

# 2021-2022 Re-Entry Plan

Revised 2/14/2022

Inwood  
Academy

For Leadership

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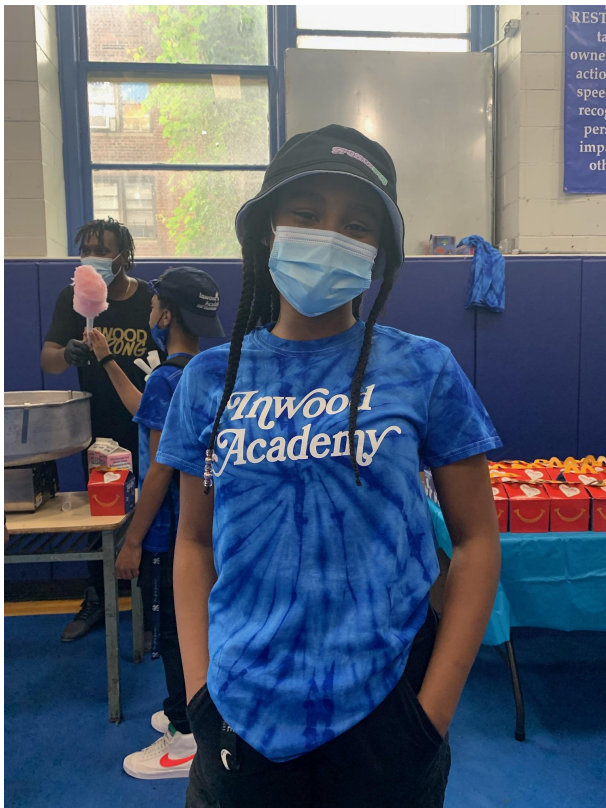
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## MESSAGE FROM INWOOD ACADEMY LEADERSHIP TEAM

# Inwood Strong – IAL's Recovery

We have planned for and addressed the reopening of our school community, with an understanding that the health, safety, and wellness of students, families, educators, and staff must be a priority.

We believe that IAL has the leadership capacity and is uniquely positioned to lead that initiative. True leaders act during chaotic times. Therefore, we have developed guiding principles for our school community as we contemplate the reopening of schools that provide educational environments that are conducive to learning, while maintaining the safety and security for students, faculty, and staff.



Inwood Strong: Recovery Plan for Education contains a wealth of information that can be used as a point of reference by school leaders, students, and school communities. Through the collective endeavors of educational leaders and stakeholders throughout the state, the future educational needs of students will be fully addressed. The most important step will be for leadership to base important decisions on data, the uniqueness of individual school systems, financial capabilities, technological capabilities, and student needs. Prior planning will set the stage for accomplishments that will be achieved throughout the school year.

Remote learning cannot replace students' experiences with their teachers, administrators, and support staff. All of the students and educators with whom we have spoken have greatly missed the daily interactions that can only be experienced in classrooms and schools. We must all unite in our efforts to maintain equitable learning opportunities and safely return students to their schools.

We understand that IAL's educators, staff and families are working hard to support students during these difficult times. As educational leaders we must remain steadfast in our determination to respond to evolving conditions with empathy, flexibility, and creativity.

Our reentry plan includes three major components:

- 1) **Health and Safety**
- 2) **Educating Each Student on What Matters Most (Academics and Instruction)**
- 3) **Continuing Connections (Socio-Emotional Support)**

## CHAPTER 1 Introduction

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Inwood Academy for Leadership (IAL) will empower students in Inwood and Washington Heights to become agents for change through community focused leadership, character development and college preparedness.

As a school, we are committed to our Trailblazer Family. There is nothing we can do on our own to get through this crisis, but as a family we are able to come together to care for and support one another. Leaders are often born out of hard times. To support our young leaders and your families, we are committed to the following through and beyond this difficult time.

### Where We are, Who We Are

As a result of the COVID-19 pandemic and state of emergency declared by Governor Andrew Cuomo, NY State schools have been closed since March 16, 2020, through the end of the 2019 - 2020 school year. There is an understanding that education as we know it today will be changed tremendously in numerous unprecedented ways. It is incumbent upon educational leaders to begin taking concrete steps to **restore, reconstruct, and re-design education** to ensure that all students can learn and grow, even during a period of virtual or blended learning. The COVID-19 pandemic has in many ways changed our educational, economic, societal, and everyday way of life. As a result, we are now faced with an extraordinary challenge that will require the deployment of our individual and collective expertise to **address the needs of students, families, staff, faculty, and school communities**. Now is the time for each and every one of us to show conviction and courage in the decisions that are made, based upon historic changes not only in New York City, but also worldwide.

Since the closure of schools, the leadership of IAL has been meeting multiple times each week to address issues related to COVID-19. To start the planning cycle, we hosted a parent session to elicit feedback from our families. This helped to guide our planning throughout the weeks and months following. The reentry planning group included our CEO, COO/CFO, Principals, Assistant Principals, Directors, and Teachers. The Reentry Planning team met many times a week in committees, specifically, Academic Committee, Culture Committee, and Health and Safety Committee. Now is the time to move forward to plan for the opening of schools in an environment which is safe for students, educators and all school personnel. **The Inwood Strong Reentry Plan for Education** will address processes and procedures that would immediately be utilized as a road map for the 2021 - 2022 School Year.





## 1.1 Charter Schools - Oversight

The New York Charter Schools Act of 1998 authorized the creation of charter schools in New York State. Charter schools are public schools that operate independently and autonomously of local school districts. Charter schools offer public school choice to their communities with the goal of improving student achievement, particularly for children at-risk of academic failure.

The Charter authorizers (SED, SUNY, NYC-DOE) jointly with the Board of Regents, are required to provide oversight sufficient to ensure that schools are in compliance with applicable law and the terms of its charter. The authorizers' oversight includes approval of renewal of IAL's charter.

**Charter Date:** IAL received its charter on December 15, 2009 from the NYS Board of Regents.

**Authorizer:** The NYC Department of Education is IAL's authorizer.

## 1.2 Board of Directors - Oversight/Governance

The Act provides that charter school Boards of Trustees are autonomous, and that their powers include the full set of rights of trustees under the not-for-profit corporation law of the State.

Consistent with the School by-laws, there is a requirement to maintain a minimum of seven and a maximum of eleven board members. Terms of service are established at each Annual Meeting and terms can be extended based on consensus. There is no formal expiration of a Board member's term of service.

The School's Board of Trustees (the "Board") holds the charter and is legally accountable for the School. The Board has oversight of governance and all operational and fiscal activity. To facilitate these duties, the Board elects a Chair, Treasurer, and Secretary. Further, the Board has established standing committees including, but not limited to, Executive, Finance, and Academic. Specifically, the Board is responsible for the following:

- Establishing and updating the School's mission, policy and strategic planning and ensuring that the strategic direction and articulated goals are met over time.
- Providing financial oversight, reviewing and approving the School's annual budget and maintaining adherence to the budget throughout the fiscal year.

Compliance with all applicable laws and regulations.

## CHAPTER 2. Health and Safety

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### The most important prevention measures will be:

- Communication with the school community.
- It is mandatory that individuals stay at home if sick with any undiagnosed symptoms delineated above.
- Hand washing with soap and water for 20 seconds, especially before touching your eyes, nose, mouth, is extremely important to minimize acquiring the disease. If soap and water are not available, individuals should use a hand sanitizer (60% - 70% alcohol-based).
- Social distancing of 3 feet is best; however, if this is not possible, a face covering will be worn (which was recently mandated by NY State) and frequent hand washing is imperative.
- Individuals should cough/sneeze into a tissue or the inside of their elbow to minimize the spread of moisture droplets expelled.
- If someone is infected with COVID-19 or exposed to a known COVID-19 case, isolation (**quarantining**) is required for 10 days at home for unvaccinated individuals.

### Following these measures can ensure that we reduce the spread of COVID-19.

### In addition, the school will be taking the following measures:

- Adjust to align to changes provided from the CDC, NYSED & NYC DOH guidelines
- Monitor the statistics throughout the year
- Clean all surfaces multiple times within the school day
- Increase airflow and ventilation where climate allows (open windows, use air conditioning where available, providing air purifiers, etc.)
- Provide staff and students with PPE to ensure that they are safe
- Staff, students and approved visitors are required to arrive with face covering. School will provide individuals who forget face covering with disposal face masks upon arrival
- Ask that all staff and students wear a mask at all times
- Provide highly visible markings showing students allowable social distancing when necessary
- Check all students and staff temperatures to ensure that they do not have a temperature above 100.4
- Check pre- screening tools/sheet
- Any student or staff member who does have a temperature of 100.4 will be further evaluated to determine if they must immediately be sent home
- Minimize student transitions by having staff transition spaces and keeping cohorts of students in anchored locations

## 2.1 Policies for all stakeholders/school community members

Ensuring that all those in our community are safe is our primary concern. Due to this, we will comply with all CDC, NYSED and NYC DOH guidelines. Our Leadership team will consistently review updates and adjust policy as needed.

Our communication with our school community (families and staff) is crucial in order to support safety for all parties. Due to this, we will consistently meet with all stakeholders in order to inform them of any new school policy.

### Communication when there is a confirmed COVID-19 Related Case

If the school learns of a staff/student confirmed COVID-19 case, we will notify staff, families, and the public as determined by DOH guidelines. We will do this in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws. We will immediately communicate with the parent/guardian of all students in that specific cohort along with staff that interacted with the infected individual. **The staff who are NOT vaccinated will be asked to quarantine for 5 days as per NYS DOH, NYSED and CDC guidance and guidelines.**

As per NYSED, CDC and NYC & NYS DOH in a classroom setting, students who were within 3 to 6 feet of an infected student where students were engaged in consistent and correct use of well-fitting masks are not considered close contacts. The facility will be disinfected overnight to ensure that the facility is safe to return according to CDC guidelines. School will work with the NYCDOH to determine what conditions (i.e. number of positive COVID-19 cases in the building) would trigger a section, or full school closure and the amount of time of the closure. According to the CDC, people who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. Fully vaccinated people should get tested 3-5 days after their exposure, even if they do not have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

- The staff who are **NOT vaccinated** will be asked to quarantine for 10 days as per NYC DOH, NYSED and CDC guidance.
- **As per NYSED, CDC and NYC DOH in a classroom setting, students who were within 3 to 6 feet of an infected student where students were engaged in consistent and correct use of well-fitting masks are not considered close contacts.**
- The facility will be disinfected overnight to ensure that the facility is safe to return according to CDC guidelines.

### Students CONFIRMED WITH COVID-19 can return when all the following are true:

- Students that test positive for COVID-19 will be required to stay out of school for 5 days or until symptoms end per the guidance of the NYSDOH.
- No fever for 24 hours without the use of fever-reducing drugs.
- Their overall illness has improved.

### Students test negative for COVID-19 can return to school when all the following are true:

- Are not experiencing symptoms
- It has been 24 hours since their symptoms have ended.
- They never had a fever or have not had a fever for the 24 hours without the use of fever-reducing drugs.



**Unvaccinated Student is experiencing COVID-19 symptoms or has been exposed to a person with COVID-19**

- Unvaccinated Student quarantine for 5 days
- If exposure is in the household student must quarantine an additional 5 days
- Parents/guardians immediately contact the Inwood Academy Director of Family and Community Engagement (FACE), Tatiana Mahoney. *(Please refer to Appendix B for Parent/Student Checklist)*

**Vaccinated Student who is exposed to a person with COVID-19 and is experiencing symptoms:**

- Does Not Need to Quarantine
- Get tested for COVID-19 3 to 5 days after exposure
- Parent/guardian immediately contact the Inwood Academy Director of Family and Community Engagement (FACE)

**Students CONFIRMED WITH COVID-19 can return when all the following are true:**

- Students that test positive for COVID-19 will be required to stay out of school for 5 days or until symptoms end per the guidance of the NYCDOH.
- No fever for 24 hours without the use of fever-reducing drugs.
- Their overall illness has improved.

**Student test negative for COVID-19 symptoms or has been exposed to a person with COVID-19**

- Are not experiencing symptoms
- It has been 24 hours since their symptoms have ended
- They never had a fever or have not had a fever for the 24 hours without the use of fever-reducing drugs.

**Student is experiencing COVID-19 symptoms or has been exposed to a person with COVID-19 and NOT vaccinated:**

- Unvaccinated Student quarantine for 10 days
- Parent/guardians immediately contact the Inwood Academy Director of Family and Community Engagement (FACE), Tatiana Mahoney. **(Please refer to Appendix B for Parent/Student Checklist)**

**Student who is vaccinated and has been exposed to a person with COVID-19 and NOT experiencing symptoms :**

- Does not need to quarantine

**Student who is vaccinated and exposed to a person with COVID-19 and is experiencing symptoms :**

- Get tested for COVID-19
- May return to school after receiving a Negative Test or 24 hours symptom free
- Parent/guardians immediately contact the Inwood Academy Director of Family and Community Engagement (FACE), Tatiana Mahoney. **(Please refer to Appendix B for Parent/Student Checklist)**

**Students who arrive at school sick or become sick at school, learn of positive COVID-19 test result will be sent home (proper support measures will be taken refer to pg. 10 Early Dismissal Due to sickness policy):**

- Tatiana Mahoney, Director of Family and Community Engagement is the point of contact- if student/member of household tests positive for Covid-19

**Students that have been out sick for illness not related to COVID-19 should not return until all the**

**following are true: (please refer to Appendix C - WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL)**

- It has been 24 hours since their symptoms have ended.
- They never had a fever or have not had a fever for the 24 hours without the use of fever-reducing drugs.
- Their overall illness has improved.

#### **Student/Family Privacy:**

We will continue to handle student/family health and personnel data in a manner that complies with state and federal laws and IALCS policies. This includes information that a student or family member has COVID-19 or been exposed to COVID-19. Information will be shared with appropriate parties and administrators on a need-to-know basis.

#### **Medical Emergency / Sick Student Policies**

If there is a medical emergency involving your child a designated staff member will do the following:

- Call parent/guardian and continue calling down the list of numbers on the Emergency card until contact is made, to arrange student pick up.
- Call 911 if necessary
  - Wait for the ambulance and EMTs.
- Call you to let you know what hospital your child will be taken to; you should then travel to that hospital. We have to wait for the EMTs to tell us which hospital, and sometimes that is not determined until they are ready to leave the building.
- Escort your child to the hospital and wait until you arrive before leaving.

#### **Availability of Safe Transportation**

The school 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 should follow the guidance for using public buses, subways, and taxis according to NYCDOH rules.

#### **Early Dismissal Due to Sickness**

Students cannot be dismissed before the official end of the school day without a parent / guardian or an adult who is listed on the Emergency Contact Cards. If an emergency arises and you need to have your child dismissed to someone who is not on the emergency contacts card, please call the main office with pick up details. Early dismissal must be received in writing (email, text, letter) and office staff member will confirm with parent/guardian prior to dismissal. Middle School students who are not home alone must be signed out by parent/guardian.

## **2.2 Building Preparation and Services to School Community**

#### **Middle School Arrival**

- All students will enter using the side doors - the main entrance will not be used. The entrances will be divided by grade as they previously were for dismissal.
- Upon arrival students will stand outside (practicing social distancing) as they wait. Team members

will complete a temperature, face covering check and provide hand sanitizer and will check off the students for attendance.

- [Pre screening form check](#) (Appendix A) for students will be completed once a week (electronically)
- Attendance will be taken using Swipe K-12 (QR Code provided), but staff will be required to take attendance again in the classroom.

### **Middle School Dismissal**

- Staggered dismissal by grade and classroom, using grade respective side doors.
- Any student attending PSW will stay with the teacher until someone takes over from PSW.
- Home alone, Parent/ Guardian pick-up, and Van transportation students will be escorted down by the other teacher in the room.
- Busing students dismissed to lobby or picked up at classrooms.
- Late pickups will be held in a room on the first floor or the cafeteria.

### **High School Arrival**

- All students will enter using the main entrance.
- Upon arrival students will stand outside (practicing social distancing) as they wait. Team members will complete a temperature check ,face covering check before they enter the building.
- [Pre screening form check](#) (Appendix A) for students will be completed once a week (electronically)
- Yondr and attendance check-in, students will go to lockers if needed and then to classrooms.
- Attendance will be taken using Swipe K-12 (QR Code provided), but staff will be required to take attendance again in the classroom

### **High School Student Dismissal**

- Staggered dismissal by schedule

### **Student Early Dismissal Due to Sickness**

Students cannot be dismissed before the official end of the school day without a parent / guardian or an adult who is listed on the Emergency Contact Cards. If an emergency arises and you need to have your child dismissed to someone who is not on the emergency contacts card, please call the main office with pick up details. Early dismissal must be received in writing (email, text, letter) and office staff members will confirm with parent/guardian prior to dismissal. Middle School students who are not home alone must be signed out by parent/guardian.

### **Signage**

Signs will be posted throughout buildings and inside of each classroom so that staff and students are aware of all expectations to enter the building and policies once inside of the building

- Signs will be posted in each classroom and around the hallway
- 3 feet markers in the classrooms,
- 6 feet in the hallway (floor decals)
- Mandatory face mask signs

### **Visitor Procedures**

Visitors will be extremely limited in the building. Only visitors that need to be on site due to school related issues will be allowed to enter the building. Visitors will be required to wear face coverings and complete a pre screening form. Outside visitors will be screened as they arrive on campus and must be symptom free. They must be accompanied by a staff member to minimize contact with our students.

### **PPE (Personal Protective Equipment)**

School will provide staff and students who do not have face covering, misplaced face covering or forgotten face covering with a disposal mask. School will place hand sanitizer stations throughout the facility for staff and student use. School will ensure that each classroom, office space and restrooms have all the adequate supplies and equipment to ensure hygiene and safety are the top priority.

### **School Food**

School food for students will be delivered daily by the food provider and separated for each classroom/cohort by Kitchen staff. The food provider will provide individually wrapped meals served in 2 to 3 compartment trays, sealed by plastic that can be heated.

Individual packaged breakfast will be provided at arrival.

Lunch will be delivered to the High School classrooms. Students are allowed to bring food from home but reheating is not allowed.

### **Bathroom Usage**

One student at a time will be allowed to use the restroom and must wear a mask in the restroom as it has been identified as a common space. Restrooms will be cleaned every 30 to 45 minutes.

Staff must wear masks while using the staff restroom and wipe down the sink and door handles after use.

### **Water Policies**

Students will be asked to bring water bottles to the school. The school has water fountains that students will be able to access to refill water bottles. Hand sanitizer stations will be next to fountains for students to immediately use. Wiping down of the fountain will occur every 20 to 30 minutes.

### **Shared Objects**

Students will not be allowed to share objects in order to maintain social distance, students will be asked to bring their own school supplies, art supplies, pencils, erasers, paper etc.

### **Technology Usage**

Chromebook carts will be assigned to a classroom/cohort. Administrator will assign students a chromebook for daily use. Chromebooks will be assigned to each student while in person for personal use. Chromebooks will be disinfected daily at the end of use. Students should leave their personal electronic devices at home.

Teachers are to monitor that students are not sharing Chromebooks or using a Chromebook that is not assigned to the student. Should the Chromebook assigned to the student become damaged the teacher is responsible for completing the Chromebook repair request form, and take the Chromebook to the main office at the end of the day.

### **Physical Education Class/Afterschool Sports/Enrichment Programming**

PE activities have been leveled according to risk. PE teachers focus on providing low risk activities in PE classes. When possible, the PE classes will utilize the outdoors as this ensures that there is the least risk

possible to students. When not possible to utilize the outdoors, PE teachers will work to provide no contact activities. Students and staff will utilize face masks during PE periods. Staff will sanitize equipment and the gym area after every transition.

PHYS ED	ENRICHMENT	ATHLETICS
<b>TRANSITION</b>		
<ul style="list-style-type: none"> <li>• All staff and students should be screened for signs/symptoms of COVID-19 before entrance into the building.</li> <li>• Students will sanitize for entry and exit of classes.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff and students should be screened for signs/symptoms of COVID-19 before entrance into the building.</li> <li>• PE teachers are the only teachers that students transition to.</li> <li>• Students will sanitize for entry and exit of classes.</li> </ul>	<ul style="list-style-type: none"> <li>• All coaches and students should be screened for signs/symptoms of COVID-19 prior to practices or workouts.</li> <li>• High School students will be rescreened prior to entry.</li> <li>• Middle School students will report to the cafeteria for rescreening.</li> </ul>
<b>GATHERING</b>		
<ul style="list-style-type: none"> <li>• Sports will be phased in by level of risk (See Risk Level chart Below).</li> <li>• Joint periods will be split into indoor and outdoor activity, if necessary. However, in the event of rain the gym has capacity to gather more than 30 students with proper social distancing guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow room capacity guidelines provided by operations.</li> <li>• Personnel will be assigned specifically for screening.</li> <li>• Extra personnel will be assigned to ensure areas are sanitized.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow room capacity guidelines provided by operations.</li> <li>• Personnel will be assigned specifically for screening.</li> <li>• Extra personnel will be assigned to ensure areas are sanitized.</li> </ul>
<b>CLEANING</b>		
<ul style="list-style-type: none"> <li>• Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.</li> <li>• Request for custodial staff to disinfect equipment between classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.</li> <li>• Hand sanitizer should be plentiful and available to individuals as they transfer from</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.</li> <li>• Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.</li> </ul>

<ul style="list-style-type: none"> <li>Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.</li> </ul>	place to place.	
<b>ACTIVITY AND EQUIPMENT</b>		
<ul style="list-style-type: none"> <li>Water bottles are required.</li> <li>Water fountains will not be utilized, Water jugs will be placed in the gym.</li> <li>Individual equipment for each student</li> <li>All equipment will be sanitized after each use.</li> </ul>	<ul style="list-style-type: none"> <li>Water bottles are required.</li> <li>Water fountains will not be utilized, Water jugs will be placed in the gym.</li> <li>Individual equipment for each student</li> <li>All equipment will be sanitized after each use.</li> </ul>	<ul style="list-style-type: none"> <li>Water bottles are required.</li> <li>Water fountains will not be utilized, Water jugs will be placed in the gym.</li> <li>Individual equipment for each student.</li> <li>All equipment will be sanitized after each use.</li> </ul>
<b>EVENTS</b>		
N/A	<ul style="list-style-type: none"> <li>All visiting parties will be screened at the door and escorted to designated areas.</li> <li>All visiting parties will be notified to check the temperature prior to arriving.</li> </ul>	<ul style="list-style-type: none"> <li>All visiting parties will be screened at the door and escorted to designated areas.</li> <li>All visiting parties will be notified to check the temperature prior to arriving.</li> </ul>
<b>OTHER CONSIDERATIONS</b>		
<ul style="list-style-type: none"> <li>Instructors and students are required to wear masks at all times.</li> <li>Create notification process for all event athletes, coaches, event staff, media, spectators and vendors if the organizers/medical personnel learn of suspected or confirmed cases of COVID-19 at the event.</li> </ul>	<ul style="list-style-type: none"> <li>Instructors and students are required to wear masks at all times.</li> <li>Create notification process for all event athletes, coaches, event staff, media, spectators and vendors if the organizers/medical personnel learn of suspected or confirmed cases of COVID-19 at the event.</li> </ul>	<ul style="list-style-type: none"> <li>Instructors and students are required to wear masks at all times.</li> <li>Create notification process for all event athletes, coaches, event staff, media, spectators and vendors if the organizers/medical personnel learn of suspected or confirmed cases of COVID-19 at the event.</li> <li><b>Monitoring Form Link:</b> <ul style="list-style-type: none"> <li><a href="#">Monitoring Form Link</a></li> </ul> </li> </ul>
<b>LEVEL OF RISK PER SPORT</b>		



**Higher Risk:**

- Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.
  - Wrestling, cheer

**Moderate Risk:**

- Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants.
  - Flag football, basketball, volleyball, baseball, softball, soccer, ultimate frisbee, table tennis

**Lower Risk:**

- Sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors. Track and cross country.

**PPE Supplies Policies**

Classrooms/office spaces will be provided with hand sanitizer, lysol wipes and spray along with normal classroom supplies they are provided every year.

Operations Team will replenish cleaning supplies every 2-4 weeks. If a staff member needs to replenish prior to the period noted above, the staff member will need to complete a supply request form for any products that need to be replenished.

## **2.3 Supports for Staff**

### **Updated Human Resources policies in response to COVID-19**

We continue to manage and respond to the impacts of the unprecedented public health crisis on our IAL community. We have designed this in an effort to provide proper guidance and ensure the safety of our community members (i.e. Staff, Students, Families, etc.)

Staff who are vaccinated must submit a copy of the vaccine card to HR using [COVID-19 Test/Vaccine Card Submission form](#).

Staff who are not vaccinated must submit a weekly COVID-19 Test Result to HR by Monday 4pm using [COVID-19 Test/Vaccine Card Submission form](#). Staff who fail to submit will be denied entry to the building.

**As per the CDC/NYSED/NYC DOH guidelines:**

According to the CDC, people who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they do not have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

**Staff CONFIRMED WITH COVID-19 can return when all of the following are true:**

- Staff who are not vaccinated that test positive for COVID-19 will be required to stay out of school for 10 days per the guidance of the NYCDOH.
- Staff who are vaccinated that test positive may return to work and follow our mask requirement and social distancing
- No fever for 24 hours without the use of fever-reducing drugs.
- Their overall illness has improved.

**Staff that test negative for COVID-19 after exposure:**

- Can return to work
- Does not need to quarantine

**Staff develops COVID-19 symptoms (not related to known seasonal allergies/colds) should not return until all the following are true:**

- It has been 24 hours since their symptoms have ended.
- They never had a fever or have not had a fever for the 24 hours without the use of fever-reducing drugs.

**Staff who are NOT vaccinated that are experiencing COVID-19 symptoms**

- Get tested for COVID-19
- If results are positive, follow the quarantine guidelines.
- If results are negative, you should not return until the following are true:
  1. It has been 24 hours since their symptoms have ended.
  2. They never had a fever or have not had a fever for the 24 hours without the use of

fever-reducing drugs.

- Immediately contact Director of Talent Management, Erica Reyes.

**Staff who are NOT vaccinated and has been exposed to a person with COVID-19**

- Quarantine for 10 days
- Test as per IAL Vaccine policy
- Immediately contact Director of Talent Management, Erica Reyes.

**Staff who are vaccinated and have been exposed to a person with COVID-19 and NOT experiencing symptoms :**

- Does not need to quarantine
- Get test for COVID-19 3 to 5 days following exposure

**Staff who are vaccinated and have been exposed to a person with COVID-19 and is experiencing symptoms :**

- Get test for COVID-19
- Immediately contact Director of Talent Management, Erica Reyes

**Staff who arrive at school sick or become sick at school, learn of positive COVID-19 test result and are**

### **NOT vaccinated will be sent home (proper support measures will be taken)**

- Erica Reyes, Director of Talent Management the point of contact for staff who tests positive for Covid-19

### **Staff that have been out sick for illness not related to COVID-19 should not return until all the following are true:**

- It has been 24 hours since their symptoms have ended.
- They never had a fever or have not had a fever for the 24 hours without the use of fever-reducing drugs.
- Their overall illness has improved.

### **Staff Arrival**

- Staff will be prescreened daily and have temperature checked upon arrival to ensure that staff who are entering school do not have a fever.
- Any staff person with a temperature of 100.0 will be assessed and if fever continues staff will be sent home for the school day.
- Staff are required to wear a facemask upon entry to the school building and throughout the day.
- We will have hand sanitizer present throughout the building for consistent use throughout the day, as well as urge staff to consistently wash hands.
- Staff will dismiss after students dismiss for the day in order to best avoid groups of dismissal and cross contamination.

### **Promoting Social Distance**

- In person meetings will occur and face coverings must be worn.
- Staff must wear a face covering in all spaces at all times.
- Staff must maintain at least 6 feet of distance, when permissible between themselves and students while in the classroom
- Staff must maintain social distance when permissible

### **Staff temperature check communication (please refer to Appendix A pre-screening form)**

- [Employee Screening Procedures](#)
- Pre Screening will take place daily

### **Handwashing**

- Employees should wash their hands/use hand sanitizer immediately upon arriving at work.
- Employees should wash their hands any time they exit and re-enter the building.

### **Employee Privacy:**

We will continue to handle employee health and personnel data in a manner that complies with state and federal laws and IALCS policies. This includes information that an employee has sought a COVID-19 or any other medical test or is absent from work for a medical condition. As always, information may be shared with appropriate supervisors and administrators on a need-to-know basis. However, unless we have received authorization from the employee, information about an employee's health should not be shared beyond the need-to-know group.

### **Information on Leave of Absence covered under the FFCRA:**

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

[Link to FFCRA details](#) (English)

[Ley Familias Primero de Respuesta al Coronavirus \(FFCRA\): Preguntas y Respuestas](#) (Spanish)

Generally, the Act provides that employees of covered employers are eligible for:

- **Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay** where the **employee is unable to work because the employee is quarantined** (pursuant to Federal, State, or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- **Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay** because the **employee is unable to work because of a bona fide need to care for an individual subject to quarantine** (pursuant to Federal, State, or local government order or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- **Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay** where an employee, who has been employed for at least 30 calendar days, is **unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.**
- 

#### Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

## **FFCRA Q&A**

- [Is all leave under the FMLA now paid leave?](#)
- [What does it mean to be unable to work, including telework for COVID-19 related reasons?](#)
- [What is a full-time employee under the Emergency Paid Sick Leave Act?](#)
- [What is a part-time employee under the Emergency Paid Sick Leave Act?](#)
- [Who is a “health care provider” for purposes of determining individuals whose advice to self-quarantine due to concerns related to COVID-19 can be relied on as a qualifying reason for paid sick leave?](#)
- [What is a “place of care”?](#)
- [Who is my “child care provider”?](#)
- [My child’s school or place of care has moved to online instruction or to another model in which children are expected or required to complete assignments at home. Is it “closed”?](#)

## **Support for Staff**

### **Mental Health and Wellness Resource Bank**

- [Mental Health Telehealth Contacts](#)
- Mood Meter- [Emotions Matter](#) to help staff develop a greater sense of self-awareness

### **Wellness Workshops**

The school will offer optional classes to staff that deal with mental health and wellness. These classes will be offered after school and via Zoom so that staff feel comfortable participating.

### **Human Resources Staff Support**

- There will always be an HR staff member available to staff. The HR team can help the staff member by guiding them through the resources that are available. HR will also help connect staff with additional resources as needed.



#### **United Healthcare resources - for staff enrolled in benefits**

- [RALLY](#) A new health benefit for UnitedHealthCare members: simple, fun, and personalized health recommendations.
- Live and Work Well
- **UHC Employee Assistance Program**
  - Managing stress
  - Improving relationships at home or work
  - Addressing legal and financial concerns
  - Getting the most out of your career
  - Finding child development, childcare or elder care resources
  - Getting past emotional issues or grief
  - Addressing depression, anxiety or substance use issues
  - 1-877-660-3806- confidential line. Member ID not required

### **3. Educating Each Student on What Matters Most**

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**As a school, educating each child according to their needs is most important. We serve all students and will continue to do so throughout this crisis. In order to ensure that your child is getting what they need we will:**

- Continue to incorporate high levels of technology throughout the school year - whether we are in person or learning virtually, students will be equipped with the tools they need to learn
- Use thoughtful authentic assessment to ensure there is an accurate understanding of student progress

- Continue to assess our students to best understand what they know, and support what they need through intentional intervention and access to high quality curriculum and lessons
- Ensure that we are meeting the needs of all students, especially our English Language Learners and Students with Disabilities through consistent revision of educational best practices and in person/remote supports for subgroups of students
- Ensure that Physical Education emphasize personal fitness, nutrition, and not include contact sports

#### **At Inwood Academy we believe..**

- High quality instruction requires critical thinking, real world application, and intentional questioning of our students
- Engagement and creativity during remote instruction will be invaluable to support our students through this time
- Our primary goal remains to ensure our students are receiving high quality instruction that will improve students reading and math skills and support their college and career readiness

We are prepared to teach fully in person, or fully online when mandated quarantine is in effect. Regardless of which instructional plan we implement, our students will have access to grade level standards and rigorous instruction.

#### **Attendance and Engagement Policy**

At IAL we believe students do best, and succeed, when at school. Because of this, students' in person attendance needs to be closely monitored and tracked to support progress towards graduation.

**If a student is absent and it is not COVID-19 related**, they should log on to their Google classroom in order to receive the day's lesson remotely.

**If a student has COVID-19 or quarantine due to possible exposure** they will use Google classroom in order to complete work remotely during their absence and teachers will develop support plans to have students catch up on any missing work. Any student returning to IAL after being out for the 10-required days for quarantine will have a meeting with their **advisor** to create a two week **Re-Entry Support Plan** to ensure students are making up work in a timely manner with academic and social/emotional support needed.

<b>Excused absences and tardies include, but are not limited to:</b>	<b>Unexcused absences and tardies include, but are not limited to:</b>
<ul style="list-style-type: none"> <li>• Illness of student</li> <li>• Court summons or legal matters</li> <li>• Death of an immediate family member (parent, sibling, grandparent)</li> <li>• Observance of a religious holiday</li> </ul>	<ul style="list-style-type: none"> <li>• Family vacations</li> <li>• Family emergencies</li> <li>• Recreational activities</li> <li>• Avoidable transportation problems (i.e. car trouble, missing the bus, or traffic)</li> </ul>

<p><b>*Excused absences can still affect student's academic performance and result in the involvement of Child Welfare, any student absent should still log on to google classroom to receive instruction</b></p>	<ul style="list-style-type: none"> <li>• Calendar confusion</li> </ul>
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- **Attendance Monitoring**

- Operations will collect attendance daily
- Students with three absences will be flagged for intervention team (at 3, 5, 10, 15)

- **Attendance Intervention**

- After three absences
  - At the High School a grade level counselor will call home to see if student or family needs help or support
  - At the Middle School a dean will call home to see if student or family needs help or support
- After five absences
  - At the High School a grade level counselor will call families to create an Attendance Intervention Plan
  - At the Middle School a grade level dean will call families to create an Attendance Intervention Plan
- After ten absences
  - At the High School, Social Worker to call and intervene with counselor to support development of Chronic Absence Intervention Plan -- this will need to be submitted to Dir. of CCS, and Principal
  - At the Middle School a Social Worker to call and intervene with a counselor to support development of Chronic Absence Intervention Plan -- this will need to be submitted to DSC and Principal
- After fifteen absences
  - At the High School a Social worker will call and intervene with Dir. of CCS or Principal to hold a second Chronic Absence Intervention Plan review
  - At the Middle School a Social worker will call and intervene with DSC or Principal designee to hold a second Chronic Absence Intervention Plan review
- After twenty absences
  - At the High School a social worker and Dir. of CCS/Principal designee will call ACS or a local department of social services in order to support families as well as continue to develop and review the Chronic Absence Intervention Plan review
  - At the Middle School a DSC or Principal designee will call ACS or a local department of social services in order to support families as well as continue to develop and review the Chronic Absence Intervention Plan review

### **Consecutive Absence - *No Show Policy***

#### **Attendance Monitoring and Intervention**

- a. Operations will collect attendance daily as intended for all students
- b. Students who do not attend school in person at the start of school year consecutively will be contacted after **two absences by Operations Associate**
- c. After four consecutive in person absences from the start of the school year a home visit will occur by school Social Worker and Counselor (this would be two weeks of missing in person instruction)

### 3.2 Use of Data to target instruction and adjustments

Students at IAL will continue to be assessed for academic growth in all areas of learning. Students will continue to be assessed in person as much as possible for summative, formative, and diagnostic measures.

We will assess our students upon entry to school and throughout the year in their core content classes to ensure that we know how students are doing and what help and support students may need. Please see Appendix E for a full list of assessments.

### 3.3 Adult Support (emotional and knowledge and skills)

Our staff will need consistent support throughout the 2021-2022 School Year in order to best meet student needs, while also ensuring that their needs will also be met.

Due to this, our Professional Development will focus on the basics of online learning, synchronous and asynchronous learning needs, and social emotional development for staff. Additionally we will continue to offer consistent departmental support for our instructional staff on how to best teach, prep, and plan for in person and remote instruction.

Our staff will also be trained on and through our advisory curriculum, Collaborative Problem Solving, in order to ensure that they are prepared to have social emotional conversations with students.

### 3.4 Special Considerations for Students with Disabilities and ELLs\_\_\_\_\_

Students with Disabilities and English Language Learners need considerable attention. We intend to provide equitable and accessible instruction for students with specific needs to be able to participate in and show progress in all areas of our curriculum.

- We will continue to follow FAPE guidelines consistent with the needs of students to protect the health and safety of students with disabilities
- We will provide meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of IDEA, including all yearly reviews and progress monitoring.
- Individualized education programs (IEPs), plans will be followed or updated to monitor and communicate student progress
- We will provide the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

- The school reopening plan considers in-person services a priority for high-needs students whenever possible.

### **Specific SWD Support**

All IAL students have been given a Chromebook to complete work while at home.

- [Google Experience Recommendations](#) (Appendix C) for SWD/ELL students
- Related Services Support
  - Students will receive mandated counseling and speech services in person whenever possible. If remote, sessions will be conducted via video chat with the consent of parents. RSA services are offered for Occupational Therapy from an outside DOE approved provider with the consent of parents.
- 12:1 students/15:1 students
  - Students will receive an additional day of in-person instruction from their 12:1/15:1 teachers during the school week: Remote instruction will be a combination of video lessons recorded by their teachers, office hours, small groups and one on one tutoring. 12:1/15:1 teachers will monitor individualized web-based programs such as iReady for reading and math.
- 1. ICT students
  - Students will receive in-person instruction following mandates and support through video lessons and live lessons from their content teachers, and extended office hours for both content teachers and specialists, small group instruction, modified texts or audio text when appropriate, choice of graphic organizers or text supports, and increased teacher feedback on assignments before submission.

### **Accountability**

- All scheduled IEP meetings, tracking of individual goals, initial IEP processes will continue in the 2021-2022 school year
- Parent notification and communication will continue as in previous years.

### **ENL Support**

1. ENL students will be given the same support in the classroom as ICT students, with additional support through small group and individual one on one sessions with their ENL specialists.
  - Texts will be translated or provided in Spanish for students when appropriate.
  - ENL support includes extra background information or help developing vocabulary through extended understanding of concepts (especially in Social Studies, where background information through video is necessary).
2. New Students will be screened for Language proficiency on the NYSITELL when appropriate

### **Reading Support**

- Students will receive additional support based on needs identified through diagnostic assessment (AimsWeb, WIST) Support may include (in-person and virtual lessons) the [Wilson Reading System](#), [Just Words Language System](#), Fluency, and Comprehension support.

## 4. Continuing Connections

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All humans need connection and this crisis has curbed our ability to connect in the same ways we were used to, but it has allowed us to continue to communicate with families virtually in ways we never thought possible. We will capitalize on our family connections through intentional communication about academic progress as well as giving students space to connect when we are in person and when we are at home. We will:

- Expand our advisory program through high school
- Support our community as they have deep experienced loss and grief that has been experienced during this time
- Create more intentional connections between the rising 9th graders and the HS team to ensure a more seamless transition to HS
- Create intentional connections for the new to IAL Students
- Continue heightened communication with families concerning academics and socio-emotional development of their children [Calendar of School Themes/Events](#)
- Celebrate in new and creative ways

### 4.1 Transitioning Student to IAL Culture

IAL is excited to begin a new school year while welcoming new and returning students. We will be supporting our students throughout this transition to the new norm while focusing on their safety and wellbeing.

### 4.2 Expanding Advisory

At Inwood Academy we believe that relationships with students are fundamental to the success of our student body. Advisory is a space to create a safe and comfortable environment for students to learn about themselves and process what is happening in their lives, and how they can develop the character and leadership skills necessary to thrive and affect change in the world. We ground our conversations in advisory through the development of responsibility, restraint, care, integrity and honesty.

### 4.3 Celebrations and Events

One of the ways we create and sustain our school culture is through events and celebrations that are driven by our thematic calendar. We create our events and celebrations in order to celebrate and come together as a school community to reflect, engage, and be in community.

Our goal is that our ongoing school events create opportunities for families, staff, and students to be together with one another. We will continue to celebrate as a community either remotely, or in person.

All events are planned and supported by a 5-12 Culture Team to ensure that all stakeholders are able to participate. Throughout the year advisories and small groups of students will engage in activities to celebrate and acknowledge the monthly initiatives and themes.

### 4.4 Supporting Students Through Grief and Loss



## Social Emotional Support (Grief and Loss)

Grief Groups at Inwood Academy provide support to students who have been affected in any way by the loss of a loved one. The groups allow for participants to grieve in their own way while receiving support from others in similar situations. At Inwood Academy our grief groups are held by our Social Workers. Support is provided to students in a variety of ways. Due to the recent pandemic caused by COVID-19 we have added additional support.

**Support Dinners:** Special counseling groups are held in November and December. During these groups students honor their loved ones by sharing stories or simply listening to others. All who chose to attend are welcomed.

**Consistent Support:** Students who need consistent support are added onto a counselor or Social Worker caseload and receive ongoing support (through counseling or consistent check ins) throughout the year.

**COVID-19 Support:** The Student Support Team at Inwood Academy for leadership will be taking a proactive role in reaching out to students who were in any way affected by COVID-19 and providing continuous support through our Counselors, Social Workers and Deans.

**We encourage all staff and families to visit :**

- [New York State Education Department's Health and Safety Guide for the 2021-2022 School Year](#)
- [NYS Department of Health Guidelines for 2021-22 School Year](#)
- [NYC Department of Health Guidelines for 2021-22 School Year](#)
- [CDC Schools Health Guidelines](#)

## APPENDIX -A-

### Pre Screening Form

Staff/Student/Visitor Name: \_\_\_\_\_ Class/Grade \_\_\_\_\_

Name of Screener: \_\_\_\_\_

Date of Screening: \_\_\_\_\_ Time of Screening: \_\_\_\_\_

#### Decision for Entry

Has anybody from your family been tested positive with COVID-19? Yes No If <b>Yes</b> , did you bring proof of two consecutive negative test results separated by 24 hours? Yes No	If tested positive, AND did not bring proof of negative results: Entry not allowed
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Do you have now or in the last 14 days had the following: Shortness of Breath: Yes No Cough: Yes No or at least <b>three</b> of the following symptoms: <b>Sore Throat</b> : Yes No <b>Chills</b> : Yes No <b>Fever</b> : Yes No <b>Headache</b> : Yes No <b>Muscle Pain</b> : Yes No <b>Diarrhea</b> : Yes No <b>Repeated Shaking with Chills</b> : Yes No <b>New Loss of Taste or Smell</b> Yes No	If showing or presenting signs or symptoms of respiratory infection, including fever, cough, shortness of breath, or a combination of the listed symptoms: Entry not allowed.
Have you taken a diagnostic test for COVID-19 in the past 10 days and Tested positive for COVID-19? Yes NO	If answer is YES: Entry Not Allowed

#### Formulario de evaluación previa

¿Alguien de su familia en su casa ha dado positivo con COVID-19? Sí No En caso <b>afirmativo</b> , ¿trajo pruebas de dos resultados negativos consecutivos separados por 24 horas? Sí No	Si dio positivo, Y no trajo pruebas de resultados negativos: Entrada no permitida
Hacer ahora o en los últimos 14 días ha tenido los siguientes: falta de aliento: Sí No Tos: Sí No o al menos <b>tres</b> de los siguientes síntomas: <b>Dolor degarganta</b> :Si No hay <b>Escalofríos</b> :Sí No <b>Fiebre</b> :Si No <b>Dolor decabeza</b> :Sí No <b>Dolor muscular</b> : Sí No <b>Diarrrea</b> : Sí No <b>Sacudidas repetidas con escalofríos</b> : Sí No <b>Nueva pérdida de sabor u olor</b> Sí No	Si muestra o presenta signos o síntomas de infección respiratoria, incluyendo fiebre, tos, falta de aliento o Una combinación de los síntomas enumerados: Entrada no permitida.
¿se ha realizado una prueba de diagnostico para COVID-19 en los ultimos 10 dia que haya dado positivo? Sí No	Si la respuesta es Sí: Entrada no permitida

## APPENDIX -B-

### CHECKLIST FOR SCHOOL ADMINISTRATORS, TEACHERS AND STAFF

- ☐ Promote and demonstrate regular hand washing and positive hygiene behaviors and monitor their uptake. Ensure adequate, clean and separate toilets for girls and boys
- Ensure soap and safe water is available at age-appropriate hand washing stations to encourage frequent and thorough washing (at least 20 seconds)
  - Place hand sanitizers in toilets, classrooms, halls, and near exits where possible
  - Ensure adequate, clean and separate toilets or latrines for girls and boys

☐ Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)

- Use sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff

☐ Increase airflow and ventilation where climate allows (open windows, use air conditioning where available, etc.)

☐ Post signs encouraging good hand and respiratory hygiene practices

☐ Ensure trash is removed daily and disposed of safely

## **CHECKLIST FOR PARENTS / GUARDIANS**

☐ Monitor your child's health and keep them home from school if they are ill. Please remember: Students should remain home until they are symptom free for 24 hours.

☐ Teach and model good hygiene practices for your children

- Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose.

☐ Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.

- ☐ Prevent stigma by using facts and reminding students to be considerate of one another
- ☐ Coordinate with the school to receive information and ask how you can support school safety efforts.

## CHECKLIST FOR STUDENTS

☐ In a situation like this it is normal to feel sad, worried, confused, scared or angry. Know that you are not alone and talk to someone you trust, like your parents or teacher so that you can help keep yourself and your school safe and healthy.

- Ask questions, educate yourself and get information from reliable sources

☐ Protect yourself and others - Wash your hands frequently, always with soap and water for at least 20 seconds

- Remember to not touch your face
- Do not share cups, eating utensils, food or drinks with others

- ☐ Be a leader in keeping yourself, your school, family and community healthy.
  - Share what you learn about preventing disease with your family and friends, especially with younger children
  - Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members
  
- ☐ Don't stigmatize your peers or tease anyone about being sick; remember that the virus doesn't follow geographical boundaries, ethnicities, age or ability or gender.
  
- ☐ Tell your parents, another family member, or a caregiver if you feel sick, and ask to stay home

## APPENDIX - C -

### WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

Bringing your child to school with the symptoms listed below puts other children and school staff at risk of becoming ill. This information is offered so that you will have information to help you decide if and when your child should attend school or stay at home.

**Here are some guidelines from your school nurse to help you decide:**

**Appearance, Behavior:** If your child is unusually tired, pale or doesn't want to eat, it may indicate an illness is beginning.

**Fever:** If your child has had a fever, do not send him/her back to school until their temperature is normal (less than 100°.4) for 24 hours without taking medication.

**Ear Infections:** If your child has a fever or is in severe pain, they should stay home and see a healthcare provider.

**Eyes:** If your child has mucus or pus coming from the eyes, this may be an eye infection that needs treatment. Keep your child home and take him to your healthcare provider.

**Nasal Drainage and/or Constant Cough:** If your child has drainage that is not clear but yellow or green, he/she should see a healthcare provider. A cough that is constant is very distracting in a classroom. The teacher may be calling you to pick up your child if the cough is loud and never ending.

**Sore Throat:** If your child has a sore throat with fever and /or swollen glands, he/she should stay home and see a healthcare provider. The flu can be treated if antiviral medication is started early. Painful swallowing, red and swollen tonsils, sometimes with white patches or streaks of pus can indicate strep throat.

**Diarrhea:** If your child has 2 or more watery bowel movements in a 24hr. period, they should stay home, especially if they also have nausea and look pale. If there is an accompanying fever, see a healthcare provider.

**Vomiting:** If your child has vomited 2 or more times in the past 24 hours, please keep them at home. If there is an accompanying fever, see a healthcare provider.

**Lice:** If you are aware that your child is infected, please have them treated and all nits removed before bringing them back to school. Someone at school can check your child when they arrive.

**Scabies and or Ringworm:** Children with scabies may be readmitted to school after treatment. Documentation of diagnosis and treatment is important.

**Rash:** If your child exhibits a body rash, especially with fever or itching, he/she should remain home and be assessed by your healthcare provider. A heat rash is not contagious and if there is no itching, your child may attend school.

**School policy requires that when students are absent from school, parents send a written note which explains the reason for the absence. Please send a note from your doctor or parent on the student's first day back.**

**Education Materials Available through FACE:**

- [What New Yorkers Need to Know About COVID-19](#)
- [Facts about COVID-19 Poster](#)
- [How to Protect Yourself and Others](#)
- [Cleaning and Disinfecting Your Home Poster](#)
- [What to do if you are sick or caring for someone](#)
- [What to do if you are sick Poster](#)



- [Test Site Finder](#)
- [When you can be around others after you had or likely had COVID-19](#)
- [How to effectively wear a face covering](#)
- [Face Covering Poster](#)
- [Promoting Hand washing Poster](#)
- [Cover your cough Poster](#)

## APPENDIX -D-

### Assessments

Assessment		
Purpose	HS	MS
Reading Level (Fall Orientation-September, Winter-January, Spring- May)	AIMsWeb, WIST	AIMsWeb,WIST
Math Level (Fall Orientation-September,	Learn Zillion	AimsWeb

Winter-January, Spring-May)		
Summative Unit Assessments - Math	Post-Assessments (Unit Exams w/i Curriculum) within the Learn Zillion curriculum. If Remote: Live login, camera on, timed, programs Exam Software, Final Projects, Oral Exams, Mastery Connect	Post-Assessments (Unit Exams w/i Curriculum) within curriculum in person whenever possible. If Remote: Live login, camera on, timed, Mastery Connect Final Projects, Oral Exams
Summative Unit Assessments - ELA	Post-Assessments (Unit Exams w/i Curriculum) within StudySync curriculum. If Remote: Live login, camera on, timed, programs Exam Software, Final Projects, Oral Exams, Mastery Connect	Post-Assessments (Unit Exams w/i Curriculum) within curriculum in person whenever possible. If Remote: Live login, camera on, timed, Mastery Connect Final Projects, Oral Exams
Summative Unit Assessments - Science	Post-Assessments (Unit Exams w/i Curriculum) within New Visions curriculum. If Remote: Live login, camera on, timed, programs Exam Software, Final Projects, Oral Exams, Mastery Connect	Post-Assessments (Unit Exams w/i Curriculum) within curriculum in person whenever possible. If Remote: Live login, camera on, timed, Mastery Connect Final Projects, Oral Exams
Summative Unit Assessments - Social Studies	Post-Assessments (Unit Exams w/i Curriculum) within New Visions curriculum. If Remote: Live login, camera on, timed, programs Exam Software, Final Projects, Oral Exams, Mastery Connect	Post-Assessments (Unit Exams w/i Curriculum) within curriculum in person whenever possible. If Remote: Live login, camera on, timed, Mastery Connect Final Projects, Oral Exams
Ongoing Assessment	Shorter more frequent exams, Socratic Seminars, In-Class Essay, Debate- Discussion Threads (options for students who struggle with written expression could opt into oral debates) Canvas, Sakai, Google Forms quiz setting, MasterConnect can randomize questions in quizzes, making cheating more difficult.	Shorter more frequent exams, Socratic Seminars, In-Class Essay, Debate- Discussion Threads (options for students who struggle with written expression could opt into oral debates) Canvas, Sakai, Google Forms quiz setting, MasterConnect can randomize questions in quizzes, making cheating more difficult.
Progress Monitoring/Diagnostic	Wilson, Just Words, Aimsweb	iReady, Aimsweb subtests -

Gap	Subtests, ORF/Fluency (Frequency based on schedule within diagnostic measure)	ORF/fluency reading, Wilson, Just Words (Frequency based on schedule within diagnostic measure)
Feedback for In-Person Learning	<ul style="list-style-type: none"> <li>• Weekly grading input in ALMA</li> <li>• Feedback daily on in-person lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly grading input in ALMA</li> <li>• Feedback daily on in-person lesson</li> </ul>
Feedback for Remote Learning only Students	<ul style="list-style-type: none"> <li>• Weekly office hours</li> <li>• Feedback within 48 hours for graded work</li> <li>• Small group attendance for reteaching as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly office hours</li> <li>• Feedback within 48 hours for graded work</li> <li>• Small group attendance or reteaching as needed</li> </ul>