimate safety of staff and students. With all of our plans, academic achievement is always at the top of mind. After thinking of the safest way to approach a situation, our thoughts are:

- 1- How do we ensure academic rigor is not compromised?
- 2- How do we ensure children get the most instruction possible?

## Goal 4 – Social Emotional Well Being

When planning for the new school year, we must acknowledge the reality that many of us have lived since March. From being quarantined in our homes due to the presence of COVID-19, to witnessing racial turmoil and unrest throughout our country, we know that each of us has been affected in *some* way.

It is our duty to incorporate practices that will allow students to acknowledge their feelings and identify coping strategies and self-regulation techniques to calm themselves. Before the start of the school year, you will learn more information on what this SEL curriculum will look like and how it will play a role in our daily schedule.



# Prioritizing Health & Safety

## Promoting Behaviors that Reduce Spread

### Staying Home When Appropriate:

One of the best ways to reduce the spread of COVID-19 is to [stay home when appropriate](#). Staff members and parents should carefully observe themselves and/or their children for potential COVID-19 related symptoms prior to coming to school.

Any student or staff member with a fever of 100 degrees Fahrenheit or greater, and/or symptoms of possible COVID-19 virus infection should not be present in school. Parents and staff should screen for the symptoms below. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100 degrees Fahrenheit or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting; and/or
- Diarrhea

### Safety Practices When in the Building

Employees and students will follow best practices regarding safety via the following, but not limited to:

#### **Engage in social distancing**, for example:

Stay at least 6 feet away from colleagues and students (where possible). For staff, promote social distancing amongst students at all times.

**Wear masks at all times when inside the premises, except when intaking meals. Students will be allowed to take mask breaks throughout the academic school day, especially since students will be positioned 6 feet apart.** Mask Breaks will be pre-scheduled and communicated to families closer to the start of the academic year.

- Avoid touching your mask, as this spreads the germs the mask may be capturing.
- Conference via video or phone, where possible
- Abide by maximum occupancy signs in conference rooms or teacher work areas
- Group same students and staff together each day, as much as possible
- Do not congregate in lounges, conference rooms, or another similar area
- Adhere to staggered work times, if any



*The following and similar gatherings are not permissible until further notice;*

- No field trips
- No team lunches or outings
- No outings to sporting events

**Do not share equipment, for example:**

- No sharing of phones and materials
- No additional sharing of offices
- No sharing of desks
- No beverage pitchers
- No shared snacks
- Avoid shared utensils; no shared forks

**Engage in “no-touch” greetings**

- No handshakes
- No hugs
- No back slaps

**Do not touch your face with unwashed hands, particularly your nose, eyes, and mouth.**

**Hand Hygiene**

Ivy Hill Prep staff and students will follow [CDC handwashing guidelines](#).

Staff and scholars will be monitored and consistently reminded to wash their hands for at least 20 seconds when leaving the restroom. Hand sanitizer stations that contain at least 60% alcohol have been strategically placed outside of every classroom and office throughout the school building. Students and staff will be mandated to sanitize their hands upon school entry, upon classroom entry, before and after snack, before and after lunch, and after any transitions.

Students and staff will be encouraged to follow the following guidelines:

- Wash your hands with soap and water for at least 20 seconds
- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands

**Key times to ensure you’re washing your hands:**

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, cash registers
- Before touching your face, particularly your eyes, nose, or mouth



- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the restroom
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

### Respiratory Etiquette

Staff and scholars will be encouraged to cover coughs and sneezes with a tissue. Used tissue should be placed in the trash and hands washed or sanitized immediately.

#### Follow CDC's guidelines regarding coughing, sneezing, and blowing your nose

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands
- Wash your hands immediately after blowing your nose, coughing or sneezing

### Follow disinfection procedures:

#### Follow disinfection procedures after suspected COVID-19 interaction

- Evacuate room upon learning that someone with COVID-19 or COVID-19 symptoms was present in the room
- Allow room to remain vacant for 24 hours
- Disinfect room

### Personal Protective Equipment/Masks

Ivy Hill Prep has developed a plan for obtaining and maintaining adequate supplies of cloth coverings for school staff, students who forget their masks, and PPE for use by school health professionals. The Director of Operations will take inventory of all equipment twice per month to ensure adequate supply for the upcoming months.

Students, staff, and families will be required to wear a mask during arrival, dismissal, and while in the school building. Ivy Hill Prep will provide one reusable/washable mask per child. Parents must ensure their child is wearing an Ivy Hill Prep branded mask or a mask of their choice every day to gain entry into the school building.

## Maintaining Healthy Environments

### Section 1: Screening for COVID-19 Related Illness or Exposure for Staff

All staff and students will receive temperature checks by School Admin daily. Staff will be required to respond to short COVID related health questions prior to arriving at work and at regular intervals. All screening information/results will be kept confidential and separate from the employee's personnel file. This information

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will only be used for the purposes of reducing the risk of COVID-19 infection and not for making any other health determinations.

**Staff will be asked to self-report any symptoms of COVID-19:**

- Fever or chills (100 degrees or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss or taste of smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting; and/or
- Diarrhea

**Staff will be asked if/to:**

- They have been in close contact with a person who has COVID-19 or a person who is awaiting COVID-19 test results.
- Check their own temperature, two hours or less before their arrival to school, and to confirm that their temperature was less than 100 degrees Fahrenheit.

**Note:** Employees who refuse to submit to screening or refuse to have their temperature checked by School Admin may be sent home and expected to use sick leave, vacation time, or unpaid leave and will not be permitted to return to the workplace. Further refusal could result in disciplinary action.

## **Section 2: Duty to Report Symptoms or Suspected Infection**

Ivy Hill Prep staff members have a duty to immediately report the following conditions to the Head of School and Director of Operations:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue, and/or irritability
- Frequent use of the bathroom
- They have, or a member of their household has tested positive for COVID-19
- They or a member of their household is exhibiting symptoms of COVID-19 (see page 7 for possible symptoms)
- They have been exposed to someone with a confirmed COVID-19 test
- They observe a student or staff member with COVID-19 symptoms at work
- Employees who make reports will not be subjected to retaliation

*Emergency Warning Signs (Requiring emergency medical care) of COVID-19 include:*

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion





- Inability to wake or stay awake
- Bluish lips or face

### Duty to Report Symptoms or Suspected Infection

Staff members are required to observe other students and staff for COVID-19 related symptoms. Any symptoms noted in another staff member or student must be reported to the Head of School or Director of Operations.

**Staff are mandated to report if the following symptoms were observed in another staff member or student:**

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

### Staying Home When Appropriate:

One of the best ways to reduce the spread of COVID-19 is to [stay home when appropriate](#). If a staff member or student contracts COVID-19, has close contact with someone with COVID-19, or exhibits symptoms of COVID-19, the following procedures shall apply:

## Section 3: Reporting & Communication For COVID-19 Related Illness or Exposure

*Note: All content below with an asterisk (\*) applies to student body only.*

Situation	Immediate Action	Employee Benefits <i>Not applicable for student body.</i>	Reporting
If a staff member/student tests positive for COVID-19.	<ul style="list-style-type: none"><li>• Alert Head of School and Director of Operations of need for sick leave.</li><li>• Alert COVID-19 contact of positive COVID-19 test.</li><li>• If an employee is at work, they should leave as soon as possible or go to the designated staff isolation area until they are able to leave.</li></ul>	<ul style="list-style-type: none"><li>• Allow employees to work remotely during the quarantine period if they are medically able.</li><li>• If they are unable to work, they may use paid sick leave provided under FFCRA.</li></ul>	<ul style="list-style-type: none"><li>• COVID-19 contact shall immediately send an email to: <a href="mailto:ajohnson@ivyhillprep.org">ajohnson@ivyhillprep.org</a> and <a href="mailto:bparker@ivyhillprep.org">bparker@ivyhillprep.org</a>.</li><li>• Supervisor will send communication to family members and staff at the school, alerting of a positive result while protecting the identity of the staff member.</li><li>• Employee may agree to have their identity shared.</li><li>• Persons responsible for contact tracing will ask employees for a list of</li></ul>



	<ul style="list-style-type: none"> <li>• Student should be escorted to the designated supervised student isolation area to be assessed by the school nurse. Directly following, students family must be contacted to coordinate pick-up.*</li> <li>• Employee should contact healthcare provider.</li> <li>• Parents should contact healthcare provider.*</li> <li>• Employee/student may not return to work/school until cleared by the COVID-19 contact and healthcare official.</li> </ul>	<ul style="list-style-type: none"> <li>• If additional leave is needed, they may use Ivy Hill prep sick leave, if applicable. As a check for potential abuse, to obtain Ivy Hill Prep COVID-19 sick leave, employee will need to obtain COVID-19 test.</li> </ul>	<p>persons at Ivy Hill Prep with whom they have had close contact during the period in which they may have been infectious (i.e., up to 48 hours before the person began feeling sick until the person isolates.)</p>
<p><b>If a staff member/student exhibits symptoms of COVID-19.</b></p>	<ul style="list-style-type: none"> <li>• Alert Head of School and Director of Operations that there is a need for leave.</li> <li>• Alert COVID-19 contact of potential COVID-19 exposure.</li> <li>• If employee is at work, they should leave as soon as possible or go to the designated staff location area until they are able to leave.</li> <li>• Student should be escorted to the designated supervised</li> </ul>	<ul style="list-style-type: none"> <li>• Allow employees to work remotely during the quarantine period if they are medically able.</li> <li>• If they are unable to work, they may use paid sick leave provided under FFCRA.</li> <li>• If additional leave is needed, they may use Ivy Hill Prep sick</li> </ul>	<ul style="list-style-type: none"> <li>• COVID-19 contact shall immediately send an email to: <a href="mailto:ajohnson@ivyhillprep.org">ajohnson@ivyhillprep.org</a> and <a href="mailto:bparker@ivyhillprep.org">bparker@ivyhillprep.org</a>.</li> </ul>



	<p>student isolation area to be assessed by the school nurse. Directly following, students family must be contacted to coordinate pick-up.*</p> <ul style="list-style-type: none"> <li>• Employee should contact their healthcare provider.</li> <li>• Student family should contact their healthcare provider.</li> <li>• Employee/student may not return to work/school until cleared by COVID-19 contact, which will include the presentation of a negative COVID-19 test.</li> </ul>	<p>leave, if applicable. As a check for potential abuse, to obtain Ivy Hill Prep COVID-19 sick leave, employee will need to obtain COVID-19 test.</p>	
<p>If a staff member/student has “close” contact with someone who tests positive with COVID-19.</p> <p>“Close” contact means being less than 6 feet away for at least 15 minutes.</p>	<ul style="list-style-type: none"> <li>• Alert Head of School and Director of Operations that there is a need for leave.</li> <li>• Alert COVID-19 contact of potential COVID-19 exposure.</li> <li>• Provide COVID-19 contact with the name of the individual who tested positive (if they are affiliated with Ivy Hill Preparatory Charter School.)</li> <li>• Employee/student may be required to not work/come to school until cleared by the COVID-19 contact, which will include the presentation of a negative COVID-19 test.</li> </ul>	<ul style="list-style-type: none"> <li>• Remote work for staff members for the duration of the quarantine period at the discretion of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• COVID-19 contact shall immediately send an email to: <a href="mailto:ajohnson@ivyhillprep.org">ajohnson@ivyhillprep.org</a> and <a href="mailto:bparker@ivyhillprep.org">bparker@ivyhillprep.org</a>.</li> </ul>



<p>If a staff member has <i>indirect</i> contact with someone who tests positive with COVID-19.</p> <p>“Indirect” contact means contact with an individual who has had contact with someone who tested positive.</p>	<ul style="list-style-type: none"> <li>No action required but the staff member/family should monitor for any signs of flu-like symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 contact shall immediately send an email to: <a href="mailto:ajohnson@ivyhillprep.org">ajohnson@ivyhillprep.org</a> and <a href="mailto:bparker@ivyhillprep.org">bparker@ivyhillprep.org</a>.</li> <li>No further reporting required unless a family member requires assistance to report the case to DOH.</li> </ul>
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#### Testing Responsibility:

- Ivy Hill Prep will consult with its assigned NYCDOH nurse to determine which staff and students should be referred for COVID-19 tests. COVID-19 testing is available across New York City and unless determined otherwise by NYCDOH, students and staff will continue to use their own doctors or clinics/hospitals of their choice.
- If Ivy Hill Prep’s students and staff need access to large-scale testing, the school will follow directions from NYCDOH regarding where testing should happen and communicate to the school community.

#### Section 4: Returning to Ivy Hill Prep After Possible COVID-19 Infection

Returning to Ivy Hill Prep After Possible COVID-19 Infection	
<p><b>To return after a positive COVID-19 test</b></p>	<p>Following the <a href="#">CDC guidelines</a>, the following conditions must be met:</p> <ul style="list-style-type: none"> <li>At least 3 days have passed since the individual’s body temperature was 100 degrees or higher (without the use of fever-reducing medication.)</li> <li>Symptoms such as cough or shortness of breath have improved</li> <li>10 days have passed since symptoms appeared</li> <li>10 days have passed since the positive test.</li> <li>Individuals in higher risk categories may need to stay home longer</li> <li>No fever, improved symptoms AND</li> <li>Test negative for COVID-19 once. Take an additional COVID-19 test 24 hours later and test negative a second time. In the event that testing is unavailable, individuals should wait until at least 14 days have passed since symptoms first appeared. If they were not symptomatic, at least 14 days have passed since their first positive test and the healthcare provider advises safe to return to work via doctor’s note to return to work.</li> </ul>
<p><b>To return to Ivy Hill Prep after exhibiting symptoms of COVID-19.</b></p>	<p>Following the <a href="#">CDC guidelines</a>, the following conditions must be met:</p> <ul style="list-style-type: none"> <li>At least 3 days have passed since the individual’s body temperature was 100 degrees Fahrenheit or higher (without the use of fever-reducing medication)</li> <li>Symptoms such as cough and shortness of breath have improved</li> <li>The school may require that 10 days have passed since symptoms appeared</li> </ul>



- Individuals in higher risk categories may need to stay home longer.
- No fever, improved symptoms AND
- Test negative for COVID-19 once. Take an additional COVID-19 test and test negative a second time. In the event that testing is unavailable, individuals should wait until at least 10 days have passed since symptoms first appeared. If they were not symptomatic, at least 10 days have passed since their first positive test.

### Health Screening for Visitors, Contractors, and/or Vendors

Ivy Hill Prep limits the number of visitors allowed within the school building. Entry of any visitors must be identified as “necessary” and are allowed entry by Leadership’s discretion. If granted entry, school staff will communicate all protocols that must be followed while in the school building. All visitors will be required to respond to a short COVID related health questions prior to entering. Individuals with a temperature higher than 100 degrees Fahrenheit will not be granted admittance.

### Sanitization

Ivy Hill Prep’s Custodial Team will sanitize high-touch surfaces throughout the day. Classrooms and offices will be sanitized between uses and at regular intervals during the day. Martial Arts and Dance Classrooms will be sanitized after each class, prior to the subsequent class beginning. At the conclusion of each school day, all spaces utilized will be deeply cleaned and sanitized prior to the subsequent school day.

### Shared Objects

Ivy Hill Prep discourages the sharing of items, including personal items as well as those used for academic purposes. Students will be supplied with their own materials and utensils. Parents are still responsible for the purchasing of student uniforms and backpacks used during the academic year.

## Systems & Routines Modifications

### Arrival and Dismissal

Scholars and staff will receive temperature checks daily. If temperatures are above 100 degrees Fahrenheit, admittance will not be granted for adults and students will be sent home.

Arrival and dismissal will be staggered to limit the number of scholars entering and exiting the building at one time. Specific information surrounding designated times will be provided to families closer to the start of the academic year.

### Breakfast & Lunch Protocols

With our aim of de-densification and containment throughout the school day, students will not utilize communal spaces such as the cafeteria. All meals: breakfast, lunch, and snack will take place in the classroom.

Prior to eating all meals, teachers will guide students to either wash their hands with soap and water for at least 20 seconds or sanitize with an alcohol-based hand sanitizer prior.



Breakfast and lunch will be made available for all students: those in attendance at school and those learning remotely. Parents of remote students will be given a specific time closer to school opening to arrive for breakfast and lunch pick-up.

Ivy Hill Prep will continue its system to monitor students with food allergies.

### **Drinking Water Fountains**

On each floor, only one drinking fountain will be used for use. This will allow the school to monitor and enforce frequent cleaning throughout the school day.

## **If There is a Confirmed Case in School**

Ivy Hill Prep may need to implement short-term closure procedures regardless of community spread **if an infected person has been in the school building**. If this happens, the following will take place, as informed by the [CDC's Guidelines](#):

### **Coordinate with local health officials.**

Once learning that someone within the school has tested positive for COVID-19, Ivy Hill Prep will immediately notify local health officials. These officials will assist Ivy Hill Prep's Administration Team in determining a course of action for Ivy Hill Prep's school program.

### **Dismiss students and most staff for 2-14 days.**

This initial short-term dismissal will allow time for local health officials to gain a better understanding of the COVID-19 situation impacting the school. During this closure, Ivy Hill Prep students and staff will shift directly into online Distance Learning (live virtual instruction) to ensure continuity of education.

### **Communicate with staff, parents, and students.**

Ivy Hill Prep will communicate all next steps to family and staff, and will align with Ivy Hill Prep's usual communication with parents and staff. In such circumstances, Ivy Hill Prep will maintain the confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

### **Clean and disinfect thoroughly.**

Ivy Hill Prep will follow the [CDC's guidelines](#) surrounding appropriately disinfecting an area. The school will close off areas used by the individuals with COVID-19 and wait as long as possible before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Ivy Hill's Custodial Team will open outside doors and windows to increase air circulation in the area. If possible, Ivy Hill Prep will wait up to 24 hours before beginning cleaning and disinfection.

Ivy Hill Prep's cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.



### Implement strategies to continue education and related supports for students

- ⇒ Ensure continuity of education.
  - In the event of closure, Ivy Hill Prep will seamlessly transition into Distance Learning.
- ⇒ Ensure continuity of meal programs
  - Ivy Hill Prep will consider ways to distribute food to students.
- ⇒ Consider alternatives for providing essential medical and social services for students.
  - Ivy Hill Prep will continue providing necessary services for children with special healthcare needs, or work with the state *Title V Children and Youth with Special Health Care Needs (CYSHCN) Program*.









## Ivy Hill Prep Phased Re-Opening

Due to the uncertainty of COVID-19 and the growing cases in New York State, Ivy Hill Prep will gradually open its doors utilizing a “phased in approach”. This phased opening approach consists of three (3) different phases that will allow us to prioritize safety as we monitor the virus, while still providing rigorous academics for our students that will lead to high academic achievement.

### Phases of Re-Opening

*Note: Ivy Hill Prep will continue to follow the guidance of New York State. Ivy Hill Prep will only transition from Phase 1 to Phase 2, and from Phase 2 to Phase 3, if our region is in Phase 4 and the daily infection rate remains below 5% using a 14-day average.*

Ivy Hill Prep’s Re-Opening Categories 2020-2021			
COMPONENTS	PHASE 1	PHASE 2	PHASE 3
Type of Instructional Delivery	<b>85% of Students: Only Distance Learning</b>  	<b>Staggered Schedules (M-F Every 2 Weeks) for In-Person Learners [15:1]</b>  	<b>Full Time Schedules (M-F Indefinitely) For In-Person Learners [15:1]</b>  
	<b>15% of Students: Full Time In-Person Learners</b>   <small>(This option is available for students of essential workers who have no access to childcare.)</small>	<b>Full Time Remote Learning Program Available for Online Learners</b>  	<b>Full Time Remote Learning Program Available for Online Learners</b>  
Timeline	August 25, 2020 – September 25, 2020	September 28, 2020 – November 6, 2020	November 9, 2020 – Indefinite
Description	<ul style="list-style-type: none"> <li>85% of Ivy Hill Prep’s student body will participate in Live Distance Learning with a mix of online work across all content areas, including</li> </ul>	<ul style="list-style-type: none"> <li>For families who opt into In-Person learning, students will be broken up into two cohorts: Cohort A, and Cohort B.</li> <li>Cohort A and Cohort B will return to school on</li> </ul>	<ul style="list-style-type: none"> <li>For families who opt into In-Person Learning, students will physically come to school to receive live instruction with smaller class sizes (15:1). Students will attend</li> </ul>





	<p>Martial Arts, Dance, and Social Emotional Wellness classes.</p> <ul style="list-style-type: none"> <li>• The remaining 15% of Ivy Hill Prep's student body encompasses students of parents who are essential workers and cannot assist their children with Distance Learning.</li> <li>• The students who make up the 15% of Ivy Hill Prep's student body will engage in In-Person learning with smaller class sizes (15:1), with a shortened school day.</li> <li>• Content areas for Distance Learners and In-Person Learners will be the same.</li> </ul>	<p>a staggered schedule with 2 weeks of In-Person Learning with smaller class sizes (15:1), and 2 Weeks of Live Distance Learning.</p> <ul style="list-style-type: none"> <li>• For families who opt into Remote Learning, students will be 100% virtual, engaging in Ivy Hill's Remote Learning Program.</li> </ul>	<p>school Monday-Friday indefinitely. There are no staggered schedules in this phase.</p> <ul style="list-style-type: none"> <li>• For families who opt into Remote Learning, students will be 100% virtual engaging in Ivy Hill's Remote Learning Program.</li> </ul>
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### Moving from Phase to Phase

The Phases of Reopening Table above outlines the timelines for Phases 1-3. Continuation into the next phase is contingent upon New York State's progress towards full virus control of COVID-19. Ivy Hill Prep will continue to follow the guidance of New York State and will seamlessly transition from Phase 1 to Phase 2, and from Phase 2 to Phase 3, if our region is in Phase 4 and the daily infection rate remains below 5% using a 14-day average.

If at any moment the regional infection rate is greater than 9% using a 7-day average, Ivy Hill Prep will automatically revert back to modified Phase 1, which would entail 100% Distance Learning for all students, including those whose parents are essential workers. If the regional infection rate is greater than 9% using a 7-day average, all NYC schools would be closed until further guidance is given from government officials.



## School Layout & Schedules

Upon reopening, Ivy Hill Preparatory Charter School will offer students and families different modes of instruction to choose from. Below, please find the different modes of instruction, descriptions, and schedules for all modes of offered instruction.

### Distance Learning In-Person Learning (15:1) Ivy Hill Prep's Remote Learning Program

#### Switching Modes of Instruction

Prior to the next phase beginning, parents will be given a questionnaire for them to opt into either In-Person or Ivy Hill Prep's Remote Learning Program.

#### Rules of Switching

- If the parent of an In-Person Learner wants to switch to the Remote Learning Program, this **can** be done at any time.
- If the parent of a Remote Learning Program learner wants to switch to In-Person (during Phase 2), this switch is **not** definite. Though the switch is not definite or promised to the family, the request **will be** approved for the next phase, Phase 3.

#### Mode: Distance Learning

#### When: Offered in Phase 1

#### What: Live Instruction & Work Submissions



Ivy Hill Prep's Distance Learning mode is offered in Phase 1 for the 2020-2021 school year. Distance Learning is comprised of synchronous and asynchronous learning. Daily, students will receive live instruction for either math or literacy, along with pre-recorded videos across other content areas which will be posted online. Students will engage in a virtual, "I Do, We Do, You Do" virtual teaching approach that will guide them through mathematics and literacy instruction.



Daily, students will submit work to count as credit for each of their classes. Throughout the week, families will receive feedback from their child's classroom teacher to provide next steps to aid them in continuing their learning.

### Distance Learning Suggested School Schedule

7:30	Breakfast
8:30 – 9:00	iReady Math
9:00 – 9:30	iReady Literacy
9:30 – 10:00	Oral Drill Videos
10:00 – 10:30	Read Aloud
12:00 – 1:00	Martial Arts & Dance
1:00 – 1:30	Lunch
1:30 – 2:00	Story Problem
2:00 – 2:30	Writing

### Attendance for Instructional Purposes: Distance Learning Instruction

Ivy Hill Prep prioritizes high academic achievement for all students, and thus, a scholar's attendance has a significant impact on his/her academic achievement. Whether a family chooses in-person or remote learning for their child, there will be protocols in place to track scholar attendance and follow-up on missing attendance.

For scholars who are Distant Learners, a scholar will be counted "present" if:

- The required number of minutes for iReady Math and iReady Literacy are completed for the day, AND
- The scholar is present for daily live instruction with his/her teacher.

To track scholar attendance, Ivy Hill Prep's staff will continue the usage of PowerSchool to organize attendance data. The information from PowerSchool is used to congratulate families on outstanding attendance and follow up with parents regarding absenteeism.



**Mode: In-Person Learning (15:1)**

**When: Offered in Phase 1 (Essential Workers Children Only), Phase 2, Phase 3**

**What: Classrooms Contain 15 Students Instead of 30 Students**



#### **Classroom Make-Up**

Typically, Ivy Hill Prep classrooms have **30 students with two teachers**, offering a 15:1 student to teacher ratio. In our Re-Opening plan, all classrooms will have a **maximum of 15 students with one teacher**, still offering a 15:1 student to teacher ratio.

#### **Health, Safety & Social Distancing**

With only 15 students in each classroom, there is enough square footage in each classroom to ensure students can keep a 6ft distance from one another for the duration of the school day.

Ivy Hill Prep's building location is large enough to occupy Ivy Hill Prep's students at maximum capacity of K-5 and 360 students. As Ivy Hill Prep is going into Year 2 and will only have 180 students during the upcoming school year, we have enough space to split each classroom in half, ensuring that classrooms will never have more than 15 students.

#### **Benefits**

With only 15 students in each classroom, teachers will be able to continue to provide data-driven instruction to students.

Due to the amount of space in the building, students can be in their classrooms while maintaining a 6-foot distance from other scholars and their teacher. This allows Ivy Hill Prep to maximize instructional time in school, as students will be able to attend Monday-Friday.



## In-Person School Schedule

7:30 – 8:00	Staggered Arrival
8:00 – 8:30	Morning Meeting
8:30 – 9:00	Martial Arts
9:10 – 9:40	CGI
9:40 – 10:10	Math Workshop
10:10 – 10:40	Read Aloud / Writing
10:40 – 11:40	Guided Reading Rotation 1
11:40 – 12:10	Lunch
12:10 – 12:30	Recess
12:30 – 1:30	Guided Reading Rotation 2
1:30 – 2:30	Guided Reading Rotation 3
2:30 – 2:50	Staggered Dismissal

*\*Mask breaks will be available during the school day.\**

## Attendance for Instructional Purposes: In-Person Instruction

Ivy Hill Prep prioritizes high academic achievement for all students, and thus, a scholar's attendance has a significant impact on his/her academic achievement. Whether a family chooses in-person or remote learning for their child, there will be protocols in place to track scholar attendance and follow-up on missing attendance.

For scholars who attend in-person instruction, a scholar will be counted "present" if:

- The scholar is physically present in the school building

To track scholar attendance, Ivy Hill Prep's staff will continue the usage of PowerSchool to organize attendance data. The information from PowerSchool is used to congratulate families on outstanding attendance and follow up with parents re: lateness and absenteeism.



**Mode: Ivy Hill Prep's Remote Learning Program**

**When: Offered in Phase 2, Phase 3**

**What: Pre-Recorded Videos & Work Submissions**



Ivy Hill Prep's Remote Learning program for the 2020-2021 school year is comprised of asynchronous learning. Daily, students will be provided with pre-recorded videos across content areas. Students will engage in a virtual, "I Do, We Do, You Do" virtual teaching approach that will guide them through mathematics and literacy instruction.

Daily, students will submit work to count as credit for each of their classes. Throughout the week, families will receive written and verbal feedback from their child's classroom teacher to provide next steps to aid them in continuing their learning.

### **Remote Learning Suggested School Schedule**

<b>8:00 – 8:30</b>	<b>Morning Meeting</b>
<b>8:30 – 9:00</b>	<b>Martial Arts</b>
<b>9:10 – 10:00</b>	<b>CGI</b>
<b>10:10 – 11:00</b>	<b>Math Workshop</b>
<b>11:10 – 11:30</b>	<b>Read Aloud / Writing</b>
<b>11:40 – 12:40</b>	<b>Guided Reading &amp; Phonics</b>
<b>12:40 – 1:40</b>	<b>Lunch</b>
<b>1:40 – 2:30</b>	<b>Free Play</b>

### **Attendance for Instructional Purposes: Remote Learning Instruction**

Ivy Hill Prep prioritizes high academic achievement for all students, and thus, a scholar's attendance has a significant impact on his/her academic achievement. Whether a family chooses in-person or remote learning for their child, there will be protocols in place to track scholar attendance and follow-up on missing attendance.



For scholars who are remote learners, a scholar will be counted “present” if:

- The required number of minutes for iReady Math and iReady Literacy are completed for the day, AND
- The scholar watches videos from Ivy Hill’s Remote Learning lab and uses the instruction to **submit work submissions** for CGI and Writing daily. Deadlines surrounding submission will be communicated to families closer to the start of the academic school year. Work samples must be completed before the deadline to be accepted for attendance for that specific day.

To track scholar attendance, Ivy Hill Prep’s staff will continue the usage of PowerSchool to organize attendance data. The information from PowerSchool is used to congratulate families on outstanding attendance and follow up with parents regarding absenteeism.



## Technology and Connectivity

### Technology Access

- To ensure Ivy Hill students and staff have access to technology, Ivy Hill Prep will provide all staff with laptop computers, and all students with Chromebooks to assist in their remote teaching and learning. To ensure the Ivy Hill staff and student body have access to broadband internet connection, Ivy Hill Prep will conduct a survey to assess which members of the Ivy Hill Prep community need access to hotspots for internet connection.
- Ivy Hill Prep will offer both an in-person and remote learning option for students. These multiple ways of participating in learning will give students many opportunities to grow academically and demonstrate mastery across content areas.





## Social Emotional Well-Being

### School Counseling Program Plan

Ivy Hill will adopt a Multi-Tiered System of Support throughout the school year. Tiered approaches seek to address the needs all students to promote healthy acknowledgement and coping strategies. The Counseling Plan will be created and developed by the School Social Worker, with collaboration and oversight by the Dean of Student Supports.

- **Tier I:** The Social-Emotional Learning (SEL) Curriculum will address the five-core social emotional competencies: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. The SEL curriculum aims to provide all students with the tools and strategies to acknowledge and self-regulate their emotions and behaviors. A weekly lesson will be taught by the School Social Worker and reinforced by activities facilitated by homeroom teachers throughout the remainder of the week. The activities planned will align with the (K-3) NYS goals and guidelines throughout the school year.

#### Trimester 1

- Identify and manage one's emotions and behavior
- Recognize the feelings and perspectives of others
- Consider ethical, safety, and societal factors in making decisions

#### Trimester 2

- Recognize personal qualities and external supports
- Recognize individual and group similarities and differences
- Use communication and social skills to interact effectively with others

#### Trimester 3

- Demonstrate skills related to achieving personal and academic goals
- Demonstrate the ability to prevent, manage, and resolve interpersonal conflicts in constructive ways
- Contribute to the well-being of one's school and community

- **Tier II** counseling supports are needed for 5-10% of the student population and vary based on student interest and need. Examples include informal group counseling through the form of lunch bunches or snack and chats. These sessions will be led by both the School Social Worker and the School Nurse. These students will also receive an "adult buddy" who is another staff member in the building who will check in on them weekly via telephone or zoom, depending on the student's preferences.
- **Tier III** supports would result in a referral to outside resources and referrals for the student to address the necessary supports. Additionally, the student would be onboarded to receive individual counseling to address their unique needs, upon receiving parental consent, in addition to participating in Tier I and II support interventions in place.



### **Advisory Council**

The Advisory Council for Social-Emotional Learning (SEL) will consist of 7 members: Dean of Student Support, School Social Worker, Head of School, one teacher and three parent representatives. The Advisory will meet before the start of each trimester to evaluate the efficiency and implementation of the SEL Curriculum and Counseling objectives. The Advisory Council Meetings will be held on the following dates: August 12<sup>th</sup>, October 28<sup>th</sup>, February 25<sup>th</sup>. Meetings will be held virtually utilizing zoom until Ivy Hill has entered Phase 2 of their Re-Opening plan. The Dean of Student Support will compose each meeting agenda and post it at one week before the meeting. The School Social Worker will take minutes at each meeting and post it within one week of conclusion to the Advisory Council meeting.

### **Social Emotional Resources**

The Social Worker will compose a separate list of resources and referrals related to: mental health, behavior support, and emotional support. More than 50% of the resources provided will be located in Brooklyn, NY, based on the addresses of students enrolled. At least one resource from each of other boroughs of New York City will also be included. All resource lists will include free and price-based options, clearly denoted for families. Resource lists will be located on the Ivy Hill website and printed in the main office so that families may access both a hard- and soft-copy of the resource lists. Ivy Hill staff members will also have access to the resource lists via the school's online document database for dissemination purposes.

### **Faculty and Staff Training**

Ivy Hill staff members will participate in a Trauma-Informed Response Training during Summer teacher training, *Summer Institute*, on Thursday, August 6<sup>th</sup> for two hours. This will serve as the first of 5 subsequent trainings to inform and deepen our practices and approach to trauma-informed teaching. Topics include: exploring our own trauma, recognizing signs of trauma in youth under the age of 8, restorative behavioral practices, and implementation and integration of SEL curriculum. Sessions will be led by licensed social worker contractors, in-house counselors, and the Dean of Student Support. The goals of these sessions are to create spaces where staff members are able to process their own emotions and identify productive ways of healing and addressing their emotions.

In addition to professional development sessions held bi-monthly, staff members will also respond to a monthly survey that assesses their mental space and mindset. This survey will be crafted by an outside contractor and inform weekly staff meeting topics and activities to promote coping and resilience skills in staff members.

Ivy Hill staff members will also participate in a session on implicit bias, structural racism, and race during Summer Institute on Friday, August 7<sup>th</sup> for two hours. This session will allow the Ivy Hill Prep community to take ownership of each individual's bias that is brought to the work, ways to prevent those from negatively impacting the work as educators, as well as ensuring that our academic space is uplifting and inclusive of all races.



## Special Education

Ivy Hill Prep is committed to ensuring that all enrolled students receive quality instruction whether in-person or remote in accordance with the Free and Appropriate Education (FAPE) provision. Special education services and programs will be available for all students who qualify for an IEP regardless of their mode of instruction. Academic programs and related services will be conducted in-person utilizing proper precautions and PPE equipment for students and adults. Academic programs and related services conducted via remote-learning will begin upon receipt of verbal or email consent of the parent of the student with an IEP.

### Parent Communication

Ivy Hill families of students who have Individualized Education Plans (IEPs) and 504-Plans will receive clear and frequent communication regarding their mandated services to meet the requirements of the 2004 Individuals and Disability Education Act (IDEA). Individualized schedules will be distributed to families, in their preferred language, before the start of the academic year. These schedules will detail:

- How each academic and related service will look and the precautions that will be taken. (decreasing class sizes, maintaining the 60-40 percentage for ICT settings, personal protection equipment, plastic shields, ventilation, etc.)
- The days, times, and locations (in-person, virtual) of academic and related services.
- The person who will be administering the academic or related service.

Parents will also be notified of upcoming IEP meetings with at least 10 days' notice, with the ability to participate over the phone. Parents will also receive an email or mailed copy of all meeting documents, depending on their preference. Parents will be able to reach out to the Dean of Student Support throughout the phased re-opening of Ivy Hill with questions or concerns.

### School Collaboration with Committees on Special Education (CSE)

Ivy Hill Prep will communicate changes to our school's past programs and services offered to students with IEPs to the CSE 6 team. These changes will include rationale, precautions, and considerations taken in making the changes to the programs and services. For example, class sizes decreasing from 30 students to 15 students, but maintaining a 60-40 percentage split of general education and special education students to maintain the least restrictive learning environment (LRE). Ongoing monitoring of student performance and progress will be reported to both CSE 6 and parents. Ivy Hill is committed to working collaboratively with CSE 6 to ensure quality and purposeful instruction and academic progress for all students with IEPs. The Dean of Student Support will be proactive in seeking resources from CSE 6 and other schools within its jurisdiction to promote student learning during these unprecedented times.

### Special Education Accommodations

Ivy Hill prep is committed to maintaining all necessary accommodations, modifications, supplementary aids and services and technologies to meet the unique needs of students. Students with IEPs and 504-Plans will receive their testing accommodations for all in-person and distance learning assessments. They will also receive any



additional modifications during distance learning that will support their academic growth and development. Students who utilize assistive technology will have access at home and receive the direct contact of the service provider to ensure proper function. The Dean of Student Support will conduct monthly check-ins to ensure that assistive technology continues to operate as intended.

### **Special Education: Program Documentation**

Ivy Hill Prep's related service and SETTS providers will input their progress meeting notes into SESIS on a weekly basis. If parents opt-into remote learning for their student, they will be required to give verbal or email consent for the facilitation of services virtually. Each remote learning student with an IEP will have a Remote Learning Plan in SESIS that will detail how their services look or change (group mandates changed to individual due to HIPAA). All parents will receive progress reports that speak to their student's proficiency of IEP goals with their student's trimester report card throughout the year, and before a scheduled IEP meeting in their preferred language and mode of communication. The Dean of Student Support will conduct monthly audits to ensure that all session notes have been uploaded into SESIS for each student with an IEP. In the event that the start of services is delayed, the Dean of Student Support will make note of the time missed for the request of compensatory services to CSE 6.



## Bilingual Education & World Languages

### ELL Identification Process

Ivy Hill Prep has included the Home Language Survey in every enrollment package for new students for the 2020-2021 academic year and mid-year transfers during COVID-19 school closures in the 2019-2020 academic year. Families are given the Home Language Survey in their native or dominant language and based on their responses Ivy Hill determine if the student is eligible to be assessed with the New York State Identification Test for English Language Learners (NYSITELL) to determine their English proficiency. Ivy Hill is committed to appropriately and expeditiously identifying English Language Learners (ELLs).

### Instructional Units of Study

Ivy Hill Prep is committed to ensuring that English Language Learners (ELL) and Limited English Proficient (LEP) students reach their full academic potential by offering supplemental support to develop their proficiency of the English language. The supplemental support will be dictated by the instructional Units of Study provided by NYS for (K-8) students according to their proficiency level. Ivy Hill will also add additional units based on the needs of the students. Ivy Hill teachers and staff members engage in professional development opportunities to learn effective strategies to employ when working with ELL students.

### Parent Communication

Parents/guardians of ELL students will receive frequent communication pertaining to their student's progress of Ivy Hill curriculum and standards, as well as ELL instructional Units of Study. All communication efforts will be made in accordance with the family's preferred language and mode of communication.



## Communication with Parents

As Ivy Hill Prep prepares to open for the 2020-2021 school year, safety and high academic achievement for our students are paramount, despite the current circumstances. Our continuity of learning plan contains Ivy Hill Prep's traditional curriculum, which is NYS Common Core aligned. Our approach for instruction for the upcoming year encompasses a combination of remote learning, live remote learning, and in-person instruction.

Our team is pleased to offer a variety of options for parents to ensure each family can choose what is best for their child. Regardless of the mode of instruction that is chosen, high-quality instruction is promised. All children will be given the opportunity to provide student work, receive data-driven and targeted feedback, and assessments to track their progress throughout the year.

### Communication with Parents

Communication with Parents: 2020-21 Reopening		
Parent/Guardian Needs Assistance With:	Parent Should Reach Out To:	Use This Type of Communication
Switching from Remote Learning to In-Person Learning  OR  Switching from In-Person Learning to Remote Learning	Front Office & Parent Coordinator: <b>Mrs. Torres</b>	<b>Phone:</b> (917) 789-8959  OR  <b>E-Mail:</b> <a href="mailto:Info@ivyhillprep.org">Info@ivyhillprep.org</a>
<b>Academic Question</b> Pertaining to Schoolwork/Grading/Homework Assistance	<b>Classroom Teacher</b>	<b>Phone:</b> All phone numbers of classroom teachers will be shared with respective families closer to the start of the academic school year. Parents should expect to hear back from teachers within 24 hours, and after the end of the academic school day.  <b>E-Mail:</b> All e-mail addresses of classroom teachers will be shared with respective families closer to the start of the academic school year. Parents should expect to hear back from teachers within 24



		hours, and after the end of the academic school day.
Academic Question Pertaining to an IEP or 504 Plan	Dean of Student Support <b>Ms. Williams</b>	<b>Phone:</b> (917) 789-8959  OR <b>E-Mail:</b> <a href="mailto:dwilliams@ivyhillprep.org">dwilliams@ivyhillprep.org</a>
<b>Technology Question</b> Pertaining to Internet Accessibility or Chromebook Assistance	Director of Operations <b>Mr. Parker</b>	<b>Phone:</b> (917) 789-8959  OR <b>E-Mail:</b> <a href="mailto:Info@ivyhillprep.org">Info@ivyhillprep.org</a> or <a href="mailto:bparker@ivyhillprep.org">bparker@ivyhillprep.org</a>
To set up a virtual meeting with the Head of School, Ms. Johnson, please reach out to Front Office Coordinator, Mrs. Torres, with desired topic of meeting and 3-4 available times that work with your schedule.		



## Child Nutrition

A successful nutrition program is a key component to a successful educational environment. Children cannot focus on learning when they are hungry. School meals boost learning, and studies show that students perform best academically when they are well nourished.

Ivy Hill Prep Charter school is not its own School Food Authority; therefore, Ivy Hill Prep will be abiding by all SFA regulations as instructed. Students who are physically present in school will be served all meals in their respective classrooms. Ivy Hill Prep will not be utilizing its cafeteria space for meals as it has in the past to best practice social distancing for staff and students. School meals will also be made available for students who opt into Remote Learning. These families will be given a specific pick-up time and location to pick up meals. This time and location will be provided closer to the start of the academic school year.

Ivy Hill Prep will rely on NYCDOE SchoolFood to ensure that service personnel follow all appropriate guidelines for safety as recommended by the NYDOH. The school will train school staff as needed to reinforce the protocols adopted by the food service and custodial personnel to ensure healthy, safe meals and the least disruption to the instructional day.

### Food Allergies

All student food allergies will be posted in each students' respective classroom as Ivy Hill Prep has done in the past to maintain clear communication in effort to protect our students with food allergies.

Sharing of food and beverages will not be permitted. With a 15:1 ratio in our classroom's students will be spaced apart to encourage social distancing measures. Thus, allowing our teachers ease of access to maintain classroom management with the added addition of monitoring for social distance compliance by students.

### Hand Hygiene

All classrooms will have their own supply of hand sanitizer and individualized times to step out to practice hand hygiene prior to eating meals and directly after each student has finished their meal.

### Family Communication

All communication that goes out to families are translated as needed to families who do not speak English. All parent communication goes out through the schools SIS (School Mint) and through Classroom Dojo a web app-based platform for in the moment communication between the school and parents. All communication is approved by the Head of School prior to dissemination.





## Transportation

### The School Bus

Ivy Hill Prep utilizes NYC DOE Busing through the Office of Pupil Transportation. Ivy Hill Prep expects OPT to follow all guidelines outlined by NYSED.

Ivy Hill Prep will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety as recommended by the NYDOH.

When Ivy Hill Prep is provided with the roster of children who have been approved for bussing, Ivy Hill Prep will notify parents of their individualized bus routes and outline all bus safety precautions that should be taken while on the bus.

Ivy Hill Prep will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety. Those families relying on NYC public transportation will be provided with full information and guidance for using public buses, subways, and taxis according to NYCDOH rules.

### School Bus Staff

Ivy Hill Prep utilizes NYC DOE Busing through the Office of Pupil Transportation. Hence, school bus drivers are not employees of Ivy Hill Prep. Ivy Hill Prep's Bus Matrons will be mandated to perform a self-health assessment for symptoms of COVID-19 prior to arriving to work. If personnel are experiencing any of the symptoms of COVID-19, as listed above in this document, they should notify their supervisor at Ivy Hill Prep and immediately seek medical attention.

Ivy Hill Prep's Bus Matrons are mandated to wear a face covering along with an optional face shield.

Ivy Hill Prep Bus Matrons will be trained and provided periodic refreshers on the proper use of PPE and the signs and symptoms of COVID-19.

NYC DOE should provide all school bus drivers with appropriate PPE equipment. If Ivy Hill Prep's assigned bus drivers do not have PPE equipment upon arrival to Ivy Hill Prep, Ivy Hill Prep will provide such individuals with the appropriate resources. Ivy Hill Prep's Bus Matrons will be provided with PPE equipment for their shifts. These materials include, but are not limited to: masks, gloves, hand sanitizer, etc.

Ivy Hill Prep Bus Matrons are required to wear gloves, as they may have direct physical contact with students.

### Students on Transportation

As discussed above, all parents/guardians of Ivy Hill Prep students are required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school.



Students must wear a mask on the school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.

Students must social distance (six feet separation) on the bus.

Students who do not have a mask cannot be denied transportation. For afternoon bus trips, Ivy Hill Prep will supply a mask to students who do not have. However, parents are mandated to ensure their child has a mask for the school day.

Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

Students will be reminded of bus rules, like, to not eat or drink on the school bus, which would require them to remove their mask.

### **Pupil Transportation Routing**

All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend charter schools. Parents who have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

If Ivy Hill Prep is in session when the district is not in session IHP will alert OPT to make arrangements for bussing for all students who have been assigned a bus route by OPT.



## Facilities

When students and adults return to their school buildings for in-person instruction, it will be vitally important that the physical spaces they occupy are configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus. Ivy Hill Prep will follow health guidance related to social distancing and other safety measures that must be put in place to slow the spread of COVID-19.

### **General Health and Safety Assurances**

Ivy Hill Prep Charter school will follow all guidance related to health and safety in accordance with NYSED's Re-Opening Guidance.

### **Fire Code Compliance**

There will be no material changes or additions to our facilities that will require review by the Office of Facilities Planning (OFP).

### **Doorways**

Ivy Hill Prep will make no changes to its current doorways. Ivy Hill Prep will keep all doors in an open position as stated in the NYSED issued guidance during normal usage.

### **Emergency Drills**

Ivy Hill Prep will continue to conduct its emergency drills in accordance with the New York City Department of Education's requirements. Ivy Hill Prep will also continue to follow Fire Code Section 404 in maintaining Fire Safety, Evacuation, and Lockdown Plans. There will be no required material changes to our plan in order to maintain effective social distancing.

### **Inspections**

Inspections are the responsibility of our landlord as per our rental contract agreement. As a joint effort in conjunction with our landlord Ivy Hill Prep follows up on all facility exception matters during pre-opening prior to the new school year and upon closing out for the summer to stay abreast of any issues that would expose us to be non-compliant.

### **Lead Testing due in 2020**

Ivy Hill Prep will comply with NYS DOH regulation 67-4, Lead in Water Testing.

### **Ventilation**

Ivy Hill Prep does not have any current nor planned upcoming changes that would be need to be submitted to OFP for review and approval.

### **Alterations Mandatory Requirements, Space Expansion Mandatory Requirements, Tents for Additional Space Requirements, Plumbing Facilities & Fixtures Mandatory Requirements**

N/A



## Staffing

### Teacher Evaluation Systems

At Ivy Hill Prep we believe that exceptional teaching produces exceptional results. Quality teacher development is at the core of high academic achievement levels of our children. Pursuant to Education Law 3012-d, Ivy Hill Prep will continue to fully implement our currently approved APPR plans. The following modes of Annual Professional Performance Review will be available to teachers in all 4 Phases of Ivy Hill Prep's Re-Opening Plan, including both remote and in-person teaching.

Professional Development Opportunities	
Classroom Observation & Formal Feedback Cycle	The Head of School will conduct weekly 10- to 25-minute classroom observations of all teachers. If a teacher is teaching virtually, classroom observations will happen via virtual classrooms. After observations, teachers will receive written feedback that highlights observed areas of strength and growth. Coaches will highlight teacher and scholar actions that led to the achievement data collecting during and after the lesson. When coaches observe, they will look for teachers modeling exemplary practices. Often, coaches will shift the schedule of a struggling teacher to allot time for the struggling teacher to observe the teacher who is modeling a particular skill.
Video Observation & Debriefs	All teachers will record a lesson at least once every other week. The Head of School will watch recorded videos and discuss the areas of strength and weaknesses. Though all teachers will receive in-person observations, we will continue to build a bank of highly effective in-person and virtual instructional videos that highlight effective elements of instruction.
Mid-Year Review	Utilizing the results rendered from the above evaluations, the Head of School will conduct a Mid-Year Review for all staff members, whether the school is participating in in-person or remote instruction. Mid-Year Evaluations occur during January and February to reflect the performance for the first half of the academic year. The Head of School will meet with each employee individually to discuss the findings of the evaluation and compare the findings to the self-evaluation conducted by the teacher. The teacher will use the feedback received to inform his/her practice in the upcoming months, while still receiving continued professional development by the Head of School.