

COVID-19: School Procedures 2020-2021



Green Tech High Charter School

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Dr. Paul Miller, CEO/Principal

Green Tech High is a tuition-free Charter Public High School that prepares its students for success in college and beyond through the development of integrity, initiative, and intellect.

Purpose:

This plan for In-Person Instruction at Green Tech High was created to provide all middle, and high school students, as well as our employees, contractors, and parents/legal guardians of students with precautions to help protect against the spread of COVID-19 in order to provide in-person instruction in the 2020-2021 school year. This plan will cover:

- (1) Reopening of school facilities for in-person instruction
- (2) Monitoring of health conditions
- (3) Containment of potential transmission of the 2019 novel coronavirus (COVID-19)
- (4) Closure of school facilities and in-person instruction, if necessitated by widespread virus transmission

NON-DISCRIMINATORY POLICY

The Green Tech High Charter School, in accordance with its non-discriminatory policy, does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of race, color, age, disability, sex, religion, national origin, or sexual orientation, and does not tolerate any form of discrimination, intimidation, threat, coercion, and/or harassment that insults the dignity of others by interfering with their freedom to learn and to work.

*We further consider LOW EXPECTATIONS based on race, color, disability, sex, religion, national origin, or sexual orientation a form of **discrimination**. We believe all of our students can succeed in college, whatever their background. Our "NO EXCUSES" ethic means **all** students will be expected to succeed academically and adhere to the Code of Conduct.*

August 2020

Dear Parents:

Thank you for choosing Green Tech High Charter School for your son! The School's leadership team, faculty, and staff are eager to demonstrate the heights of achievement that all students can attain when given the opportunity and the tools necessary to succeed. We recognize parental support and participation as vital to the fulfillment of our mission. As a first step toward involving you in your child's education, we have prepared *this COVID-19 School Procedures Handbook*. We encourage you to read all sections of this booklet thoroughly and discuss them with your son.

The COVID-19 School Procedures Handbook includes contact information for the School's leadership team, information about our hybrid learning environment this school year and specific School policies and procedures regarding COVID-19 which, if followed consistently, will contribute to the development of our community and the success of our School. Should you have a question that is not answered within these pages, please feel free to contact me, another member of the School's leadership team, or your child's teacher.

Your sons' enrollment into Green Tech High Charter School for boys marks the beginning of an exciting journey! Together, we will discover the many joys of learning as we strive continually for excellence.

Sincerely,

Dr. Paul Miller

Principal, GTH

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NYS Education Department:

** The framework was informed by four virtual Regional School Reopening Task Force meetings as well as a student forum hosted by the Board of Regents and Department last month to gather input. Each regional meeting included more than 350 experts and stakeholders from health and education fields. In all, more than 1,650 parents, students, teachers, administrators, school board members and stakeholders, representing New York's diversity, attended and provided valuable feedback**

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Health and Safety

Focused on preventive actions, Green Tech will perform health checks and screenings, per DOH guidance, and recognize signs and symptoms of illness in students and staff; develop plans to maximize social distancing; develop plans to manage and isolate ill persons until they can be sent home; instruct students and staff in proper hand and respiratory hygiene; require wearing appropriate face coverings; and develop cleaning and disinfecting procedures for the school in accordance with CDC and DOH guidance.

- Remaining at least six feet from people from outside the workers' households to the extent feasible under the circumstances.
- Wearing cloth masks outside their homes where other social distancing practices are difficult to follow, and especially in areas of significant community-based transmission.

Social Distancing

Protocols and procedures for students, faculty, and staff to ensure appropriate Social distancing when on school grounds and in school facilities.

Transitions-

- Admin will be assigned to hallways
- One-way traffic -floor signs, barricades
- Minimal movement during the day
- No more than 4 students in the bathroom at time

Signage

- 6ft decals on the floor
- Arrows on the floor
- Bathroom Signage for washing hands, capacity

Classrooms

- Only 14 desks 6 feet apart
- Teacher desk shields
- No more than one person will be allowed to leave the classroom at a time to ensure all students safety.

Scheduling

- Alternate days for students (half capacity) (A, B Days)

Capacity

Phasing and quantity of students, faculty, and staff allowed to return in-person, Considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation.

Classrooms:

- 14 students per classroom

Bathrooms:

- 4 students max per bathroom at a time

Schenectady Bus:

- 21 Students per bus

PPE and Face Coverings

Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses);

Students and Staff:

- Must wear facial coverings at all times unless they are eating

Masks Usage:

- ❓ Masks must be worn at all times by staff, students, parents, and visitors upon entering Green Tech High (GTH)
- ❓ Masks may only be removed while students and staff are eating.
- ❓ Staff may remove their masks if they are alone in a room without other staff or students.
- ❓ All staff, students, parents will be required to supply their own facial mask and can be denied entry into the building if the proper face covering is not worn.
- ❓ GTH will stock masks to supplementary pass out if someone does not have a mask; however, mask will be supplied on a first come first serve basis. It is the person's responsibility who is entering GTH to provide their own mask. Place a semicolon between mask and however

- ❓ Students are required to wear a mask when they are on the school bus provided by GTH. Students may be denied entry onto the bus if they do not have a mask.

Appropriate Masks:

What items in my closet can I use to create a face covering or mask?

- ❓ Store bought surgical grade or higher masks
- ❓ Scarves, hand towels, or any items made of cotton or linen are a good place to start.
- ❓ Thicker, more densely woven cotton fabrics are best, such as quilting cotton or cotton sheets.
- ❓ Hold the fabric up to the light: The fewer tiny holes you can see, the better it will work to filter droplets.
- ❓ Overall, making a good mask involves finding a balance: You want fabric that doesn't allow droplets to pass through while ensuring you can still breathe properly with your mask in place.
(<https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-face-masks-what-you-need-to-know>)

Inappropriate Masks for GTH:

- ❓ Bandannas
- ❓ Full facial masks Ex.) Ski Masks
- ❓ Stretchy knits aren't ideal

Gloves:

- ❓ Staff, students, parents, and visitors may wear protective gloves. The recommendation is that they bring several pairs to change them throughout the day. GTH will not provide additional gloves for any of the aforementioned groups.

Facial Shields:

- ❓ Staff, students, parents, and visitors may wear "Clear" protective facial shields. The recommendation is that it be worn in addition to a mask. If the individual has respiratory or other medical issues they will be mandated to wear protective facial shields upon entering GTH, in lieu of a mask. GTH will not provide facial shields for any of the aforementioned groups, unless there is a medical reason as to why a mask cannot be worn.

Hand Sanitizer:

- ❓ GTH will provide hand sanitizer stations in every classroom and in all hallways. Additionally, GTH will provide teachers with a backup supply of sanitizer for their desks. The expectation is that everyone sanitizes their hands upon entering and leaving the building, classrooms, bathrooms, and before eating.

Operational Activity

Attendance:

Attendance monitoring will be a requirement for all GTH teachers and Administrators with the plan to reopen Fall 2020.

Students are assigned to 3 Tracks for the School Year:

Track A- Hybrid A (Two day Rotation: in person, remote)

Track B - Hybrid B (Two day Rotation: remote, in person)

Two-Day Rotation

Mon A	Tue B	Wed A	Thu B	Fri A	Mon B	Tue A
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- All tracks will stay in session because remote learners are expected to participate online during the associate time period.
- Powerschool is set up so that teachers can view attendance of all students remote or in person scheduled for that course. misspelled: teachers
- When the child attends the in-person learning day, attendance is taken daily each period by the classroom Teachers.

Track C - Remote (Remote Learner only)

- **Remote learners** earn their day of membership, by logging into PLATO on their school provided/or home device. Teachers will be able to see a record of student engagement from all online learners and mark attendance.

Arrival:

Student Arrival

Drop off:

- **There will be NO early drop-off.**
- **Students dropped off or who arrive early will have to wait outside until they can be properly checked in by GTH safety procedures.**

Entry:

- Facial scanners will be set-up (Each person entering the building must be screened for a temperature.)
- All students entering the building must self report by answering 5 questions after completing a temperature scan.
- Students who have temperatures will be isolated in the Student Union at a social distance of over 6ft apart.
- Masks must be worn
- All students must remain 6ft apart while waiting in line to enter the building
- Students whose advisory teacher is in Wing 2 or Wing 3, will line up outside six feet apart upon entering the building at the far right main entrance door. They will only be able to utilize Stairwell C to go upstairs and Stairwell D to go downstairs
- Students whose advisory teacher is in Wing 1 or Wing 4, will line up outside six feet apart upon entering the building at the far left main entrance door. They will only be able to utilize Stairwell A to go upstairs and Stairwell B to go downstairs

If a Student Fails Temperature Scanning/Screening:

- Students with temperatures must be cleared by a doctor before returning to school.
- Students will have to be immediately picked up within 1 hour of a phone call from GTH
- Failure to pick-up a child within an hour of receiving a phone call will result in Child Protective Services being contacted. delete the word a
- Students under the age of 18 will need parental consent to leave the school.

Teacher Arrival:

- All Staff should stay home if they have a temperature or any other symptoms.
- Facial Scanners will be set up upon entry and staff must be scanned before entry.
- All Staff will use the self-reporting system upon completion of the temperature scan.
- If a staff arrives and has a temperature, the staff must go home immediately and will not be allowed to walk through the school for any reason.
- Before a staff can return to school they must be cleared by a doctor
- Sick time will be used while waiting for their results.

Parent/Visitor Arrival (During student arrival)

- Visitors arriving during student arrival will wait in line to be screened.
- All visitors must be screened to gain entry.
- All visitors should stay home if they feel ill or have a temperature
- A drop box is placed in the front of the building for paperwork drop off.

Late Arrivals

- ● Students arriving after 9:00am will be scanned in the main office and must adhere to all the policies put in place

Dismissal:

Students must adhere to social distancing while they are existing the building. Students' dismissal will be staggered, but they must maintain 6ft apart following the signage placed on the floor.

Students will be dismissed by wings in respect to where their last class is:

1. Students who are leaving immediately (walkers/pick-up)
2. CDTA bus riders
3. All other bus riders
4. Schenectady bus riders

Transitions and Traffic Patterns:

- Everyone who enters GTH must adhere to the new traffic patterns in order to keep everyone safe. Failure to adhere will result in violations to the code of conduct for students and staff and appropriate disciplinary actions will take place per the policies already in place. Parents and community members will be asked to leave the building if the rules cannot be adhered to.
- Floor signs with arrows, 6 feet social distance signs, and orange traffic markers will separate the hallways. Everyone must stay to the right and six feet behind the person in front of them. Stairwells are designated for traveling up or down, but not both, unless in case of an emergency.

Wings and Stairwells:

- Wing 1- Science and Math Area
- Wing 2-Nurses and Main Office Area
- Wing 3- Second Floor Health Class and Dean's Office Area
- Wing 4- Middle School Area

- Stairwell A- UP ONLY
- Stairwell B- DOWN ONLY
- Stairwell C- UP ONLY
- Stairwell D- DOWN ONLY

Traffic Patterns:

- Everyone must travel to the right using the appropriate stairwell closest to the classroom they transitioned from. Ex) If my class was in Wing 1 and my next class is upstairs, you must take Stairwell A up. If my second class is in Wing 3 and your third class is back down stairs you must use Stairwell D to go down.

- Wing 1= Only Use Stairwell A Up
- Wing 2= Only Use Stairwell C Up
- Wing 3= Only Use Stairwell D Down
- Wing 4= Only Use Stairwell B Down
- Art and Music Classes must use Stairwell B to go down

Bathroom Usage:

- Current bathroom procedures will be utilized with the exception of how many students will be allowed in the restroom at the same time
- Only 4 students may use the bathroom at the same time
- Students may not use the middle two urinals in order to adhere to proper social distancing.
- Administrative Assignments will be given to Staff to help monitor the entrance, exiting and amount of people in the bathroom at once.

Water Breaks:

- Water fountain spouts will be disconnected to assure that students are not able to put their mouths on facets. However, bottle filler stations will be installed to ensure proper hydration. Students will still be able to bring clear plastic bottles to drink or fill up with water only.

Instructional modifications due to the pandemic:

A. Planning

1. PowerPoints are submitted with lesson plans
2. Lesson plans and PowerPoints are submitted before 8:00 am Friday morning
3. The administration will create a Google Classroom specifically to receive plans, PowerPoints, remove additional spacing and other instructional resources

B. Lesson plan

1. Continue using the current lesson plan template
2. Continue teaching according to NY State curriculum guides
3. Include the following in each lesson's PowerPoint
 - a. Questions
 - b. Do Now
 - c. Misconceptions (needs additional thought)
 - d. Essential Question
 - e. Mini-lesson (student-friendly language, a minimum of 3 TPTs)
 - f. Work period (upload all hardcopies into your google classroom)
 - g. Closure (Connects to the EQ, Higher level to produce deeper thought above the Depth of the EQ)
 - h. Exit ticket (type question(s) in Google classroom)
 - i. Homework (continue to enforce GTH standard policy)

C. Assessment

1. A minimum of 3 TPTs
2. Lesson questioning : checking for understanding
3. Exit tickets
4. Rubrics
5. Quizzes, test, mid-terms, and finals

D. SPED

1. Resource (live stream during scheduled resource time)
2. During push-in, the teacher will go to their scheduled cooperating teacher's classroom and be attentive to the B students via technology.
3. Continue receiving cooperating teacher's lesson plans
4. Must upload 'resource' lesson plans

E. Miscellaneous

1. Attendance must be taken by the end of each class period

F. Instruction During the Pandemic

<p style="text-align: center;">A days (in school)</p>	<p style="text-align: center;">B days (distant learning)</p>
<ul style="list-style-type: none"> ● Half of the student population will be participating in instruction with the teacher in the classroom ● The teacher will log onto Google Hangout so B students will have access to the classroom ● Periodically check Google Hangout for questions from B students ● Instruction is executed just as it was prior to the pandemic ● Continue using PowerPoints within your lesson (adhere to the PowerPoint guidelines listed above) ● Continue using resources within the lesson that does not require students to share ● When appropriate, allow students to use technology as an assessment tool to minimize the amount of student paperwork that is handled ● Appropriate TPT's will be used during instruction while being mindful of social distancing ● Refrain from having students to participate in activities that require close proximity to other students 	<ul style="list-style-type: none"> ● Students assigned as 'B' students will be participating in the lesson from home ● Students will follow the same schedule from home (classroom times, lunch, etc.) ● Students know the teacher will take attendance and their lesson participation is mandatory ● Students will log onto Google Hangout to have access to the classroom ● Students will have access to the lesson's PowerPoint to follow along with the teacher ● Students will have access to tangible resources due to Google Classroom upload ● Students will use Google Hangout Chat to pose questions and/or give responses to questions asked during the lesson by the teacher ● If needed, students will ask clarifying questions the next day when they return to the school building
<p style="text-align: center;"><i>Summary</i></p> <ul style="list-style-type: none"> ● The only instructional changes that will occur are social distancing hazards. 	<p style="text-align: center;"><i>Summary</i></p> <ul style="list-style-type: none"> ● B students will participate in the lesson during the appropriate class period

Physical Education Class:

Physical Education Fall of 2020

Plan for classes if there is a 6 feet social distance needed along with masks.

- The class will be organized in a grid pattern to social distancing. This way a student has access to their own space along with any belongings they will need. The grid will be mandatory as soon as entering the gym and maintained upon exiting.
- Any type of activity will be performed in this grid pattern, much like you would see at a fitness center during exercise classes. Students will be receiving instruction from teachers, along while performing skills and academic work from within this class structure.
- Each student will have a mask if and when needed within his personal space.
- If an A and B day are established the in school day would be more of a physical performance style teaching whereas the home day would be a cognitive day in which students would perform within a google classroom/PLATO setting.
- Classes would be split in half so the teacher would see no more than 20 students in the gym space at a time.
- If there was a need to run two classes of 20 students in the gym there would be enough space to use the curtain to still meet the need of social distancing.

Units that will be performed within this class structure:

1. A **physical fitness unit** -The students would start with exercise routines dealing with their own body weight. The Unit will consist of instruction taking place by the teacher as well as using professional videos as guides and exercise routines. The reason for implementing technology/videos as teaching aids is we can incorporate them into our online teaching so students are not missing out on the physical performance if they miss a day of school. We will also use the videos for online learning to strengthen, not just physical performance, but learning the cognitive reasoning of movement and exercise. We will create at least 15 lessons in this unit and could incorporate it with the same amount of lessons for online learning.

2. We will then progress into **a CrossFit unit** in which students can then use equipment at their personal space. Once safety procedures are set in unit one, the teachers will add equipment into classes in which the students would have to follow and be responsible for cleanliness at their own station much like a fitness center. With this unit there will be at least 8 lessons with online learning incorporated in.
3. **CrossFit phase two unit**. This phase will incorporate equipment in which the students would travel too. Stations will be created in which the students would be performing at that station on their own while maintaining 6ft for safety. Students and the teachers will be responsible for maintaining a clean and safe environment. We will have at least 15 lessons with online learning as well.

Summary:

By establishing and maintaining the grid routine in class we will accommodate half of a class easily and still follow the 6ft rule with masks. It also allows the teachers to become more flexible in adapting new routines needed based on any changes the state demands of us.

College and Career Center/Computer Lab:

- Any time the Career and College Center is utilized social distancing capacity guidelines must be adhered. If the computer lab is needed staff must sign out the lab and adhere to all procedures previously put in place.

Scheduling:

GTH Schedules run traditionally from prior years with key updates.

- Lunch is run universally 5th period in the student’s 4th period classroom
- Planned Daily Advisory (30 min additional for entrance procedures, and breakfast)
- Ten minutes extension for Departures

With the student tracks that are distinguishing in-person and remote learner days we are reducing the in-seat density to half.

Section Sizes: The class sizes are no larger than 14 per section, in some cases less, which fall within guidelines of Social Distancing.

Students rotate through an 8 period schedule following one track walking patterns as outline in section “See: **Traffic Patterns**”

HS 20-21 Schedules are pasted below:

MTR	Start	End	Length	Wed	Start	End	Length	Friday	Start	End	Length
Advisory	8:30	9:00	30 Min	Advisory	8:30	9:00	30 Min	Advisory	8:30	9:00	30min
1	9:04	9:55	51	1	9:04	9:49	45	1	9:04	9:40	36
2	9:59	10:50	51	2	9:53	10:38	45	2	9:44	10:20	36
3	10:54	11:45	51	3	10:42	11:27	45	3	10:24	11:00	36
4	11:49	12:40	51	4	11:31	12:16	45	4	11:04	11:40	36
5 (Lunch)	12:40	1:05	25	5 (Lunch)	12:16	12:41	25	5 (Lunch)	11:40	12:05	25
6	1:09	2:00	51	6	12:45	1:30	45	6	12:09	12:45	36
7	2:04	2:55	51	7	1:34	2:19	45	7	12:49	1:25	36
8	2:59	3:50	51	8	2:23	3:08	45	8	1:29	2:05	36
				ZAP	3:12	3:57	45				

Middle School

MS Schedules run traditionally from prior years with key updates and the addition of 7th Grade.

MS 20-21 Schedules are pasted below:

M, T, R				Wed				Friday			
Period			Duration	Period			Duration	Period			Duration
Advisory	8:15 AM	8:45 AM		Advisory	8:15 AM	8:45 AM		Advisory	8:15 AM	8:45 AM	
1	8:49 AM	9:39 AM	50	1	8:49 AM	9:31 AM	42	1	8:49 AM	9:25 AM	40
2	9:43 AM	10:33 AM	50	2	9:35 AM	10:17 AM	42	2	9:29 AM	10:05 AM	40
	10:37 AM	10:47 AM	10		10:17 AM	10:27	10		10:05 AM	10:15	40
3	10:51 AM	11:41 AM	50	3	10:31 AM	11:13 AM	42	3	10:19 AM	10:55 AM	40
4	11:45 AM	12:35 PM	50	4	11:17 AM	11:59 AM	42	4	10:59 AM	11:35 AM	40
5	12:39 PM	1:29 PM	50	5	12:03 PM	12:45 PM	42	5	11:39 AM	12:15 PM	40
6	1:29 PM	1:54 PM	25	6	12:49 PM	1:14		6	12:19 PM	12:44	40
	1:59	2:24 PM			1:18	1:43 PM			12:49	1:14 PM	40
7	2:29 PM	3:19 PM	50	7	1:47 PM	2:29 PM	42	7	1:19 PM	1:45 PM	40
8	3:24 PM	4:14 PM	50	8	2:33 PM	3:15 PM	42	8	1:49 PM	2:25 PM	40
				ZAP	3:20 PM	4:15 PM					

Extracurricular/After School Activities/Sports:

- All afterschool activities are cancelled until further notice. Students must leave the premises directly at dismissal.
- If Sports are reinstated by the governing bodies, GTH will reinstate sports and slowly reintegrate other after school activities as deemed safe and appropriate.

Field Trips:

- All field trips will be postponed until further guidance is disseminated. Field trips may resume when it is safe.

Special Events:

- GTH will not host or participate in any large special events until it is safe to do so.

Visitors:

- All visitors must wear a mask, do a temperature check, and answer screening questions upon entering the building. Visitors who fail to

comply with any of GTH policies will be asked to leave the premises immediately. Visitors will not be allowed to travel the building without an escort. The goal will be to minimize traffic. Visitors will only be allowed to travel with an escort when it is absolutely necessary.

Restart Operations

Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable.

- All State social distancing policies adhered to strictly
- All capacity regulations adhered to strictly
- All cleaning and hygiene policies adhered to strictly
- GTH Plan delivered to State, Staff, Students, Parents, and the Community by July 31, 2020

Hygiene, Cleaning, and Disinfection

Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds.

- GTH is using EPA registered chemicals and a fogger to fully fog our school. This will include a monthly fogging. If more frequent services are needed, we will schedule appropriately
- GTH will require that all staff and students exit the building no later than 6:00pm to ensure that proper nightly disinfecting can occur.
- GTH will disinfect the building nightly by using appropriate products and UV lights.
- GTH has installed touchpoints to all high touch areas to reduce the spread of bacteria
- GTH has Vinyl stickers that inform the parents and guests of the school that the facility has been professionally disinfected. The

- stickers will be placed on entrance doors or anywhere you'd like.
- If there is any spike in absenteeism GTH will do a quick fogging.
 - Rugs/Carpets will be shampooed using traditional chemicals in conjunction with the EPA chemical to fully clean, sanitize, and disinfect all rugs and carpets in the area.
 - Cleaning crew employees will be required to wear masks while on the premises.

Before and After Care:

Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household

- Does not apply

Vulnerable Populations:

GTH is sensitive to the needs of all constituencies and will work to provide accommodations for vulnerable populations.

- Staff who cannot physically work in the building and perform regular duties due to COVID must provide a doctor's note and complete FMLA paperwork. The Principal will have discretion on how to best support that particular staff moving forward.
- Staff and students who are in need of extra PPE will need to communicate the needs to GTH administration, a doctor's note may need to be provided. GTH administration will supply reasonable PPE needs if a doctor's note is provided. (Ex. if a staff/student member has asthma and cannot wear a mask, GTH will supply the staff member with a face shield if necessary as supplies are available.)

Completely Online Option:

- Parents who elect to have their child/ren "Only " engage in online learning, will not physically enter GTH; parents can elect this option by communicating in writing with GTH front office. Failure to communicate appropriately will result in students being placed in the default option of GTH's Hybrid model.
- Students who do Online learning "Only" will have to complete PLATO courses only. All of the curriculum and their grades will solely be in the PLATO

online learning system. These students will follow the same protocols from the initial shutdown. Please see the Online learning section for details and grading.

- If a parent elects to enroll their student online “Only”, the student will have to remain online for the entire semester. Students will not be able to utilize the Hybrid model after the completion of the first week of the new semester, until the following semester.
- The following semester will lend for an opportunity for the parent(s) to elect or re-elect either the Online Learning or the Hybrid Model.

Transportation:

Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g. entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household.

Other Districts and CDTA:

- Transportation for GTH students is provided by other school districts and CDTA, except for Schenectady students. GTH students will need to adhere to the rules that those districts and CDTA puts in place. GTH will share the communication and rules with parents as soon as they are available.

Schenectady Students:

- GTH provides a school bus for Schenectady students. GTH has partnered with Tech Valley Shuttle (TVS) in order to keep students safe.
- No more than 21 students will be allowed on the bus at once in order to properly social distance
- If more than 21 students need to be on the bus at the same time GTH and TVS will provide another appropriate sized vehicle to transport the remaining students
- All students must wear a mask on the bus, if the student does not have a mask TVS will provide one

- TVS will require students to sanitize their hands upon entering the bus. Sanitizer will be provided by TVS
- Students must stay seated and follow all guidelines set by GTH and TVS.
- TVS will have the students exit the bus in an orderly fashion by dismissing the students one row at a time. Students must remain seated until they are asked to dismiss the bus.

Food Services:

GTH will provide breakfast and lunch in classrooms. All food options will be handled while adhering to all guidelines. All food options will be wrapped or sealed in their original container. There should be no sharing of food between anyone.

- Upon arrival Teachers will pick-up breakfast in the morning and administer it to students. The schedule has been adjusted to provide enough time for teachers to adhere to all guidelines
- All meals will be pre-packaged
- Kitchen staff will deliver lunch every day
- Once students have eaten they will throw away their own garbage and disinfect the desks

Breakfast

- Breakfast will be ready by 7:45am, separated by advisory, and pre-packaged.
- Teachers will pick-up breakfast between 7:45am and 8:10am.
- If teachers are running late, whoever is covering will be responsible for breakfast pick-up
- Breakfast will be from 8:30am-9:00am

Lunch

- 5th period Monday- Friday
- Lunch will be delivered by 12:35pm
- Teachers who are off 5th period will provide additional lunch coverage
- Students can use their electronic devices during this time

Lunch Clean-up

- The custodians will pick up the garbage from each classroom after breakfast and lunch. Garbage will be collected from the door.
- Students will be provided with cleaning supplies for area clean-up

Dinner

- Dinner will be provided if the program is refunded by the current grant opportunity
- Dinner is based on after school programs, if after-school programs are suspended there won't be a dinner program. Grab-and-go
- Students will not get dinner until they are exiting the building to limit eating in the hallways.

Mental Health, Behavioral, and Emotional Support Services and program:

The School Counseling teams plays a critical role in supporting social/emotional development as they:

- Understand the nature and range of human characteristics specific to child and adolescent development
- Identify and employ appropriate appraisal methods for individual and group interventions that support K–12 students' social/emotional development
- Know and utilize counseling theories, collaborate with classroom teachers and build key relationships with students and parents.

In response to Covid-19, GTH School counselors established an intentional focus on social and emotional skill building, mental and behavioral health, personal safety and self-regulatory capacity, which likely has been impacted. School counselors will try to build from some of the unique learning experiences students may have had and promote resilience.

In addition to and/or in the absence of formal screenings, Counselors establish regular informal check-ins with all students especially in times of virtual learning. This allows prevention services to continue and establishes a system to determine how to provide effective intervention services as needed. GTH continues the referral system for individuals who need targeted support as well as access to school-employed and community mental health professionals.

School Counselors will continue to be informed of Best Practices as outlined from the American School Counseling Association (ASCA).

Online Learning Procedures (Remote Only)

High School- Grades 9-12

Administration will load the entire student body into the Plato online learning portal (Math, English, Social Studies, Science, all courses appropriate to students' schedules.)

- Students will all be loaded within 3 days of closing
 - Teachers will receive all of their advisory students' logins and other pertinent information
- Click on [GTH Online Learning](#)

As a result of the precautions associated with the Covid-19 virus and school closures, we will establish PLATO as our distance learning environment.

Advisory teachers will play an integral role in helping us onboard our students into the PLATO platform and will be expected to be available for student questions during school hours 8:15-4:00pm. **The requirement is that Advisory Teachers respond to students and follow the instructions as specified in order to continue being paid.**

All students will be assigned a Username and Password to access their individual PLATO accounts. We will set it up by Advisory Teachers here: [Plato Logins](#).

Teachers Expectations:

- Please make initial phone calls to Advisory students and establish an onboarding conversation with students and parents.

The onboard call is to explain:

- What PLATO is: GTH online learning platform and that students will be able to continue their current coursework online.
- How to access it: <https://login.edmentum.com/>
- Your role in their online learning: Please provide your contact information and establish your role as advisory teacher and tutor.
- Explain that you will monitor your advisory students' progress on Plato and coach, encourage, teach, and tutor your students online.
- Provide them the login information and get the best email to send it as well
- Let them know you will have a parent log and will be documenting the call with Date, Time, Call outcome. (Do not Skip the call phase)

Additional Responsibilities:

- Document all communications with parents and students over the time we are not in the building
- Set up a google voice number if you are not comfortable providing your number to students.
- Create a time to do a daily google hangout with your advisory students to provide them with support, coaching, tutoring online. Document the google hangout on your contact log with who was present.
- Please log your initial calls into the Google Doc that you were able to speak to your parents. If there is a student that you cannot reach after multiple attempts please share the log sheet only with Deans@greentechhigh.org
- If you have questions about student enrollment in a course and or a username/password issue, each Advisory Teacher is assigned to an Admin/Counselor. Please reach out to your appropriate support contact:
 - Freshmen: Mr. Jones - mjones@greentechhigh.org
 - Sophomores: Ms. Campbell - ccampbell@greentechhigh.org
 - Juniors: Mrs. Hughes - jhughes@greentechhigh.org
 - Seniors: Ms. Aviza - kaviza@greentechhigh.org

We are aware that some of your coursework may not directly align to your most recent lessons; this option allows students to work in a self-paced online platform that is best for student outcomes. Also, we are currently only doing core classes, unless there is a graduation requirement involved for seniors. Additional elective classes will be loaded if this closure continues

Student Expectations:

- Students should try to work at least a minimum of 3 hours on PLATO every day. We will determine course grade and credit based on the amount of time and mods the student has completed.

Free Access to WiFi: Spectrum is offering free WiFi for 60 days to those who don't already have Spectrum so that students with limited internet access can get their schoolwork done. The phone number for this is 844-488-8395, and they are waiving the installation fee. In extreme cases the school will work to provide a hotspot if all other options are exhausted.

Website: ple.platoweb.com (Work can be done from a Computer, iPad, Cell Phone or any device with an Internet Browser)

Account Login: gthcs (Not case sensitive)

Plato Name: Most cases will be the student's first initial and last name (Please confirm on spreadsheet)

Password (Case Sensitive): Password1

You can complete your course work online on a computer, iPhone, or tablet with Internet access. Spectrum is offering free internet to households with K-12 students for 60 days during the school shutdown. All installation fees are waved, call 1(844) 488-8395 for more information.

If a test becomes locked, you must complete each unit activity in order to unlock again.

Contact Info

Mr. Jones

Email: mjones@greentechhigh.org

6th Grade-Middle School:

Core Subjects- Create Google Classroom for each subject

Create Assignments that the 6th grade students can complete with limited support

Approximately 30 min of work for each subject (30x5min) Math, ELA, Science, SS, STEM+ 45 min of Moby Max.

- Staff will share the responsibility of contacting parents and monitoring students' progress on Google Classroom and Moby Max. Once assignments have been uploaded, calls will need to be made to parents and documentation of the calls recorded. Therefore, each teacher will have approximately eight students.
 - All staff members will work to support their assigned students by providing times they are available and contact information to parents and students. Teachers primary concerns are monitoring students' work online and staying in contact with parents. The Admin Team will decide at a later time how to use this work for grades.
 - Each teacher will be responsible for their subject area(s) as noted in the earlier email:
-

COVID/Procedures: Monitoring, Communication, and Closures

Coronavirus (COVID-19)

Goal(s): To be prepared in the event of an outbreak

Objective(s): Preventative measures and responsive measures

Preventative Courses of Action

- We are encouraging students and staff to practice healthy behaviors (staying home when sick, covering mouth when coughing and sneezing as well as 20 sec hand wash technique.)
- We have provided hand sanitizing stations in every classroom and throughout the building.
- Deep clean to disinfect the entire school scheduled the weekend of 03/13/2020. All school and building activities will be shut down.
- Teachers are being asked to take laptops home in case of a school closing.
- Green Tech High will use Plato as a contingency plan to continue student's education

Procedures for a regular cold/flu

Front office is collecting student/staff symptom information (Fever 100 or higher, Nausea

- Upon students return, confirm if the student has been symptom free for at least 24 hours.
- If students have not been symptom free for 24 hours, they will be sent back home
- If the student is showing symptoms while in school they will be immediately sent to the nurse's office.
- The nurse will quarantine the student.
- Students and staff who appear to have a flu-like illness when they come to school – or who become ill during the school day – should be isolated in a room separate from other people if possible, or kept a minimum of 6 feet

away from others while wearing a surgical mask until they can be sent home in accordance with school procedures.

- If the nurse receives more than 2 students in her office we will use the ISS room as a backup infirmary.

Procedures for a confirmed case

School Closing:

- If a student is identified as having a confirmed case of COVID-19, school and program administrators will seek guidance from local health officials to determine when students and staff should return to school and what additional steps are needed for the school community.
- Staff will be notified and instructed via Email.
- Students and parents will be notified and instructed via One Call.
- The health department will be notified via Phone or email.
- Notify and place info on the school closure system.
- At least a 24 hour closure to disinfect.
- Monitor communication for the next steps from the Health Dept.

Dismissal while school is in session:

- Students will be sent to advisory.
- Advisory teacher will call all students' parents.
- Students will not be released until parent contact is made.
- Teachers will contact admin with the list of parent communications.
- Admin will release students upon receiving communication.
- Discourage students and staff from gathering or socializing anywhere.
- Discourage gatherings at places like a friend's house, a favorite restaurant, or the local shopping mall.
- Once students are dismissed, staff will be dismissed and take their laptops home.
- At least a 24 hour closure to disinfect.
- Monitor communication for the next steps from the Health Dept.

Confirmed Cases After hours:

- Staff will be notified and instructed via Email.
- Students and parents will be notified and instructed via One Call.
- The health department will be notified via Phone or email.
- We will wait for their instruction as to the next steps.

If this event occurs after hours we will communicate with parents and staff through our one call system and or the School closing hotline.

Closure more than 3 days: (Ensuring the Continuity of Instruction)

- Administration will load the entire student body into Plato online learning portal (Math, English, Social Studies, Science, all courses appropriate to student's schedule.)
- Teachers will monitor their advisory student's progress on Plato and coach, encourage, teach, and tutor their students online.
- Instruction will be provided on how to use and monitor Plato.

Payroll in the event of an extended school closure:

If health officials require a full school shutdown due to COVID-19 (worst-case scenario), a reminder:

- No staff members will be allowed access to the building for the duration of the closure, with the exception of janitorial under certain circumstances to conduct required cleaning and sanitizing.
- During an extended district closure, the district would not have the ability to produce and distribute paper checks due to "social distancing" restrictions that health officials would require to contain the spread of illness.

- **Only those employees with direct deposit** would continue to receive payment on our regular biweekly schedule during an extended district closure.
- **Employees without direct deposit** who typically receive a paper check every two weeks would not receive those checks for the duration of an extended closure. Those employees would receive their paper checks when the school reopens.
- **We strongly encourage all employees who do not currently have direct deposit to enroll immediately to avoid a potential disruption in your regular pay.** We have included the direct deposit enrollment form with this communication.
- Please also note that only regular pay will be processed during any period of closure.

Domestic travel to conferences

As of March 12, the school has suspended approval of any new requests to attend conferences until further notices.

International travel

Regarding travel and quarantine measures, the [New York State Department of Health](#) has made quarantine mandatory for individuals returning to the United States from a known high-risk exposure area on or after March 4. Because of this, any student, student family member or employee who has returned from a known high-risk exposure area should notify the Albany County Health Department. In addition, please notify your principal prior to re-entering the school. For more information, please visit the CDC's web page for coronavirus and travel,

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

Staff absences due to COVID-19 symptoms:

While the school is operating on a normal schedule, staff should follow standard school procedures for the use of sick time should you experience flu-related symptoms, which are similar to common symptoms of COVID-19: Fever, cough, respiratory illness, sore throat, runny or stuffy nose, body aches, headache, nausea or vomiting, or tiredness.

➤ Please note that the school is following a recommended fever threshold of 100 degrees at this time.

- If you or a family member show any of the above symptoms, particularly symptoms of a respiratory illness, talk with your health-care provider.
- Staff should access their PTO in the typical fashion if they are experiencing flu-related symptoms.
- Communicate your absence via Absent@greentechhigh.org and provide a doctor's note if your absence is three(3) or more days.

As a reminder, while public schools have the authority to exclude a student who shows symptoms of COVID-19 or any other communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, schools DO NOT have the authority to exclude well or asymptomatic students and staff based on race, country of origin, religious affiliation or any of these perceived statuses.

- Students and staff who are well but are taking care of, or share a home with, someone with a confirmed case of COVID-19 must not attend school and must follow precautionary quarantine instructions from state health officials, who will determine when it is safe for them to return to school.

Cancellation of Outside Activities

- The School is cancelling all non-essential school activities through April 5th 2020 out of an abundance of caution due to COVID-19 and related health concerns.
- The district also is suspending the use of all facilities by outside organizations through April 5th 2020.
- We will continue to actively monitor all COVID-19 guidance and should the April 5th 2020 date change we will provide additional updates.

After Incident

- We will communicate with the health dept. to verify if we are able to return to regular business.
- We will follow up with parents through one call to inform families of the opening status.
- We will communicate with teachers and staff as to when to report back to work.

As a reminder:

- Please wash your hands for at least 20 seconds especially before a meal.
- Avoid contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home if you are sick.
- Cough or sneeze into a tissue then throw tissue away.
- Clean and disinfect frequently touched objects and surfaces.

Do your part in Keeping Green Tech High COVID-19 Free