



July 31, 2020

Brooklyn Jesuit Prep

Reopening Guidance: 2020-2021

While no one can predict all the challenges that we will encounter throughout this school year, we will plan to open only in a safe and responsible way. Uncertainties will arise, but the plan laid out below will allow the BJP community, the students, families, faculty, and staff, to return to school. Safety is the top priority. Both the reopening plan and the remote plan laid out in this document allows for our community to remain complete and strong. The in-person plan allows for our community to return to school 5 days a week, but we have the flexibility to move the entire school and/or individual classrooms due to quarantine concerns to a remote platform. In total, more than ever this year BJP will focus on the Jesuit adage of *cura personalis*, or care for the whole person, as we work to honor the promise inherent in each child with a Jesuit education in Brooklyn, whether in-person or online.

All plans have been made after review of NY State's own [Reopening Guidance](#) for school districts, the State Office of Religious and Independent School's [guidance document](#), and the state Department of Health's [guidance](#).

BJP will operate under two plans, Reopening and [BJP@Home](#). The principal, in consultation with the administration team and local health officials, will determine and communicate which plan will be in practice and when. There is no "hybrid" model or options. BJP will work individually with students/classes who are out due to Covid symptoms and quarantined as advised in writing by a doctor. The reopening plan in this document allows for everyone in the building five days a week. However, if the situation warrants, the whole school BJP@Home plan allows for continued classes virtually. Due to limited staffing and resources, a remote choice if BJP is open is not possible and thus such families should enroll in their local public school's remote learning platform (see the middle of page 14 for guidelines on still being a part of and returning to BJP's community while remote).

Should these plans need to be revised throughout the year, the BJP community will be notified with a revision date added to the title and text link on BJP's Coronavirus Updates page. When necessary, these plans supersede the Family and Student Handbook and the Employee Handbook, but all are in effect.

In addition to emails to the community listservs, BJP's website will be updated to ensure all parties have access to communication about which plan is being used. The community can find such communication on the [Coronavirus Updates](#) and the [Calendar](#) pages of the website.

We pray that the community remains safe.

Sincerely,

Chris Johnson
Board Chair

Mario Powell, SJ
President

Gregory Arte
Principal

Table of Contents

Health and Safety	3
Facilities	7
Nutrition	8
Transportation	9
Social-Emotional Well-Being	10
School Schedules	11
Budget and Fiscal	11
Attendance and Chronic Absenteeism	12
Technology and Connectivity	13
Teaching and Learning	13
Special Education	15
Bilingual Education and World Languages	16
Staffing and Human Resources	15

Update History (updates after submission to the DOH on 7/31 and NYSED on 8/7)

- 8/12/2020 - page 1 intro, pages 3 and 4 visitor communication/screening email, page 6 when to move to online learning for a class and whole school, page 13 whole class quarantine remote procedure.
- 9/20/2020 - page 4 health screen app procedures, page 6 mask breaks, page 6 DOH contact tracing, page 6 community spread affect on in-person learning, page 6 creation of scenario checklist.

Health and Safety

- Districts/schools must review and consider the number of students and staff allowed to return in person.
 - Ability to Maintain Appropriate Social Distance - Homerooms will stay with each other throughout the entire day, mostly in the same room, with teachers rotating into classrooms. Desks will be placed at least 7 feet apart. With such distance, classrooms can maintain 18-20 students distanced appropriately. The average class size for the 2020-2021 school is 14 students. Signage and adult supervision will ensure proper social distance is maintained in hallways, bathrooms, and other common areas. Students will sit only with their homerooms in the cafeteria appropriately distanced. The library will quarantine and clean books before being reshelfed along with other procedures to limit the number of people touching one thing.
 - PPE and Face Masks - The secretary will ensure that proper PPE (masks, gloves, aprons) and cleaning supplies/hygiene materials are always at a 1 month stock.
 - Safe Transportation - Students arrive by either walking, taking public transportation, or driving by family members. Constant reminders of proper behavior and social practices on public transportation will be broadcast to the school community.
 - Local Hospital Capacity - As of submission, [NYC hospital capacity](#) has around 30% of beds available.
- Districts/schools must engage with school stakeholders and community members when developing health and safety reopening plans. District/school plan should identify the groups of people involved and engaged throughout the planning process.
 - Drafters of the Plan - Principal, Assistant Principal, Director of Counseling and Graduate Support, and Counselor
 - Engaged Members of the Community - Select members of the Board of Trustees, School President, an Epidemiologist, BJP Parents, BJP Students, and BJP Faculty.
- District/school 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.
 - All communication to the BJP community will be emailed using BJP's listservs (email groups) and posted onto [BJP's Covid Page](#) online.
 - Visitors to the school will be informed of applicable policies by the school secretary. Scheduled visitors will receive an email with Covid rules and procedures as well as links to the health screening app.
 - Signage, instructions, and other training will be promoted through emails, which are posted on the webpage, weekly notes home, teacher announcements, and assemblies throughout the year.
 - When necessary and requested, communication will be provided to families in the language spoken at home.
- District/school 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.

- All staff will be provided a list of signs and symptoms to have on file in each room. Any staff who feels someone may be symptomatic should call the main office to notify the designated health staff member who will meet the possibly symptomatic student/staff in the designated quarantine room for further evaluation.
 - Other non-Covid related health concerns (ie bandaids) will be addressed in the main office.
- District/school 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.
 - Two staff members will take daily temperatures of all staff and students at the front door before entry. If presenting a fever (100 degrees and up), staff/students will be sent home, waiting in the quarantine room if necessary. The secretary will take temperatures of visitors/vendors before they come into the building.
 - Daily screening questionnaires will be employed through an app before the start of each school day. Staff/students must complete the screening before arriving at the building. Visitors/vendors will answer such questions verbally before entering the building. Schedule visitors will receive an email with BJP's Covid procedures and rules.
 - Records that confirm such screening methods took place and results (pass/fail) will be kept through the app.
 - Those who record a Green Cleared for School screen and a safe body temperature will be allowed into the building.
 - If the app records a Red Stay at Home screen - low risk - the staff member/student should call the school for additional health screenings that may or may not clear them to come in.
 - If the app records a Red Stay at Home screen - medium or high risk - the staff member/student should call the school for next steps to return school at a future date.
- District/school 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.
 - Persons presenting symptoms will be assessed by the designated first aider in the building and be sent home with a letter stating the nearest healthcare provider and testing site.
 - When assessing anyone, proper PPE (mask, face shield, gloves, and apron) will be worn by the designated first aider.
- District/school 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.

- A room will be designated as a quarantine room for the entire year. All persons showing signs and symptoms of illness will be sent to that room to be evaluated and wait for pick-up. The room will be cleaned after each use, allowing 24 hours before cleaning if able.
- District/school plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.
 - Visitors and guests will be limited, scaling back such programs as the afternoon tutoring so that those in the building only interact with one homeroom of students.
 - The school secretary will take temperatures and provide a verbal health screening (same questions students and staff answer through the app) for all people entering the building besides staff and students. Anyone who does not participate or fails any component of the screening will not be allowed entry into the building.
- District/school plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.
 - Such instructions will be provided in the Student and Family Handbook of 2020-2021 as well as in the daily health screening app.
- District/school plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.
 - Constant reminders from teachers and staff will be employed, especially during communal activities such as eating and recess.
 - High contact areas such as bathrooms and other common spaces will have CDC posted signage.
- District/school plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.
 - Social distancing will be practiced throughout the entirety of the day. Student desks will be set up to face the same direction with appropriate distance between students. The movement of students throughout the building will be developed so that homerooms do not interact with each other in the halls, cafeteria, or recess yard.
- District/school 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.
 - Resources and materials will be provided to students, families, and staff who fall under at-risk populations, especially older members of the community or those that live with older people and other health conditions, such as diabetes.
 - The Student and Family Survey at the start of school will include questions about at-risk populations so that the school can identify how to effectively help such people.
 - Students/staff that fall into such categories or live with others that do will participate in increased health questionnaires throughout the year beyond the daily health screening.
- District/school plan has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.
 - Face coverings are mandatory by everyone in the building at all times social distancing cannot be maintained.

- District/school plan has written protocol regarding students taking mask breaks.
 - Mask breaks are allowed while eating in the cafeteria, eating snack in homerooms (with windows open) or cafeteria for a limited amount of time, at outdoor recess/activities if not interacting with others and more than the recommended 6 feet apart, or whenever in a room that has a capacity of less than 25% full and able to provide more than the 6 feet of social distance.
- District/school 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.
 - The school secretary will ensure that a 1 month supply of all necessary PPE is stored at BJP.
- District/school plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.
 - BJP will work in conjunction with NYC's Testing and Tracing Corps., reporting positive cases. BJP will follow the NYC DOE's chart of confirmed cases and numbers/exposure to others to determine when a class will move to online learning and when the whole school will move to online learning.
 - The BJP principal, assistant principal, secretary, and president all have access to report to the State Department of Health confirmed Covid cases daily.
 - BJP will monitor cases city and statewide, following the State Department of Health's guidelines for when to move to online learning due to community spread.
 - BJP will provide those that develop symptoms a letter with the closest health care and testing sites.
 - BJP will create an emergency cleaning checklist for areas that may be exposed to Covid and students will be moved to an empty classroom that will be fully ready for use should a hygiene concern come up in their normal room. When possible, the room of concern will sit empty for 24 hours before cleaning.
- District/school plan has written protocol that complies with CDC guidance for the return to school of students and staff following 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.
 - Students/staff that test positive or are in contact with positive cases will need to follow all necessary quarantine orders and are only allowed back with a health professional's release from quarantine note and/or confirmation of negative test results and symptom resolution.
 - BJP administration will create a FAQ scenario document for quick action on how to respond to cases, contact, and other situations, ensuring all necessary steps are followed.
- District/school plan has written protocol to clean and disinfect schools following CDC guidance.
 - Classrooms will maintain cleanliness throughout the day.
 - Common areas and multipurpose rooms will be cleaned after each use.

- A daily checklist of cleaning procedures and areas cleaned will be turned into the main office at the end of each day and checked by BJP administration for compliance before the reopening of rooms the next day. Records will be recorded and archived.
- District/school plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.
 - All safety drills (fire, lockdown, etc.) will be conducted in a way that ensures social distancing, such as gathering on sidewalks in many different directions for a fire drill and using technology to check-in with teachers instead of evacuating to one spot. Requirements for number and frequency of such drills will be maintained.
- District/school has written a plan for district/school run before and aftercare programs.
 - BJP's doors will open at 7:35am. A staff member will be available at 7:15am at the front door to maintain social distance of students in the yard until the door is open. Unlike previous years, students should NOT arrive before 7:35 to gather before school.
 - After School programs such as study hall, sports and activities, and advisory will be with homerooms and NOT mixed grade groups as in previous years. The 4:30-5:15 detention and mandatory study hall time has been cancelled until further notice. All students will be dismissed at 4:30pm.
- District/school must designate 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.
 - Safety Coordinator Committee - Principal, Assistant Principal, Director of Counseling and Graduate Support, and Counselor
 - Committee Reviewers- School President in conjunction with select members of the Board of Trustees.

Facilities

- General health and safety assurances to prevent the spread of infection.
 - Students and staff will remain socially distanced, with furniture set up in a way that promotes such distance. When social distance can not be maintained, masks are required.
 - Homerooms will stay in their classroom for all classes. Teachers will rotate into the classroom to teach courses. As much as possible, teacher schedules have been created to limit the amount of different homerooms they interact with.
 - Most days, science and art/music will also be taught in the homeroom. However, if a teacher uses the science lab or art/music room, common surfaces will be cleaned before the next use. Science and art/music teachers may also use outdoor settings.

- Recess will take place with homerooms, the yard being split so that the two homerooms that are at recess have equal amounts of space but do not interact with each other.
- Students will have an array of game options that allow for social distancing to help continue the mitigation of COVID-19.
- Students will eat lunch in the cafeteria. Each of the two homerooms present will be on either ends of the cafeteria. The cafeteria holds around 600 people but only two homerooms totaling around 30 students will be present at one time. Seating will be marked to promote social distancing.
- The movement of students during breaks, arrival, and dismissal will promote social distancing by using multiple entry and egress doors and stairways to reduce congestion.
- An entire classroom will sit empty prepared to be used should a hygiene or health issue arise in one of the 7 used classrooms. The science lab and art/music room can also be used as alternative classrooms in such cases.
- Partitions will be installed in areas that may need more division between people, such as the secretary's desk.
- Hand sanitizing machines will be installed inside all homerooms. Bathrooms will be cleaned regularly and supplies of soaps refilled. Records will be kept and archived as previously stated.
- Fire code compliance is maintained.
 - As part of the planned renovations, a new fire system has been installed and a new certificate of occupancy and fire inspection will be issued in late August.
- Doorways
 - Doors will remain open where fire code allows to reduce the frequency of touch on handles.
- Emergency drills continued.
 - All fire, lockdown, and other emergency drills will continue in accordance with Education Law. Drills may be altered to allow for social distancing and may be done by homeroom throughout the day to maximize such distancing. Drills will also inform the community that in the event of an actual emergency, safety from the imminent danger trumps such social distancing measures until safety can be restored.
- Inspections and Lead Testing
 - All necessary inspections will be conducted before the handover of the new building to BJP as previously scheduled before Covid-19.
- Facility Alterations and Acquisitions
 - No changes of space utilization and/or alterations, expansions, or use of tents will be used. With already small class sizes, this will not be necessary.
 - Plumbing facilities and fixtures meet the necessary requirements as such being that there will be no alterations to space size.
- Ventilation
 - It will be encouraged to open windows when weather conditions allow.
 - AC units are new and the general contractor is working with installers about proper use and filtration before the building is turned over to BJP.

Nutrition

- School will provide options for students to bring lunch from home and provide access to CNP for any student who opts in. If BJP is learning remotely, families will be given information about food distribution centers.
- School must address all applicable health and safety guidelines.
 - Staff will wear single-use gloves and masks.
 - Students will wear masks unless eating.
 - Students will be socially distanced throughout the cafeteria. Approximately 30-40 people (students and adults) will be allowed in the cafeteria at any one time, which can hold 600 people.
 - There will be signage in place to remind students and staff of safety guidelines.
- School must include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.
 - All lunch food will be eaten in the cafeteria.
 - Snacks will be distributed by members of the approved food handling staff either in homerooms or in shifts during study hall in the cafeteria.
 - Parents should notify the school and keep up-to-date student physical, medicine, and allergy documents.
- Protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals
 - Adults/students will wipe down all tables and benches with disinfectant wipes/towels before and after eating.
 - Students will clear tables one at a time as they line up to leave the cafeteria while maintaining social distance.
- 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
 - Students will have access to hand sanitizer and sinks to wash hands before and after eating.
 - Students are prohibited from sharing food and drinks. Students will only eat the food they are served or bring from home.
 - Students will be assigned seats that are socially distant and constantly reminded of social distancing.
- School must ensure compliance with Child Nutrition Program requirements.
 - Three staff members will share duties of reporting student numbers and handling food.
 - Staff members handling food, which is distributed from a window distanced from student tables, will wear masks, single-use gloves and aprons.
 - Only school staff will be allowed to enter the cafeteria.
- School must include protocols that describe communication with families through multiple means in the languages spoken by families.
 - All correspondence will be sent from the principal and will be written in both English and a family's home language when requested.

Transportation (No School Bus)

- School will fulfill existing mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, and have disabilities.
 - Through the Office of Pupil Transportation, BJP will request transportation for all students using their verified address for access to Metrocards.
- Protocols and procedures pertaining to transportation to and from school:
 - Students will travel to school by car, public mass transportation, or on foot.
 - Regular reminders to social distance and wearing PPE while traveling will be posted and included in assemblies and announcements.
 - Students will arrive wearing a mask and their temperature will be taken upon arrival.
 - Students will socially distance in the parking lot until the doors are open for the school day. As in previous years, a staff member will be outside starting at 7:15am until doors open at 7:35am. We encourage families NOT to arrive before doors are open.
 - Students will use hand sanitizer upon entering the school building.
 - Students may go to the cafeteria to eat breakfast, following the cafeteria distance seating plan, or their classroom to get ready for the day.

Social-Emotional Well-Being

- Ensure that a district-wide and building-level comprehensive developmental school counseling program plan, developed under the direction of certified school counselor(s), is reviewed and updated to meet current needs.
 - Each student will be assigned a counselor who will be available to speak with them during silent reading periods, study hall, or library class.
 - Small group counseling sessions by homeroom will continue throughout the academic year, utilizing social distancing procedures and PPE as they would in the classroom.
 - Counselors will be available during academic classes in the case of emergency situations.
 - Counselors will amend the Advisory Period on Monday afternoons to address relevant topics.
- Establish an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, 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.
 - Counselors will operate as a liaison, communicating and collaborating with teachers, parents, administrators, and outside health professionals when necessary to effectively leverage all assets available to help the students.

- Counselors will participate in weekly grade level meetings with the teachers to gather information about the mental health, well-being and social interactions of the students so they can more effectively address any issues that arise.
- Counselors will participate in a weekly meeting with the administration to discuss any issues that arise and develop counseling strategies to work with the student.
- Address how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.
 - Counselors will address the parents at the start of the year to provide them with a general outline of the counseling program. They will make themselves available to any parents with concerns about his or her student and provide resources and referrals when necessary.
 - Counselors will individually meet with each student in the school at the start of the year to assess the student's mental well-being, build rapport, and provide the students with information about the counselors' role.
- Address 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.
 - Counselors will address the faculty and staff during orientation to discuss how best to support the students in general and more specifically about the ongoing COVID-19 public health emergency.
 - Counselors will update the full faculty at bi-weekly faculty meetings on best practices.
 - Counselors will be available for staff to discuss any questions or concerns they may have and to provide referrals when necessary.

School Schedules

- School will share their scheduling plans with students, families, and staff as soon as possible before the start of the school year and anytime a change is required in order to allow families to plan childcare and work arrangements.
 - In-person Instruction
 - Schools hours: 7:35am-4:30pm
 - Students will remain with their homeroom classes for the entire school day, including lunch, recess, and after school programming.
 - Students will be socially distanced in all settings.
 - Teachers will rotate between classes.
 - Alternative classrooms allow additional socially distanced learning spaces.
 - There will be reduced congestion in hallways. The movement of students throughout the building will be developed so that homerooms do not interact with each other in the halls, cafeteria, or recess yard.
 - Students will be dismissed at 4:30 pm as detention and Mandatory Study Hall are canceled until further notice.
 - In person presence in school is limited to necessary staff and students.

- Remote Learning ([BJP@Home](#))

Budget and Fiscal

- All existing state aid reporting requirements and deadlines must be maintained.
 - BJP is not a public school and thus is not funded through tax revenue. BJP relies on the timely payment of family fees and the generosity of donors and foundations to operate each year. However, BJP does have access to state monies through the Mandated Service Aid application and Textbook Loan Program. BJP will continue to meet all reporting requirements to receive financial assistance through these programs.
 - BJP will begin enrolling qualifying students into Title I programs in order to gain access to further relief aid through Federal and State programs.
- Create flexibility in budgetary transfers.
 - BJP's FY21 budget was approved by the Board of Trustees at their June 2020 meeting. The principal and other officers who implement the approved budget will work to ensure money is available for necessary PPE, technology, and other expenses that are unseen for the 2020-2021 school year within the approved budget.

Attendance and Chronic Absenteeism

Attendance for Instructional Purposes

- Schools are responsible for developing a mechanism to collect and report daily teacher/student engagement or attendance regardless of the instructional setting.
 - Attendance will be taken on Fast Direct each morning during Homeroom, regardless of instructional setting.

Attendance for Reporting Purposes

- Protocols are in place for daily reporting of attendance for all students.
- Attendance must be reported by any reporting entity that is required to take attendance.
 - Homeroom teachers will take attendance on Fast Direct each morning by 8:00am.
 - Parents will be required to call school by 8:15am if a child is absent and indicate reason for absence.
 - Secretary will contact any parent who has not informed the school of a student absence. If absent for a medical reason, written documentation is required.
- Student attendance will be reported while students are enrolled at Brooklyn Jesuit Prep since they are compulsory school age children in grades 5-8.
- Students who drop out while still of compulsory school age must be kept on the school attendance register until they exceed compulsory school age or move out of the district.
 - If a student leaves school (moves, transfers, etc.), a parent must contact the school and the new school must request student files and prove enrollment before being removed from the school roster.

- Once necessary documentation of transfer is completed, the student will be archived in the school's student information system and the state government will be notified through the Level 0 portal, along with any other reporting site.
- Protocols are in place to monitor for chronic absenteeism.
 - Students are required to attend school each day that school is in session.
 - Absenteeism and lateness are recorded daily.
 - Absenteeism and lateness are documented on the quarterly report cards.
 - Administration and counselors are aware of absenteeism patterns and contact families accordingly.
 - If absenteeism is concerning and there is no official documentation, CPS can be contacted.

Technology and Connectivity

- Have knowledge of the level of access to devices and high speed broadband all students and teachers have in their places of residence
 - Parents and faculty will complete a survey regarding their internet capability and device access.
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access
 - BJP has distributed devices to students in need.
 - BJP has directed (and nominated) families to seek out devices from the DOE if needed.
- 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
 - See [BJP@Home Handbook](#) document for if BJP is operating remotely.
- In-school Technology and Connectivity
 - School is equipped with high speed internet in all locations.
 - Students will have access to their own Chromebooks. These devices will only be used by the individual students they are assigned to.

Teaching and Learning

- School will ensure that they have a continuity of learning plan for the 2020-2021 school year. Plans prepare for in-person, remote, and hybrid models of instruction.
 - There are in-person and remote ([BJP@Home](#)) learning models. Hybrid learning will exist for those under mandatory quarantine orders, those with positive test results or contact with positive test results, and/or those who show signs and symptoms. All such occurrences must be documented by a health official. Then, teachers will work with students/classes one-on-one through phone and Google Meet to keep the student on track with the work posted on the [Homework Pad](#). The principal and assistant principal will create a schedule of such check-ins

between students/classes and teachers for the duration of the health official's recommended absence from the school building.

- If an entire class is out due to contact tracing but the building is still open, that class will meet online according to the building's class schedule and not use the BJP@Home schedule.
- BJP will share their scheduling plans, whether operating on site or remotely, with students, families, and staff as soon as possible before the start of the school year and anytime a change is required.
 - Families will be emailed and posts will be made on the [Coronavirus Updates](#) and [Calendar](#) pages announcing if BJP is on site or remote.
 - Normally scheduled calendar events may be altered/cancelled due to efforts to continue mitigation of Covid-19. The online calendar will be kept up-to-date regularly and parents will also be notified in Weekly Notes Home emails of changes to such events.
- Due to limited staffing and resources, BJP can not offer a remote choice in conjunction with the building being open. Therefore, if a parent feels like remote is the best option for their family, they should enroll their child in the DOE's all remote platform.
 - BJP will provide families with resources for the DOE.
 - Students may come back to BJP at the beginning of each marking period if families decide that in-person instruction is necessary. A student's public school report card will be applied to their BJP report card for yearly averages and must be turned in before readmission to BJP.
 - A 4 on a public school report card would equate to a 90-100%, 3 to a 80-89%, and so on for determining yearly averages on BJP's report card.
 - The Graduate Support Director will make a good faith effort to stay in contact to offer guidance for high school admissions. If, however, the student stays out for the entirety of the year, then they will graduate from their public school.
 - Tuition and fees will be reinstated upon readmission, charging full months for any calendar day of the readmitted marking period.
- Instruction must be aligned with the outcomes in the New York State Learning Standards.
 - Curriculum plans are aligned with NYSLS and are on file at BJP. BJP only uses approved NYS textbooks.
 - Teachers submit unit and weekly lesson plans.
- 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 and include routine scheduled times for students to interact and seek feedback and support from their teachers.
 - In-person instruction and remote learning (BJP@Home) allow for feedback and support from teachers.
 - Students and families are informed daily/weekly/quarterly of progress.

- Administration and teachers are in regular contact with families via email, phone, and possible video conferencing.
- Parental access to Fast Direct will be granted if learning is remote for monitoring missing work.
- Progress reports are released mid-quarter and report cards are released at the end of each quarter.
- Instruction aligned to the academic program must include regular and substantive interaction with an appropriately certified teacher regardless of the delivery method.
 - A teacher is present in each class daily, whether in-person or remote learning is in session.
- Schools must create a clear communication plan for how students and their families/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 families to contact schools and teachers.
 - Families can email or call the principal and assistant principal and will receive a prompt reply.
 - Families can email teachers and expect a reply within 24 hours.
 - There are multiple opportunities for in-person and remote conferencing/tutorials with administration and teachers.

Special Education

- The school reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, must address 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.
 - An Inclusive Education Support Program (IESP) is administered to students with disabilities who received an evaluation from the CSE.
 - If an incoming student from a public school has an IEP it is converted to an IESP upon beginning the school year.
 - A Special Education Teacher Support Services (SETSS) provider and speech therapist will work with students who have IESPs for a minimum of the required hours detailed in their IESP report.
 - All special education providers (SETSS, speech therapist) will be required to follow the same health and safety guidelines as BJP faculty and staff (i.e. wearing a mask, single-use gloves, temperature checks, etc.)
- Address meaningful parental engagement regarding the provision of services to their child.
 - The SETSS provider and speech therapist will communicate with the parents, collaborate with teachers, and complete all the required paperwork for the child's IESP.

- Address collaboration between the Committee on Preschool Special Education/Committee on Special Education (CPSE/CSE) and program providers representing the variety of settings where students are served.
 - School counselors serve as liaison between CSE, providers, students and parents to ensure accurate and timely communication.
 - The process to hire a new SETSS provider and speech therapist for the 2020-2021 school year is currently underway.
- Address access to the necessary instructional and technological supports to meet the unique needs of students; and documentation of programs, services and communications with parents.
 - SETSS provider has a school email address in order to communicate with parents and students if distance learning is set in place.
 - Google Hangouts will be used to conduct special education services in the case that distance learning is being utilized.

Bilingual Education and World Languages

- Qualifying schools that reopen using in-person or hybrid instruction will be required to 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.
 - The principal completes all mandated reporting for ELLs according to Education Law.
- Reopening plans must address the learning loss experienced by many English language learners (ELLs), in both their English language development and their mastery of content area knowledge.
 - BJP will provide documents in a family's home language when requested.
 - BJP will communicate with families in their spoken language (English or Spanish) and provide a translator when possible.
- Provision of required instructional Units of Study must be provided to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.
 - Currently there are no documented ELLs.

Staffing and Human Resources

- Pursuant to Education Law 3012-d, the school will implement its staff evaluation procedures.
 - Teacher evaluations will be administered twice a year.
 - In-school walkthrough observations will take place regularly.

- Remote check-ins will take place regularly.
- All employees of BJP submit necessary certificates and qualifications, including additional VIRTUS training and background checks.