

Bedford Stuyvesant New Beginnings Charter School

REMOTE LEARNING PLAN

2023-24

BSNBCS has a continuity of learning plan for the 2023-2024 school year which includes in-person, remote, and hybrid models of instruction. The status of learning for the beginning of the 2023-24 School Year is in-person learning for all students. Should local circumstances, a public health emergency or other pandemic related factors require hybrid or entirely remote instruction, the following plan shall be implemented for Remote Learning.

Remote Learning: For students in quarantine, remote learning will include access to videos, materials, documents and paper-based work, completed at home, in parallel with regular phone calls and video meetings with students. As appropriate for the grade level, students may engage in online tools such as Google Classroom, Raz kids, Class Dojo, iReady or other interactive tools. For students opting in remote learning, each will be assigned a teacher or school socio-emotional health specialist (e.g., Guidance Counselor, student support team member) to meaningfully connect with them on a consistent basis via substantive interaction. Students will be able to demonstrate active learning through digital engagement (e.g.; virtual classroom participation, submission of work), phone communication or via video-conference.

BSNBCS acknowledges that equity must be at the heart of all school instructional decisions. All instruction will be developed so that whether delivered in-person or remotely due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities will be aligned with State standards and the BSNBCS Charter. It will include routine scheduled times for students to interact and seek feedback and support from their teachers.

This document is updated periodically and the latest iteration can be found at <http://bsnbcs.org/covid-19-resources/> This plan includes addressing learning loss from the pandemic, instructional strategies, remote learning framework and the assurance that all students have access to high quality learning opportunities.

Consistent with the school's Charter, BSNBCS will provide an educational program that is aligned to the New York State Learning Standards and the standards set forth in the school's charter regardless of whether instruction is delivered in-person, remotely or in a hybrid model.

Attendance and Chronic Absenteeism

For students attending school daily, the Student Support Team will support student attendance and chronic absenteeism through effective parent engagement and communication. Attendance will be tracked in a data storage system provided by the school and entered into local and state attendance tracking systems, as mandated.

The same protocol for attendance tracking will be expanded if/when the school transitions to full-remote instruction, in case of worsening public health conditions. The Student Support Team will be available, in addition to classroom instructions, to ensure we have high student engagement for those who are engaged in remote learning.

Technology and Connectivity

BSNBCS will virtually survey its families by providing questionnaires for online completion through emails, text messages, and other established family communication platforms. For families unable to complete a survey online due to a lack of access to the internet, computers, or smart devices, school staff will conduct the survey in person or over the phone to capture every student's technology access status. The survey will assess student's access to the internet, internet-enabled devices, and whether the access to data is unlimited or not.

BSNBCS will work with governmental agencies and local internet providers to provide students and their families access to the internet via local public hotspots. If such access is not accessible at the place of residence of BSNBCS students, the school will support parents in accessing hotspot devices for use in conjunction with a chromebook or tablet to maintain student's access to instruction through digital platforms.

Students' need for internet access or computing devices will be determined by their responses to the survey. If a family's access to technology changes over the course of the school year, they will be encouraged to update the school on their status so that they can receive access to any additional resources for equitable access to remote learning among all BSNBCS students.

All BSNBCS staff members have access to a laptop computer as part of their employment. If a staff member reports lack of home internet access, the school will support their efforts to be connected to the internet by referring them to local free internet provider platforms and traditional fee-for-service internet providers.

Students participating in full-time in person learning will be provided with the same diverse opportunities for demonstration of mastery as outlined in our school Charter. Students with special needs will be provided with opportunities to demonstrate mastery which are consistent with their Individual Educational Plan. Students will be able to demonstrate mastery through digital media production (e.g., use of google suite tools, digital photography, etc). Students will be provided with physical work materials to support the acquisition of concepts that are part of their assigned curriculum. Students will have access to a computing device for use at school or, when appropriate, at home.

Operational Activity

BSNBCS will modify operations prior to instituting school-wide closures to help mitigate a rise in cases. Specifically, if exposure is limited to specific spaces, classes or floors, BSNBCS will seek to modify instruction as feasible, including remote instruction, to help mitigate the rise of cases.

If a classroom or program must be closed as a result of decreased operational activities related to COVID-19, those classes or programs will be delivered through remote instruction.

If a staff member must be isolated, without symptoms, arrangements will be made to allow for telework, as appropriate.

BSNBCS will follow a process if and when COVID-19 cases are discovered at school including:

- 1) Identification of individuals who have tested positive of COVID-19.
- 2) Identification of school community members, including students and staff, who have had close, proximate contact with said individual (i.e., contact tracing).
- 3) When such an individual is a member of a school cohort (group of students or staff), individuals in the cohort shall be notified of their potential exposure.
- 4) When exposure is limited, or predominantly occurred within a cohort(s), BSNBCS may close areas or classes where individuals were infected or more broadly the entire school in consultation with the local health department.
- 5) Partial closures will necessitate cleaning of all spaces and referral to testing for potentially exposed individuals.
- 6) BSNBCS may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases.
- 7) In the case of a full building closure, BSNBCS will implement an orderly closure by notifying all parents of the date closure, steps made to reduce risk for students and staff, and the date on which remote instruction will begin.

Involvement of Key Personnel and Operational Activity: The Executive Director, or his designee, is responsible for ensuring the school's closure protocols are implemented and followed. This includes phasing, milestones and communications. The Executive Director will be required to make the determination of which operations will be decreased, or ceased and which operations will be conducted remotely. The Executive Director will implement the process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.

Communication

BSNBCS will ensure that communication is effective internally and externally throughout the closure process. Specifically:

BSNBCS will clearly communicate with all community stakeholders on possible closures, as well as actual partial and full closure decisions. BSNBCS staff will receive email and/or socially distanced meetings with this information. Parents will receive electronic communications a

written notice and/or our parent portal, text messages, phone calls, emails. Messages will be provided in English and Spanish.

BSNBCS will designate as its main point of contact the school Principal or her designee to communicate internally with staff, students and families. The Executive Director, or designee, will contact external entities and agencies, including Departments of Health, NYC Department of Education, State Education Department and other agencies related to school closure.

Remote Learning Framework:

- 1) Students shall have access to devices to complete remote learning objectives.
- 2) Parents and students should review Class Dojo, Liveschool and our other communications platforms for updates on lessons and materials.
- 3) Parents should call the main office for clarifications or questions on access to technology.
- 4) Parents should contact teachers for questions related to remote lessons.

Reopening of in-person instruction

In determining the number of students and staff members allowed to return to work or school in-person, the school first evaluated each room's capacity to maintain staff and students in a safe manner. By leveraging every space at our facility, BSNBCS determined it would be able to accommodate, with appropriate social distancing, all students and staff returning full-time to the school building located at 82 Lewis Avenue in Brooklyn.

For staff members whose offices are shared with one or more colleagues, measures will be put in place to maintain three feet distance at all times. The school will engage in regular conversation with staff members and students whose families use public transportation and how school PPE can be used to provide additional safety when social distancing is not viable. For students traveling by yellow school bus, considerations were made regarding availability of buses and capacity for social distancing between household units on the bus.

BSNBCS will use multiple data sources that provide publicly available information such as (<https://forward.ny.gov/early-warning-monitoring-dashboard> and <https://forward.ny.gov/covid-19-regional-metrics-dashboard>) to monitor local hospital and health care facilities' capacity for care in evaluating whether to maintain in-person instruction. As we monitor hospital capacity, we will also track local testing positive rates and virus reproduction rate to assess the safety of continuing in-person schooling for our full population.

Operational Activity

All students enrolled at BSNBCS will be provided the opportunity to receive full-time, on-site instruction on a daily basis. To accommodate extended screening time upon school entry, the student school day will begin at 7:30am for students, with our first breakfast service.

To the extent feasible, students will occupy a single space (or limited number of spaces) each day with a unique group of students (“a cohort”) throughout the week. In grades K-5, students will be instructed in core subjects by their homeroom teacher(s) and will rotate through specials on a periodic basis to minimize the number of individuals interacting together in a given timeframe. In grades 6-8, students will be instructed in ELA and Math each day by different teachers and will receive additional academic programming in Science, Social Studies, Health/PhysEd and Specials instruction on a rotating basis, based on student academic needs.

Every student will have access to physical activity, including outdoor recess, at least once a day, weather permitting.

All meals and snacks will be provided in the classroom or additional learning spaces, to promote social distancing and to reduce contact with others not in their cohort. All staff and students will follow the hygiene procedures in this document to ensure that classrooms remain a clean, safe place for food consumption.

BSNBCS will leverage all needed spaces in the building, including the cafeteria, gymnasium, offices, and other spaces, for academic and enrichment programming, to ensure maximum social distancing.

Capacity

For each space used for academic, operational, or cultural programming, BSNBCS will determine the maximum capacity of students and staff while maintaining appropriate social distancing as recommended by the New York State Department of Health (NYSDOH). Space capacity will be determined by the number of individuals who can learn in the space with the required three foot social distancing procedures described below.

When using yellow bus transportation, all students and staff will be required to use face coverings, and to maintain appropriate social distancing (unless they are from the same household).

If a space or activity does not allow for appropriate social distancing (e.g., elevator, nurse’s office, smaller spaces), adequate personal protective equipment will be provided, including face covering, upon request. Should the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation be required, BSNBCS will ensure the submission of detailed floor plans to OFP for review.

Special Education

Consistent with its Charter and the Individuals with Disabilities Education Act, BSNBCS will ensure the provision of free appropriate public education (FAPE) consistent with the need to

protect the health and safety of students with disabilities and those providing special education and services.

BSNBCS will document the programs and services offered and provided to students with disabilities including Collaborative Team Teaching, Special Education Teacher Support Services and Related Services, as outlined in its Charter. Parents will receive regular communication on their child's needs and progress via their classroom teacher and special education teacher. School staff will provide updates regarding the Committee on Special Education (CSE) process, including annual, triennial and other updates to their child's IEP via in person meetings, emails or phone calls, as appropriate.

BSNBCS will collaborate with the CSE and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources. BSNBCS will ensure 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 the IDEA.

BSNBCS will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

Restart Operations

Prior to the school building reopening, all spaces will be thoroughly cleaned and disinfected. BSNBCS does not have a centralized HVAC system, but all existing air conditioning units will receive full maintenance, including (where required) new filters. Whenever possible, doors and windows will remain open to allow for maximum air circulation in the building.

BSNBCS will ensure that it has one drinking fountain or water bottle refilling station per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water. Water fountains will be outfitted to allow touchless water bottle refilling, reducing the need to touch a bar to utilize the water fountain. When practicable, bathrooms and sinks will be retrofitted to allow for touchless flushes, faucets, and soap and paper towel dispensers. Where applicable, the existing or altered number of toilet and sink fixtures will meet the minimum standards of the BCNYS of 1 stall per 50 building occupants. BSNBCS will conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.

Where applicable, changes or additions to facilities will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP. BSNBCS will comply with the 2020 Building Condition Survey and Visual Inspection, where applicable. Where applicable, all new building construction and temporary quarter projects will be submitted to OFP for a full code review. Where applicable, should the school require new facilities for leasing, it will provide a plan to

consult with OFP for a preliminary evaluation. Where applicable, utilization of tents for temporary or permanent use by the school will provide plans adhering to the BCNYS. BSNBCS will ensure that all project submissions only dedicated to “COVID-19 Reopening” will be labeled as such. When applicable, the use of plastic separators will comply with the 2020 BCNYS Section 2606.

BSNBCS’s facility at 82 Lewis Avenue was designed with a pandemic in mind, as it was built following the 1918 influenza pandemic. BSNBCS will maintain adequate, code required ventilation (natural or mechanical) as designed, which includes numerous windows, doors, vents and air ducts throughout the facility.

Hygiene, Cleaning, and Disinfection

BSNBCS will train all students, faculty, and staff on proper hand and respiratory hygiene, according to the CDC guidance described below:

Key Times to Wash Hands:

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

During the COVID-19 pandemic, hands should also be washed:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, subway poles and turnstiles, etc.
- Before touching your eyes, nose, or mouth because that’s how germs enter our bodies.

Five Steps to Washing Hands the Right Way (CDC Guidance)

Washing your hands is easy, and one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

These five steps will be taught to be used every time hands are washed:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Use of hand sanitizer when soap and water are not available:

Alcohol-based hand sanitizer that contains at least 60% alcohol can be used if soap and water are not available. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, an alcohol-based hand sanitizer that contains at least 60% alcohol, as per their label, may be used. Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Cleaning: Surfaces and Equipment: For surfaces and equipment, all disinfection will use safe and effective products such as properly diluted bleach, sanitizer, or antibacterial solutions. Custodial personnel will use electrostatic misters to quickly and effectively disinfect door handles, desks, seats, buttons and switches, toilets, sinks, walls, hard surfaces, and non-porous equipment.

BSNBCS will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and NYS Department of Health (DOH) and maintain logs that include the date, time, and scope of cleaning and disinfection.

Facilities staff will identify cleaning and disinfection frequency for each facility type and assign responsibility, based on the specific needs for each space in the facility. For each space in the building, a disinfection log will be maintained by custodial staff and monitored by facilities staff.

BSNBCS will adhere to the following CDC guidance on how to Clean and Disinfect Hard (Non-porous) Surfaces:

- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
- A list of products that are EPA-approved for use against the virus that causes COVID-19 is available at:

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

- Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Electronics:

- For electronics such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present;
- Follow the manufacturer's instructions for all cleaning and disinfection products;
- Whenever possible, the school will use wipeable covers for electronics.
- If no manufacturer guidance is available, BSNBCS will consider using alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Surfaces will be thoroughly dried to avoid pooling of liquids.
- BSNBCS will revise and adapt cleaning protocols and procedures to match the best effectiveness evidence available and published at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

To supplement existing bathrooms, BSNBCS will provide and maintain hand hygiene stations, including handwashing with soap, running warm water, and disposable paper towels, as well as

an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Mobile hand washing stations will be added throughout the building to allow for frequent and thorough hand washing by students and staff throughout the day, whether before or after meals, or after sneezing, blowing their noses, or using the bathroom. Hand sanitizer will be provided and made available in hallways, offices, classrooms, and other spaces on each floor of the building.

BSNBCS will conduct regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and check-in stations. BSNBCS will utilize Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19, whenever possible.

All staff members will have access to paper towels and cleaning solutions, wipes or other materials to clean and disinfect the equipment they use as part of their daily duties (copiers, computers, mops, hand-held sanitizing misters). To the extent possible, equipment access will be limited to necessary staff members to minimize surface contamination. BSNBCS ensures that all existing and new alcohol-based hand-rub dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.

Regarding Personal Protective Equipment (PPE) and hand hygiene, according to the CDC, the risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. When required:

- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Cleaning and custodial staff will be trained to properly clean hands after removing gloves.
- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Staff will clean their hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons.
- Cleaning staff will be instructed to immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often in accordance with the protocols outlined in this document, including immediately after removing gloves and after contact

with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- Students and staff will be instructed to follow normal preventive actions while at work, school and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
 - After blowing one’s nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance such as a child.

All questions related to Remote Learning can be directed to covidinfo@bsnbcs.org

General Remote Learning Instructional Model

This model is used for families who are opting in, with the option of returning to the school building at the end of each academic semester.

Grade	Instructional Model
K-4	<ul style="list-style-type: none"> ● iReady assignments assigned by the teacher weekly based on diagnostic data (Grades 1-2) ● RAZ Kids access and reading assigned by teachers ● Bi-weekly instructional packets will be available for pick up or mailed home. Instructional materials mirror in class instruction for core content areas. ● Weekly instructional videos for Math and ELA posted to Class Dojo. Videos should be recordings of in class instruction to support completion of packet assignments ● Daily instructional tutoring in ELA/Math provided by RTI teachers via phone call or virtually ● 1x’s a week teacher check in phone call with parent to discuss student progress and support needs

Grade 5	<ul style="list-style-type: none"> ● iReady assignments assigned by the teacher weekly based on diagnostic data ● RAZ Kids access and reading assigned by teachers ● Daily assignments posted to Google Classroom by each content area teacher ● Recorded Instruction videos posted to GC 3x's a week for core instructional lessons that launch and support new content ● Daily instructional tutoring in ELA/Math provided by RTI teachers via phone call or virtually ● Regular communication with student via Google Classroom messaging ● 1x a week instructional support call from content teachers
Grades 6-8	<ul style="list-style-type: none"> ● iReady assignments assigned by the teacher weekly based on diagnostic data ● Daily assignments posted to Google Classroom by each content area teacher ● Recorded Instruction videos posted to GC 3x's a week for core instructional lessons that launch and support new content ● Regular communication with student via Google Classroom messaging ● Daily instructional tutoring in ELA/Math/SCi/Ss provided by RTI teachers via phone call or virtually ● 1x a week instructional support call from each content teacher

Class Level Remote Learning Plan

This model will be executed in the event that a teacher and/or student tests positive for COVID-19. In this event, the whole class will return home for the duration of 14 days for self-quarantine to ensure the health and safety of all teachers and students.

	Learning Plan	Assignments/Grading	Online Platforms
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K-4	<ul style="list-style-type: none"> ● Family notified by the school and additional announcement on Class Dojo ● 48 hours interval for teachers to plan and have any necessary training for full transition ● Full school schedule for instructional blocks ● All classes taught by classroom teachers ● <i>Note: Co-teaching models will be in full use to support instructional needs of students (ie small groups)</i> ● Specials (electives) will have instructional classes as well as additional videos and/or project based learning assignments to continue core curriculum goals 	<ul style="list-style-type: none"> ● Portfolios tab will warehouse student work ● Teachers will also link additional resources to support lessons (as per our general remote learning plan) 2x/week ● Students receive feedback digitally and during virtual calls 1x a week ● <i>Note: Students may sign up for “office hours” to receive additional small group support</i> 	<ul style="list-style-type: none"> ● Gmail (student accounts) ● Class Dojo ● Nearpod for lessons/activities ● Google Suite ● RazKids ● iReady ● Flocabulary ● Accelerated Reader ● EdVista (in the case of assessments)
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5-8	<ul style="list-style-type: none"> ● Family notified by the school and additional announcement on Class Dojo ● 48 hours interval for teachers to plan and have any necessary training for full transition ● Full school schedule for instructional blocks ● All classes taught by classroom teachers ● <i>Note: Co-teaching models will be in full use to support instructional needs of students (ie small groups)</i> ● Specials (electives) will post instructional videos/assignments via Google Classroom ● Student will receive a study hall block for additional learning activities (ie. iReady, independent reading, small group support) 	<ul style="list-style-type: none"> ● All assignments will use the Google Classroom portal ● Grading, homework, and classwork will follow the same policies/scales as core curriculum program ● Teachers will continue to post additional lessons and videos for additional support 	<ul style="list-style-type: none"> ● Gmail (student accounts) ● Google Classroom ● Nearpod for lessons/activities ● Google Suite ● RazKids ● iReady ● Flocabulary ● Accelerated Reader ● TCI Social Studies Curriculum ● iScience Integrated Curriculum ● EdVista (in the case of assessments)
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