



CLASSICAL
CHARTER SCHOOLS

All-Staff and Family Communication
July 30th, 2020

Contents

Vision & Principles.....	3
Safety & Health.....	3
Social & Emotional Support.....	3
Parent Choice.....	3
Safety.....	4
Social Distancing.....	4
Screening and Containment.....	4
Prevention.....	5
Closure Triggers.....	5
Return to School After Illness.....	5
Visitors.....	5
Signage.....	6
Equity.....	7
Family Outreach & Support.....	7
Counseling.....	7
Social Skill Groups for Scholars.....	7
Crisis Counseling for Scholars.....	8
Family Meetings.....	8
Family Counseling.....	8
Parent Choice.....	8
Excellence.....	9
Hybrid Academic Model.....	9
Key Re- Opening Dates (Tentative).....	10
August 2020 Content.....	11
Academic Calendar 2020-2021.....	13

Vision & Principles

This document is the centralizing document that outlines, summarizes, and eventually details Classical's reopening plan. The primary three areas of focus are: Safety, Equity, and Excellence.

Safety & Health

Our primary goal is ensuring that our scholars, families and staff are safe and healthy. Staff and students will follow the most up-to-date guidelines regarding social distancing, PPE, screening & containment, prevention and closure triggers. Further, school schedules are arranged to minimize potential safety concerns. Lastly, school environments will be cleaned and disinfected daily.

Social & Emotional Support

Immediately upon opening August 19, Classical will provide scholars with frequent formal and informal counseling needs. To ensure Classical most equitably supports families during this most unprecedented time, we will reach out to all families (more than once) to learn more about what's going on, and how we can partner with families to provide needed support.

Parent Choice

Our primary goal is ensuring that our scholars and families are safe and healthy. Families will be able to choose from our remote or hybrid options. While our school year will begin remotely on August 19th, hybrid learning (a combination of in-person and remote instruction) will begin as soon as school buildings are open across the city. Buildings are tentatively set to re-open on September 10th but subject to change pending the city and state's decision regarding the reopening of the buildings. By July 31st, families must choose a remote only or hybrid option for their scholar by completing [this form](#).

PLEASE NOTE: Once parents opt-in to remote learning, they cannot switch to in-person learning until the next stage which begins the week of September 28th. However, any scholar can opt into remote learning at any time.

Hybrid Academic Model

Back in March, Classical committed to providing all scholars with a remote learning program designed to dramatically reduce the impact of school closure on scholars and continuing to provide a high quality, rigorous educational experience. The program capitalized on our already established scripted curriculum, the strong relationships teachers and staff have built with families, our current instructional and cultural supports from school leadership. We continue to dedicate much of our time to improving our Remote Learning Program, so that it can catch up to our typical, Blue Ribbon winning on-site program. This progress continues, and we believe both options are viable.

Safety

Our primary concern is scholar and staff safety. The following processes exist to maximize safety. All processes are subject to change based on the most up-to-date guidelines from local authorities.

Social Distancing

- Staff will no longer greet scholars, parents, and visitors with a handshake, but rather with a friendly wave instead.
- In addition to physical distancing, admittance and dismissal will be spread out over at least 30 minutes with signage to assist for distancing. Both will occur outside in all weather. For school buildings without sufficient outdoor space, a plan for minimizing congregation of people will be in place. Parents should not enter the building for drop-off or pick-up.
- Meals will be served in classrooms to promote social distancing.
- For SBC I and SBC II, the DOE has provided enrollment numbers for each classroom. SBC III and SBC IV will use the same square foot assumption as the DOE guidelines (55 sq ft per student).
- Staff will disinfect bathrooms after each use. In school buildings with bathroom facilities with stalls, only 1 staff member will be allowed in the facility at a time. Scholar bathrooms will be disinfected throughout the day.

Screening and Containment

- Scholars and staff who are ill must stay home and get tested immediately.
- All scholars and staff will have their temperatures checked daily. Those with temperatures above 100.0°F will be held in an isolation room until parent pick up and not allowed back in school until criteria for [returning to school after illness](#) have been met. We request that during admittance, parents stay until the temperature screen takes place.
- Staff and families will observe for signs of illness and [symptoms of COVID-19](#) including fever, cough, or shortness of breath. Any symptomatic student or staff member will be assessed by the school nurse. If a school nurse is not available, students and staff will be sent home for follow-up with a healthcare provider.
- Staff and scholars [are not able return upon a confirmed diagnosis](#) of COVID-19 until medically cleared.
- On-site staff will be required to complete a daily screening questionnaire. The questionnaire will determine whether the individual has: a) 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; b) Tested positive through a diagnostic test for COVID-19 in the past 14 days; c) Has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or d) 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.

Prevention

- All Classical staff will wear face mask/coverings while in the building. Classical will provide each staff member with 1 mask per day they are in the building. Any contractors or vendors will also be required to wear face mask/coverings while in the building.
- Scholars will be required to wear a face mask when transitioning but not during meals, which will be in classrooms. In compliance with NYSED guidelines, K-2 scholars will not wear masks during instruction as transmission rates are far less likely among children under the age of 10, according to recent studies. Scholars in grades 3-8 will wear masks during the I Do, We Do, and any 1-on-1 check-ins with teachers. Classical will provide one (1) disposable mask per week per scholar. Parents are expected to also provide masks.
- Specials, At-Risk, Special Services, Operations and other staff interacting with multiple cohorts will be considered “high-intensity” staff and distributed additional PPE including face shields, eye protection, and gloves.
- Water bottles will be distributed to all scholars to reduce traffic at water fountains and contact with common surfaces.
- Custodians will disinfect chairs, desks, tables, and keyboards daily in the evening; Classical staff will do the same mid-day for their classrooms or office space.
- At SBC I and SBC II, all rooms will have windows and doors open, where possible, to increase ventilation with outdoor air. At SBC III and IV, the central circulation system will be on all day to increase ventilation. We will continue to research best practices around ventilation and revise policies, as necessary.

Closure Triggers

Classical will work with the NYC Department of Health to determine what conditions (i.e. number of positive COVID-19 cases in the building) would trigger a pod, section, or full school closure and the amount of time of the closure.

Return to School After Illness

Students and staff who had symptoms of COVID-19 may only return to the in-person learning environment after providing at a minimum, documentation of evaluation by a healthcare provider (healthcare provider note clearing a person to return to school), negative COVID-19 testing, and symptom resolution, or if COVID -19 positive, release from isolation as required by DOH and NYSED.

Students who are required to stay at home may opt-in to remote learning. Any scholar who is expected on-site, but plans to learn remotely for the day, must communicate this via Jupiter to the student’s teacher, Grade Team Leader, Ops Manager, and School Director by 7:30 am on the day they choose to receive remote instruction.

If students feel too ill to attend classes remotely, a doctor’s note must be provided to the school to grant an excused absence. To the extent a family is unable to visit an in-person doctor due to a local outbreak or other constraints, telemedicine options using ZocDoc are available.

Staff who are required to stay home may also work remotely, which may require immediate changes in staffing. For example, a remote teacher may need to become an in-person teacher to allow the teacher showing symptoms to work remotely until an evaluation by a healthcare provider, negative COVID-19 testing and symptom resolution. If a teacher feels too ill to work, that teacher can use a sick day to take [paid time off](#).

Visitors

There will be no school tours, visitors, or on-site interviews. All interviews will be conducted remotely.

Any contractors or vendors, including food services, deliveries, or copier repairs, will undergo a temperature check and complete the daily questionnaire upon entering the building.

Signage

Appropriate signage instructing staff and students will be prominently placed across each school site. Signage will include reminders to staff and students to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Additional signage will also be prominently placed to reduce bi-directional foot traffic using tape or signs with arrows, and post signage/distance markers denoting 6 ft. of distance in commonly used areas and areas where lines are formed or people congregate (e.g. outdoor spaces, class rooms, cafeterias, health screening stations).

Equity

Family Outreach & Support

We have all experienced a very difficult year thus far, but our collective heart goes out to those in our community who have been particularly affected. These medical, financial, and social crises are stressful even when we are not directly affected. Classical (Deans and Operations) will call parents to ascertain if each scholar/family:

- has or had COVID-19, or has a health condition that elevates their risk of infection
- needs grief counseling or other mental health supports
- needs a device, has connectivity issues, or help with remote learning
- is food or shelter insecure
- needs help supporting a child with special needs
- needs help with translation services, cash assistance, etc.

Counseling

Classical features a Counseling Team that will work with school leaders and school staff to reach out to support scholars who are or might be experiencing anxiety, stress, sadness, or other possible challenges. Further, they will work with deans to ensure that character education includes lessons on building pro-social skills and strategies. Classical's use of 'turn and talks' will continue to foster social interaction during each lesson, and social interaction during lunch time will still be encouraged. Each morning will include a short morning meeting where scholars and teachers can connect to ensure that needs can be voiced.

In the survey open from July 24th – July 31st, parents identified if their scholar has shown social, emotional, or behavioral changes due to COVID-19. The Counseling Team will screen all scholars during PD from August 11th – August 18th to determine who needs to be in these groups. COVID-19 groups will begin meeting remotely on Monday, August 24th.

Social Skill Groups for Scholars

Throughout the school year, Classical will be providing families and scholars with informal services and resources to help cope with the effects of COVID-19. Scholars that have been socially, emotionally, or behaviorally affected by COVID-19 due to a sudden fear of diseases, a change in living situations, separation anxiety, or the death of a loved one are entitled to social skills groups conducted by the Counseling Team. This group will consist of 5 sessions over the course of 6 weeks and will cover topics including what is COVID-19, how COVID-19 can impact you and others emotionally and behaviorally, and strategies for managing the effects of COVID-19. During the final session, scholars will be administered a post-test to ensure that they are emotionally equipped to handle the impacts of COVID-19. Any scholars that exhibiting consistent social-emotional/ behavioral struggles will be referred to the Counseling Team through an SST referral to continue support on a more regular basis. The Counseling Team will reach out to families and staff to inform all parties when this occurs.

Crisis Counseling for Scholars

Crisis counseling occurs when scholars are experiencing intense trauma both inside/outside of school. Crises include:

- Suicide
- Self-harm (consisting of cutting, scratching, or hitting one's own body parts)
- Separation or divorce
- Temporary housing (not having a stable residence, including but not limited to living in a shelter, hotel, friend's house, etc.)
- Death/Grief
- Child Abuse (safe and unsafe touch)
- COVID-19

A scholar will be identified for this support after parents or staff members reach out to Deans about one or more of the above crises taking place in their family. The Deans will then meet with staff to complete a crisis counseling form that provides background information on the reported situation(s). The Counseling Team will then be alerted to contact parents and conduct screeners for scholars to evaluate for the needed supports. Crisis counseling occurs throughout the school year, lasts for 4 weeks, and includes a post-test during the last session. If a scholar continues to exhibit social-emotional/ behavioral needs, the Counseling Team will request for the Deans/ teachers to complete an SST referral form for long-term support. Parents will also be contacted to update them on whether a scholar needs additional services.

Family Meetings

On a weekly basis, Counseling Team members and Deans will lead discussion groups for parents to converse on the impacts of COVID, in- and out-of-school supports, and other chosen topics. These sessions will all be held over Zoom regardless of if scholars are in-school learning or remote learning. These meetings will take place every Monday at 4:45 pm during Phase 1 of the school's hybrid model (from Monday, August 24th to Monday, September 21st). On Fridays, topics will be sent out to families via Jupiter.

Family Counseling

Led by the Counseling Team, individual Counseling Team members will have sign-up times to meet with parents or families to discuss death, violence, social justice, racial inequality, and other topics upon request. Parents will receive more information regarding scheduling in August. The Counseling Team will hold scheduled 30-minute sessions each week for family/ parent counseling until Monday, September 28th (Phase 1). Families are required to sign up 24 hours in advance of the appointment time. When signing up, they will need to identify a time to meet, provide a phone number, explain the purpose of the session, and identify who will be attending (parents, one parent, parent and scholar, etc.). They will receive a confirmation e-mail from the Counseling Team member to confirm that scheduled time.

Parent Choice

While our school year will begin remotely on August 19th, hybrid learning (a combination of in-person and remote instruction) will begin as soon as school buildings are open across the city. By July 31st, families chose a remote only or hybrid option for their scholar by completing [this form](#). The number of days of on-site instruction offered to each scholar will depend on the number of scholars who opt-in to on-site instruction. As a result, the number of days of on-site instruction for each cohort is subject to change during stage 2 or after September 28th.

PLEASE NOTE: Once parents opt-in to remote learning, they cannot switch to in-person learning until the next stage which begins the week of September 28th. However, any scholar can opt into remote learning at any time.

State immunization and health requirements must be met before scholars enter the building.

Excellence

Hybrid Academic Model

The primary considerations in building our hybrid model are firstly safety, support, and parent choice, but also taking into account the vastly differing age groups and how they would be affected by the use of technology. Our challenge: how do we maximally educate 1,600 deserving scholars while limited to 800 seats, while honoring our commitment to parent choice and, separately, acknowledging technological inequities?

Classical has developed a predictable schedule that we believe balances all these constraints. Firstly, we recognize that our youngest and newest scholars lack the accumulated benefits of Classical education and would have the biggest challenges with technology. Thus, our plan prioritizes in-person learning for K-2 scholars. By the third grade, Classical scholars are far more adept at technology and are academically in better shape. 3-6 grade scholars will most likely be on-site 2 days a week and 7-8 grade scholars most likely 1 day a week. All other school days will feature remote learning.

Content taught across the remote only and hybrid model will be aligned to ensure an equitable education for all and to allow scholars to seamlessly switch between the two models between stages. There will be on-site only and remote-only features to accounts for breaks and timing across the day. For example, on-site scholars will receive recess and study hall each day. The remote program offered beginning in August 2020 features a more well-rounded program than the spring with more content-area subjects like Social Studies or Science.

Once parents opt-in to remote learning, they cannot switch to in-person learning until the next stage. However, any scholar can opt into remote learning at any time.

Below represents a **tentative** schedule for scholars. The number of days of on-site instruction offered to each scholar will depend on the number of scholars who opt-in to on-site instruction and is subject to change. Additionally, the number of days of on-site instruction for each cohort is subject to change during stage 2 beginning the week of September 28th.

	Monday	Tuesday	Wednesday	Thursday	Friday
K-2 nd Grade	On-site	On-site	On-site	On-site	On-site
3-4 th Grade	On-site	On-site	Remote	Remote	Remote
5-6 th Grade	Remote	Remote	On-site	On-site	Remote
7-8 th Grade	Remote	Remote	Remote	Remote	On-site

Key Re- Opening Dates (Tentative)

EVENT	DATES	LOCATION
Parent Survey Live	Friday, July 24 th – Friday, July 31 st	Online
Network Kick-Off	Monday, August 10 th	Fully remote
Staff Professional Development	Tuesday, August 11 th – Tuesday, August 18 th	Fully remote
Remote Instruction	Wednesday, August 19 th – Early September	Kindergarten- 1-on-1 remote tutoring sessions (more information to come) Grades 1-8- Fully remote instruction
Half-Day (Professional Development for Staff)	Friday, September 4 th	Fully remote Instruction for scholars ends at 1 pm.
Labor Day	Monday, September 7 th	CCS is closed in observance of Labor Day.
Classroom Set-Up	TBD	At school-sites in waves to allow for social distancing No instruction for scholars
Stage 1: Hybrid Instruction	Early September – Friday, September 25 th	A combination of remote and in-person
Yom Kippur	Monday, September 28 th	CCS is closed in observance of Yom Kippur.
Stage 2: Hybrid Instruction	Tuesday, September 29 th	A combination of remote and in-person
<p>Note: During Stage 1, in-person learning for SBC IV scholars will take place at SBC III (3458 3rd Ave), and in-person learning for SBC II-B scholars will take place at SBC I (977 Fox Street). Once construction of SBC IV is finished (anticipated late September), in-person learning for SBC IV and SBC II-B will move to SBC IV (3458 3rd Ave).</p>		

August 2020 Content

Key	Hrs/Week
Academic Content	23.75
On Site Only	16.25
Remote Only	10.00

Kindergarten

Subject	Days	Min. Per Week
Math	5	175
Read Aloud	5	200
Phonics	5	150
Writing	5	150
Guided Reading	5	300
Reteach	2	60
Number Stories	3	90
ELA Reteach	3	90
Close Reading	2	60
Specials	5	225
Arrival / Morning Meeting	5	100
Lunch	5	150
Bathroom Breaks	5	150
Specials 2	5	225
Recess	5	100
Snack	5	50
Dismissal / HW	5	200
Break 1	5	150
Break 2	5	150
Lunch and Break	5	300

1st Grade

Subject	Days	Min. Per Week
Math	5	175
Read Aloud	5	200
Phonics	5	150
Guided Reading	5	300
SS/SCI	5	150
Reteach	2	60
Number Stories	3	90
Grammar	3	90
Close Reading	2	60
Specials	5	225
Arrival / Morning Meeting	5	100
Lunch	5	150
Bathroom Breaks	5	150
Specials 2	5	225
Recess	5	100
Snack	5	50
Dismissal / HW	5	200
Break 1	M-F	150
Break 2	M-F	150
Lunch and Break	M-F	300

2nd Grade

Subject	Days	Min. Per Week
Math	5	200
Read Aloud	5	200
Guided Reading	5	300
SS/SCI	5	175
Reteach	2	80
Number Stories	3	120
Grammar	3	120
Close Reading	2	80
Specials	5	225
Arrival / Morning Meeting	5	100
Lunch	5	150
Bathroom Breaks	5	150
Specials 2	5	225
Recess	5	100
Snack	5	50
Dismissal / HW	5	200
Break 1	5	150
Break 2	5	150
Lunch and Break	5	300

3rd Grade

Subject	Days	Min. Per Week
Math	5	225
Read Aloud	5	200
Textual Analysis	5	200
SS/SCI	5	150
Guided Reading	3	180
Close Reading	2	120
Reteach	2	80
Number Stories	3	120
Specials	5	225
Arrival / Morning Meeting	5	100
Lunch	5	150
Bathroom Breaks	5	150
Specials 2	5	225
Recess	5	100
Snack	5	50
Dismissal / HW	5	200
Break 1	5	150
Break 2	5	150
Lunch and Break	5	300

4th Grade

Subject	Days	Min. Per Week
Math	5	225
Read Aloud	5	200
Textual Analysis	5	200
History	3	90
Science	3	60
Guided Reading	3	180
Close Reading	2	120
Reteach	2	80
Number Stories	3	120
Specials	5	225
Arrival / Morning Meeting	5	100
Lunch	5	150
Bathroom Breaks	5	150
Allocated Across Content Blocks	5	225
Recess	5	100
Snack	5	50
Dismissal / HW	5	200
Break 1	5	150
Break 2	5	150
Lunch and Break	5	300

5th Grade

Subject	Days	Min. Per Week
Math	5	225
Reading	5	200
Textual Analysis	5	200
Guided Reading	3	180
Close Reading	2	120
History	3	90
Science	2	60
Reteach	2	80
Number Stories	3	120
Specials	5	225
Arrival / Morning Meeting	5	100
Lunch	5	150
Bathroom Breaks	5	150
Allocated Across Content Blocks	5	225
Recess	5	100
Snack	5	50
Dismissal / HW	5	200
Break 1	5	150
Break 2	5	150
Lunch and Break	5	300

6th Grade

Subject	Days	Min. Per Week
Math	5	225
Reading	5	200
Textual Analysis	5	225
Guided Reading	3	120
Close Reading	2	80
History	3	120
Science	2	80
Reteach	2	90
Number Stories	3	135
Specials	5	225
Arrival / Morning Meeting	5	100
Lunch	5	150
Bathroom Breaks	5	150
Allocated Across Content Blocks	5	225
Recess	5	100
Snack	5	50
Dismissal / HW	5	200
Break 1	5	150
Break 2	5	150
Lunch and Break	5	300

7th-8th

Subject	Days	Min. Per Week
Math	5	225
Reading	5	225
Textual Analysis	5	225
History	5	200
Science	5	200
Latin/Debate	5	200
Specials	5	225
Morning Meeting	5	150
Lunch	5	150
Bathroom Breaks	5	150
Allocated Across Content Blocks	5	225
Recess	5	100
Snack	5	50
Dismissal	5	150
Break 1	5	150
Break 2	5	150
Lunch and Break	5	300

Academic Calendar 2020-2021

This calendar is subject to change upon the release of the NYC DOE 2020-2021 school calendar.

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

There are 192 school days in the 2020 - 2021 academic year. Black boxes indicate no school. Grey boxes indicate important dates. Diagonal lines indicate early dismissal days (at 1pm)

HOLIDAYS/IMPORTANT DATES

August 19	First Day of School	November 26-27	Thanksgiving Recess	April 1-9	Spring Recess
September 7	Labor Day	December 4	Parent Conferences	May 12	Eid al Fitr
September 28	Yom Kippur	Dec. 24-Jan 1	Winter Recess	May 31	Memorial Day
October 12	Columbus Day	January 18	MLK Jr. Day	June 3	Chancellor's Day
November 3	Election Day	Feb 12-19	Mid-Winter Recess	June 25	Last Day of School
November 11	Veteran's Day	March 5	Parent Conferences	June 28-Jul 16	SLA Program
				July 5th	Independence Day

