

Hope Hall SCHOOL

Reopening plans for the 2020-2021 School Year

July 2020

Updated April 2021

“I am Hope”

Hope Hall School
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Statement of Rationale

The 2019-2020 school year was the 25th Anniversary of the founding of our school. The theme of our 25th anniversary year was “**I Am Hope.**” We chose this theme because it represented our students, our parents, our teachers and staff, and our donors. Prior to coming to Hope Hall, our students had been marginalized, bullied, and given abundant indications that school was no place they would ever succeed. Our parents had been told that their children weren’t working hard enough or were incapable of learning as much and as well as every other child. Our teachers and staff wanted to work in a school where they could make a difference and donors were willing to take a risk on an educational endeavor that offered to bring change to the current education system. This hope required us to be resilient, creative risk-takers who were willing to see beyond the present realities.

While we couldn’t finish our anniversary year in the way we had imagined, this pandemic is asking us once again to be resilient, creative, hope filled people. So the theme of this year continues to be “**I Am Hope.**”

The 2020-2021 reopening safety plan that we are presenting here represents our best efforts to ensure the safety of all members of the Hope Hall community; to ensure to the best possible delivery of academic instruction given the need for safety measures; the best efforts to ensure the social and emotional well-being of our students as well as our faculty and staff.

Our students have a variety of learning challenges that necessitate a style of teaching that incorporates all of the senses and provides for a learning environment that is predictable, stable, and routine. Given the constraints of the current health environment, we have done our best to ensure that this type of learning environment continues for our students. We realize that this safety plan will not satisfy the desires of every parent, every student, or every teacher, but it is what the current health crisis in our country requires us to do.

There have been many times in our country’s history, from the time of the Revolution through World War II and The Great Depression, when our citizens were called upon to make sacrifices and do things differently. They were willing to do this because they had **HOPE**. This is another one of those times. It is with Hope that we begin our 2020-2021 school year with this plan and it is with Hope that we look forward to a time when all of us can experience health, safety, and learning and school in a way that we once took for granted.



Sister Diana Dolce, SSJ
Founder & Executive Director

Introduction

This purpose of this plan is to ensure the health, safety and well-being of all students, staff, faculty, visitors and families during the 2020 - 2021 school year while maintaining a rich academic learning environment.

Points of contact:

Positive Cases - Carol Ann Pittman	(585) 426-0210 x203	
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Communication/Family and Community Engagement

1) Engagement with school stakeholders and community members

- a) A parent/guardian survey was distributed in July 2020 to gather input on the reopening plan.
 - i) See page 6 for results from survey.
- b) Faculty and Staff were invited to in-person forums.
- c) A faculty/staff survey was distributed in July 2020 to gather input on the reopening plan.
- d) Additional surveys will be sent, as deemed necessary, by the COVID Safety Planning Committee.

2) Communication plans for students, parents or legal guardians, staff and visitors

- a) Communications to parents or legal guardians are sent via email distribution.
 - i) Parents who do not utilize email are documented, and hard-copy mailings of the communications are distributed.
- b) Communication methods utilized may include email updates, website notices, (including use of our Community Connection page), social media, and direct mail.
- c) The Development Department is responsible for updating the “Community Connection during COVID” webpage with relevant parent/guardian updates, safety plans and procedures, and additional information pertinent to the well-being of the Hope Hall community.
- d) Examples of communication include, but are not limited to:
 - i) Family reopening update (7/22/2020)
 - ii) Faculty and staff reopening update (7/22/2020)
 - iii) FAQs for families (forthcoming)
- e) The COVID Safety Planning Coordinator has an email address (safety@hopehall.org) to allow for safety questions/concerns to be processed.
 - i) Correspondence will be documented and questions/suggestions/concerns shared with the COVID Safety Planning Committee.

3) Instruction/training for students and staff to follow safety protocols

- a) Faculty & Staff will have training around safety procedures the week of August 31st including, but are not limited to:
 - i) An overview of COVID-19 to include signs of illness

- ii) Proper handwashing and respiratory hygiene
- iii) Allergies, specifically for food-related allergens
- iv) Educational technology
- b) Videos will be developed to provide visual communication for the Hope Hall community regarding safety procedures for face coverings, hand-washing, social distancing, etc.
 - i) These videos will be available on the website and sent out via email to help ensure individuals understand what safety procedures should be prior to entering the school building

4) Signage

- a) Hope Hall will post signage throughout the school to remind employees, students, and visitors to adhere to proper hygiene, social distancing rules, appropriate use of face-coverings, and cleaning and disinfecting protocols for shared equipment/high-touch surfaces.
 - i) Floor markers using tape and/or signs that denote 6 ft. of spacing in commonly used and other applicable areas will be present on-site. All hallways will be appropriately marked for directional paths to follow on either side with tape down the middle. Signage will appear in areas such as:
 - (1) Entrances
 - (2) Hallways
 - (3) Health Screening Stations
 - (4) Main office
 - (5) Classrooms
 - (6) Bathrooms
 - (7) Cafeteria
 - (8) Gymnasium
 - (10) Library
 - (11) Community Room
 - ii) “Stop Here” markers will be posted outside of frequently used areas to ensure that appropriate social distancing is being adhered to, such as:
 - (1) Main Office
 - (2) Mail Room
 - (3) Nurse’s Offices
 - (4) Student Pick-Up Door
 - (5) Outside Student Bathrooms
 - (6) Health Screening Stations
 - iii) Stairways will be marked “Stay to the Right” to help with distancing.

(1) Movement will be limited in the hallways, and students will be escorted by faculty/staff, to help ensure only one cohort at a time travels within stairwells.

iv) Health and Safety Signage:

- (1) Stay home if sick
- (2) Face coverings required when unable to maintain social distancing
- (3) Proper PPE storage and discarding
- (4) Symptoms of COVID-19 and how to report
- (5) Hand hygiene
- (6) Cleaning and disinfection guidelines

5) Hope Hall's COVID Safety Planning Committee will meet weekly.

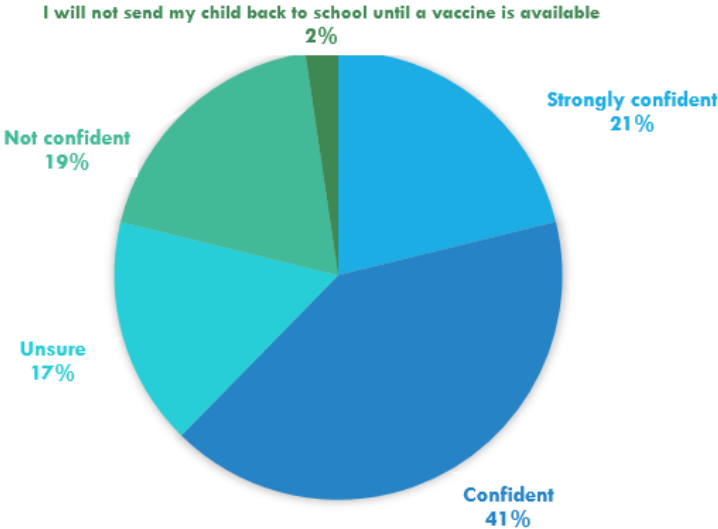
- a) If the committee determines that communication updates are necessary, they will work with the Director of Finance and Human Resources and/or Director of Development to ensure appropriate internal and/or external communication methods are used.



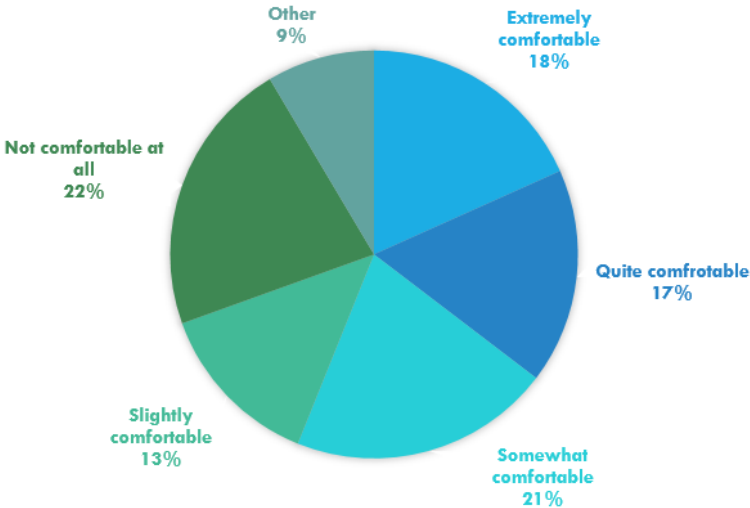
Parent/Guardian Survey Results

A parent/guardian survey was sent out on in mid-July. The following results represent the feelings of 82 respondents. Hope Hall School continues to follow guidelines from the Monroe County and NYS health departments and Centers for Disease Control (CDC) to provide a safe and healthy school environment:

Knowing this, how confident would you be in sending your child back to school in the fall?



How comfortable are you in your ability to support your child learning at home should Hope Hall require students to learn online?



Health and Safety

1) Capacity

- i) Hope Hall has the capacity for all students, faculty and staff to open in Fall 2020 for in-person learning, while maintaining appropriate social distancing and PPE availability.
- ii) Transportation is provided through each student's district of residence
- iii) RN will consult with Monroe County Department of Health regarding local health capacity

2) Hygiene

- a) Short videos will be available and signage will be posted throughout school.
 - i) See "Communication/Family and Community Engagement > instruction/trainings... and signage" for more information
- b) RN will train students and staff on hand hygiene, respiratory hygiene and social distancing.
- c) Handwashing and Hand Sanitizing stations are readily available throughout Hope Hall.

3) Observation of Illness

- a) Parents will be given guidance on signs of illness and what to do if their child is displaying these signs.
- b) If a student or staff member is displaying signs of illness, outside of screening, they will report to the nurse, at the isolation room, for observation and assessment
 - i) See "Health and Safety > Quarantine, Isolation, and Return to School" for more information
 - ii) Individual will be assessed by RN
- c) If RN is unavailable, individual will be sent home for healthcare provider follow-up.

4) Social Distancing

- a) Guidance released April 9 by New York State Department of Health indicates schools, where applicable, may reduce social distances to up to 3 feet.
- b) Appropriate social distancing, of at least 6 feet, will be maintained between all individuals while in school facilities and on school ground to include students, faculty, and staff.
 - i) If 6 feet social distancing is not a possibility, social distancing will be reduced to no less than 3 feet as permitted.
 - ii) Unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.
- c) Appropriate faculty will ensure that a distance of 6 feet in all directions is maintained between individuals while participating in activities requiring:

- i) Projecting the voice (e.g., singing)
- ii) Playing a wind instrument
- iii) Aerobic activity resulting in heavy breathing (e.g., participating in gym classes).
- iv) Anytime a mask is removed (ie. eating, drinking or mask breaks)
- v) Traveling in common spaces (ie. hallways)
- vi) Between adults
- d) Space Configurations
 - i) Maintenance and designated members of administration will work to modify or reconfigure spaces and area, and/or restrict the use of classrooms and other places where students, faculty, and staff gather.
 - (1) All classrooms will arrange desks to be 6 feet apart from one another and facing in one direction
 - (2) All seating that would prevent social distancing will be removed (e.g. table seating)
 - (3) High School locker use will be initially eliminated.
 - (a) Middle school lockers will continue to be used due to being located within the classroom.
 - (b) Students will keep their belongings in their assigned locker/cubby/space.
 - (i) Each locker/cubby/space will be 6ft. apart or students will be called individually to their space so they are no closer than 6ft from another person.
 - (4) Hallway travel will be reduced to bathroom, nurse and main office usage and cohorts traveling to art, music, PE and woodworking classes.
 - (5) Classrooms that will have shared workspaces (art, music, PE and woodworking) will clean and disinfect shared surfaces between each class period when cohorts will change.
 - ii) Small Spaces
 - (1) Space will be limited for gatherings in small spaces (e.g. elevators, supply rooms, offices) to no more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings, or are members of the same household.
 - (2) Occupancy will not exceed 50% even with face coverings, unless designed for single person use.
 - iii) Faculty and Staff Meetings
 - (1) When necessary, faculty and staff will meet in large, open, well-ventilated spaces, (e.g. the gymnasium, outdoors) and ensure that individuals maintain appropriate social distancing
 - (2) When applicable, faculty and staff meetings will be held via video conferencing.
 - iv) Bathrooms
 - (1) Students will be limited to 1 person in the bathrooms at a time.
 - (2) Outside of each bathroom will be hand sanitizer and signs to “stop here”
 - (3) Students will knock on the bathroom door to determine if it is in use

5) Face Coverings

- a) Face coverings will be required by all faculty, staff, students, visitors and contractors at all times:
 - i) In instructional classrooms;
 - ii) When unable to maintain appropriate social distancing;
 - iii) And in common areas, such as entrances/exits, hallways, bathrooms and when traveling around the school
- b) Face coverings will not be required during meals, with appropriate social distancing being observed.
- c) Teachers will develop plans for face covering breaks for students, when they can maintain appropriate social distancing
- d) Masks with valves are deemed as not acceptable
- e) Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering upon providing a doctor's note.
- f) Faculty/staff will provide assistance to students who may have difficulty in adapting to wearing a face covering.
- g) RN will train all students, faculty, and staff, and visitors on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.
- h) Hope Hall will provide disposable masks to any student, staff member or visitor who does not have their own.
 - i) RN will maintain inventory of Personal Protective Equipment (PPE) to ensure they are available.
- i) Cloth face coverings are acceptable.
 - i) Face coverings are expected to be cleaned at home and will not be shared.

6) Other Personal Protective Equipment (PPE)

- a) Hope Hall will have appropriate PPE available as needed, including:
 - i) Disposable gloves
 - ii) Disposable gowns
 - iii) Eye protection
 - iv) Face shields
 - v) A medium for waste disposal
 - vi) N-95 masks
- b) The RN will maintain inventory of PPE to ensure they are available

7) Temperature Checks and Screening Procedures

- a) For Students
 - i) During morning drop off times
 - (1) Students will enter through the bus door.
 - (a) All students will be screened by a Hope Hall staff member by taking their temperature.
 - (i) Daily records will be kept to indicate that temperature has been taken.
- ii) After 8:15am

- (1) Students will enter the school at the main High School door
 - (2) Report directly to the nurse's office for a temperature check
 - (a) RN will record that temperature has been taken.
 - iii) An optional daily electronic questionnaire will also be available to be completed at home.
- b) For Faculty and Staff
 - i) All faculty/staff will initially enter through the High School, main entrance.
 - ii) Faculty/staff will complete self-screening and temperature checks upon entry to Hope Hall to assess the following:
 - (1) Temperature
 - (2) Symptoms
 - (3) Information regarding being around and/or caring for someone who has tested positive.
 - (4) If they themselves are waiting on results or tested positive.
 - iii) Staff will sign their name in the log book in the appropriate space to verify they have completed the screening and show no known symptoms of COVID-19.
- c) For Visitors (Including guests and contractors)
 - i) Visitors, guests and contractors must make appointments to enter the building.
 - ii) Upon arrival, the main office will be notified via buzzer
 - (1) A trained staff member will go over screening questions with visitors.
 - (a) Staff member will sign their name in the log book in the appropriate space to verify that the screening has been completed and the visitor has no known symptoms of COVID-19.
 - (b) Training will be conducted by the RN
 - (c) Staff screeners will wear appropriate PPE, personal or provided by Hope Hall.
- d) Deliveries
 - i) Deliveries will be accepted at the high school door only
 - (1) Upon arrival, buzzer must be rung
 - (2) Staff member, wearing appropriate PPE, will go to high school door
 - (a) Item will be taken by staff person, if possible
 - ii) If a delivery person must enter, they will be required to go through screening outlined under "Health and Safety > Temperature Checks and Screening > Visitors"
- e) Positive Screen Protocols
 - i) Staff screener will contact RN via walkie-talkie if a student or visitor screens positive.
 - ii) Individuals who screen positive for COVID-19 symptoms will be sent to the Isolation Room immediately and sent home for follow up with a healthcare provider.
 - (1) Individuals will be instructed to call/have their guardian call their health care provider.
 - (a) RN will monitor for symptoms until guardian is able to pick up.
 - iii) Release Protocols

(1) Students:

- (a) Parent will come to high school door to pick up child and notify main office of arrival by ringing buzzer.
- (b) Main office will alert RN.
- (c) RN will escort student to high school door
- (d) Parent will sign out student.

8) Quarantine, Isolation, and Return to School

a) Quarantine/Isolation

- i) If an individual presents to the health office with COVID-19 symptoms, the RN will immediately quarantine and isolate the individual in the designated isolation room.
- ii) RN will wear appropriate PPE, remain with the individual, and continue assessing them until their guardian arrives.

b) Return to School

- i) In order to return to school, the individual must see a health care professional and provide documentation of the visit to the Health Office.

(1) If NOT diagnosed with COVID-19 by a health care provider

- (a) Individual can return to Hope Hall either;
 - (i) After they are fever free, without fever reducing medicines, for at least 24 hours, and;
 - (ii) After they have felt well for at least 24 hours.

(2) Or, if diagnosed with another condition and the health care provider has written a letter clearing them for school, they may return immediately.

ii) If diagnosed with COVID-19

(1) Individual may return to school when it has been at least 14 days since they first experienced symptoms and;

- (a) It has been at least 3 days since they have had a fever, without using fever reducing medications; and
- (b) It has been at least 3 days since symptoms have improved.

9) Tracing and Tracking

a) Metrics

- i) RN will collaborate with Monroe County Department of Health (DOH) regarding confirmed positive cases within the area.

(1) RN will work with school administration to determine if/when a school-wide closure is needed to help mitigate a rise in cases.

b) Notification

- i) RN will notify Monroe County DOH immediately upon being informed of any positive COVID-19 test result, including students, staff and visitors.

c) Tracing Support

- i) Hope Hall will assist the Monroe County DOH with contact tracing by maintaining a log of visitors, including date, time and destination
- ii) Hope Hall will maintain accurate attendance records and schedules for students and staff.

- iii) Hope Hall will assist the Monroe County Health Department in tracing all contacts of individuals, as needed.

10)Communication

- a) See “Communication/Family and Community Engagement > Communication” for information on:
 - i) Engagement with school stakeholders and community members
 - ii) Communication plans for students, parents/guardians, staff and visitors
 - iii) Instruction/training for students and staff to follow safety protocols
 - iv) Signage
- b) Communication in the event that someone tests positive for COVID-19
 - i) The RN will immediately contact the Monroe County DOH
 - ii) Communication with families and staff will take place as directed.
 - (1) The Executive Director will work with Senior Leadership to ensure that all communication guidelines recommended by the DOH are implemented in a timely and effective manor
 - (2) The COVID Safety Coordinator will keep a record of all communication

11)School Health Offices

- a) Hope Hall has 2 health office rooms, directly across the hall from each other.
 - i) One will be an isolation room.
 - (1) If isolation room is needed
 - (a) RN will call Administration via Walkie-talkie
 - (b) A staff member will be assigned to watch the health office while the RN tends to the isolation room.
 - (2) RN will wear appropriate PPE per CDC.
 - (3) Isolation room will be clean and disinfected as per CDC.

12) Aerosol Generating Procedures

- a) Students that require nebulizer treatments will do so in the Isolation room.
 - i) RN will wear a properly fitted N-95 mask.
 - ii) RN has been fit tested, 4/2020.
 - iii) RN will consult with health care providers regarding nebulizer versus inhaler as Doctor’s orders come in.

13)Cleaning and Disinfection

- i) Routine Cleaning and Disinfection
 - (1) Maintenance will clean and disinfect high touch surfaces frequently throughout the day using Nisus DSV including, but not limited to:
 - (a) Tables
 - (b) Doorknobs
 - (c) Light switches
 - (d) Countertops
 - (e) Handles
 - (f) Desks
 - (g) Phones

- (h) Keyboards and tablets
- (i) Toilets and restrooms
- (j) Faucets and sinks
- (k) Water refill stations
- (2) Shared spaces and objects
 - (a) All shared objects of common areas will be regularly disinfected by our maintenance team.
 - (b) Hand sanitizing stations are mounted on the walls by each “shared space” doorway
 - (c) Disinfectant and paper towel will be located near copiers, refrigerators, door handles, tables etc. to be properly cleaned after each use
- ii) Health Office
 - (1) Cleaning will occur after each use of:
 - (a) Cots
 - (b) Bathroom
 - (c) Equipment
- iii) Logs will be in every room detailing what needs to be cleaned/disinfected and the appropriate frequency for such cleaning.
 - (a) Maintenance will sign off when cleaning, disinfecting and sanitizing is completed.
- iv) Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case
 - (1) Areas used by a sick person will be closed off and not reopened until cleaning and disinfection has been completed
 - (2) Windows will be opened to increase circulation, if applicable.
 - (3) Maintenance will wait 24 hours before cleaning and disinfection, or as long as possible if 24 hours is not feasible.
 - (a) Maintenance will clean and disinfect areas where an individual with suspected or confirmed COVID-19 traveled including offices, classrooms, bathrooms, lockers and common areas.
 - (4) Once cleaning and disinfection of area(s) is complete the space will be reopened for use.

14) Residential Living Considerations

- a) Hope Hall does not have residential living available.

Facilities

1) Fire Code Compliance

- a) All guidelines for NYS fire code are met and yearly inspections will continue.

2) Doorways

- a) No changes have been made to Hope Hall's stair and corridor doors.

3) Emergency Drills

- a) Lock down drills:
 - i) Safety drills will be conducted per NYS regulations.
 - ii) In the case that a drill calls for students to move closer than 6ft apart, the teacher will explain what would happen in case of an actual emergency.
- b) Fire Drills:
 - i) Fire drills will be conducted per NYS regulations.
 - ii) The school will practice fire drills in sections of reduced student by number, so students and employees can maintain appropriate social distancing.

4) Ventilation

- a) Hope Hall Elementary/Middle School uses natural ventilation
- b) Hope Hall High School uses mechanical ventilation.
 - i) Air is regulated by bringing in fresh and releasing air from the classroom.
- c) Gymnasium has air conditioning
 - i) The gymnasium's air conditioning can provide additional ventilation through the school if necessary
- d) Staff will be instructed to keep their classroom doors open
- e) All classrooms are equipped with working windows and doors to assist in increased air flow

5) Plumbing Facilities and Fixtures:

- a) Hope Hall continues to meet the New York State Building Codes as applicable.

6) Drinking Water Facilities:

- a) Drinking fountains will be closed for use, however;
 - i) Water refill stations will be made available for students to refill water bottles

7) Lead Testing

- a) Testing was completed July 27, 2020

Child Nutrition

1) In Person Learning: Meals

- a) Breakfast:
 - i) Meals are provided from Gates-Chili Central School District
 - ii) Students will have the option of a pre-packaged breakfast
 - (1) Prior to 8am:
 - (a) Students will eat, socially distanced 6ft apart, at individual desks in the cafeteria.
 - (b) After students leave, maintenance will clean and disinfect the cafeteria
 - (2) After 8am:
 - (a) Students will pick up breakfast from the cafeteria
 - (b) Student will bring breakfast to homeroom to eat at their desk
- b) Lunch:
 - i) Meals are provided from Gates Chili Central School District.
 - (1) Students will pre-order meals which include the option of a hot or a cold meal that are in compliance with the Child Nutrition Program.
 - (2) Students will eat, socially distanced 6ft apart, at individual desks in the cafeteria.
 - (a) Disinfecting will take place by maintenance after each lunch period.

2) Remote Learning: Meals

- i) Hope Hall will follow the Child Nutrition Program guidelines to ensure meals are available to students.
 - (1) Availability and location of meals will be emailed to families and posted to Hope Hall's website.

3) Hygiene

- i) Prior to and after all meals, students will be required to perform hand hygiene.
 - (1) This may be hand washing or an alcohol based (60% or higher) hand sanitizer, if washing if not available.
- ii) Staff that monitor lunch periods are responsible for ensuring that food and beverages are not shared among students.

4) Allergies

- a) Cafeteria staff will maintain a list, provided by RN, of students with food allergies
 - i) This list will be used when preparing boxed lunches for classroom delivery.
- b) Faculty/staff monitoring lunch will be trained on food allergies to include
 - i) Warning signs/symptoms
 - ii) How to respond if symptoms are displayed
 - iii) How to clean/disinfect following food consumption

Transportation

1) Transportation is provided by the district in which our students reside.

- a) It is the district of residence's responsibility to provide transportation to students. It will be expected that students are:
 - i) Following the appropriate social distancing guidelines to ensure the safety of the students, and;
 - ii) Hope Hall will support the districts with enforcing and teaching students about their guidelines including wearing a face covering and maintaining appropriate social distancing, including any differences from Hope Hall's expectations or generally acceptable health and safety practices.

Social Emotional Well-Being

1) Students

a) Multi-Tiered Systems of Support (MTSS) in place (see chart below)

	SEL	Mental Health Support	Behavioral Supports & Interventions	Restorative Practices	Academic Supports & Interventions
Tier 3	<ul style="list-style-type: none"> -individual instruction in SEL competencies and skills -practice and coaching with feedback -parent/family collaboration -referral services -educational team meeting (“focus meeting”) -special education services if areas of SEL needs impacts academic functioning (IEP) 	<ul style="list-style-type: none"> -crisis intervention -individual counseling/support plan -family collaborations -referral services 	<ul style="list-style-type: none"> -faculty/staff mentor - academic/behavioral coach -family/parent conference 	<ul style="list-style-type: none"> -family/parent conferences -formal restorative conference 	<ul style="list-style-type: none"> -intensive instruction (1-2 students) -after school tutoring -computer-assisted programs
Tier 2	<ul style="list-style-type: none"> -targeted instruction in SEL competencies (for competencies that have been identified to need further development) -practice and coaching with feedback -parent/family engagement and collaboration 	<ul style="list-style-type: none"> -individual/small group counseling -support groups -family engagement -referral services 	<ul style="list-style-type: none"> -faculty/staff mentor -daily check in/check out -daily progress reports -social and academic instructional groups (small group) -individual behavior contract -academic and/or behavioral coach -targeted afterschool support program(s) 	<ul style="list-style-type: none"> -formal restorative conference -community service - 	<ul style="list-style-type: none"> -peer tutoring and paired reading (socially distant) -small group supplemental instruction -guided instruction -visual/auditory aides/cues and manipulatives

	SEL	Mental Health Support	Behavioral Supports & Interventions	Restorative Practices	Academic Supports & Interventions
Tier 1	<ul style="list-style-type: none"> -instruction in SEL competencies -integration of SEL within the content areas -general teaching practices that model and support SEL -universal screening process to determine strengths and needs of each student -parent/family engagement and collaboration -positive relationship building between staff, students and families -daily school wide community meetings 	<ul style="list-style-type: none"> -mental health education -universal screening -prevention/intervention supports -trauma-informed/trauma-sensitive approach -positive relationship building between staff, students and families -daily school wide community meetings 	<ul style="list-style-type: none"> -school wide behavioral expectations -evidence-based classroom management -proactive behavior management strategies -bullying prevention curriculum/program -culturally responsive practices -community service opportunities -positive relationship building between staff, students and families -daily school wide community meetings 	<ul style="list-style-type: none"> -Community meetings -family engagement -responsive discipline policies -community service -positive relationship building between staff, students and families 	<ul style="list-style-type: none"> -standards-aligned, differentiated, data informed, cross-curricular, culturally responsive instruction -goal-setting for learning -student self/peer assessments -project based learning/assessments -family engagement -universal design for learning -universal screening to determine levels and learning gaps

- b) Universal screening process is in place to assist in identifying the social-emotional strengths and needs of students.
 - i) This will also determine what level of support and intervention is required for each student.
- c) Daily virtual community meetings
 - i) School-wide greeting from our Executive Director (and occasional building staff) that instills positive messages for students and staff to carry throughout the day.
 - ii) Also encompasses different branches of social-emotional practices that apply to everyday life (i.e. character development, socialization, coping strategies, etc.).
- d) Every student will have access to school counselor/social worker/mental health professionals as needed
 - i) The frequency of contact will be determined based on student need
- e) Social-Emotional Learning (SEL)
 - i) Free-standing

- (1) a resource database will be provided to teachers that contains SEL lessons with step-by-step instructions
- ii) Integration of SEL
 - (1) SEL skills and practices will be built into academic/content area curriculum
- iii) School counselors/social workers/mental health professionals
 - (1) SEL lessons/activities for school-wide participation conducted outside of content area school time
 - (a) also utilized during individual meetings with students (Tier 2 & 3 intervention)
- iv) General teaching
 - (1) Hope Hall has a school culture of fostering the development of the whole person. This has a focus on defining and practicing the skills of professionalism, character building, and social-emotional learning competencies.
- f) Trauma-informed responses and interventions by the staff
- g) Approach to discipline
 - i) Restorative practice will be the model for disciplinary response.
 - (1) This will hold a foundation in explicit expectations (behavioral and academic) being set, frequently reviewed and referred back to throughout the school year.
 - (2) It will also balance accountability for actions and choices with opportunities to understand the behavior and ultimately learn and grow.
- h) Hope Hall will create and share videos that depict changes within the school structure and routine in an effort to ease the transition for students, families and staff.
- i) Back-to-school activities
 - i) These will be important in transitioning back-to-school, given the unexpected school closures last year and the unknown direction of the current year.
 - ii) Social connectedness, a sense of community building, and events to provide closure will be vital.
 - iii) In an effort to do this, Hope Hall will develop and host...
 - (1) Small gatherings (socially distant)
 - (2) Virtual tours of the school and classrooms
 - (3) Meet-and-greets with faculty/staff, students and families
 - (4) Ceremonies and acknowledgement of events missed during last school year (i.e. 8th grade moving up ceremony, athletic ceremony)
- j) Movement and mindfulness breaks
 - i) Students will be provided with opportunities to move and practice mindfulness strategies, while maintaining appropriate social distance.
 - (1) "Brain breaks"
 - (2) desk/chair yoga and mindfulness

2) Staff

- a) Hope Hall intends to survey the staff regularly (before re-entry to gauge the needs and concerns, as well as throughout the school year)

- b) There will be a focus/priority on self-care (providing opportunities and options for staff)
 - i) CASEL self-care assessment
- c) Care will be taken to review and explain staff wellness options and employee health benefits (EAP, sick days, etc)
 - i) Mental health resources will be posted for faculty and staff (also electronically provided).
- d) Transparent communication with faculty and staff regarding procedures and policies will be maintained, around standard policies, and:
 - i) COVID guidelines (i.e. if there is a positive case, exposure)
- e) Professional development opportunities will exist with a priority in continued learning in trauma-informed practice and self-care
- f) A resource database will be provided to staff, including:
 - i) SEL activities that includes step-by-step instructions
 - ii) Trauma-informed teaching strategies
- g) “Tap in, tap out”
 - i) Teachers are able to request a break during the day where he/she is able to step away yet have his/her classroom supervised.

3) Families

- a) Hope Hall will provide community-based resources to all families (mental health, meals, etc.)
- b) Mental health education:
 - i) Definition
 - ii) Ways to promote mental wellbeing
 - iii) Signs and symptoms
 - iv) Resources to support
- c) Self-care resources and workshops
- d) Monthly meetings with school staff will promote engagement and formation and maintenance of positive relationships
- e) A specific communication platform is designated to parents/families for COVID and safety/health related concerns and questions

School Schedules

1) In-person Instruction

a) Cohorts

- i) All students grades 2 - 12 will be sectioned into cohort groupings
 - (1) (e.g. 2nd/3rd, 4th, 5th, 6A, 6B, 7A, 7B, 8A, 8B, 9A, 9B, 10A, 10B, 11A, 11B, 12A, 12B, Mott's).
 - (2) Each cohort will be assigned a classroom in which they will receive instruction in for the duration of the school day.
 - (3) Teachers will travel to the student cohorts for the subjects of:
 - (a) English Language Arts
 - (b) Reading
 - (c) Science
 - (d) Social Studies
 - (e) Math
 - (f) Health
 - (g) Career/Technology Education (CTE) classes
 - (h) American Sign Language
- ii) Elementary and Middle School cohorts will not exceed 12 students.
- iii) High School cohorts will not exceed 15 students.
- iv) Students will travel with their cohort outside this classroom only for:
 - (1) Physical Education
 - (2) Art
 - (3) Music
 - (4) Woodworking (if applicable)
- v) Daily Schedule
 - (1) In person learning:
 - (a) Students will receive in-person learning Monday-Friday
 - (b) While in the building students will follow the in-person learning schedule outlined under "School Schedules > In-person learning".
 - (2) Breakfast
 - (a) Prior to 8 am
 - (i) Students will eat breakfast in the cafeteria, maintaining social distancing.
 - (b) After 8 am
 - (i) Students will report to the cafeteria to get breakfast and bring it to their homeroom to eat.
 - (c) Dismissal from breakfast
 - (i) Students will be dismissed at 8 am
 - (ii) Students will use the designated stairs to report to their homerooms.
 - (iii) Administrators will be stationed throughout the school to make sure students travel directly to homerooms and are following social distancing policies.

- (3) Phones/electronics
 - (a) Students will turn in their electronics daily upon arrival.
 - (i) All electronics will be stored in plastic bags that can be wiped down and disinfected regularly.
- (4) Community
 - (a) Students will remain in their cohort.
 - (i) Sister Diana, Executive Director, will conduct a zoom community meeting that covers character development in which the school can view from their classroom
 - (ii) Community will last approximately 10 minutes.
- (5) Periods will be 40 minutes long with a total of 9 periods each day
 - (a) See page 24 for a visual of the class schedule
- (6) Lunch Periods
 - (a) Three periods will be devoted to lunch
 - (b) Lunches will take place in the cafeteria
- (7) Dismissal
 - (a) End of day dismissal
 - (i) Bus pick up
 1. Bus name/number will be called of the intercom
 2. Only students from that bus will leave the classroom to be put on the appropriate bus.
 - (ii) Parent/guardian pick up
 1. Parents/guardians will remain in their vehicles outside of the main High School door.
 2. Once dismissal begins, Hope Hall staff will sign students out on the provided clipboard.
 3. Students will be called down to the High School door for pick up.
 4. Parents will not enter the building.
 - (b) During the day pick-up
 - (i) Parent/guardian must alert the main office as soon as they can with the time they will be arriving.
 - (ii) Upon arrival, the parent will ring the buzzer at the main High School door only to let the main office know who they are and who they are here to pick up.
 - (iii) The main office will escort the student to the door and have the parent/guardian sign the student out
 - (iv) Parents will not enter the building.

2) Remote Instruction

- a) If a student is deemed medically high-risk, and/or the family chooses to keep their student home, a 100% remote learning option is available, upon request.
- b) Google Classroom will be used to deliver instruction Monday-Friday
 - i) Students will follow the in-person learning schedule for class instruction.
 - ii) Teachers will be present in the building for in-person or remote instruction, regardless of student location, unless advised otherwise.

- c) Homeroom teachers will make contact with students in their homeroom daily to verify attendance.



School Schedule Visuals

In person learning class schedule:

7:45 – 8:15	Student drop off to cafeteria
8:00 – 8:20	Students in Homerooms/Breakfast
8:20 – 8:30	Community Zoom
8:30 – 9:10	1 st period
9:10 – 9:50	2 nd period
9:50 – 10:30	3 rd period
10:30 – 11:10	4 th period
11:10 – 11:50	5 th period *elementary lunch*
11:50 – 12:30	6 th period *middle school lunch*
12:30 – 1:10	7 th period *high school lunch*
1:10 – 1:50	8 th period
1:50 – 2:30	9 th period
2:30	Dismissal

Budget and Fiscal Matters

1) Mandated Services

- a) Hope Hall follows the attendance and reporting guidelines for mandated services.
 - i) The 2020 - 2021 school calendar follows the 180 school day requirements.
- b) All other financial matters required of Hope Hall in the NYS reopening plan are not widely applicable, as the school is private, not for profit, and not a public school district.

Attendance and Chronic Absenteeism

1) In-person Instruction

- a) Staff will take attendance daily using Praxi (student data management system) and follow standard attendance guidelines.

2) Remote Learning

- a) Homeroom teachers will make daily contact with students in their homeroom to record attendance in Praxi (school management system)
 - i) If a student cannot be reached, the homeroom teacher will record the student as absent for the day.

3) Chronic Absenteeism

- a) Attendance audits will be run once a week by the registrar to track attendance patterns.
 - i) If a pattern of absenteeism is noticed, school staff will proactively contact the family to develop a support and remediation plan.
 - ii) Parents/Guardians will be required to meet with school officials if absences are nearing 10% of the academic days completed to date.
 - iii) NYS defines chronic absenteeism as missing at least 10% of enrolled school days. This equates to 18 days per school year, or two days a month.
- b) Hope Hall is committed to proactively staying connected with our students and families
 - i) It is the responsibility of the parent/guardian to ensure the student is considered legally-attending school, regardless of the format.

Technology and Connectivity

- 1) **Hope Hall will work with families to ensure every student has access to:**
 - a) Consistent, reliable high-speed internet
 - b) A computing device, such as a laptop, or similar device, for online learning.
- 2) **Hope Hall's parent/guardian re-opening survey results showed:**
 - a) 95% of respondents presently have access to high-speed internet
 - b) 93% of respondents presently have a computing device that students can access
- 3) **Training and Support**
 - a) Hope Hall will provide professional development for educators and administrators on effective remote/online learning tools.
 - b) Information Technology (IT) support will be available as necessary to support teachers, students and families.

Teaching and Learning

- 1) **Continuity of learning**
 - a) Hope Hall is located in Gates, N.Y. If external conditions in this community dictate that instructional model change is required to change to 100% online instruction, or 100% in person instruction, families will be notified immediately and teachers will be prepared with the most lead time possible.
- 2) **School Calendar**
 - a) Instruction will be provided on days indicated by the 2020-2021 school calendar
 - b) Teachers will be responsible for instruction, regardless of instruction it is in person, virtual or a hybrid model.
- 3) **New York State Diplomas**
 - a) High School teachers will provide instruction to enable students to achieve grade level expectations following New York State Learning Standards
 - i) Science laboratory hours will be conducted through hands-on and/or virtual experiences to meet 1,200 lab minutes needed for Regents examinations

Career and Technical Education (CTE)

- 1) **Career and Technical Education (CTE) is built into high school student's class schedules and high school curriculum**
 - a) Students will continue to take CTE courses regardless of instructional learning model
- 2) **College and Career Transition**
 - a) The College and Career Transition Coordinator will collaborate with ACCES-VR to develop college and transition plans for seniors.

Athletics and Extracurricular Activities

- 1) **Athletics**
 - a) Hope Hall will be following the guidelines of NYDOH for interscholastic sports, which may change periodically throughout the academic year as conditions related to the COVID-19 pandemic change rapidly.
- 2) **Extracurricular Activities**
 - a) All extracurricular activities will be suspended until further notice.
- 3) **Community Organizations**
 - a) At the time of initial submission, July 31, 2020, Hope Hall indoor facilities will not be available for community organization use.
 - b) Outdoor activities will follow required guidelines from NYS and Hope Hall.

Special Education

1) Services

- a) Hope Hall School is a private, parentally placed school. Special education services for students at Hope Hall School are provided through Monroe 2 BOCES. Hope Hall will partner and collaborate with Monroe 2 BOCES on implementing services through in-person, hybrid and remote learning models.
 - i) In-person Services:
 - (1) Services that are in a pull out model will take place in larger spaces that allow for social distancing. Available spaces include empty classrooms, community room, cafeteria, computer lab, and library.
 - (2) Pull out services will maintain that students are not pulled from separate cohorts.
 - ii) Remote Learning
 - (1) Service providers will collaborate with staff to determine when instruction will be taking place, and content being covered.
 - (2) Services will be provided to students through recommendations presented by Monroe 2 BOCES.

2) CSE Meetings

- a) Gates-Chili Central School District chairs Committee on Special Education meetings for classified students attending Hope Hall School.
 - i) Hope Hall School will partner with Gates-Chili Central School District to coordinate and set up CSE meetings. These meetings will be set up either in-person or remotely through video conferencing, at the discretion of Gates-Chili.
 - ii) CSE meetings will include Annual Review, Re-evaluation and Requested Review meetings to include discussion on compensatory services.
 - iii) Hope Hall School and Monroe 2 BOCES providers will be participants of CSE meetings.
 - iv) Monroe 2 BOCES providers will be responsible to monitoring and communicating student progress
 - v) Hope Hall School partners with Monroe 2 BOCES to share resources including FM/DM systems, vision devices and assistive technology

3) Communication

- a) Hope Hall School will partner with Monroe 2 BOCES case managers and Gates-Chili Central School District in communication with parents regarding services
 - i) Communication will be through both School Tool, through BOCES 2, home-school communication folders (when in person learning is occurring), telephone, and email or through zoom remote meetings.
 - ii) Hope Hall School will work with Monroe 2 BOCES to determine method of delivery of services

(1) Hope Hall's Special Education Coordinator will communicate partnership plans with Monroe 2 BOCES with families to include how services are being provided through in-person, remote and hybrid models

4) Accommodations, modifications, supplementary aids and services, and technology (including assistive technology)

- a) Hope Hall's Special Education Coordinator will make staff members are aware of students accommodations, modifications, supplementary aids and services and technology
- b) Monroe 2 BOCES special education teachers will work with Hope Hall staff to ensure that students' accommodations, modifications, supplementary aids and services and technology is being implemented
- c) When utilizing Google Classroom, the Monroe 2 BOCES teacher will be an assigned teacher of the Google Classroom to be able to make sure that accommodations and modifications are being made
- d) Hope Hall's Special Education Coordinator will maintain a list of students requiring assistive technology.
 - i) This list, and the technology needed, will be provided to Hope Hall staff
 - ii) The Special Education Coordinator will provide training to Hope Hall staff surrounding assistive technology that is available through the Google Suite

5) Documentation of the programs and services offered and provided to students with disabilities as well as communications with parents

- a) Hope Hall school will maintain a log of student services, as listed on student IESPs, and the providers for those services
- b) Service Providers will maintain a log of communication and services offered and provided through Frontline's IEPDirect

6) Contingency plans to address students' remote learning needs in the event of potential future intermittent or extended school building closures

- a) Monroe 2 BOCES services providers working with students at Hope Hall School will be invited and encouraged to partake in training for Hope Hall staff to prepare for future intermittent or extended school building closures
- b) Hope Hall School will work with Monroe 2 BOCES service providers to develop remote learning plans

7) LRE

- a) Hope Hall School is a general education school that meets the needs of students with learning struggles.
 - i) While we have a large population of students accessing their education through Individualized Education Service Plans or 504 plans we do not have placements that separate students with disabilities from non-disabled peers.
- b) In high school, students are placed in cohorts according to their diploma type.

Bilingual Education and World Languages

1) English Language Learning

- a) At the time of initial submission, July 31, 2020, no students at Hope Hall receive English Language Learning (ELL) services.

2) Professional Development

- a) Appropriate professional development will be provided to teachers and administrators, should students receiving ELL service begin attending Hope Hall.

3) Communication

- a) Hope Hall will ensure that communication is provided to families in their preferred language.

Closing Statement

This plan will be submitted to the New York State Department of Health on July 31, 2020 and the New York State Education Department for Nonpublic schools on August 7, 2020 for approval.

If directed, Hope Hall will make required updates and revisions, as necessary.

Please direct questions to safety@hopehall.org.