



“Back to School”: A Reopening Plan for the Renaissance Charter High School for Innovation

Revised 10-22-20

For the Innovation Community, SED & the DOE

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1. Introduction to the Innovation High School Reopening Plan: Equity, Safety & Respect

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Introduction to Innovation's Reopening Plan: Responsible Parties

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- This plan was developed with the assistance and input of school stakeholders, including staff, students, parents, members of the board of trustees, and Manhattan East Middle School and Harlem Success Academy (the schools co-located with Innovation).
- Communication with stakeholders is an ongoing process and includes regular meetings with staff, with students and parents, with the board, and with the Building Council (composed of our co-located neighbor schools).
- Innovation's website includes this Reopening Plan, academic resources, and COVID-19 related resources.
- The Responsible Parties for the implementation of this Reopening Plan are Stephen Falla Riff, Executive Director ([stephen.fallariff@innovationhighschool.org](mailto:fallariff@innovationhighschool.org)), and Starlight Serra, Associate Director of Operations and HR (starlight.serra@innovationhighschool.org)



Our Commitment to the Innovation Community: Equity in Distance Learning

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1. We will ensure that *all* of our students and their families are supported during distance learning, and will provide targeted and effective supports to students with special needs
2. We will ensure that our students have laptops and WiFi access
3. We will choose learning tools that are mobile-friendly
4. We will provide a mix of synchronous and asynchronous learning
5. We will provide social-emotional learning support from our Counseling Team and our Family & Community Engagement Team
6. For more information about our commitment to equity in distance learning, please see the slides on Teaching & Learning and the Appendix and please reach out to us with questions!



Our Commitment to Safety: COVID-19 Testing

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- Innovation will follow the New York City Department of Education and Department of Mental Health guidelines for testing staff and students
- We will encourage all school-based staff to get tested prior to the start of in-person instruction and periodically (at least once per month) thereafter
- School-based staff have priority access to City-run testing sites
- A staff member or student with symptoms of COVID-19 must present medical clearance prior to returning to school
- School staff may have priority access to testing at 34 City-run locations



Our Commitment to Safety:

Contact Tracing

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- All staff and students will be surveyed and screened daily, prior to entering the building
- All confirmed cases of COVID-19 will be investigated by the New York City Department of Health & Mental Health (DOHMH)
- Staff and parents will be alerted upon confirmation of a COVID-19 case
- Family members in close contact with a confirmed case will be advised to quarantine for 14 days
- Staff members and students who were in close contact with a confirmed COVID-19 case will be required to quarantine for the period of time established by DOHMH

2. The Phases of School Reopening



The Phases of School Reopening: We Begin the Year Off-Campus

Innovation will implement a phased approach to assess the feasibility of reentry to the school building. **The 2020-21 school year will start off-campus**, using our robust distance learning model. Advancing to the next phases will depend on the the public health criteria outlined below:

Phase	Learning Model	Description	Exit Criteria
I	Remote	Entire staff and student body will be remote	Factors mandated by the Department of Health and the Governor, including new COVID-19 cases, testing and contact tracing capacity, and existing hospital capacity.
II	Hybrid "light"	A small number of staff and students will be present on campus. Students will be selected based on academic and social-emotional factors, including grades, attendance, digital resource access, the home environment, and the need for counseling	Infection rate in the City and the District decline to an acceptable level, as determined by public health authorities, risk is manageable, and selected staff and students are prepared to return to the building
III	Hybrid (50/50)	Classes will be split between onsite and remote learning. Number of students on-campus will not exceed the maximum occupancy model in the DOE's space utilization plan. All health and safety protocols related to screening, testing, PPE, and cleaning are strictly followed Department of Health will be informed of any identified COVID-19 cases, decontamination will occur, and the campus may be vacated	Infection rate in the City and the District decline to an acceptable level,, as determined by public health authorities, including the NYSDOH, the NYCDOHMH, and the CDC, and risk is manageable
IV	Onsite	100 % of student and staff return to on-site learning	COVID-19 vaccine is available or infection rate has declined to a very low level

3. Health & Safety



Health & Safety (See Appendix for more details)

The health & safety of the Innovation community is our top priority. We have collaborated with the schools co-located in our building to develop common safety procedures to address community safety and health concerns.

Daily Safety Protocols

Daily screenings: Daily temperature checks and screenings for all students & staff.

Social Distancing: Six (6) feet per person of distancing in classrooms and hallways will be closely monitored and class transitions will be facilitated by staff.

Hygiene: Students & staff are required to wear masks or other face covering. Hand cleaning & face hygiene will be monitored.

Cleaning: Cleaning procedures in accordance with DOH, DOE, SED, and CDC guidance will occur daily after school dismissal.

Medical Care Protocols

Isolation & Care: Students and staff who are ill will be isolated in a designated area until they can be sent home safely or receive medical care.

Medical Clearance: Following an illness, a health care provider must provide clearance before the return to school is authorized.

Cleaning: Cleaning, disinfection, and decontamination procedures in accordance with DOH, DOE, SED, and CDC guidance will be followed

4. Family & Community Engagement

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Family & Community Engagement

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Innovation will be connected and responsive to our families and community stakeholders through consistent and frequent communications to ensure that community needs are addressed

Feedback & Analysis

The school community is continuously surveyed for suggestions for improvement to our school program and services.

Student attendance & performance is closely monitored to address student needs.

Active engagement of community stakeholders to create effective and culturally responsive solutions to issues, as they arise.



Communication & Response

Provide frequent updates regarding safety measures, school schedules and programming

Provide real-time access to student performance and classroom content.

Manage and maintain multiple communication streams and forums to solicit feedback

Monitor digital resources needs

5. Social - Emotional Well Being

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Social & Emotional Well-Being

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Building Relationships

We are responding to the COVID-19 related trauma so many of us have experienced by using social-emotional wellness tools, inside and outside the classroom. These tools provide support, strengthen our community bonds, and exemplify our Core Values.



Being Trauma Informed

Staff are trained to address trauma's impact on learning and student development, how to seek help for students/families, and ways educators can manage their own stress during the COVID-19 pandemic.

Access to Counseling

The counseling needs of families and students are addressed by our team via phone, text, e-mail or Counseling Request Google Form. Follow-up is rapid. Our Counseling team provides school counseling and/or referrals to partner agencies for additional mental health supports.

Advisory

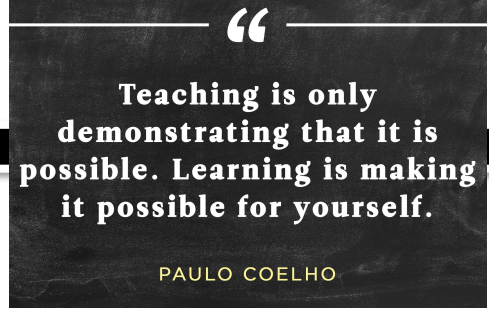
Through our advisory curriculum, developed with *Morningside Center for Teaching Social Responsibility*, students and staff build community, recognize and appreciate diversity, and recover from trauma experienced during the COVID-19 school campus closure.

6. Teaching & Learning



Teaching & Learning (See Appendix for more details)

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Models - Innovation is preparing for two instructional scenarios, hybrid (online & in-person) instruction and full remote learning, depending how safely we can occupy our school campus.

Instructional Blocks - Courses are in 90 min instructional blocks. This creates time for synchronous/live, interactive direct instruction, asynchronous individual student practice, one-to-one or small group tutoring, peer tutoring, and project-based assessments.

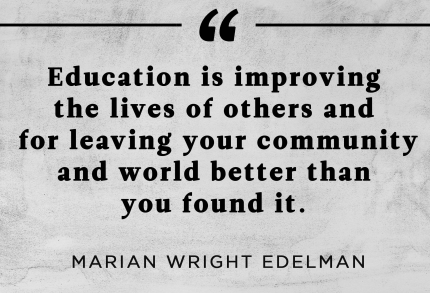
Essential Standards - Teachers will provide in-depth instruction on essential, grade-level state standards required to master their curriculum. When required, prerequisite skills for each unit are “spiraled” into lessons to facilitate learning.

Literacy - Whether in a Hybrid or Fully Remote learning model, teachers will create rigorous learning environments that strategically build students reading, writing and digital literacy skills.

Ongoing Assessment - Understanding student learning needs is key. Innovation will conduct early diagnostic and ongoing assessments of student performance to continuously monitor student learning needs and adjust instruction accordingly.

Teaching & Learning

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Student Engagement - Innovation's curriculum incorporates direct instruction, student inquiry and project based learning to create highly engaged lessons and authentic assessments.

Inclusive Instruction - All classroom environments will honor the diversity of each learner. The inclusion of culturally relevant material within each lesson will bring together student interests, identity, goals, experiences and curiosities about contemporary issues into their learning experiences.

Equitable Instruction - Innovation is committed to establishing equitable classroom environments through instruction and school policies.

Technology Access - Our instructional plans for each model are designed to create equal access to technology and meet the learning needs for all students.

In-person Interventions - In-person learning during our hybrid model will target our most at-risk populations as defined by student performance data, teacher recommendations and family preferences for in-person instruction. All students will have this option, including ELLs, special education, students with literacy challenges, overaged / undercredited, and new enrollees to our program.

7. Special Education

Multimodal: Teachers utilize written, visual, audio and video instructional resources to convey learning in a multimodal fashion to increase student access and ability to master instructional standards.

Choice: When appropriate students have options to demonstrate their understanding using written, oral, visual or video presentations of their learning

Modifications and Accommodations: Teachers practice scaffolding and chunking of instructional material and embedding supports within assignments.

1-to-1: One-on-one supports are available and provided to special education students to further meet their instructional needs outlined in their individualized education plans (IEP).

Key Services: Service providers, counselors and additional instructional support staff provide key supports that improve outcomes for our students with disabilities.

Counseling: Counselor provide mandated counseling services to students in remote learning settings through tele-counseling sessions and communicate updates to the students' families.



8. English as a New Language (ENL)/English Language Learners (ELL)

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Services provided to our ENL/ELL students and families include:

- Translated correspondence for families
- Teachers will receive training on providing instructional supports to ELLs
- Teachers will utilize written, visual, audio and video instructional resources to convey learning in a multi-modal fashion to increase student access and ability to master instructional standards.
- When appropriate students will have options to demonstrate their understanding using written, oral, visual or video presentations of their learning



9. Appendix: Additional Resources for Reopening

Topics

Slides

Teaching & Learning

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Digital Literacy & Digital Resources

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Sample Student & Teacher Schedules

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The School Calendar

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Health and Safety

33-39

Resources: SED, DOH, CDC, Innovation

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Curriculum is Remote by Design

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Design for online learning first

- Lessons
- Assessments
- Student created materials
- Student learning resources
- Peer collaboration activities
- Student performance records
(completed assignments, grades)
- Google Classroom, Zoom, EdPuzzle

In-person Instruction enhances remote learning through:

- Tutoring
- One-to-one, small group support
- Differentiated approach
- Diagnostic assessment
- Goal setting
- Peer Collaboration

SmartStart Education LLC

Attendance

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Attendance based on

- ❑ Students' daily attendance to instructional blocks
- ❑ Meaningful, substantive engagement between student and instructor
- ❑ Submission of assignments to instructor
- ❑ Teachers create highly engaging, interactive, culturally relevant instruction to motivate student learning

Team of Deans and Counselors

- ❑ Reach out to families to understand circumstances
- ❑ Motivate students to restart or maintain engagement in classes
- ❑ Communicate with instructional staff about hardships faced at home so accommodations can be made for the student.
- ❑ Identify and address attendance issues

Instructional Pillars

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Accelerated Learning

Social-Emotional Learning

Literacy: Reading, Writing, Digital

Direct Engaging
Instruction

Essential Standards &
Project Based Learning

Diagnostic &
Progress Monitoring

Culturally Relevant
Pedagogy

Equitable Climate

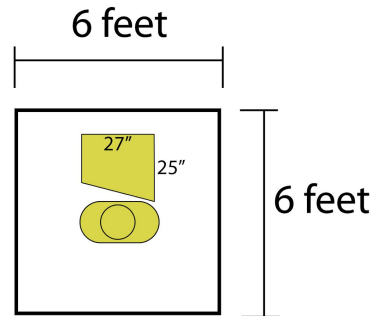
Family & Community
Partners

Social Distancing in the Classroom

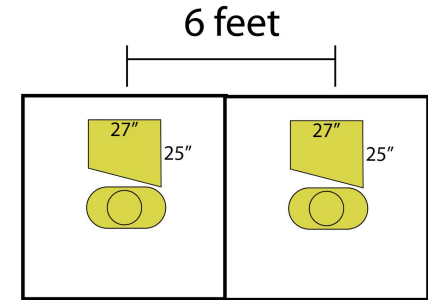
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- ✓ 8 - 10 Students in the Classroom
- ✓ 1 Teacher
- ✓ 6 feet apart*
- ✓ New Furniture

Flow Desk



Each student gets 36 square feet of space



Students are placed 6 feet apart

Digital Literacy and Digital Resources for All

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Digital Literacy

Teaching students safe online behaviors, how to access digital instructional materials and resources, to use a variety of means to digitally express their understanding, professionally correspondence and interact with their school community online.



Digital Platforms

Using online platforms such as Power School, Google Classroom, EdPuzzle, Newsela, Screencastify and others to create robust online learning environments to meet the learning needs of all students.

Equitable Access to Technology

Provide Chromebooks and wifi if families do not have access

Daily Schedule (Hybrid or Fully Remote)

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Daily Schedule		
Staff Prep	8:00 AM	8:30 AM
1st Period	8:30 AM	10:00 AM
2nd Period	10:05 AM	11:35 AM
Lunch	11:35 AM	12:10 PM
3rd Period	12:10 PM	1:40 PM
4th Period	1:45 PM	3:15 PM
Advisory/PD/ Async Period	3:15 PM	4:05 PM

- ❑ 90 minute Periods
- ❑ 45 minutes of synchronous instruction per period
- ❑ 35 min for lunch
- ❑ Students focus on 4 classes each day
- ❑ Students Dismissed at 4:05 PM
- ❑ Teacher's day ends at 4:05 PM

Sample STUDENT Schedule - Hybrid Model

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Periods	Monday (A)	Tuesday (B)	Wednesday (A)	Thursday (B)	Friday (A)
1) 8:30 - 10:00 AM	Spanish 1 (On)	Spanish 1 (Off)	Global HI 1 (On)	Global HI 1 (Off)	Spanish 1 (On)
2) 10:05 - 11:35 AM	Algebra 1 (On)	Algebra 1 (Off)	ELA 1 (On)	ELA 1 (Off)	Algebra 1 (On)
Lunch 11:35 - 12:10 PM	Lunch	Lunch	Lunch	Lunch	Lunch
3) 12:10 - 1:40 PM	Living Environment 1 (On)	Living Environment 1 (Off)	Health 1 (On)	Health 1 (Off)	Living Environment 1 (On)
4) 1:45 - 3:15 PM	Elective (On)	Elective (Off)	Elective (On)	Elective (Off)	Elective (On)
5) 3:15 - 4:05 PM	Async Period	Async Period	Advisory (On)	Async Period	Async Period

- ❑ Student is on campus on A Days. Student is off campus on B Days.
- ❑ Students have their classes back-to-back, one day onsite and the next day fully remote.
 - ❑ The following week begins with B Day classes for this student.
- ❑ All Students are return to campus for two - three days of instruction per week

Sample STUDENT Schedule - Fully Remote Model

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Periods	Monday (A)	Tuesday (B)	Wednesday (A)	Thursday (B)	Friday (A)
1) 8:30 - 10:00 AM	Spanish 1	Global HI 1	Spanish 1	Global HI 1	Spanish 1
2) 10:05 - 11:35 AM	Algebra 1	ELA 1	Algebra 1	ELA 1	Algebra 1
Lunch 11:35 - 12:10 PM	Lunch	Lunch	Lunch	Lunch	Lunch
3) 12:10 - 1:40 PM	Living Environment 1	Health 1	Living Environment 1	Health 1	Living Environment 1
4) 1:45 - 3:15 PM	Elective	Elective	Elective	Elective	Elective
5) 3:15 - 4:05 PM	Async Period	Async Period	Advisory	Async Period	Async Period

- Student is off campus learning remotely each day.
- The following week begins with B Day classes for this student.
- Students who require in-person instructional/counseling interventions use an appointment system to return to campus on a specified day to receive the support.

Sample TEACHER Schedule - Hybrid Model

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Periods	Monday (A)	Tuesday (B)	Wednesday (A)	Thursday (B)	Friday (A)
0) 8:00 - 8:30 AM	Prof Development	Prof Development	Prof Development	Prof Development	Prof Development
1) 8:30 - 10:00 AM	Prep	Prep	ALG 4 (On)	ALG 4 (Off)	Prep
2) 10:05 - 11:35 AM	ALG 1 (On)	ALG 1 (Off)	Prep	Prep	ALG 1 (On)
Lunch 11:35 - 12:10 PM	Lunch	Lunch	Lunch	Lunch	Lunch
3) 12:10 - 1:40 PM	ALG 2 (On)	ALG 2 (Off)	ALG 5 (On)	ALG 5 (Off)	ALG 2 (On)
4) 1:45 - 3:15 PM	ALG 3 (On)	ALG 3 (Off)	ALG 6 (On)	ALG 6 (Off)	ALG 3 (On)
5) 3:15 - 4:05 PM	Async Period/Prep (On)	Async Period/Prep (Off)	Advisory (On)	Async Period/Prep (Off)	Async Period/Prep (On)

- Teacher is on campus on A Days and off campus on B Days.
- Teachers have their classes on back-to-back days, one day onsite and the next day fully remote.
 - The following week begins with B Day classes for this teacher.
- This Teacher returns to campus for two - three days of instruction per week.

Sample TEACHER Schedule - Fully Remote Model

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Periods	Monday (A)	Tuesday (B)	Wednesday (A)	Thursday (B)	Friday (A)
0) 8:00 - 8:30 AM	Prof Development	Prof Development	Prof Development	Prof Development	Prof Development
1) 8:30 - 10:00 AM	Prep	Prep	ALG 4	ALG 4	Prep
2) 10:05 - 11:35 AM	ALG 1	ALG 1	Prep	Prep	ALG 1
Lunch 11:35 - 12:10 PM	Lunch	Lunch	Lunch	Lunch	Lunch
3) 12:10 - 1:40 PM	ALG 2	ALG 2	ALG 5	ALG 5	ALG 2
4) 1:45 - 3:15 PM	ALG 3	ALG 3	ALG 6	ALG 6	ALG 3
5) 3:15 - 4:05 PM	Async Period/Prep	Async Period/Prep	Advisory	Async Period/Prep	Async Period/Prep

- Teacher is off campus teaching remotely each day.
- The following week begins with B Day classes for this Teacher.
- Teachers will report to campus on days when students request appointments for in-person intervention support.

2020 - 2021 Annual School Calendar

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Tuesday	September 8	School begins for all students
Friday	September 18	School OPEN (Rosh Hashanah)
Monday	September 28	School Closed (Yom Kippur/Staff PD)
Monday	October 12	School Closed (Indigenous People's Day)
Tuesday	November 3	School Closed (Election Day/Staff PD)
Tuesday	November 10	Parent Teacher Conference #1
Wednesday	November 11	School Closed (Veterans Day)
Wed. - Fri.	November 25-27	School Closed (Thanksgiving Break)
Mon. - Fri.	Dec. 21 - Jan. 1	School Closed (Winter Break)
Monday	January 18	School Closed (MLK, Jr.)
Tues. - Fri.	January 26-29	Regents Week
Monday	February 1	School Closed (Staff PD)
Tuesday	February 9	Parent Teacher Conference #2
Friday	February 12	School OPEN (Lunar New Year)
Mon. - Fri.	Feb. 15 - Feb. 19	School Closed (Midwinter Break)
Fri. - Fri.	April 2-9	School Closed (Spring Break)
Tuesday	April 13	Parent Teacher Conference #3
Wednesday	May 12	School Closed (Eid al-Fitr/Staff PD)
Tuesday	May 18	Parent Teacher Conference #3
Monday	May 31	School Closed (Memorial Day)
Tuesday	June 1	Regents Exams
Monday	June 14	Last Day of Classes for all students
Tuesday	June 15	School Closed (Juneteenth)
Wed.- Mon.	June 16- June 25	Regents Week
Tuesday	June 29	Graduation

Health & Safety: Daily Health Screenings

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- Innovation will implement mandatory health screenings, including daily temperature checks, of all staff, students, and visitors
- In addition, staff and students will be encouraged to conduct temperature checks at home and to stay home if they have a fever of 100F or higher.
- Staff conducting in-person screening activities will be provided with PPE to protect them from exposure
- All staff and students are strongly encouraged to complete the [NYC DOE health screening survey](#) and to do a temperature check prior to coming to the school building. Person not taking the survey will be screened at the building entrance

Health & Safety: A Daily Survey for Staff & Students

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- Have you experienced a fever of 100.4 degrees F or greater, a new cough, or shortness of breath in the past 10 days?
- Have you received a positive result from a COVID-19 test that tested saliva or used a nose or throat swab in the past 10 days?
- Have you been in close contact (within 6 feet for at least 10 minutes) with anyone while they had COVID-19 or symptoms of COVID-19 (fever, cough, or shortness of breath) in the past 14 days?
- Have you traveled to a place with widespread COVID-19 community transmission in the past 14 days?

Health & Safety: Maintaining Social Distance

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- Innovation will monitor the maintenance of social distance of at least 6 feet among staff, students, and visitors
- Wearing a face mask is required, and acceptable face coverings must be worn - the only exception is for students who produce documentation verifying that they are unable to tolerate a face covering (and these students must maintain social distance at all times)
- Face masks are available for all faculty and students

Health & Safety: Additional Safety Precautions

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- All classrooms are equipped with medical grade HEPA air purifiers, which are effective at removing ultra-fine particles from the air
- Innovations' facilities staff members use an electrostatic spray gun to clean and disinfectant classrooms and hard to reach areas
- All classrooms are equipped with hand sanitizer dispensers, which are wall-mounted for easy access
- Gowns, N95 face masks, face shields, and gloves are available for higher-risk situations

Health & Safety: Caring for Staff & Students with COVID-19 Symptoms

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- Innovation will provide care to students and staff who develop COVID-19 symptoms at school, while shielding other students and staff from possible exposure to the virus
 - Individuals who are not well will remain in a supervised isolation area until they can go home or be taken to a health-care facility
 - Students who are not well will be supervised by a staff member who has been provided with appropriate PPE
 - DOH guidelines for cleaning and disinfection will be observed

Health & Safety: People at Higher Risk of Infection

- People at higher risk of serious health consequences due to COVID-19 infection include older adults and people with underlying medical conditions
- Staff members at higher risk, or who reside with persons at higher risk, may apply for accommodations to work from home or offsite (a survey has been circulated to all staff who wish to request an accommodation)

Health & Safety: Quarantines & Building Closures

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- ***One confirmed case in a classroom:***
 - The classroom closes and students and staff in close contact with positive case quarantine for 14 days
- ***Two confirmed cases in the same classroom:***
 - The classroom closes and students and staff in close contact with positive cases quarantine for 14 days
- ***Two confirmed cases in different classrooms:***
 - The school closes for 14 days and staff and students in close contacts with positive cases quarantine for 14 days

Essential COVID-19 Resources

- New York State Education Department: [Reopening Schools Guidance](#)
 - New York State Department of Health: [Interim Guidance for In-Person Instruction](#)
 - Centers for Disease Control: [Operating Schools During COVID-19](#)
 - NYC DOE: [Coronavirus Updates](#)
 - COVID Cases, Listed by School: [COVID-19 Report Card](#)
 - Innovation HS Website, [COVID-19 Resources](#)
-