BGLIG

Bronx Global Learning Institute for Girls Charter School
The Shirley Rodriguez-Remeneski School
"Where Every Girl is a Leader!"

BGLIG REOPENING PLAN

Table of Contents

Communication and Family Engagement……..……2
Health and
Safety…….…..…….4
Facilities……..
…….8
Child
Nutrition……..…….9
Transportation……
…….9
Social/Emotional Well-Being…….…….9
School
Schedules……10
Budget and Fiscal
Matters……..…….10
Attendance and Chronic Absenteeism……..11
Technology and
Connectivity……..11
Teaching and
Learning……...11
Career and Technical Education (CTE).....13
Athletics and Extracurricular Activities…….....13

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Special Education…….....13
World Languages…….....14
Staffing……..15
Teacher and School Leader Evaluation System……...15
Student Teaching……15

Community and Family Engagement

BGLIG's mission is rooted in a rigorous education within a culturally rich environment. Engaging with our entire community is vital to our school's mission. As we move forward we will continue to strengthen our partnership with our scholars, families, staff and educators. We value this partnership deeply and we are committed to transparency.

We are committed to providing an inspiring, safe, and healthy environment for our students, and equally committed to supporting families to help our girls thrive. We want to ensure that students and families feel supported in any learning environment, whether it be fully remote learning or hybrid learning in the school. With this in mind, BGLIG leadership invited families of both incoming students and returning students to participate in three separate surveys prior to reopening our doors this spring:

SUMMER

When asked to specify a preferred Phase two model, the clear majority of families (43%) indicated they want to continue with remote learning, while 36% preferred a hybrid model of 2-3 days/week of in-person learning and 21% of families expressed a preference for returning to full time in-person instruction.

FALL

In October BGLIG shared an update on our Phase Two Remote Learning plans, followed by a Family Forum where we shared our plans in more detail and answered our communities questions.

WINTER

In December we shared our future plans to offer in-person learning during our virtual PTA. In January we shared our plans for Phase Three to extend hybrid learning, and consider offering a hybrid model in the Spring.

SPRING

In April we shared our plans to return to in-person learning in May. In order to return to in-person learning, we invited families to fill out a survey to indicate their desire to return via our Return to In-person Learning Survey, to be submitted on May 1st. We found that 162 families (41%) want to

return to in-person instruction, while the remaining 230 families will remain with remote learning. BGLIG is committed to serving our school community and ensuring the safety and wellbeing, and education for our students.

We will remain nimble as we move forward with our plan and continue to partner with families with full transparency. Our virtual Family Forum is scheduled to take place on May 7, 2021. During this Family Forum we will share our reopening plan and protocols in great detail. We will ensure that all protocols and expectations are shared on our website, letters to families, and clearly indicated throughout the school building upon our potential return.

Staff & Community Stakeholders

As we prepare to open this spring, our dedicated staff has provided a strong foundation for our students and families while we have been remote. In turn, BGLIG's leadership will ensure our staff is well advised and informed of the reopening plan and the abundance of thought and precaution that has gone into ensuring their safety as we return to the building. Leading up to the reopening, BGLIG has dedicated several hours of PD over a period of six weeks to prepare staff for reopening. Topics that are being covered include: health and safety, schedule and transportation, movement throughout the building, and instruction.

BGLIG's leadership has been in regular communication with key DOE personnel within our shared building, as well as the Charter Office of the NYC Department of Education, and has participated in weekly calls with the Department of Health and Charter Center as we move forward with plans to reopen.

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Health and Safety
(Full Exposure Protocols linked below)

Below, please find BGLIG's responses to the mandatory components of the NYSED guidance:

BGLIG's Chief of Staff, Kevin Morris Jr., will assume responsibility of COVID-19 safety coordinator and be in contact with the appropriate health and safety officials.

BGLIG follows the guidance of New York State with regard to these directives. Though updated guidelines allow for desks and tables to be at a distance of three feet apart, BGLIG will maintain the original distance of six feet apart as an added safety measure for the school community. Maintaining the six foot distance, BGLIG would have a minimum capacity of 10 people and a maximum capacity of 15 in most classrooms per the NYC DOE room capacity report. Based on a recent opening survey, BGLIG plans to have 162 students in addition to 55 staff members attending in-person on a four-day a week basis. The number of students and staff, and given room capacity will allow BGLIG maintain 6 ft social distancing in classrooms and throughout the building.

In our continued efforts to ensure the health and safety of our school community, BGLIG has opted to test staff and students weekly starting May 26th ending on June 16th. We will test a minimum 40% of the entire school community, in accordance with standards set by the DOE.

In addition to the 30 day supply of PPE from the DOE, BGLIG has purchased a year's worth of PPE (masks, hand sanitizer, gloves, face shields, soap etc.) to accommodate 55 staff members and 450 students. BGLIG has also purchased customized face masks bearing the BGLIG logo to give to each student and staff member who attends in-person instruction. BGLIG will continue to be in compliance with DOH and CDC guidelines and require that face coverings be worn at all times in the building, except when eating or drinking. BGLIG is prepared to provide masks for students or staff members who do not have one or need to replace one.

BGLIG's students either walk to school, take public transportation, or take the school bus. BGLIG is following state guidelines with respect to the safety of public transportation. Students who receive and qualify for bus service will resume their services May 17th.

BGLIG's leadership will ensure our staff is apprised of the reopening plan. Leading up to the reopening, BGLIG has dedicated several hours of PD over a period of six weeks to prepare staff for reopening. Topics that are covered include: health and safety, schedule and transportation, movement throughout the building, and instruction. This effort has allowed BGLIG to ensure the preparedness of its staff prior to reopening the school.

BGLIG has informed the school community of its plans to reopen in addition to surveying families on their desire to return to school. On May 7th, BGLIG will hold a family forum to inform parents of the steps it has taken to ensure a safe reopening of the school.

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BGLIG will not permit visitors to the school in person other than families, where communication cannot be done via phone or video call.

BGLIG staff will observe students for signs of illness. An isolation room has been designated for those suspected of illness, separate from the nurse's office where students receive medication. All staff will be trained on identifying possible symptoms of illness per the CDC, and the school will follow DOH protocols for isolating and treating those students. Students exhibiting COVID-like symptoms will be isolated and families will be contacted for immediate student pick up. Families will be given information about COVID testing and instructions for follow up. The school will follow up daily with families about ensuring the student is tested prior to returning to school.

Prior to entering the building all staff and students will complete a daily health screen via the Parent Locker app, and will answer the following questions:

- Have you knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- Have you tested positive through a diagnostic test for COVID-19 in the past 10 days;
- Have you experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 10 days: and/or
- Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 10 days?

The health app will also contain COVID-19 consent form for staff as they return to the building.

BGLIG will record this information only in compliance with privacy laws (eg. recording whether a student passes the screening, but not specific temperature). Students who do not pass the screening

or have a temperature above 100 degrees Fahrenheit will be isolated, and families will be notified. Where possible, the guardian/parent will pick the child up.

BGLIG has established an Isolation Room according to the DOH guidance. Any student or staff member experiencing or exhibiting any COVID-like symptoms will be sent to the Isolation Room until they are picked up by a family member or leave on their own. BGLIG will not send anyone experiencing COVID-like symptoms to the nurse. Nurse will be asked to evaluate any student in the Isolation Room if symptoms worsen during the time the student is waiting for pick up. Any student or staff member experiencing any symptoms not related to COVID can and will be assessed by the school nurse.

BGLIG will not permit visitors to the school unless absolutely necessary and where the communication or substance of the visit cannot be conducted online or via phone. In cases where such visits must take place, visitors will undergo the same health screening described for students and staff above.

BGLIG will communicate, in English and Spanish, the symptoms of COVID and the need to keep a child home from school if the child displays any of those symptoms. We will do this via email, by posting on our website, and via BGLIG's Facebook page.

BGLIG will place signage throughout the school reinforcing the need for face coverings, social distance, hand, and respiratory hygiene.

Though updated guidelines allow for desks and tables to be at a distance of three feet apart, BGLIG will maintain the original distance of six feet apart as an added safety measure for the school community. To the extent possible, hallways will be given designated directions to maintain social distance. Staff and students will be instructed to maintain six feet of separation where possible, and reminders will be posted throughout the building.

BGLIG is not requiring any student to come into the building for in-person instruction, so students who are at risk can continue their learning in a fully remote capacity.

Staff who are entitled to accommodations under state or federal law may apply for accommodation. BGLIG will defer to the recommendations of medical authorities in providing accommodations that do not produce an undue hardship for the school.

Every person on BGLIG's grounds must wear a face covering at all times except during eating or drinking. Signage will be placed at the various entrances and throughout the building reinforcing mask wearing.

BGLIG plans to use outdoor spaces during the day to give mask breaks for students as needed, as well as time to stretch while maintaining a safe distance from other students and staff.

BGLIG has purchased sufficient supplies of masks in addition to the PPE supply of the DOE. BGLIG has also purchased customized face masks that will be given to students and staff.

Protocol for Exposure

BGLIG is following the most recent guidelines put forth by the CDC and DOE/DOH. See full plan linked below.

Cleaning and Disinfecting

BGLIG is a co-located charter school in a DOE building. BGLIG will rely on the DOE custodians to adhere to all DOE Health and Safety guidelines as it relates to the cleaning and disinfecting of the school building on a nightly basis.

Safety Drills

BGLIG will coordinate with the co-located schools in its building to schedule safety drills. Each school will identify separate exits to go out of to maintain social distancing. BGLIG understands that safety drills might take slightly longer to complete due to social distancing requirements.

BGLIG will not be running any in person after school programs at this time.

Facilities

Responses to mandatory components of state reopening guidelines. BGLIG *will* rely on NYCDOE custodial engineers and follow directions from NYC Division of School Facilities (DSF) to ensure the safe restart as well as cleaning and disinfection of the facility.

BGLIG makes all general health and safety assurances for operating the building.

BGLIG does not intend to make any alterations to the building that would be out of compliance with the fire code.

BGLIG does not intend to move any doors or doorways. Doors to classrooms will be propped open, and windows will be open during in person instruction weather permitting.

BGLIG intends to conduct all required safety drills modified to ensure social distancing to the extent possible. All staff and students must maintain face coverings at all times.

The NYC DOE is responsible for maintaining all building inspections and continues to do so.

The NYC DOE has been conducting lead testing and remediation, where necessary.

Hallways

BGLIG intends to designate hallways in single directions, where possible, via floor arrows and signage.

Required square footage

BGLIG received estimates from the NYC DOE about the number of students that can be accommodated within each classroom allowing for social distancing. There is a low estimate and a high estimate for each room. BGLIG intends to stay below the low estimate in each case, so it should have more than enough square footage.

Ventilation

The NYC DOE is responsible for maintaining the HVAC system in the building and providing adequate ventilation for the school. All BGLIG rooms have been inspected by the DOE and cleared for use. BGLIG will require room windows and doors to be open, weather permitting, whenever staff or students are in the building. Additionally, BGLIG has purchased individual air ventilation for each classroom as an additional layer of safety for its community.

Sanitation

The NYC DOE has developed a full-scale sanitation procedure for the building. BGLIG hasl also provided its staff with ample hand sanitizer and wipes to allow for constant disinfecting.

Child Nutrition

The New York City Department of Education is BGLIG's School Food Agency (SFA), and will be providing all students with access to school meals each day. In doing so they address all safety and health guidelines, protect against food allergies, include protocols and procedures for promoting appropriate hand hygiene, and will discourage sharing of food and beverages. The SFA will ensure that food complies with Child Nutrition Program Requirements. BGLIG will also be providing a snack twice a day for students to supplement their meals.

Students will be eating meals in the classrooms in a socially distant setting and in compliance with DOE and DOH guidelines. Where it is impossible for students to eat outdoors, students will eat in a classroom with the windows open in small, socially distant groups.

Transportation

BGLIG students either walk/drive to school, take the school bus, or take the subway. BGLIG will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety. BGLIG will continue to provide metrocards to qualified students and will fulfil its mandates under the McKinney-Vento Act. 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.

Social-Emotional Well-Being

Attention to students' social-emotional health has been a hallmark of BGLIG's success pre-pandemic, and we intend to continue that focus. BGLIG has two full-time mental health professionals on staff (one of whom is bilingual).

BGLIG is in constant communication with its counseling team, and they are leading the effort to ensure that all students receive the counseling that they need. When the building first closed, the counseling team maintained both mandated and at-risk counseling with their caseloads through teletherapy, and also held weekly "let's just talk" virtual drop-in sessions for students who needed to speak with someone. Counselors also reached out to students and families who appeared to be struggling with the challenges of the pandemic and quarantine and provided grief support for

students who had lost close family members. BGLIG counseling staff will continue providing these services.

BGLIG's advisory program is a crucial component of the school's culture, and advisors often serve as the first point of contact for students who are struggling. BGLIG intends to have advisory focus closely on students' mental health and well-being during this difficult time, and advisors will work closely with the counseling team to ensure students are receiving the support they need.

As it has in the past, BGLIG advisors often are the first contact for struggling students. Teachers, TAs and other staff will notify counselors when students appear to need counseling or just a "check in," and counselors will then follow up. Advisors are checking in with their students daily, and also will notify counseling staff and leadership if they are having trouble contacting a student.

BGLIG's counselors will run PD for staff on supporting students, and the school is always engaged in conversation about how to support students and families during this time. BGLIG counselors also teach a social emotional learning block for students each week.

School Schedules

The BGLIG community was hit extremely hard by the pandemic in the spring. BGLIG students, staff and alumni have lost family members and friends. Our community is therefore justifiably hesitant and concerned about more in person learning, and we are taking a conservative approach.

From the start of instruction September 8 through May 14th, BGLIG has provided all of its instruction remotely. As BGLIG returns to in-person instruction, both in-person and remote students will remain in their homerooms and follow the same schedule.

In its efforts to reopen, BGLIG re-surveyed its families and found that over 160 families want to return to in-person instruction. As BGLIG returns to in-person instruction, it will adopt a hybrid model allowing those students who choose to remain in the remote setting to do so and receive live instruction with those students who returned to in-person instruction.

Budget and Fiscal Matters and Economic Overview

BGLIG has always deployed its resources responsibly and takes seriously its duty to manage public funds in a way that is best geared towards the education of students. BGLIG maintains strong cash reserves and has also budgeted conservatively by cutting expenses that seem unlikely to be incurred for the 20-21 Fiscal Year. The Board of Trustees have invested in additional technology and are

redirecting funds to ensure the purchase of all necessary PPE items (face masks, hand sanitizer, soap, face shields, etc.).

Attendance and Chronic Absenteeism

BGLIG will continue to take attendance each day. While fully remote, BGLIG closely tracked attendance via Google sheets and the completion of assignments in Google Classroom. Now that we are returning, BGLIG will return to using its student information system, PowerSchool. Where we noticed student attendance slipping, we will continue to intervene via our counselors or other student support, like our Teacher Assistants or Operations team. BGLIG will continue to comply with all attendance and reporting requirements for all students on its active roster.

BGLIG believes the best defense against chronic absenteeism is proactive intervention before a student reaches that threshold. BGLIG's Teacher Assistants and Operations team serve as "adopters" of students who were academically at-risk. These staff contacted the student every day via text or email, scheduling regular calls and making sure they were attending class. Staff also communicated regularly with families, making sure they were kept abreast of their child's performance. Where absenteeism became more pronounced, BGLIG's leadership and counselors intervened to ensure students were attending class. This level of intervention will continue the remainder of the school year.

Technology and Connectivity

BGLIG has provided all students and staff with technology to use in the remote environment. BGLIG has also invested in more technology to provide in-person students with technology in order to keep their previously issued technology at home. Additionally, upon request, BGLIG has provided families with personal hotspots for better wifi connectivity.

Teaching and Learning

<u>Continuity of Learning Plan</u>

BGLIG intends to follow its continuity of learning plan from last year in a modified format. We will be offering the same courses but will provide more live instruction online. We will maintain this schedule through May 14th, as BGLIG will reopen its doors on May 17th.

The day starts and ends with a fifteen-minute check in with advisory. This ensures that students are on task and ready to work. It also helps maintain connection between staff and students, which is crucial to combat isolation and disengagement right now.

Upon return to in-person instruction, BGLIG will combine in-person and remote students in their respective homerooms where a teacher will provide live instruction to students. Teaching Assistants will monitor and support remote students while the teacher is providing whole-class instruction. Teachers will have various times throughout the day to have small groups and individual conferences with remote students as a way to provide an extra layer of support.

BGLIG will begin to move to taking daily attendance through BGLIG's Student Information System, PowerSchool. This will ensure accurate attendance reporting and keep students from falling behind in work, and allows our "adopters" (see **Attendance and Chronic Absence**) to stay on top of their caseload. We will also use a weekly dashboard to track which classes might be struggling to get attendance and buy-in from students and have coaches and instructional leaders intervene.

This in which we are able to track which students "check in" to each class, who completes the Google Classroom assignments (This allows us to
We will identify students who are "at risk" either by virtue of academic struggles or because of attendance concerns. Our Counselors, Teacher Assistants and operations team "Adopt" caseloads of students and check in with them multiple times each day to ensure they stay on task.

Alignment to outcomes in state learning standards and Equity Focus

While BGLIG has changed its method of instruction delivery, to core tenets of our instruction remains the same. Our instruction is still mastery-based, with students given multiple opportunities to reassess, and students are still assessed through standards-based grading. All of our courses still revolve around learning goals that are derived from the appropriate standards, whether these are New York State Standards, Common Core Standards, or Next Generation Science Standards. As we typically do, we are assessing student mastery through a variety of different methods, including exit tickets, essays, quizzes, papers, and performance tasks.

To support students with disabilities and English Language learners, BGLIG continues to employ the wide variety of approaches that have served it well. We continue to maintain our targeted support classes, including AIS small group instruction to the extent that is possible. Classroom teachers and Teaching Assistants will work together and continue to modify lessons to support differentiated instruction. Questions in Google Classroom assignments are differentiated based on student level

and need. All assignments have the same scaffolds, such as graphic organizers, sentence starters, bolded texts, or word banks, that they would otherwise have.

BGLIG will continue to ensure that related services, which for us are speech and counseling, are being provided for students for in-person and remote students. We will also send communication home to families, in English and Spanish, explaining the support they are entitled to.

Communication with Families

As described above, BGLIG places a premium on family communication. Students who are designated as "at-risk" and are "adopted" by members of our team who communicate more regularly and frequently with them and their families by phone or text. BGLIG leadership sends regular emails to families in English and Spanish, and posts these same messages on our website. We hold virtual parent meetings and will be holding a virtual family forum for families on May 7, 2021.

Career and Technical Education (CTE)

BGLIG does not have a CTE program at this time, so this section is not applicable.

Athletics and Extracurricular Activities

Per CDC guidance, athletics are not permitted at this time. BGLIG will resume participation in athletics when guidelines change and it becomes permissible.

We also understand that connectivity to athletics and extracurricular activities and mental health is more important than ever for our community. We will also host online parent meetings and an online Town Hall with school leadership. Our counselors will also provide counseling to at-risk and mandated students through HIPAA-compliant web services as a support to students while these are suspended.

Special Education

BGLIG takes pride in the fact that it has consistently provided a supportive, high-quality education for Students with Disabilities. Our Student Supports team is in regular communication with families and supports with translation where necessary. Families have been surveyed and given the

opportunity to provide input into what they want to see for their children. BGLIG provides multiple pathways and opportunities for families of all students--including those with IEPs--to communicate with the school.

As described in **Teaching and Learning**, above, BGLIG plans to fully provide students with IEPs with the modification and support they are entitled to, whether in an in person or remote setting. BGLIG will still provide classes for students entitled to small intervention classes online such as SETSS. As we return to a hybrid model, SETSS and ELL services will be a mix of push-in and pull-out where appropriate to maintain social distance and pod learning, to ensure they have the necessary scaffolds to achieve mastery. Students will continue to have access to scaffolds necessary to achieve mastery.

We also believe that office hours will be of particular benefit to those students who have IEPs and just need that level of instruction and individual interaction. We will maintain these office hours for our remote students as we reopen.

BGLIG works very well with the CSE and has been in ongoing communication with them since the beginning of the pandemic. We expect to continue this communication as we reopen and for the remainder of the year.

BGLIG's Executive Director will document services being provided to students and maintain open communication with families to ensure all student needs are met as we move to reopen the school. Specifically for students with assistive technology needs, BGLIG will provide all necessary assistive technology to students at no cost to both in-person and remote students.

World Languages

BGLIG takes pride in the support and high-quality education it has provided for ELLs since its inception. Depending on their proficiency level, ELLs receive a specialized program that is a combination of sheltered instruction and support in their native language to push language proficiency. Approximately two thirds of BGLIG's staff is fully bilingual, and in the majority of cases, students have a teacher who is able to communicate with them in their native language, where necessary. BGLIG will continue to provide instruction to all ELLs based on their most recently measured language proficiency.

As we look to continue to support our ELL population, , BGLIG will continue to identify ELLs within the required time frame given by NYSED. We currently serve 66 ELL students. BGLIG's Executive Director and Special Education Coordinator will maintain communication with families of ELLs.

Staffing

BGLIG is fully staffed for the 2020-2021 school year and has highly qualified teachers sufficient to run its program.

Teacher and School Leader Evaluation System

BGLIG continues to evaluate its teachers as it always has, through a system of coaching focused on growth and improvement over a small number of high-stakes, evaluative observations.

The coaches at BGLIG work consistently with teachers to grow through modeling, observation, video review, co-planning, and a number of other strategies. Teachers who continually struggle despite these scaffolds are put on an action plan and given additional support. This has led to high-quality staff who want to stay at BGLIG. We are retaining 95.31% of our staff from the 2019-2020 school year.

The Executive Director and the Principal are evaluated by the Board of Trustees. This year's evaluation will be very similar to evaluations from years past.

Student Teaching

BGLIG does not employ student teachers, so this section is not applicable.

Links:

Health and Safety Exposure Plan