



**UNITY**  
PREPARATORY  
CHARTER SCHOOL  
of BROOKLYN

# **Unity Preparatory Charter School of Brooklyn (84K757)**

## **Preliminary Reopening Plan 2020-2021 (as of August 7, 2020)**

**Middle School Campus**

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## Introduction

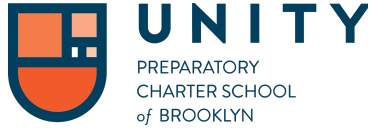
### Guiding Principles:

Over the course of the spring and summer, the leadership team of Unity Preparatory Charter School of Brooklyn (henceforth described as “Unity”) explored a wide range of possibilities for fall instruction while closely monitoring state guidance and the ongoing national debate about school reopenings. In devising our reopening plan for the 2020-21 school year, we rely on following six design principles as well as the input of our stakeholders:

1. We are prioritizing the well-being and safety of our community by following state and federal guidelines and considering the unique needs of our students, families, and staff.
2. We are building on our recent successes with remote learning, including frequent communication with families, strong access to learning when remote, high student participation and attendance, daily synchronous teaching, and targeted interventions.
3. We are utilizing our strengths as a school and community, including our small size and ability to adjust to unknowns and our strong relationships with students and caregivers.
4. We are planning with our most vulnerable students and community members in mind.
5. We are planning with equity and culturally responsive teaching at the forefront of our minds - that is, how we ensure that ALL students are experiencing academic growth and the most comprehensive educational experience possible.
6. We are striving for simplicity, feasibility, flexibility with a focus on execution and fidelity.

### Unity’s Fall 2020 Reopening Model - Continued Synchronous Remote Instruction:

- As in the spring, we will continue with daily, synchronous, remote instruction via Zoom, and we will actively work to build on what we developed in the spring. We will continue to use Google Classroom, Jupiter (student information system), and EdPuzzle as we did this spring, while working to incorporate other platforms, such as Nearpod, into our collective toolkit. We anticipate using this model until it is deemed safe to resume schooling in person. Our decision to transition back to in-person schooling will be based on health guidance from the city and state, if and when any further guidance is issued.
- Classes will meet 4 days weekly according to a seven-period schedule. Periods will be 45 minutes long. The fifth day each week will be devoted to student intervention and adult development.
- We will maintain sacred small group/tutoring time to act responsively to student needs.



- Every student will have one assigned staff member (advisor or other staff) to be an ally who advocates for the student. As a part of this vital work, this ally will make regular (at least weekly) outreach to check-in holistically with students and caregivers.
- We will maintain check-in and healing spaces for students, including via advisors, allies, community meeting space, and optional Saturday community building activities for our students.
- We will preserve time for adult development as well as time to build community, collaborate, and facilitate department partnership.
- We will implement a robust assessment structure that allows us to gauge academic growth and make informed decisions about how to best promote growth for all students.
- We will be ready to add in-person components for our most vulnerable students, if initial supports are insufficient and it is safe to do so.

Overall, Unity believes that this reopening model, which builds on the model implemented in the spring, is the optimal plan for our community given our experiences and the current climate surrounding the COVID-19 pandemic.

## Communication/Family and Community Engagement

- The school and/or district engaged with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.
  - Unity employed the following methods to engage with school stakeholders and community members in developing this reopening plan:
    - Staff Survey: staff were surveyed on June 25th regarding the following considerations for remote learning. Questions included:
      - What is your level of comfort physically returning to school in the fall?
      - How important are the following health measures to you based on the information that we currently have?
        - Limited class sizes (no more than 10 students and 1 teacher in a classroom)
        - Face masks worn when sharing a room with others in the building
        - Face masks worn at all times on school grounds (except when eating)
        - Restricted movement (students remain in one classroom for the duration of the day)
        - Limited teacher movement (teachers work with one group of students instead of rotating between different groups)
      - Based on what we currently know, which model of instruction do you believe best supports our students' safety and learning for the fall?
      - Please share any other thoughts here regarding planning for the fall.
    - Staff Forums: two open forums for staff were held via Zoom conference on Tuesday July 28th at 11 pm and Wednesday July 29 at 4 pm.
    - Caregiver Survey: Unity's caregivers (parents, guardians, and families) were surveyed regarding the following considerations for remote learning. Questions included:
      - Please indicate how important the following precautions are in sending your child back to school.
        - The school is thoroughly cleaned at least once a day.
        - Students and staff are required to wear masks during the school day.
        - Students' and staff's temperatures are checked before entering the school.



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- Students and staff regularly wash hands.
- Hand sanitizer is provided in each classroom and frequently used.
- Visitors and volunteers are limited on campus.
- The number of students in each class is reduced by 50% through alternating schedules
- Students only interact with those in their class(es).
- Materials shared among students are cleaned in between use.
- School buses run at half capacity.
- Bus driver and attendant wear masks.
- How comfortable would your child be with wearing a mask to school?
- How comfortable are you with sending your child to a school building every day this fall, if recommended health and safety measures, such as social distancing, are in place?
- If we need to begin school next year mixing both in-person learning at school and learning at home in order to follow health and safety guidelines, please rank the scheduling options presented below from most preferred (1) to least preferred (3).
  - Sending your child to in-person school one week and then learning at home the next week.
  - Sending your child to in-person school on only certain days of the week (e.g., Monday, Wednesday, and Friday or Tuesday and Thursday). On the days your child is not in school, they would be learning at home.
  - Having your child learn at home full-time every day.
- If we continue with learning at home in the fall, we want to improve the remote learning experience that students and caregivers have. Which of the following supports do you feel would be most helpful for your child learning at home? Please choose your top two:
  - Virtual extracurricular activities such as clubs
  - An easier way for you or your child to monitor their progress in school
  - More access to teachers when your child has questions
  - A variety of ways to learn from home (paper packets, recorded videos, live teaching, one-on-one tutoring, small group work, etc.)
  - More social interaction with classmates online
  - Hands-on materials like age-appropriate books, manipulatives, toys and games



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- If we continue learning at home in the fall, does your child have access...
  - To a computer or device to complete schoolwork?
  - To internet/wifi?
- If we continue with learning at home in the fall, do you anticipate needing childcare during the week when your child is not attending school in-person?
- Prior to the COVID-19 pandemic, how did your child get to school most often?
- Assuming the COVID-19 pandemic continues in September 2020, and your child is attending school in person, how would your child get to school most often?
  - Emails: Unity sent a regular (weekly) email series, “The Unity Scoop,” to caregivers to provide updates, share information, and solicit feedback from stakeholders.
- The school and/or district developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing web pages, text and email groups, and/or social media groups or posts.
  - Unity’s communication plan utilized the following tools:
    - “The Unity Scoop” email to both campuses (middle and high school)
    - Jupiter Ed (S.I.S.) text messages and email messages to caregivers
    - Social media updates as appropriate (Instagram, Facebook)
    - Updates to Unity's website, as necessary.
  - Unity ensured communication with stakeholders, whether verbal or written, is translated into an accessible language and format for each stakeholder.
  - Unity coordinated sessions between faculty and students for training students to use all utilities required for remote learning, confirming students’ understanding of class schedule, work acquisition and submission protocols, and methods for communicating with school staff.
  - Unity staff contacted each student and caregiver to confirm access to and functionality of technology required for remote learning and communication with school staff and faculty. Whenever necessary, Unity worked with families to ensure students have consistent access to a functioning internet-accessible laptop and consistent internet access.



- The school and/or district will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
  - Training of all students will take place, virtually, prior to the start of school.
  - All students will be taught Unity’s policies and protocols related to COVID-19.
  - Any student who enters the building for any reason will sign a contract agreeing to abide by the policies and protocols outlined below:
    - Hand hygiene:
      - Students will have access to sinks with running water and will be encouraged to wash their hands regularly, especially before and after consuming food or using the restroom, or sneezing/coughing.
      - Schools will be stocked with needed supplies for good hygiene, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and disinfectant wipes.
      - Gloves will be available for staff to wear when cleaning classrooms or touching shared items.
    - Face covering:
      - Unity staff and students will wear cloth face coverings to limit the spread of the virus and slow unknowingly infected people from transmitting it to others. Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
      - Unity will distribute, at a minimum, 1 reusable mask to each staff member and student. Extra disposable face coverings will be kept on site.
      - Staff and students will wear masks at all times.
      - Students should be frequently reminded not to touch the face covering.
      - Unity will give all community members guidance around sanitation and reuse of face coverings.
  - Social distancing:
    - All staff and students must adhere to CDC physical distancing guidelines (currently 6 feet apart) at all times.
    - Each classroom will maintain a desk configuration that enhances physical distancing, allowing students and staff to remain several feet apart.
    - Handshakes and any other routines that call for physical contact are prohibited. Staff may not touch students. Only virtual/“air” hugs, handshakes, and high fives.





- Tape markings and other physical dividers will be placed on the floor in areas where students transition to assist in maintaining distance.
- Respiratory hygiene:
  - All students and staff must:
    - cover their mouth and nose with a tissue when coughing or sneezing.
    - use the nearest waste receptacle to dispose of the tissue after use.
    - perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials
  - Staff training:
    - Unity's operations staff/facilities team will discuss roles and responsibilities for training protocols (including signage) and upholding policies related to student and staff hygiene prior to the start of the school year.
    - Unity's teaching staff will be oriented to all safety protocols and procedures (staff- and student-facing) during summer staff development sessions prior to the start of the school year.
- The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.”
  - Signage will be posted at all campus entrances and in locations through the building to ensure facilities offer frequent reminders of the mandatory protocols, including reminders for all students, staff, and visitors to wear facemasks and maintain distance.
  - Signage may be translated into languages other than English and include visuals for the sake of accessibility for all.
- The school and/or district will provide communications in the language(s) spoken at home among caregivers and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments.
  - Unity will provide communication in diverse languages in the following ways:
    - Translation of materials (all posted or written materials distributed to caregivers)
    - Survey caregiver home language
    - Communication via phone via translation - list translation number
    - Use the translation service for phone communication: (800) 889-5921.

## Health and Safety

- Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction: (1) Ability to maintain appropriate social distancing or face coverings; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity – consult your local department of health.
  - The health and safety of our students, their caregivers, and our staff is Unity’s first priority. As Unity plans to begin the Fall semester utilizing **remote learning** to fully mitigate the risk of exposure to COVID-19, we have studied models and best practices from multiple school systems, in addition to guidelines from the Center for Disease Control (CDC) and New York’s Department of Health (DOH).
- Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.
  - Unity leadership discussed staff’s misgivings with in-person instruction at two staff forums on July 28 and 29.
  - Unity conducted a listening tour with caregivers and a survey about their concerns and readiness to return to the building. In addition, extant research suggests that older children spread the coronavirus as well as adults do. This means that our students can become ill as well.
  - Unity was successful utilizing remote learning in the spring in terms of student attendance and overall participation.
  - Unity believes that our remote learning model, described below, is the optimal model for our community given our experiences in the spring and the current pandemic climate:
    - We will follow a remote, four day a week, seven-period schedule which meets the 180 minutes per week course requirement without creating, training, monitoring, and documenting an asynchronous element of instruction.
    - We will maintain sacred small group/tutoring time to act responsively to student needs.
    - We will maintain check-in and healing spaces for students, including optional Saturday community building activities.
    - We will preserve time for adult development as we continue to learn a new style of teaching.



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- We will be ready to add safe and socially distanced, in-person components for our most vulnerable students, only if initial supports are insufficient.
  - We will build a robust assessment structure to be able to tell the story of student needs and successes.
- Each school and/or district reopening plan must include a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
    - Unity's comprehensive communication plan will incorporate some or all of the following elements:
      - Remind students of healthy practices:
        - Send and post reminders to students about remaining vigilant about their health. Remind them to take at least 20 seconds to wash their hands with warm, soapy water and to try not to touch their faces.
      - Bridge the gap for students who have health concerns:
        - Invite students to make appointments to speak with our DOH-assigned Nurse by phone or text with any COVID-19 related medical concerns.
      - Dispel rumors:
        - When necessary, proactive group texting by staff to students to dispel rumors and make sure students have the most up-to-date information available.
      - Create alternative options for in-person meetings:
        - Students and staff will be required to keep appointments via Zoom, phone, or text.
      - Crisis Response Management:
        - In the worst case scenario, there may be instances when Unity needs to inform students on next steps if there is a suspected or confirmed case of coronavirus. Communication to students and caregivers will be disseminated so they know exactly what to do and who to contact.
        - Unity will disseminate weekly campus updates (The Unity Scoop) via email to ensure that students stay up-to-date on the latest campus news.
        - If staff need to take different measures during an outbreak, leadership and/or operations staff will note these measures via text message in a safe and convenient way to ensure all staff have the right information.
        - Students and caregivers have been provided a direct line to school staff. Unity maintains emails ([help.ms@gmail.com](mailto:help.ms@gmail.com) and [help.hs@gmail.com](mailto:help.hs@gmail.com)) and the main phone lines for both campuses are forwarded to staff working remotely to provide students with a way to contact the school whenever they have questions.



- Unity will seek to ensure all communication with stakeholders, whether verbal or written, is translated into an accessible language and format for each stakeholder, which includes:
  - Providing a “one-pager” that describes Unity’s reopening plan in accessible language and format on Unity’s website.
  - Emailing a “one-pager” that describes Unity’s reopening plan in accessible language and format to families.
  - Mailing a hard copy of a “one-pager” that describes Unity’s reopening plan in accessible language and format to families.
- Unity will provide multiple locations for stakeholders (including, but not limited to students, caregivers, staff, and the public) to get updates regarding Unity’s reopening plans. Communication will be provided by:
  - Website updates
  - Text messages
  - Phone calls
  - Coordinated meetings (e.g., “Town Hall Meetings”)
  - Emails
  - Conventional mail (i.e., United States Postal Service).
- Each school and/or district reopening plan has a written protocol developed in collaboration with the district or school’s director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.
  - Unity will follow the protocols and procedures as published by the [DOH](#). Staff will be trained on these protocols virtually via Zoom prior to the start of the school year, and updated as necessary throughout the school year.
  - Should in-person instruction resume, Unity will:
    - Conduct screening remotely (e.g. by online survey, or telephone, which may involve the caregiver), before the individual reports to school, to the extent possible.
    - Refer to CDC guidance on “[Symptoms of Coronavirus](#)” for the most up to date information on symptoms associated with COVID-19.
    - Remind caregivers that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever reducing medication was administered and the student no longer has a fever.
    - Implement health screening practices for unscheduled visitors (e.g. members of the public allowed to use school grounds).

- Partner with our DOH-assigned Nurse to help train older students, faculty, and staff to support contact tracing efforts for populations in school facilities and on school grounds, where feasible.
- Each school and/or district reopening plan has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.
  - Should in-person instruction resume, Unity will have non-contact thermometers on site and will utilize them per CDC guidance and DOH protocols:  
<https://coronavirus.health.ny.gov/protecting-public-health-all-new-yorkers#schools>
  - Additionally, Unity will:
    - Implement health screenings, including temperature checks (of students, faculty, staff, and, where applicable, contractors, vendors, and visitors).
    - Conduct temperature checks for all individuals every day – preferably at home, prior to departing to school – before entering the school facility.
    - Ensure that personnel performing in-person screening activities are protected from exposure.
- Each school and/or district reopening plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.
  - Unity will abide by all protocols established by the DOH and will closely monitor the department’s website and communications for updates. Written copies of this guidance will be shared with all staff members.
  - Should in person-learning resume, Unity will:
    - Not allow any individual who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100.0°F to enter the school if screened outside, and will be immediately sent home with instructions to contact their health care provider for assessment and testing.
    - Students to be sent home because of a positive screen will be immediately separated from other students and supervised until picked up
    - Immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19
    - Utilize protocols for caring for a student or staff member who develops COVID-19 symptoms during the school day, including:
      - Identifying a dedicated area (one administrative or counselor’s office has been designated at each campus for this purpose) to separate students, faculty, or staff with symptoms of COVID-19 from others until

- they can go home or to a healthcare facility, depending on severity of illness
  - Plans to ensure that symptomatic students waiting to be picked up remain under the visual supervision of a staff member who is physically distanced
  - Following personal protective equipment (PPE) requirements for school health office staff caring for sick individuals
  - Following Guidance for recommended cleaning and disinfection.
- Each school and/or district reopening plan has written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.
    - Unity will abide by all protocols established by the DOH and will closely monitor the department's website and communications for updates. Written copies of this guidance will be shared with all staff members.
    - More specifically, Unity will:
      - Use a DOH-established daily screening questionnaire for staff reporting to school, and periodically use a questionnaire for students, as needed.
      - Determine whether the individual has:
        - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
        - Tested positive through a diagnostic test for COVID-19 in the past 14 days
        - Has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days
        - Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- Each school and/or district reopening plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.
    - Unity will abide by all protocols established by the DOH and will closely monitor the department's website and communications for updates. Written copies of this guidance will be shared with all staff members.
    - Should in person-instruction resume, Unity will utilize the following visitor protocol. All visitors to Unity's campuses:



- Will be required to ring the bell at the main entrance to gain access to the campus.
  - Will be asked for the purpose of the visit via intercom and will be directed to the main office by a staff member. Also, there will be signage at the main entrance informing visitors of the mandate to report to the main office.
  - Will be greeted by a staff member at or near the entrance before being permitted to proceed to the main office.
  - Will be required to present state identification to the main office staff so that information can be documented in the visitor log
  - Will be required to sign the visitor log, wear a visitor pass badge, and wait in the reception area until picked up by a staff member
  - Will be required to be escorted out of the building at the conclusion of the visit by the staff member
  - Will be reminded to adhere to CDC/DOH guidance to social distance, and regarding the use of PPE, specifically face coverings, when a distance of 6 feet cannot be maintained, through verbal communication and signage.
  - Unity will not allow any individual who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100.0°F to enter a campus, if screened outside.
- Each school and/or district reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.
    - Unity will abide by all protocols established by the DOH and will closely monitor the department's website and communications for updates. Written copies of this guidance will be shared with all staff members.
    - More specifically, Unity will:
      - Conduct screening remotely (e.g. by online survey, or telephone, which may involve the caregiver), before the individual reports to school, to the extent possible
      - Refer to CDC guidance on "Symptoms of Coronavirus" for the most up to date information on symptoms associated with COVID-19
      - Remind caregivers that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever reducing medication was administered and the student no longer has a fever.
  - Each school and/or district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.



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- Unity will abide by all protocols established by the DOH and will closely monitor the department's website and communications for updates. Written copies of this guidance will be shared with all staff members..
- Unity will post completed finalized reopening plans on the school website and at the school for staff, students, and caregivers to access.
- Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.
  - Unity will implement remote learning for the Fall semester, or until further notice.
  - Should in-person instruction resume:
    - Students will receive explicit instruction during the first two weeks about health and hygiene through their Advisory class/period
    - Arrival procedures will be modified appropriately to ensure physical distancing:
      - Staff will perform hands-free temperature checks of students, and all students will be directed to use hand sanitizer
      - Students will use one entrance during morning arrival and staff will use a second, separate entrance.
    - Meals will be served in classrooms or at staggered times with strong, physical distancing in the cafeteria
    - Dismissal procedures will be modified to ensure physical distancing
    - Dean support, social work, and related services will make adjustments to the office spaces in which services are offered and to how services are provided
    - Student bathroom procedures will be modified to ensure limited numbers of students, physical distancing, and hand-washing.
- Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.
  - Unity believes that our remote learning model, which aligns with the plan implemented in the spring, is the optimal model for our community, particularly students and staff who are at high risk or live with a person at high risk.
  - Students receive an Extenuating Circumstances (EC) Plan if they are experiencing one or more of the following due to COVID-19 or the nature of remote learning:
    - Lack of access to internet/technology
    - Death in caregiver/immediate support network
    - Mental health/social/emotional concerns
    - Physical health concerns
    - Employment hours impacting ability to participate in online learning
  - The process for receiving an EC Plan at Unity follows:





- If a student/caregiver has expressed one of the more experiences to a Unity staff member, the staff member should contact the student's academic counselor
- The academic counselor will schedule an appointment with the student/caregiver to discuss the information that led to the referral
- The academic counselor, in consultation with the Intensive Day Treatment (IDT) team and social worker (if relevant) will develop an individualized plan for students
- The principals will approve or give feedback to the plan. Once approved, the academic counselor will send out to the student/caregiver as well as the teachers.
- The implementation of the plan is supervised by the counselor and relevant department heads
- Unity's counselors ensure consistent communication with school counselors and teachers:
  - Students who miss a class are contacted the same day by the teacher whose class was missed
  - The teacher who contacts the student and caregivers assesses the circumstance that caused the student's absence.
  - If the circumstances is recurring or has the possibility of recurring, or is significant enough to challenge student learning or socio-emotional health, the teacher refers the student to an academic counselor.
  - Academic Counselors then assess the need for Academic Support Plans or EC Plans and assign either, in conjunction with the parties noted above.
- Each school and/or district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.
  - Unity will limit access to its campuses and facilities to ALL visitors:
    - Meetings with student's caregivers will be conducted via phone and video conference.
    - Staff will not be allowed to bring their own children to work under any circumstances.
  - In addition, Unity will maintain at all times a policy that no one will be allowed access to campus without the following:
    - Wearing a CDC or DOH-approved facial covering
    - Using hand sanitizer upon entering any Unity campus or facility
    - Registering a body temperature of below 99 degrees fahrenheit during a temperature check performed by Unity staff.



- Unity will post signage to ensure each campus offers frequent reminders of protocols in some of the following ways:
  - Posting signs *outside* of each campus that reiterate CDC guidelines for handwashing, hand sanitizing, facial covering, and social distancing.
  - Posting signs *inside and throughout* each campus in the following locations:
    - entryways and exits
    - security sign-in stations
    - in front of each campus' main office.
- Each school and/or district reopening plan has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.
  - Should in person-learning resume:
    - Unity will distribute, at a minimum, one reusable mask to each staff member and student. Additional disposable face coverings will be kept on site.
    - Staff will wear face coverings at all times.
    - Gloves may be available for staff to wear when cleaning classrooms or touching shared items.
    - Students will be required to wear face coverings at all times, and most notably in times when physical distancing is difficult.
- Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.
  - Should in person-learning resume:
    - Unity will abide by all protocols established by the DOH and will closely monitor the department's website and communications for updates. Written copies of this guidance will be shared with all staff members.
    - When a student or staff attends school prior to being confirmed as a COVID-19 case, per New York State Department of Health requirement, Unity will close for an initial 24-hour closure, in order to begin an investigation to determine the contacts that the individual may have had within the school environment. That investigation will inform the plan determined by the local department of health as to any further required closure, or other necessary precautions to take for specific classrooms, or for specific individuals. Such a plan will recommend actions for future positive COVID-19 cases as well.
    - During the initial 24-hour closure, Unity will immediately take steps to clean and disinfect the school building where the student or staff had contact prior to testing positive for COVID-19.

- Unity will work with the state and local health departments to communicate the possible COVID-19 exposure.
  - If a student or staff member has been identified as testing positive for COVID-19, Unity will notify state health officials to determine what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of, or share a home with, someone with a case of COVID-19 will be directed to not attend school and must follow precautionary quarantine instructions from State health officials, who will determine when it is safe for them to return to school.
- Each school and/or district reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.
  - Unity will abide by all protocols established by the [DOH](#) and will closely monitor the department’s website and communications for updates. Written copies of this guidance will be shared with all staff members.
  - Should in person-learning resume, Unity will follow [CDC guidelines](#):
    - Students and staff will be permitted to return to school after:
      - *Two* negative test results in a row, at least 24 hours apart; if testing is not available, students and staff will be asked to work with their health care provider for a professional determination if they are likely to spread COVID-19 to others and need to stay home longer.
      - At least 14 days since symptoms first appeared
      - At least 24 hours with no fever without fever-reducing medication and
      - Symptoms have improved
    - Students and staff with conditions that weaken their immune system might need to stay home longer than 10 days. Students and staff will be advised to consult with the healthcare provider for more specific guidance.
- Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.
  - Unity will abide by all protocols established by the [DOH](#) and will closely monitor the department’s website and communications for updates. Written copies of this guidance will be shared with all staff members.
  - More specifically, Unity will:
    - Routinely clean high-touch surfaces (e.g., doorknobs, light switches, desktops etc.).

- Use sanitizer wipes or cloths moistened with disinfectant to wipe electronic items (e.g., phones, computers, remote controls) that are touched often.
  - Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.
  - Clean bathroom surfaces on a frequent basis.
- Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.
    - Unity will abide by all protocols established by NYS Education Department (SED) and the NYC Department of Education (DOE) to conduct the required set of annual safety drills
    - Unity will closely monitor state and city department websites and communications for updates.
  - Each school and/or district reopening plan has a written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school’s charter).
    - Not applicable to Unity
  - Each school and/or district reopening plan designates a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.
    - The Director of Administration, in collaboration with the campus Operation Managers, will be the points of contact for all COVID-19 matters for Unity.

## Facilities

- Each school and/or district reopening plan which include changes or additions to facilities must 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.
  - Unity will ensure that any plastic separators, if utilized, will comply with 2020 Building Code of New York State (BCNYS) Section 2606 and coordinate with custodial staff to that end.
- Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.



- Unity will abide by all protocols established by the [SED](#) and will closely monitor the department's website and communications for updates. Written copies of this guidance will be shared with staff members, as necessary.
- Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.
  - Unity will coordinate with the custodial staff to ensure Lead-in-Water Testing is completed in compliance with inspection deadlines and timelines. If necessary, Unity will contract with a licensed vendor and will abide by the protocol established by the [DOH](#) for lead-in-water testing.
- Each school and/or district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.
  - Unity will be equipped with alcohol-based sanitizers at each campus:
    - Unity's middle school campus will have hand sanitizer dispensers located at the main entrance and in the lunchroom.
    - Unity's high school campus will provide one-gallon bottles of alcohol-based hand sanitizer for each room and replenish supplies as needed.
  - Unity will ensure that hand soap is also readily available in all classrooms.
- Each school and/or district reopening plan which includes the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.
  - Should in-person instruction resume, Unity will limit use of both shared materials and spaces where students and staff might be introduced to the coronavirus living on those surfaces:
    - Shared Materials:
      - Unity will ensure adequate supplies to minimize the sharing of materials, wherever possible
      - Students will have access to 1:1 technology which they will bring to and from school
      - Staff will have self-contained supplies, including whiteboard markers, projector remotes/clickers, and other key materials.
    - Shared Spaces:
      - Students will have limited use of shared spaces and will be physically distanced, if these spaces are used.
      - Staff access to, and use of, shared spaces will be limited

- Students will not have access to lockers, but rather will utilize backpacks.
- Each school and/or district reopening plan must ensure that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.
  - Not applicable to Unity
- Each school and/or district reopening plan which include new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation
  - Not applicable to Unity
- Each school and/or district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.
  - Not applicable to Unity
- Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.
  - Unity will abide by all protocols established by the SED and will closely monitor the department's website and communications for updates.
  - Should in-person instruction resume, student bathroom procedures will be specified to ensure limited numbers of students, physical distancing, and hand washing.
  - Unity bathrooms will have running water and soap at all times.
- Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.
  - At the middle school campus, water fountains are located in each classroom. Unity will also maintain a stock of bottled water in case the need for drinking water arises.
  - Students at the high school campus will not be permitted to drink directly from the water fountain spout but may bring clear/see-through and non-breakable water bottles to fill at the water fountains. Students will be requested to supply their own water bottles.
- Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.
  - Unity's middle school campus will maintain proper ventilation by opening windows in classrooms and offices and/or utilize the air conditioning units located in each classroom and office space.

- Unity's high school campus is equipped with Mitsubishi air conditioning units with anti-allergy enzyme filters installed in every room to provide ventilation. When possible, windows will be kept slightly ajar (no more than 4.5 inches, per regulation) to provide ventilation as well.
- Each school and/or district reopening plan must ensure that all project submissions only dedicated to “COVID-19 Reopening” will be labeled as such.
  - Unity will abide by all requirements established by the [SED](#).
- Each school and/or district reopening plan which include the use of plastic separators must comply with the 2020 BCNYS Section 2606.
  - Not applicable to Unity

## Child Nutrition

- Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.
  - Whenever students are on either campus, students will have access to a bagged grab-and-go breakfast and bagged grab-and-go lunch, as provided by the DOE Office of SchoolFood (SchoolFood). At present, the DOE Office of SchoolFood is also providing free meals to any New Yorker through [designated MealHub](#) sites near student’s homes, which they have access to during days of remote learning. Unity staff will continue to advertise these MealHub sites to our caregivers.
- Each school and/or district reopening plan must address all applicable health and safety guidelines.
  - Whenever students are on either campus, students will be provided grab-and-go bagged meals in classrooms while seated at their desks (to be distanced out throughout the classrooms). Whenever students leave their desk for any reason, they will be required to be masked and encouraged to maintain distance with other students and adults. SchoolFood equipment and materials will be thoroughly cleaned between use.
- Each school and/or district reopening plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.
  - Unity collects allergy data upon enrollment and updated medical records each school year. Allergy details are made available to members of our SchoolFood team to ensure

the contents of the bagged meals that will be provided to students will not contribute to any allergic reactions.

- Each school and/or district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.
  - Before meal distribution, students will be advised to utilize hand sanitizer. Hand hygiene posters will be posted in each room. During orientation, students will be provided an overview of how sharing food and beverages spread viruses, and that it will not be allowed.
- Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.
  - Meals will not be served in common areas.
- Each school and/or district reopening plan must ensure compliance with Child Nutrition Program requirements (if the school is its own SFA – for charter schools that are part of a district’s SFA, the plan must ensure communication with the district regarding food serve requirements).
  - Unity utilizes SchoolFood for our meal program, which ensures compliance with federal, state, and local Child Nutrition Program guidelines.
- Each school and/or district reopening plan must include protocols that describe communication with caregivers through multiple means in the languages spoken by caregivers.
  - Interpreters will be provided and notifications regarding SchoolFood and child nutrition will be provided in the preferred home language of our caregivers.
- Each school and/or district reopening plan must require that students must social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.
  - Whenever students are on either campus, students will be consuming meals in classrooms at socially-distanced (six feet apart) desks.

## **Transportation**

- Each school and/or district reopening plan must ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected once a day.



- Each school and/or district reopening plan ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.
- Each school and/or district reopening plan must ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.
- Each school and/or district reopening plan must ensure that school bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.
- Each school and/or district reopening plan will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.
- Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.
- Each school and/or district reopening plan requires that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.
- Each school and/or district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.
- Each school and/or district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.
- Each school and/or district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID 19 before arriving to work.
- Each school and/or district reopening plan requires that students must wear a mask on a school bus if they are physically able.
- Each school and/or district reopening plan ensures that students who do not have a mask will NOT be denied transportation.
- Each school and/or district reopening plan requires that students who do not have masks must be provided one by the district.
- Each school and/or district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.
- Each school and/or district reopening plan requires students will be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- Each school and/or district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.
- Each school and/or district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private,

charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not.

- Unity's transportation services are completely provided by the NYCDOE Office of Pupil Transportation (OPT). Unity staff will work closely with the Office of Pupil Transportation to ensure that:
  - Buses provided by OPT are cleaned/disinfected at least once a day.
  - High contact spots on OPT buses are to be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.
  - OPT buses are not equipped with hand sanitizer due to its combustible composition
  - OPT bus drivers, monitors and attendants do not carry personal bottles of hand sanitizer with them on school buses.
  - OPT school bus drivers, monitors, attendants and mechanics wear a face covering, and provide the option for a face shield as well.
  - OPT transportation staff (drivers, monitors, attendants, mechanics and cleaners) are trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
  - OPT transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.
  - Personal Protective Equipment is provided by the OPT, including masks and gloves for drivers, monitors and attendants in buses.
  - OPT drivers, monitors and attendants who must have direct physical contact with a child wear gloves.
  - OPT school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work.
  - Students wear a mask on a school bus if they are physically able.
  - Students who do not have a mask will not be denied transportation, including informing the OPT and OPT staff of any Unity students who have a disability that might prevent them from wearing a mask.
  - Masks are provided daily to any student that does not have one, typically during arrival to the school building.
  - Students are trained during summer orientation and provided periodic reminders on the proper use of personal protective equipment in regularly scheduled onsite and remote instruction, along with the signs and symptoms of COVID-19 and reminders of how to ride school buses safely and the NYC metro safely (including reminders to always wear a mask, wash hands after riding, and do not touch their face, and socially distance whenever possible).

- Students who have Individualized Education Plans (IEP) have comprehensive transportation options, including door-to-door transportation (as indicated on IEPs) whenever on-site instruction is in effect.
- Each student has access to student metrocards as provided by OPT, so that they are able to get to and from school safely.

## **Social Emotional Well-Being**

- Each school and district ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.
  - Unity’s counseling plans, for the school and for individual students, are reviewed and updated at least annually and whenever students’ or caregivers’ current contexts and needs change.
  - Counselors meet weekly with Social Workers, School Culture staff, Co-Principals, and Support Services staff to discuss cases, student academic and socio-emotional health, and emergent trends in our school community.
    - When trends are presented, counselors review the progress and health of students, perform outreach to more directly assess the circumstance, and intervene to provide appropriate support to the student and caregivers.
    - Counselors review plans in partnership with students, caregivers, and any other stakeholder (e.g., service providers, school partners, etc.)
    - If concerns about student academic or social/emotional health arise, or there is some other emergent issue that Counselors or others become aware of, an individualized plan (either Academic Support or EC Plan) will be developed to support the student/caregiver
    - Such plans will be crafted by the academic counselor with the support of:
      - Social Workers
      - School Culture team members
      - Co-Principal
      - Support Services staff
      - Instructional team members
  - In addition to assessing academic and socio-emotional needs, Unity’s counseling department assess the following needs on an ongoing basis through active outreach via video conference, phone, text message, and email:
    - Student attendance
    - Student access to technology and functionality of said technology
    - Student internet access
    - Effective accommodation of student exceptionalities

- Extenuating circumstances in students’ lives that affect academic or socio-emotional health.
- Each school and/or district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of caregivers, students, members of the board of education, or school’s board, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.
  - Unity will announce in August the formation of the Advisory Council to all stakeholders:
    - Unity’s Manager of Parent Engagement will announce the Council via text, phone, and email
    - Communication about the Council will be in all languages and formats accessible to families served by Unity
  - The purpose of the Unity’s Advisory Council will be to collaboratively inform the comprehensive developmental school counseling program plan, and will operate as follows:
    - Meeting process:
      - Collaboratively set agendas
      - Monthly meetings, beginning late-August
    - Council members (reserved seats):
      - Caregiver
      - Alum
      - Board member
      - Current student
      - Co-Principal(s)
      - School Social Worker/School Counselor
      - Instructional staff.
- Each school and/or district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.
  - Unity provides all students a Comprehensive Developmental Guidance and Counseling Program, which includes:
    - Guidance Push-in Curriculum: Structured experiences presented systematically through classroom, small group, and after-school activities that emphasize choice-making, self-understanding, college/career exploration and preparation, and improving executive functioning and study skills.



- Individual Student Planning: Counselors will provide individual counseling services to all students at least four (4) times a year to ensure that all students receive assistance in planning, monitoring, and managing their own academic achievement as well as their personal and college/career goals.
- Students in need of counseling/referral supports in order to meet more urgent/immediate needs will receive both counseling and an Academic Support Plan described below:
  - Students who are experiencing extreme academic or emotional challenges during remote or in person learning may be referred to academic counseling to receive an academic support plan.
  - The Academic Plan can include, but is not limited to:
    - Weekly counseling sessions/check ins
    - An individualized calendar of office hours compiled by the grade team
    - Small group pull out supports
    - A modified schedule/calendar
    - Receiving additional accommodations
    - Having work/assignments/assessments modified or differentiated for accessibility
    - Being excused from non-essential assignments.
- Each school and/or district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.
  - Unity will provide daily reminders in remote classes, meetings, and other school-sanctioned activities regarding the ongoing need for hand hygiene reduction of virus spreading.
  - Unity will provide facilitated access to DOH, CDC, and NYC.gov websites and tutorials regarding ideal frequency, duration, and technique for:
    - Hand washing
    - Hand sanitization
    - Use of facial coverings
    - Approved/demonstrably effective types of facial coverings
    - Maintaining social distancing.
  - Unity will create and implement support structures for in-person interactions (meetings, classes, etc.) that include hand washing, hand sanitization, use of facial coverings, and social distancing, if in-person learning resumes.
  - Unity will place and direct stakeholders to signage that describe ideal frequency, duration, and technique for:

- Hand washing
- Hand sanitization
- Use of facial coverings
- Approved/demonstrably effective types of facial coverings
- Maintaining social distancing.

## School Schedules

- Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.
  - In the Fall and until further notice, Unity will provide daily, synchronous remote instruction as the primary means of education for the start of the school year. Unity leadership will make the decision to return to in-person instruction only if and when it is safe to welcome all of our staff and students on campus.
  - Unity’s sample middle school campus schedule follows:

<b>Remote Schedule: Daily (Fridays are Re-mastery Days for all grades)</b>		
<b>1</b>	<b>8:00 - 8:45</b>	Science
<b>2</b>	<b>9:00 - 9:45</b>	ELA
<b>3</b>	<b>10:00 - 10:45</b>	Math
<b>4</b>	<b>11:00 - 11:45</b>	History
<b>5</b>	<b>12:00 - 12:45</b>	Enrichment
<b>6</b>	<b>1:00 - 1:45</b>	PE/Dance OR Community Meeting / Advisory
<b>7</b>	<b>2:00 - 2:45</b>	ELA Book Club / Tutoring

- Unity’s sample high school campus schedule follows:

<b>Daily Schedule</b>						
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	
<b>8:00-11:20</b>	<b>Remote Instruction- Full Day w/</b>	<b>Remote Instruction- Full Day w/</b>	<b>Remote Instruction- Full Day w/</b>	<b>Remote Instruction- Full Day w/</b>	<b>8:00-12:00</b>	<b>Teacher Development and Student Outreach</b>



	Continuous Schedule P1-P4	Continuous Schedule P1-P4	Continuous Schedule P1-P4	Continuous Schedule P1-P4		
11:20-12:05	LUNCH	LUNCH	LUNCH	LUNCH	12:00-12:40	Advisory/ Community Circle
12:05-2:35	Remote Instruction- Full Day w/ Continuous Schedule P5-P7	Remote Instruction- Full Day w/ Continuous Schedule P5-P7	Remote Instruction- Full Day w/ Continuous Schedule P5-P7	Remote Instruction- Full Day w/ Continuous Schedule P5-P7	12:45-1:30	Office Hours / Services Block #1
2:35-4:30	Advisee Check-In/ Planning Time	Staff Check-In 2:45-3:15	Department Meetings 2:45-3:30	Advisee Check-In/ Planning Time	1:30-2:15	Office Hours / Services Block #2
					2:15-3:00	Office Hours / Services Block #3

## Attendance and Chronic Absenteeism

- Each school and/or district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.
  - Unity teachers will take period-by-period attendance using our student information system, Jupiter Ed ([www.jupitered.com](http://www.jupitered.com)).
  - Unity’s operations staff will ensure that attendance is taken promptly, verify its accuracy, and document any excused absences (e.g., medical exemptions, bereavement, etc.).
  - Caregivers will receive automated messages via Jupiter when students are absent from classes. Each grade level dean will lead a grade level outreach team to monitor attendance, contact caregivers of absent students on a daily basis, and serve as the first point of contact for attendance concerns. They will lead virtual attendance interventions for Tier 1 and Tier 2 students (students with attendance between 80%-100%). Unity’s counseling team will manage Tier 3 attendance interventions (students with attendance below 80%) to provide more intensive interventions.

## Technology and Connectivity

- Each school and/or district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.
  - Unity will survey all students at the beginning of the school year, including questions about access to an e-learning device with a physical keyboard (typically a chromebook, laptop, or desktop computer) and high speed internet access. For any student that does not have access to such a device, Unity staff will mail out a chromebook to the child's residence within two weeks of the survey results. Each of these devices will have a physical keyboard, webcam, and microphone so that the student is able to engage in live instruction.
- Each school and/or district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.
  - For any student who indicates that they do not have access to high-speed internet at home, Unity will work closely with the caregivers and a variety of internet providers who are currently providing free services to students (including Optimum and Spectrum). If high speed internet access is not available through these providers, Unity will ship a Verizon Hotspot (as paid for by Unity) to the student's residence, which will allow access to high speed internet on their Chromebook or other device.
- Each school and/or district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.
  - Unity caregivers and students have access to staff cell phone numbers and email addresses, with instructions on who to contact in the event of technical difficulties. Unity staff will be mailing out new Chromebooks and hotspots throughout the school year, with an anticipated turnaround time of less than one week. In effect, no student should be without access to virtual instruction for more than four school days. During these school days, students will be invited to call into their Zoom classes using any phone to continue with instruction.



## Teaching and Learning

- Each school and/or district reopening plan includes a continuity of learning plan for the 2020-2021 school year. Such a plan must prepare for in-person, remote, and hybrid models of instruction.
  - Unity will provide **daily, synchronous remote instruction** as the primary means of education for the start of the 2020-2021 school year. Remote instruction will meet for a minimum of 180 minutes per course and provide scheduled time for intervention based on student performance.
  - Unity will plan to return in-person instruction only if and when it is safe to welcome back our entire school community, following a schedule that mirrors our 2019-20 school schedule for middle school campus and high school campus.
- Each school and/or district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school's charter) regardless if instruction is delivered in-person, remotely or in a hybrid model.
  - Unity's curriculum will continue to be aligned to New York State Learning Standards and related assessments, including NYS Math, ELA, and Science exams at the middle school level and Regents and Advanced Placement exams at the high school level.
- Each school and/or district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in- person, remotely or through a hybrid model of instruction.
  - Students will receive at least 180 minutes of synchronous instruction with their content teachers.
  - At the middle school campus, students will engage in 45-minute synchronous classes daily with Friday classwork devoted to review of learning throughout the week.
  - At the high school campus, students will have a seven-period schedule Monday through Thursday with synchronous learning. On Friday, students will engage with teachers in small group interventions and in socio-emotional learning.
- Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are/clear/opportunities for instruction that/are/accessible to all students./Such opportunities must be/aligned with State standards (or, for charter schools, the standards set forth in the school's charter) and include routine scheduled times for students to/interact and seek feedback and support/from their teachers.

- Students will have consistent opportunities to receive additional support and feedback from teachers, including during remastery time on Friday at the middle school level and via intervention and office hours time on Fridays at the high school level.
- Schools must create a clear communication plan for how students and their caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and caregivers to contact schools and teachers (e.g., email, online platform, and/or by phone).
  - Caregivers will use the school communication platform, Jupiter, to communicate directly with teachers and administrators. The school will use a dedicated email to support students through technology issues. Additionally, students will each be assigned an advisor who will serve as a regular point of contact for students and caregivers.
- Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.
  - Not applicable to Unity

## Special Education

- Each school and/or district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses 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.
  - Unity will continue to provide Special Education Teacher Support Services (SETSS) and Integrated Co-teaching (ICT) to our students as mandated on their IEP. Students will also receive related services such as Speech, Occupational Therapy (OT) and Counseling as mandated on their IEP.
- Each school and/or district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.

- Documentation of our program will be noted on our website or caregiver handbook as well as the Appendix C, which is submitted to the Committee of Special Education. We will continue to communicate with caregivers via phone, email, or Jupiter.
- Each school and/or district reopening plan addresses 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.
  - Unity will continue to provide the opportunity to have meaningful communication in the caregiver’s preferred language using Linguistic International for NYC Schools or the over-the-phone interpreter services. We will also use Google Translate for written communication such as emails and/or text messages.
- Each school and/or district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (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.
  - Unity will continue to have frequent communication with the Committee on Special Education (CSE). At the beginning of the school year, our support service leaders will communicate and plan a schedule of meetings for the year. They will have frequent communication after that in terms of sending IEP documents in a timely manner and inquiry about special student cases. Student progress will be communicated during IEP meetings as well at the end of each trimester. Teachers will record their observations of students’ progress toward their IEP goals by completing progress monitoring forms that are uploaded to the Special Education Student Information System (SEGIS).
- Each school and/or district reopening plan must 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.
  - At Unity, teachers will continue to differentiate instruction for students with IEPs. Using supplementary tools such as Google classroom, Nearpod and other educational supports, teachers and learning specialists will provide necessary accommodations, modifications, supplementary aids and services, and technology to meet the unique disability related needs of students.

## Bilingual Education and World Languages

- Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner’s Regulations Part 154.
  - Unity will complete the ELL identification process in accordance with NYS guidance within the given time frame. Unity will identify new incoming English Language Learner (ELL) students by administering the appropriate ELL identification resource as recommended by the New York City Charter School Center. We are now awaiting guidance.
  - In the event that Unity offers hybridized learning, potential ELL students will be able to take the NYSITELL assessment in the building while abiding by all health and safety procedures, including wearing a mask or facial covering and social distancing. The NYSITELL will be given with 1:1 student to teacher to ensure adequate safety measures are met.
- Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school’s charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.
  - In accordance with Unity’s charter, ELL students will continue receiving instruction using the SIOP model with supports modified for remote learning. Components of the Sheltered Instruction Observation Protocol (SIOP) model that will continue to be in use are including, but not limited to: Targeted content objectives and Language learning strategies and scaffolds. Components of SIOP that Unity is dedicated to implementing over the course of the school year 2020-2021 include: Comprehensible Input and frequent opportunities to interact with the target language. These targets will be met through remote learning in a variety of ways decided upon through meetings with individual ELL content teachers and the ELL Coordinator. Students will receive instruction in accordance with NYS CR Part 154-2 based on their proficiency levels resulting from the most recent NYSESLAT from 2019.
- Each school and/or district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their

children’s education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

- Unity ensures that operations staff, administration, and all teachers of ELL students will maintain regular communication with caregivers at the same rate and regularity with which they would communicate with native English speaking caregivers and using the same guidelines for communication regarding school updates and notifications, attendance issues, grade reports, special events and other topics of note.
- Communication, both written and verbal, will be in a language that the caregivers prefers. For verbal communication, if the preferred language is not English then staff will use: 1) The SED translation hotline, provided to all staff, or 2) Staff that is fluent in the preferred language. For written translation of official documents, for example changes to educational services or regarding an IEP, Unity will employ a written translation service. For unofficial written documents, such as an informal note home from a teacher, a translation application like Google Translate can be used.

### **Teacher and Principal Evaluation System**

- Each school and/or district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA’s currently approved APPR plan (or, for charter schools, the school’s charter), including any variance applications approved by the Department.
  - The performance of all teachers, administrators, and staff will continue to be evaluated pursuant to Unity’s charter and current school guidelines.

### **Certification, Incidental Teaching, and Substitute Teaching**

- Each school and/or district reopening plan must ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner’s regulations (e.g., incidental teaching) or Education Law.
  - Unity will follow all federal, state, and local requirements, including NYS Education Law Section 2854 regarding teacher certifications. Unity’s Director of Administration will provide ongoing support to teachers who are in the process of obtaining NYS Teaching Certifications through weekly virtual office hours.