



CLASSICAL

CHARTER SCHOOLS

STAGE 4
PARENT HANDBOOK
Updated: Monday, December 21st

Announcements

<i>Event</i>	<i>Date</i>	<i>Notes</i>
Stage 3	December 21 st – Friday, January 15 th	<p>REMOTE ONLY</p> <p>Instruction will be remote to allow families and staff to safely quarantine after holiday activities and travel.</p> <p>To participate in in-person learning during stage 4, families must return from any holiday travel by Monday, January 4th to ensure sufficient time to quarantine before the beginning of in-person instruction on Tuesday, January 19th. If a 14-day quarantine is not possible, then the scholar must follow state testing requirements following travel including a COVID test 72 hours (3 days) prior to arrival in New York and a second COVID test on the 4th day after arrival.</p>
Stage 4	Tuesday, January 19 th – Friday, March 26 th	Families will have the option to choose between in-person and remote learning for stage 4.
Stage 5	Monday, April 5 th – Friday, June 25 th	Families will have the option choose between in-person and remote learning for stage 5 in March.
Subject to change		

Policy Regarding Changing Learning Preferences:

Scholars may only switch into remote learning if they are doing so 1) for the remainder of the stage, 2) as a result of a [failed health screening](#), or 3) as a result of extenuating circumstances requiring advanced approval from the School Director to temporarily switch into remote learning. Scholars may **not** switch to remote for 1-day circumstances like doctor’s appointments.

Scholars may only switch into in-person learning at the discretion of the School Director pending space availability.

No learning preference changes will be permitted from January 14th–January 19th to facilitate a smooth launch to stage 4.

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2020-2021 Academic Calendar

Updated 9/08

August 2020						
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September 2020						
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November 2020						
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March 2021						
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April 2021						
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May 2021						
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June 2021						
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July 2021						
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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	March 29- April 2	Spring Recess
September 7	Labor Day	December 4	Parent Conferences	May 13	Eid al Fitr
September 14	Classroom Set-Up	Dec. 24-Jan 1	Winter Recess	May 31	Memorial Day
September 28	Yom Kippur	January 18	MLK Jr. Day	June 3	Chancellor's Day
October 12	Columbus Day	Feb 12-19	Mid-Winter Recess	June 25	Last Day of School
November 3	Election Day	March 5	Parent Conferences	June 28-Jul 16	SLA Program
November 11	Veteran's Day			July 5th	Independence Day

Stage 4

In early January, families will choose for their scholar to be either remote only or on-site only for Stage 4. Please read below for more details for each type of learning.

Remote Only

Zoom Links

Zoom Links continue to be available on our website at the link below. Zoom links for Stage 4 will be updated no later than Friday, January 15th

<https://classicalcharterschools.org/remote-resources/>

Password: Classical

Schedules

Remote schedules vary by school site. Your scholar's advisor will be in touch with the schedule during the week of January 11th

Scholar Materials

Scholar materials continue to be available on our website and for pick-up. Scholar materials will continue to be posted onto the website in 2-week sets listed below.

Families must either:

- 1) Access the materials on our website and print materials for their scholar's use.
 - a. <https://classicalcharterschools.org/remote-resources/>
Password: Classical
- 2) Pick up materials during the below family distribution dates at your child's school site.

Stage 4 Family Distribution Dates:

Pick up at your child's school site from 8:30 am – 4 pm.

- Friday, January 22nd
- Friday, January 29th
- Thursday, February 11th
- Friday, March 5th
- Friday, March 19th
- Friday, March 26th

Remote Scholar Learning Expectations

Classical Charter Schools believes that all scholars must continue learning while we are taking precautions to stop the spread of COVID- 19. Daily participation in all lessons and completion of work assignments is required for scholars. Classical staff will work closely with families to support setting up the systems needed to access the remote learning lessons. The specific daily requirements are listed below:

1. Scholars must participate in all lessons.

- Scholars will log onto Zoom to watch the lesson live at the times designated on your scholar’s daily schedules. Attendance will be taken by teachers during each of the live lessons.
- Due to limited use by scholars last year, we are no longer uploading recorded lessons to our website. If your scholar is persistently absent for a block and you would like to develop a plan where lessons are recorded, please reach out to your scholar’s teacher and dean for a support plan.

2. Scholars must complete their (1) daily independent practice assignments for each lesson, (2) independent reading and (3) homework.

- Scholars will have work time for the Independent Practice as part of the live lessons. Answers will be reviewed in small groups during the lessons.
- Independent Reading will be checked through individual scholar phone calls. Each scholar will have an assigned staff member who will serve as their advisor. Advisors will call the scholar at least once per day for a wellness call to check-in.
- Homework will be completed via Formative.

Remote Attendance Policy

Scholars’ attendance during remote learning is mandatory. Attendance will be taken for each lesson and Deans will be following up on absences. If your scholar is sick and unable to participate, please submit a doctor’s note through Jupiter to your designated Operations Team member (see below table). Scholars’ attendance will impact Summer Learning Academy and Promotion decisions.

SBC 1	Mr. Williams
SBC 2	Mr. Montiel
SBC 2B	Ms. Feliz
SBC 3	Ms. Rodriguez
SBC 4	Ms. Feliz

We are strict on attendance because our experience and data show that scholars with great attendance do well in school, and scholars with poor attendance often do poorly in school. **If your child accumulates 15 unexcused absences (without a Doctor’s note), he or she will be automatically retained into the same grade for the following school year.** We will call home every day your scholar is absent, and we will send a letter home when

the scholar accumulates 7 unexcused absences. At 10 unexcused absences, we will phone home and require you to attend a meeting with the Dean of Students and School Director.

In the remote context, the number of instructional blocks within the grade-level's schedule is equivalent to an on-site absence.

Lessons will not be recorded for scholars to view at a later time. The option of watching videos later will only be available to scholars who have specifically planned for such with their dean and teacher due to extenuating circumstances that make live viewing infeasible.

Tardies and Absences

Teachers will take attendance for each subject. If a scholar arrives more than 5 minutes late but before the halfway mark of the lesson, the scholar will be marked as tardy. If a scholar arrives after the halfway mark of the lesson, the scholar will be marked as absent.

Camera Policy

Scholars must have their camera on during remote learning. The only exception here is for scholars using only a phone or tablet for whom the camera turns off when using Formative.

For scholars who are persistently turning their camera off, teachers will follow the below guidelines:

Cameras-On Attendance Policy K-4	Cameras-On Attendance Policy 5-7
1. Typed reminder in chat	1. Typed reminder in chat
2. Warning	2. Check
3. Color change and removal to waiting room for phone call check-in follow by readmittance to class	3. Disruptive Behaviors and removal to waiting room for phone call check-in followed by readmittance to class
4. Dean Referral, removal from class, marked absent for lesson block	4. Dean Referral, removal from class, marked absent for lesson block

On-Site Only

Health and Safety

See the [Appendix](#) for more information on Health and Safety.

Schedules

The academic content taught on-site will be identical to the academic content taught remotely with the addition of lunch, snack, bathroom breaks, morning meeting, and recess. Schedules will vary across classes and school-sites. Teachers will share schedules with families during the week of January 11th

Daily Screening Questionnaire

Before entering our school building each day, families must complete a daily screening questionnaire for each child. If a child answers “yes,” to any of the questions on the daily screening questionnaire (listed below), the child must stay home and either 1) participate in remote learning by contacting the child’s classroom teacher by 7:30 am or 2) provide the school with a doctor’s note to count the day as an excused absence.

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
- 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.

Returning to School After Illness

Any individual (student or staff member) showing signs of COVID-19 can only return to school when all the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

Arrival and Dismissal

Arrival and dismissal will both be staggered.

Arrival will take place beginning from 7:45-8:10. If a scholar would like breakfast, they should arrive no later than 8:00.

Dismissal will take place between 3:20 and 4:00. A specific time will be assigned by grade and will be shared with families in advance of Stage 4.

More details regarding your scholar's exact arrival and dismissal time will be communicated by your scholar's school site. A plan will be put in place for siblings to ensure only one drop-off or pick-up time per family.

Switching into the Remote Program

Scholars may only switch into remote learning if they are doing so 1) for the remainder of the stage, 2) as a result of a [failed health screening](#), or 3) as a result of extenuating circumstances requiring advanced approval from the School Director to temporarily switch into remote learning. Scholars may not switch to remote for 1-day circumstances like doctor's appointments.

Scholars may only switch into in-person learning at the discretion of the School Director pending space availability.

Families should communicate any changes with their scholar's teacher.

Scholar Materials

Scholar materials and packets will be provided for on-site scholars. However, if a scholar switches into remote learning at any time, it is the responsibility of the scholar and family to ensure they have the correct packets and materials for the duration of their remote learning program.

On-Site Attendance Policy

We are strict on attendance because our experience and data show that scholars with great attendance do well in school, and scholars with poor attendance often do poorly in school. **If your child accumulates 15 unexcused absences (without a Doctor's note), he or she will be automatically retained into the same grade for the following school year.** We will call home every day your scholar is absent, and we will send a letter home when the scholar accumulates 7 unexcused absences. At 10 unexcused absences, we will phone home and require you to attend a meeting with the Dean of Students and School Director.

Likewise, lateness is treated strictly. All scholars should arrive before 8:05 a.m. when breakfast ends. However, any scholar entering the school at **8:15 am** or later is considered "Tardy". 7 Tardies will equal an absence. 7 tardies or early pick-ups, in any combination, will equal an absence.

If a scholar arrives after 12 pm, without a doctor's note, they will be marked as absent for the day.

Excused Absences

The only absences that will be excused are those that are accompanied by a note from a doctor, dentist or other medical appointment. Doctor's note should be submitted the day the scholar returns to school.

Attendance notes will not be accepted after the end of each Trimester.

Note: Classical Charter Schools reserves the right to verify that excuse notes are officially authorized. All doctor's notes will be verified by the main office.

Early Pick-Ups

Being picked up early negatively impacts a scholar's education as your scholar is missing valuable learning time. Classical Charter Schools has a policy in which **7 early pick-ups will equal an absence**. An early pick up is any time a scholar is picked up before 4:30 PM. We will excuse early pickups for a medical appointment with a doctor's note.

Uniform Policy

In Stage 4, all scholars will be required to wear uniforms for equity across remote and in-person learning. All scholars **MUST** always be in uniform while at school, in any form. If a scholar is not wearing a complete uniform, you will receive a phone call from your scholar's teacher to discuss the uniform infraction. If the uniform infraction occurs more than once, a phone call from the dean will follow and can result in consequences.

Shirt	<ul style="list-style-type: none">- Plain white button-down shirt- Long sleeve or short sleeve- NO polo shirts
Bottom	<ul style="list-style-type: none">- Navy blue plain skirt- Navy blue plain jumper- Navy blue pants- NO shorts, cargo pants, sweatpants)
Accessories	<ul style="list-style-type: none">- Navy blue Cross neck- tie OR long tie- Belt (if pants have belt loops)- Socks (white, navy blue or black)- Plain knee highs or stockings if wearing a skirt or jumper (white, navy blue, or black)- All black sneakers (no other colors and must be under the ankle)
Optional	<ul style="list-style-type: none">- White sweater- Navy blue sweater- No hoodies



Scholar Services

Stage 4 will include the supports of all mandated and informal services from Scholar Services. This will include academic supports through SETSS and Speech as well as behavioral supports through Counseling. We want to ensure scholars have access to all learning supports they typically would have received during their school day.

Scholar services will be held on-site but will be live-streamed for any remote scholars to actively participate.

SETSS:

- Sessions covering math and ELA instruction will take place 3-5 days a week for 45 minutes during the school day.
- Attendance will be taken for each session.

Speech:

- Sessions will take place 1-2 times a week based on your scholars' mandate or recommendation. These sessions will take place during Number Stories, Writing, History, or ELA Reteach.
- Attendance will be taken for each session.

Counseling

- Sessions will take place 1-2 times a week based on your scholars' mandate or recommendation. These sessions will take place during Number Stories, Writing, History, or ELA Reteach.
- Attendance will be taken for each session.

Occupational Therapy (OT)

- Sessions will take place 1-2 times a week based on your scholars' mandate. These sessions will take place during Number Stories, Writing, History, or ELA Reteach.
- Attendance will be taken for each session.

Physical Therapy (PT)

- Sessions will take place 1-2 times a week based on your scholars' mandate. These sessions will take place during Number Stories, Writing, History, or ELA Reteach.
- Attendance will be taken for each session.

IEP meetings will all continue as scheduled. If your child has an IEP meeting scheduled, this will continue to take place via phone conferencing. SST members will be in touch with you regarding who will be calling, date and time of meeting, and Classical's recommendation for the IEP meeting.

Directory

To help direct questions to the appropriate party, please follow the guidelines below:

Department	Questions Relating to...	Contact Information
Advisory Teachers	<ul style="list-style-type: none"> Classwork, homework, independent reading, Zoom 	Access individual teacher email and phone numbers on Jupiter
Scholar Services	<ul style="list-style-type: none"> SETSS, Speech, OT, Counseling, IEPs, 504s, Special Education Referral process 	Lepstein@southbronxclassical.org (845) 642-5491
Deans	<ul style="list-style-type: none"> Attendance Support with Food Support with Housing Challenges with Work Completion and Structured Learning at Home 	<p>Deans are available using Jupiter or the contact information listed below</p> <p>SBC 1:</p> <p>Mr. Harris (Grades K-2) aharris@southbronxclassical.org (917) 499-1439</p> <p>Ms. Jackson (Grades 3-5) djackson@southbronxclassical.org (347) 457-4417</p> <p>Ms. Marion (Grades 6-8) smarion@southbronxclassical.org (347) 650-9518</p> <p>SBC 2:</p> <p>Ms. Rockwood (Grades K-2) rrockwood@southbronxclassical.org (716) 374-4621</p> <p>Mr. Ganaganayagam (Grades 3-5) bganaganayagam@southbronxclassical.org (845) 598-8106</p> <p>SBC 2B</p> <p>Ms. Tinti (Grades 6-8) mtinti@southbronxclassical.org (414) 573-8696</p> <p>SBC 3:</p> <p>Ms. Berger (Grade K) eberger@southbronxclassical.org (516) 987-1949</p> <p>Ms. Helton (Grades, 1, 3, 5) Whelton@southbronxclassical.org (516) 669-7874</p>

		<p>Ms. Phillips (Grades 2, 4, 6) Qphillips@southbronxclassical.org (914) 484-0026</p> <p>SBC 4: Ms. Arndt (Grades K, 1, 3) Aarndt@southbronxclassical.org (715) 305-1281</p> <p>Ms. Tinti (Grades 2, 4) mtinti@southbronxclassical.org (414) 573-8696</p>
Operations	<ul style="list-style-type: none"> • General questions not covered by above • Excused Absences • Technology Troubleshooting • Wi-Fi Access Issues 	<p>SBC 1: fcuadro@southbronxclassical.org (917) 331-5706</p> <p>SBC 2: imorrison@southbronxclassical.org (914) 341-2932 lscarborough@southbronxclassical.org (929) 233-3070</p> <p>SBC 3: mcaraballo@southbronxclassical.org (347) 285-5920</p> <p>SBC 4: lscarborough@southbronxclassical.org (929) 233-3070</p>

Additional Services for Families

Meals

Currently the Department of Education is providing grab and go breakfast and lunch options from the public schools across the city. You can find the school located closest to you by entering your zip code at [this website](#).

Wi-Fi

In order to successfully participate in our Remote Learning Program, scholars will need access to Wi-Fi in order to participate in online lessons. Please utilize the resources below to secure WiFi. If you are still unable to connect to Wi-Fi, make sure to share this with your scholar's teacher or Dean of Students.

From NYC.gov: Gaining access to cell phone service, internet and/or WiFi can make all the difference as we continue to social distance, work from home and learn remotely. During the COVID-19 emergency, some carriers are offering discounts or other relief to their customers. For information on how you can access these services, please see the following or contact your carrier for more information:

- **Discounted Internet Service for Low-Income Families:**
 - Comcast is offering discounted internet service to low-income families, with free service for 60 days, for new customers who apply and are approved by December 31, 2020. [Visit Comcast](#) or call [1-855-846-8376](#) (English); [1-855-765-6995](#) (Spanish).
 - AT&T offers a discounted service for income-limited households or those who qualify for the National School Lunch Program or Head Start. Visit [Access from AT&T](#) for more information.
 - Spectrum offers a discounted internet plan for qualified households who are also in receipt of assistance through the National School Lunch Program or Supplemental Security Income (for applicants age 65 and older only). Visit [Spectrum Internet Assist](#) to learn more.
- **Income-based free cell phone and airtime:** [SafeLink Wireless](#) is a government supported program that provides a free cell phone and airtime each month for income-eligible customers. A private company provides the service. It is not connected to any New York City agency. Follow this [link](#) for more information about the program.
- **Cell Phone Providers:** Numerous cell phone companies have signed the "[Keep Americans Connected Pledge](#)" and are agreeing to stop service termination and waive late fees for families experiencing financial hardship. You can contact your carrier for more information.
- **Cellphone Hotspot:** Did you know that you may be able to use your cell phone's data to connect computers or tablets to the internet? By creating a mobile hotspot — a type of wireless internet service — you can easily connect multiple devices online using your phone's own wi-fi. The "hotspot" feature on your phone uses your data plan to connect other devices, like your scholar's Kindle, to the internet. It's important to note that using the hotspot feature will use your device's data, and your data limits do apply.

Other Services:

Throughout the school year, Classical will provide scholars and families with the following services:

- Social Skill Groups for Scholars
- Crisis Counseling for Scholars
- Family Counseling Social Skill Groups for Scholars

Reach out to Danielle Green (dgreen@southbronxclassical.org) with any questions regarding these services.

Appendix (Health and 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 square feet per student).
- The main office will have a wellness barrier to promote social distancing with anyone entering the space.
- Desks will be spread apart in classrooms to promote social distancing. Rugs will not be used for instruction. Having scholars in desks for instruction across the day will reduce movement within classrooms and allow for safe social distancing.
- [A clear panel barrier](#) will be provided to classroom teachers as an option to set-up a conferring table to minimize exposure during independent practice. The conferring table will be disinfected after each scholar's use.

Screening and Containment

- Scholars and staff who are ill must stay home and get tested immediately and follow the guidelines for [returning to school after illness](#).
- 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.
- Prior to the start of in-person instruction, school-based staff are asked to get tested for COVID-19. Participation in COVID-19 testing is entirely voluntary. Mayor De Blasio is actively working to develop a testing policy for teachers, staff, and students.

Daily Screening Questionnaire

- All staff and scholars will be required to complete a daily screening questionnaire before entering the school building. The staff questionnaire will be sent to all staff via email each morning by 5 am. The student questionnaire will also be available to all families each morning by 5 am via Jupiter.
- 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.
 - Any student who answers “yes” to one of these questions will be required to stay home. The scholar will have the option to learn remotely.

Prevention

Personal Protective Equipment (PPE)

- All Classical staff will wear face mask/coverings while 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. All scholars will wear masks during instruction. Teachers will use reminders to support scholars with remembering to keep masks on. Only in a case of active defiance should a teacher follow through with the behavior management system when a scholar is not wearing a mask.
 - Water Breaks: Scholars will be able to take off masks during the first three minutes of independent practice or independent reading for water and mask breaks.
 - Meals: Scholars will eat meals silently. Once meals are finished and masks are back on, scholars can resume talking to one another.
- Per DOE guidelines, Classical will provide each staff member with 1 mask per day they are in the building. Classical will also provide 1 disposable mask per week per scholar. Parents are expected to also provide masks. Classical has procured disposable blue surgical masks for distribution. An extra box of masks will be available in each classroom in the event of a scholar mask breaking or becoming unusable.
- To the extent staff or scholars bring their own masks, they may bring any type of face covering [as approved by CDC](#).
- Kindergarten and Middle School teachers, Specials, At-Risk, Scholar Services, Operations, Deans, Instructional Coaches and School Directors will be considered “high-intensity” staff as they interact with multiple cohorts. They will be distributed additional PPE including face shields, eye protection, and gloves daily.
- Water bottles will be distributed to all scholars to reduce traffic at water fountains and contact with common surfaces.
- [Clear masks](#) will be provided to K-1 teachers and Speech & Counseling staff to support phonics instruction and other services.

Cleaning and Disinfection

- 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.
- Cool down desks must be sanitized by the teacher after every use.
- School Directors will be in close contact with custodial services to outline and reaffirm adherence to all safety and cleaning protocol. School Directors will follow-up immediately in the event of inadequate cleaning with Operational staff supporting, as necessary.
- Cleaning supplies will also be available to all staff in a central location within each school-site.
- 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 by Operations and other cleaning staff depending on school site.

Ventilation

- 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 with MERV-13 filters to increase ventilation. We will continue to research best practices around ventilation and revise policies, as necessary.
- Rooms without windows and any other ventilation mechanisms will be restricted to use by a single person per day.
- A plan will be developed for rooms that rely on windows for proper ventilation during the colder winter months pending guidance from the DOE.

Closure Triggers

Classical will follow the guidelines released by NYC (and included below) regarding closure triggers.

In the event of a confirmed case within another school in our co-located buildings or across the network, staff and families will be notified and closure triggers will be closely followed.

Unconfirmed case in a School

Any student or staff member who self-reports an unconfirmed positive case of COVID-19 or is exhibiting COVID-like symptoms will be immediately removed from the classroom or school building, told to stay home, and encouraged to get tested.

- The classroom and school building will remain open at this time.
- Contact tracing will only occur if there is a laboratory confirmed case or if the person is a close contact of a presumed positive.
- If a positive case is confirmed, Classical will follow the protocols listed below.
- If a negative test result is received, the individual may return to school after being symptom free for 24 hours without the use of medication AND presents clearance from a health care provider evaluation.
- If the individual does not get tested, then the individual cannot return to school until:
 - 10 days have passed since the first symptom and

- The individual has been symptom free for 24 hours without the use of medication.
- The DOE will explore the possibility of adjusting the standard for students returning to school who have been unable to seek COVID testing and health care provider evaluation.

One Confirmed Case in a School

- Department of Health and Mental Hygiene (DOHMH) notifies Classical of confirmed case.
 - Executive Director/ School Directors notify Operations Manager and informs affected teacher(s).
 - Additional guidance on notifying other Borough Citywide Office points is forthcoming.
- All students and teacher(s) in class(es) with a confirmed case are assumed close contacts and are instructed to quarantine for 14 days since their last exposure to that case.
 - If students have traveled between classes, the school must require quarantine for individuals in all classes attended by the confirmed case.
- Learning continues remotely for students who are in quarantine.
 - A negative COVID-19 test result for a student does not reduce the 14-day quarantine period.
- NYC Test + Trace Corps will interview the case and school administration to establish if there were any other additional close contacts.
- NYC Test + Trace Corps will interview staff members to verify levels of contact with the confirmed case.
 - If a staff member is deemed NOT a close contact, then the staff member can opt to return to school.
 - If a staff member is considered a close contact, then the staff member is required to complete the 14-day quarantine.

While Classical will follow the guidelines above in the event of one confirmed case and will work closely with health officials in the event of a confirmed case, some clarifications below in how this would impact our staff at a minimum:

- **Specials:** If a Specials teacher taught in a class with an infected individual, that staff member will be required to quarantine per the guidelines of the closure trigger.
- **Scholar Services and At-Risk Team:** If an SST/At-Risk member taught a group which included an infected individual, that staff member will be required to quarantine per the guidelines of the closure trigger.
- **Operations/Instructional Coaches/Deans/School Directors:** NYC Test + Trace Corps will interview staff members and deem whether they are close contacts and must quarantine.

Two or More Confirmed Cases in a School

- If two or more confirmed cases present within seven days of each other, NYC Test + Trace Corps and Department of Health and Mental Hygiene (DOHMH) begins investigation immediately and makes every attempt to conclude the investigation within 24 hours.
- DOHMH will notify Classical of confirmed case.
 - Executive Director/ School Directors notify Operations Manager and informs affected teacher(s).
 - Additional guidance on notifying other Borough Citywide Office points is forthcoming.
- During the NYC Test + Trace Corps and DOHMH investigation:
 - Two or more confirmed cases within the same class triggers a classroom quarantine but the schools stay open.

- Two or more confirmed cases within the same school triggers classroom quarantines and school is closed for a minimum of 24 hours while the NYC Test + Trace Corps and DOHMH investigation is underway.
- NYC Test + Trace Corps and DOHMH must determine by 6:00 pm whether the school needs to remain closed beyond the minimum 24 hours in order to reach the conclusion of the investigation.
- Once the NYC Test + Trace Corps and DOHMH investigation is complete:
 - NYC Test + Trace Corps and DOHMH investigations will results in one of the below conclusions (see table).
 - NYC Test + Trace Corps makes recommendation to NYC Department of Buildings and Central DOE on the closure of classroom(s) and/or school as well as the duration of closure.
 - Central DOE informs School Director and Executive Director and communicates closure decision to school community.
 - School moves immediately to remote learning mode during temporary closure.
 - Students on split schedules return for in-person learning on the next assigned day following reopening.

While Classical will follow the guidelines above in the event of one confirmed case and will work closely with health officials in the event of a confirmed case, some clarifications below in how this would impact our staff at a minimum:

- **Specials:** If a Specials teacher taught in a class with an infected individual, that staff member will be required to quarantine per the guidelines of the closure trigger.
- **Scholar Services and At-Risk Team:** If an SST/At-Risk member taught a group which included an infected individual, that staff member will be required to quarantine per the guidelines of the closure trigger.
- **Operations/Instructional Coaches/Deans/School Directors:** NYC Test + Trace Corps will interview staff members and deem whether they are close contacts and must quarantine.

Return to School After Illness

Any individual (student or staff member) showing signs of COVID-19 can only return to school when all the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND

- The individual has been symptom free for 24 hours without the use of medication.

If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, the individual can only return to school when all the following are met:

- The individual has completed a 14-day quarantine regardless of symptoms or COVID-19 test results since their last exposure to that case AND
- Presents clearance from a health care provider evaluation AND
- The student has been symptom free for 24 hours without the use of medication.
- Students in quarantine should participate in remote learning if feeling well enough.

Students who are required to stay at home due to illness or mandated quarantine 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 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.

Visitors & Network Staff

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.

Any traveling instructional staff (ex. teachers or SST/Specials managers) will work out of only one school site to reduce exposure. Most network staff will work remotely or report on-site a limited number of days per week in a designated office space. Any traveling network staff will not be permitted to visit more than one school site in a given week.

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).