

REOPENING PLAN: FALL 2021



Communication/Family and Community Engagement

- King Center Charter School (KCCS) has held multiple forums with parents, staff and community stakeholders to hear concerns related to schools' reopening and to share updates on our planning process as they became available. King Center has held focus group meetings with school stakeholders to collect feedback on plan implementations and community concerns.
- King Center Charter School issued a community survey of staff and parents to collect information on preferences on instructional formats, child care accessibility, as well as hear health and safety concerns related to reopening schools.
- King Center Connection where news, announcements, informational documents and community resources are shared over a number of platforms including: phone, text message, email, social media, KCCS website, and the Remind app (parent communication application).
- The King Center Connection will also be used to communicate COVID-19 protocols including but not limited to hand hygiene, proper face coverings, social distancing, and respiratory hygiene.
- King Center Charter School will post signage throughout the school building to adhere to the CDC and DOH guidance regarding the use of PPE, specifically acceptable face covering when social distance cannot be maintained. These communications will be provided in the home language of each family.

Health and Safety

1. Masks

- Face masks are required at all times in school facilities except for during meals. This applies to all students, faculty, staff, and visitors age 3 and older.
- King Center will consider and address developmental appropriateness, feasibility, and ability to implement such policy in a safe, and consistent manner.
- Students who are unable to medically tolerate a mask, including students where such mask would impair their physical health or mental health are not subject to the required use of a mask.
- The School will offer assistance to students who may have difficulty in adapting to wearing a mask.
- The School will train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate masks. This training should be extended to contractors and vendors, if the School will be supplying the contractors and vendors with PPE.
- Mask breaks may be taken by students once every hour for approximately 5 minutes. Students should be seated and stationary at their desk or designated area during mask breaks.

When students are closer than 6 feet, stagger breaks so that students closer than 6 feet are not taking breaks at the same time.

2. Physical Distancing

All students, staff and visitors will maintain appropriate physical distancing between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., moving equipment, using an elevator) requires a shorter distance or individuals are of the same household.

The School has reduced physical distancing requirements from six feet to a minimum of three feet between students in classroom settings, subject to adherence to certain mitigation measures. This change is consistent with recommendations by the CDC and the New York State Department of Health (NYSDOH).

At higher levels of community transmission, the King Center Charter School will implement the use of cohorts. Cohorts, particularly for younger students, are self-contained, pre- assigned groups of students with reasonable group size limits that will be set forth by the School in its updated School Reopening Plan. The School will enact measures to prevent intermingling between cohorts, to the extent possible (e.g., separation by appropriate physical distancing, particularly if there are multiple cohorts in one area). The School will make reasonable efforts to ensure that cohorts are fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate physical distancing is maintained.

Staff meetings will be held virtually whenever possible.

The School recognizes that certain scenarios may prevent physical distancing from occurring, such as medical care, or student comfort/support. The School will minimize this contact to the greatest extent possible and continue to ensure appropriate prevention measures—such as cleaning/disinfection, masking, hand hygiene, and respiratory etiquette.

The School has adopted the CDC Indicators and Thresholds for Community Transmission of COVID-19.

The school has also adopted CDC and DOH recommendations for physical distancing and cohorting for elementary, middle, and high schools at each level of transmission. These recommendations are summarized below. The School requires that these recommendations be followed when implementing physical distancing in the School's classrooms.

Low and moderate risk of transmission, elementary and middle schools can maintain physical distancing of at least three feet between students in classrooms.

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- Substantial risk of transmission, elementary and middle schools can maintain physical distancing of at least three feet between students in classrooms and cohorting is recommended when possible.
- High risk of transmission, elementary schools can maintain physical distancing of at least three feet between students in classrooms and cohorting is recommended when possible.

3. Vaccination

The King Center Charter School will identify and discuss with their Local Health Department approaches to maximize opportunities for vaccination of all eligible school personnel and students.

The school leadership publicly encourages staff members and students to get vaccinated before returning to school.

On a strictly voluntary basis, the school will poll the staff and students to ascertain any reasonable approximation of the percentage of students and staff that are fully vaccinated.

4. Health Screening and Temperature Checks

The King Center Charter School will use a daily screening questionnaire for faculty staff and students reporting to school. The School is prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).

Screening is strongly recommended to be conducted remotely (e.g., by electronic survey, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school. Remote screening should be coordinated to identify individuals who should not go to school and should be referred to their health care provider for further evaluation and COVID-19 testing.

On-site screening should be coordinated in a manner that prevent individuals from intermingling in close or proximate contact with each other prior to completion of the screening. Screening for all students, faculty, staff, and, where practicable, visitors, contractors, and vendors, must be completed using a questionnaire that determines whether the individual has:

- knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 10 days;
- has experienced any symptoms of COVID19, including a temperature of or greater than 100.0°F, in the past 10 days; and/or

The School will conduct health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).

The School will refer to CDC guidance on “[Symptoms of Coronavirus](#)” for the most up to date information on symptoms associated with COVID-19.

The School is aware that quarantine of students, faculty, or staff may be necessary based on current guidance and/or executive orders.

The School requires individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.

Diagnostic and Screening Testing

Any member of the School community who is experiencing COVID-19 symptoms, and is a direct contact of a person identified as having COVID-19 or has been otherwise exposed to COVID-19 should immediately seek diagnostic testing. The School will make sure its families without regular access to healthcare know where in the community to find testing as needed.

- CDC recommends screening testing based on feasibility and community transmission levels. The School will follow CDC guidelines when implementing testing plans.

Positive Screen Protocols

- Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health care provider for assessment and testing.
 - Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) must be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.
 - The School will provide such individuals with information on health care and testing resources, if applicable.
 - The School will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.
 - Asymptomatic individuals who are fully vaccinated or have recovered from laboratory confirmed COVID-19 in the previous 3 months who screen positive for COVID-19 exposure may remain at school.
 - Anyone with symptoms must be immediately sent home with instructions to contact their health care provider for assessment and testing irrespective of vaccination status or previous COVID-19 infection.

Returning to School Following Illness

A. COVID-19-Like Illness

ECDOH requires that in order for students or staff to return to school following a COVID-19-like illness, regardless of vaccination status, one of the three following criteria must be met:

1. A negative COVID-19 test is provided. ECDOH strongly recommends a PCR COVID-19 test. OR
2. A note from the student/staff's medical care provider with an alternative diagnosis is provided. (Appendix B) OR
3. There have been at least 10 days since the onset of COVID-19 symptoms.

ECDOH offers free COVID-19 PCR testing to symptomatic Erie County residents and close contacts of confirmed cases. Other local testing sites are listed at www.erie.gov/covidtestsites. COVID-19 diagnostic testing is fully covered by all health insurance plans per federal mandates.

A negative at-home COVID-19 test result will NOT be accepted to return a student to school or school staff to work.

B. COVID-19 Positive Case

ECDOH requires that students or staff must meet all the following criteria in order to return to school following testing positive for COVID-19:

1. At least 10 days after COVID-19 symptom onset or 10 days from the first positive test if asymptomatic AND
2. Fever-free for at least 24 consecutive hours without the use of fever-reducing medications, AND
3. COVID-19 symptoms are improving.

When the School Receives Notice of a COVID-19 Positive Case

ECDOH requires schools to notify the ECDOH COVID-19 School Team of all positive COVID-19 cases reported by staff, students, or guardians. The school is required to prepare a list of classroom, bus, sports, and extracurricular activities close contacts. **Close contacts are defined as students who are within 3 feet or teachers/staff who are within 6 feet from the positive COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a time the case was infectious, regardless if masks were worn.**

Quarantine

ECDOH uses the close contact definition along with the duration of exposure, proximity, and presence of symptoms to determine who is an exposed contact and therefore subject to

quarantine. Schools are required to cooperate with contact tracers to determine close contacts and compile contact information. ECDOH will notify parents and staff who are considered to be contacts exposed to a COVID-19 case.

Persons are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single- dose vaccine (Johnson & Johnson [J&J]/Janssen).

1. Fully Vaccinated Close Contacts

Per CDC guidelines, fully vaccinated individuals who are identified as close contacts are not subject to quarantine. However, these individuals should monitor for COVID-19 symptoms. Fully vaccinated persons who have a known exposure to someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure and should wear a mask in public indoor settings for 14 days or until they receive a negative test result. If they begin to experience COVID-19 symptoms, they must follow the “Returning to School Following Illness” protocol detailed above in Section 4.

2. Unvaccinated Close Contacts

Per CDC guidelines, unvaccinated students within 3 feet or unvaccinated teachers/staff within 6 feet from the positive COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a time the case was infectious, regardless if masks were worn, will be considered a close contact and quarantined for 10 days from the last day of exposure to the positive COVID-19 case.

Persons who are not fully vaccinated should be tested immediately after being identified, and, if negative, tested again in 5-7 days after last exposure or immediately if COVID-19 symptoms develop during quarantine.

Seating charts for classrooms, buses, and extracurricular activities should be kept in the event there is a case in a class. **If there is no seating chart, all unvaccinated individuals in the class will be considered unvaccinated close contacts and be quarantined for 10 days from the last day of exposure to the positive COVID-19 case.**

Regardless if a seating chart is maintained, if there are two or more cases in a classroom during a 10-day period, all unvaccinated individuals in the class will quarantine for 10 days from their last exposure to the positive COVID-19 case, regardless if masks were worn.

- The School will establish policies, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol must include at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.

- The School will designate a central point of contact(s), which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if they later experience COVID- 19-related symptoms or COVID-19 exposure, as noted on the questionnaire.

In-Person Screening

- Responsible Parties must ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners should be provided and use PPE, which includes at a minimum, an acceptable mask, and may also include gloves, a gown, and/or a face shield.

5. Hygiene, Cleaning and Disinfection

Hygiene

- The King Center Charter School leadership will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable.

The School will:

- Maintain logs that include the date, time, and scope of cleaning and disinfection.
- Identify cleaning and disinfection frequency for each facility type and assign responsibility
- Oversee the regular cleaning of frequently touched surfaces (e.g., toys, door handles, sink handles, toilets, drinking fountains) within the school and on school buses at least daily or between use as much as possible.
- Train all students, faculty, and staff on proper hand and respiratory hygiene, and provide information to parents and/or legal guardians on ways to reinforce this at home.
- Teach and reinforce handwashing with soap and water for at least 20 seconds
- Encourage teachers, staff, and students to cover coughs and sneezes with a tissue, dispose of used tissues immediately, and wash their hands with soap and water for at least 20 seconds.
- The School will provide and maintain hand hygiene stations around the school, as follows:
 - For handwashing: soap, running warm water, and disposable paper towels.

- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
 - School medical or health directors should approve and permit the use of alcohol-based hand sanitizers in school facilities without an individual's physician orders as alcohol-based hand sanitizers are considered over-the-counter drugs. Student use of alcohol-based hand sanitizers should always be supervised by adults to minimize accidental ingestion and promote safe usage; supervision is required for elementary school students. Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school. The School will provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations.

The School will make hand sanitizer available throughout common areas. Hand sanitizers should be placed in convenient locations, such as at building, classroom, and cafeteria entrances and exits. Touch-free hand sanitizer dispensers should be installed where possible.

- The School will place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- The School will place receptacles around the school for disposal of soiled items, including paper towels and PPE.
- The School will make hand sanitizer and disinfecting wipes available near shared amenities. Sanitizer should be an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Hand sanitizer should be placed in convenient locations, such as at building, classroom, and cafeteria entrances and exits. Touch-free hand sanitizer dispensers should be installed where possible.

Cleaning and Disinfection

- The School Leadership will ensure that cleaning and disinfection are the primary responsibility of the school's custodial staff. However, the School will provide appropriate cleaning and disinfection supplies to faculty and staff for shared and frequently touched surfaces:
 - Consider providing disposable wipes to faculty and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene.
 - To reduce high-touch surfaces, the School will install touch-free amenities, such as water-bottle refilling stations, trash receptacles and paper towel dispensers, where feasible.
 - If installing touch-free amenities is not feasible, the school will make hand sanitizer available near high-touch surfaces (e.g., trash receptacles, paper towel dispensers).
 - The School will consider closing water drinking fountains (unless they are configured as a bottle refilling station) and encourage students, faculty, and staff to bring their own water bottles or use disposable cups.

- The School will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by the NYSDOH and CDC.
- There are two scenarios that require cleaning and disinfecting multiple times per day:
 - High risk areas including health offices, classrooms, lunchrooms/dining rooms, athletic rooms, bathrooms, and high traffic areas. The School will establish procedures for surfaces that must be sanitized after use, such as gym mats, health office cots, and lunch/dining tables.
 - High touch surfaces including lunch tables, desks and chairs, light switches, handrails, door handles/push plates, faucets, equipment handles and buttons, shared equipment and electronics, bus seats, and handrails.
- The School will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables which should be cleaned and disinfected between each individual's use, if shared. If cohorts are used, cleaning and disinfection may take place between each cohort's use rather than each individual. Cleaning and disinfection must be rigorous and ongoing and should occur at least daily, or more frequently as needed. Please refer to DOH's "[Cleaning and Disinfecting Your Facility](#)" and "[Cleaning, Disinfecting, and Hand Hygiene: A Toolkit for School Administrators](#)" for detailed instructions on how to clean and disinfect facilities.
 - Please refer to the updated Coronavirus (COVID-19) Custodial Checklist for Schools for additional detail on COVID-19 cleaning guidelines and routine cleaning procedures.
 - The School will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use. The School will implement best practices in shared (i.e., communal) bathrooms which include such practices as use of touch-free paper towel dispensers in lieu of air dryers.
 - The School will ensure physical distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible.
- The school will ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Refer to the Department of Environmental Conservation (DEC) [list of products](#) registered in New York State and identified by the EPA as effective against COVID-19.
- If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, the School will put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.

Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

- The School will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at minimum, all heavy transit areas and high-touch surfaces.

The School will follow CDC guidelines on “Cleaning and Disinfecting Your Facility,” if someone is suspected or confirmed to have COVID-19:

- Close off areas used by the person who is suspected or confirmed to have COVID-19.
- The School does not necessarily need to close operations, if it can close off the affected areas (e.g., classroom, restroom, hallway). KCCS will consult with our local health department in making this decision.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean and disinfect, unless waiting 24 hours is not feasible, in which case, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Restrict access to any area where someone with confirmed or suspected COVID-19 was present until the area is cleaned and disinfected.
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

6. Ventilation and Filtration

The King Center Charter School understands the following:

- Indoor air quality can be improved by increasing outdoor air delivery to the school facility (ventilation) and removing particulates/viral particles from the air (air filtration) to the greatest extent possible. Ventilation and filtration together can reduce the risk of COVID-19 transmission.
- King Center has installed a new Air Ventilation and Filtration system which exceeds the CDC recommendations for school buildings.

For School Classrooms That Have Mechanical Ventilation the School will:

- Evaluate systems to ensure the mechanical ventilation system is working properly, code compliant, and optimized according to these guidelines:
- Ensure that diffusers, exhausts, and unit vents are not blocked or obstructed by cabinets, books, or other materials.

- Communicate to staff the importance of not obstructing diffusers and vents or attempting to modify the ventilation controls. For example, not adjusting the thermostat or fans in their respective rooms.
- Maintain a routine maintenance and inspection schedule and strictly adhere to it.
- Increase ventilation by increasing outdoor air and decreasing recirculated air as much as possible.
- Run the HVAC system a minimum of one week prior to reopening.
- Suspend the use of demand control ventilation, systems that shut down the percentage of fresh air under certain conditions automatically, unless doing so will degrade indoor air quality.
- Keep ventilation systems running 24/7 on school days.
- Keep bathroom exhaust systems running 24/7.
- Flush building air at least two hours prior to and one hour after occupancy.
- Will open windows and doors while also maintaining health and safety protocols (e.g., risk of falling, security risk, increase asthma triggers) where increased mechanical ventilation is not possible.
- Ensure that there is adequate ventilation when cleaners and disinfectants are used to prevent students or staff from inhaling irritating fumes. With increased cleaning activities,
- Check and replace existing unit air filters infiltration of centralized HVAC systems per manufacturers' instructions.
- Optimize filtration of centralized HVAC systems by upgrading to a filter with a minimal efficiency rating value (MERV) of MERV 13, or the highest rating compatible with existing equipment.

7. Vulnerable Populations including Students With Disabilities

The King Center Charter School staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities may request appropriate accommodations that address their specific circumstances. These accommodations may include but are not limited to:

- modified educational or work settings, or
- additional PPE to individuals with underlying health conditions.

The School will also identify and describe any modifications to physical distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible

8. Coordination with State and Local Health Officials

The King Center Charter School will designate a School Safety Coordinator who will be recognized as the main Point-of-Contact (POC) upon the identification of positive COVID19 cases and to be the person responsible for subsequent communication with the State and local health

officials such as the DOH and for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. The Coordinator will also work closely with the local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies. The Coordinator will maintain contact with the local DOH and consult with this agency in the development and monitoring of the school's health and safety plan.

Facilities

General Health and Safety Assurances

King Center Charter School (KCCS) will follow all guidance related to health and safety. It will meet all the social distance requirements. PPE is on hand for staff and students including masks, gloves, face shields, etc. Sneez guards will be used for the appropriate offices and for in-person meetings, also available to students upon request. Hand sanitizer dispensers are located in each room and in the entrances of the school. KCCS will maintain a regular cleaning and disinfection schedule per the CDC guidelines. Additional cleaning and disinfecting will occur for all high touch surface areas.

- KCCS has Implemented daily disinfecting of classrooms and common areas
- Additional cleaning staff on standby to support as needed.
- Disinfecting supplies will be provided for all classrooms (refilling supplies as needed)
- Sanitizing stations have been installed at every entrance to the school.
- All students, staff, and visitors will sanitize upon entering classrooms
- KCCS staff will promote proper handwashing (postings in restrooms)
- Students and staff presenting symptoms will be sent to the school isolation room until they can be transported off campus, with follow up by the school Health Office.
- "Effective Health Practices" presentation by the School Health Office to all students and staff (August 30th)
- Increased postings from CDC, DOH, and NYSDOH stating best practices and procedures for infection control.

Fire Code Compliance

Due to the nature of the design and construction of KCCS's physical structure and the current equipment contained within the facility, KCCS anticipates no changes to physical structure with regards to the functioning of barriers, doorways, and normal means of travel and egress through and from the facility. Changes in evacuation procedure and normal daily movement procedures and techniques with regards to spacing and monitoring will be adjusted to account for social distancing.

Doorways

KCCS does not have stairwell or corridor doors that are held open by magnetic or actuated auto closers. Interior doors do have hydraulic closers and the doors are generally held open by a kick down door holder. These conditions will not interfere with our ability to conduct our emergency drills as we have always done with this equipment.

Emergency Drills

KCCS will conduct standard operations and procedures to the best of our ability without deviating from the current requirements of the Education Law. These procedures will change due to the nature of huddling students and staff into tight quarters in a predefined space.

Inspections

All required safety inspections required by law for Charter Schools will be met.

Meal Services

KCCS contracts with Buffalo Public Schools for all food services. We will work in collaboration with BPS to provide meals for all students attending school in-person.

KCCS will follow all applicable health and safety guidelines for meal service and comply with all requirements of the Child Nutrition Program.

KCCS will continue to implement measures to protect students with food allergies in all areas where meals are served.

KCCS will support proper hand hygiene before and after meals. Sanitizing stations are available in all classrooms and cafeteria. Signage to demonstrate proper health hygiene will be posted in all areas where meals are served along with notices that discourage the sharing of food and/or beverages.

All areas where meals are served will be cleaned and disinfected after use.

KCCS will provide communication regarding meal protocols to families in a written format of the home language for each family.

Transportation

KCCS contracts with District Schools for transportation services and will comply with all requirements set forth by each school district

ECDOH requires bus drivers, bus aides, staff, and students to wear a mask at all times while on school buses, including on buses operated by public and private school systems and private vendors, regardless of vaccination status.

ECDOH strongly recommends:

- maintaining a daily seating and attendance chart for the identification of close contacts,
- keeping students from the same household in the same seats,
- students from different household should not share seats, and
- loading buses back to front.

Social Emotional

Whether in person or through distance learning, King Center Charter School is committed to prioritizing the social and emotional learning of students, staff and families. In addition, two qualified counselors will lead our SEL efforts and their team of teachers and students will continue to guide our community. The Counseling Department will promote the social and emotional development of all students by ensuring all students feel safe, supported and have their voices heard by reflecting on the impact of the pandemic, on inequity and systemic racism on their lives and communities by access and support through community partners.

Professional Development

Background: King Center Staff will be immersed in professional development to help themselves; students and families navigate the impact of COVID-19. The trainings will be on-going throughout the year.

- Trainings
- Trauma- Informed Care
- Restorative Justice
- Building and Maintaining Adult and Child Relationships
- Self –Care Practices
- Mental Health Check –In Protocol
- COVID-19 awareness training (health dept.)
- Leader In Me

Social Emotional Learning- In person Social Emotional Learning

Background: The Counseling Department is committed to supporting and addressing the mental health needs of the students, parents and staff through phone conversations, in person sessions or via zoom based on parents' comfortability.

Students

The Counseling Department will take time to cultivate and deepen relationships and plan and promote an equitable learning environment that promotes social, emotional and academic learning for all.

The Counseling Department will encourage staff (assist when needed) to do weekly check- ins with their class to build a safe classroom environment. This can be done before and after instruction.

Students will be assigned an advisor, someone who is not their classroom teacher. This will give the student an opportunity to take breaks when needed, share how they're feeling and receive words of motivation/encouragement.

Our department will continue to work with students on providing IEP counseling mandates along with check ins and formal counseling upon referral from parents/guardians and/or staff. Upon request, a referral form will be emailed to the person who is referring the student for services. Once received, the referral will be reviewed and the counselor will contact the parent/guardian. The counselor may contact the referrer if they have any additional questions. Please note: if a parent/guardian does not have access to a printer to complete the referral form, they will be advised to reply to email. If the parent/guardian does not have an email address, the counselors will schedule a conference call to complete the referral form over the phone/website.

The Counseling Department will collaborate with the Dean of Students for continual growth of student interactions with their peers as it relates to social emotional needs through in person discussions or virtual meetings. We will continue to implement Restorative Justice strategies 5 days a week to help maintain and build community.

Staff and Parents

The Counseling Department will use data to deepen relationships and continuously improve support for students, families and staff. We will continue to provide ongoing resources to students, families and staff for mental health needs and updates on COVID-19 coping skills through our link on our school's website. The Counseling Department will serve as a support to staff and parents and continue to provide staff and families with outside counseling resources (by appointment only).

School Schedule

- King Center will operate under normal school hours. Arrival begins at 7:50am and Dismissal will begin at 3:15pm
- School will be IN PERSON Monday through Friday according to the annual school calendar.
- King Center Charter School will limit the number of non-school personnel in the building, when possible (without undue hardship to quality instruction and key school operations), to support social distancing guidelines and reduced building capacity in alignment with CDC and DOH guidance.
- Alternate spaces within the building will be used to offer socially distanced options for students during instruction, SPED services, meals, clubs, and approved intra school sports. (ex. Gym, outdoor courtyard, auditorium, cafeteria, and outdoor areas surrounding the building.)
- Cohort based movement throughout the building to reduce congestion in hallways.

Budget & Fiscal

King Center Charter School will continue to process charter school per pupil invoices as required by Education Law. King Center Charter School will also maintain all of the state aid reporting requirements and deadlines.

Additional costs for PPE have been provided in the 2021/2022 budget. Any additional costs that become necessary for transportation and food service will be paid from the King Center Charter School Board Reserve money that is set aside or the line of credit that is available for use.

Attendance & Chronic Absenteeism

King Center Charter School understands that attendance is a crucial factor in the education of our students. We understand that the pandemic has impacted our families and will impact attendance. As a school we are committed to increase our support and monitor our student's attendance to ensure students and families are supported during this time. King Center's Attendance Monitoring Team (AMT) composed of the Principal, counselors, transportation liaison and grade level teachers will monitor the school's daily attendance. We understand that this document is fluid and will change based on the mandates of DOH and the State regulations.

Attendance- In Person Instruction

Background: King Center Charter School will continue to promote and maintain high levels of attendance through whole school strategies. Also, regularly monitoring attendance patterns to identify patterns that may show a student or group is at risk of disengaging. We will consider student and family circumstances that may explain patterns of poor attendance and look at specific support.

- Teacher's take attendance daily from 8:30am-9: 15am using our school's database, PowerSchool.
- Students are late as of 8:30am. Late students are signed in and marked as Tardy by a staff member.
- An all call, text and email goes out to all parents at 10am letting them know that their child is absent.
- Student's attendance will be monitored bi-weekly by AMT. We will confer with the teacher and parents once a student's absences become excessive.
- Attendance will be broken down into tiers:
 - Tier 1: 6-7 absences a letter will go home to parents and a phone call will be made. Resources will be given based on the need of the family.
 - Tier 2: 8-10 absences will require a meeting with Leadership. Resources will be given based on the need of the family.
 - Tier 3: A call to Child Protective Services (CPS) will be made for students with 10 or more unexcused absences and are failing
- Students will be encouraged to stay home if they are displaying COVID symptoms. If they contract the virus, they will be encouraged to do remote

learning if feasible. If not, they will be excused for two weeks (10 school days) as a medical excuse.

Parent Support

- King Center will provide families' access to our Attendance Monitoring Team information to help with communication with attendance.
- King Center will provide research-based resources to parents explaining the importance of attendance.
- King Center Leadership will meet with parents to discuss barriers or concerns around their child's attendance.
- King Center Leadership and the parent will make a plan to help support and improve attendance for the student.

Technology and Connectivity

The King Center Charter School Technology Department is committed to ensuring that students are able to access high quality instruction and curriculum regardless of physical location. King Center has established a 1:1 Device program for all students while also working with families to establish reliable Wi-Fi connections. Surveys for high-speed internet and device access have been collected and will continue to be dispersed to collect relevant real-time data for the needs of the families. Students in grades K-8 will receive a second device for home use. This arrangement is to support independent study assignments, students who may be out of school for health-related absence, or in the event of a need to shift to a remote instruction model.

All Student In-Person Instruction

In-Person instruction at King Center will offer students in all grades devices in which they will be able to access the Google Classroom Platform as well as the PowerSchool LMS. Students will also have access to various Educational Software Platforms via subscription service that will align with the current curriculum and allow both remedial and enrichment opportunities. Teachers will be given professional development relevant to all systems used as well as continued IT support from the Technology Department.

In addition to the 1:2 student model, Teachers will be equipped with a personal laptop with Video/Audio capabilities as well as a document camera and a drawing tablet. All classrooms are also equipped with Smart Projectors.

Teaching & Learning

IN-PERSON INSTRUCTIONAL MODEL

Background: Students will return to the school building for the 2021-22 school year at 100% capacity 5 days per week.

Social-Emotional Learning

- KCCS plans to implement teaching strategies specifically targeted toward building community, coping skills, and working through the effects of COVID-19.

Academic Programming

- KCCS plans to administer the diagnostic assessment using the NWEA MAP online platform early in the school year.
- The KCCS Learning Objectives Guide (LOG) will be revised to include pre-requisite grade level skills along with current grade level standards.
- All students will participate in Response to Intervention using the data collected from the Diagnostic Assessments in the beginning of the school year.
- KCCS plans to add additional time for phonics and guided reading instruction at the primary level (K-2).
- KCCS plans to begin After-School Tutoring in September 2021.
- There will be no changes in the current KCCS grading system for In-Person instruction.
- KCCS will continue the use of ongoing formative assessment systems to inform instruction throughout the school year.
- “To-Go Kits” will be set up and ready in case of rapid school closure. Teachers will ensure that all students are equipped for at-home learning.
- Teachers will continue to use online platforms for instruction during face-to-face sessions to equip students with the skills and ability to transfer to online learning in the event of rapid school closure.
- KCCS will continue to use our existing computer-based programs for additional skills practice in school and at home.

Specials

- Physical Education classes will be modified to maintain 6 feet of distance at all times. We also plan to use outdoor space for physical activities.
- All other specials will continue adhering to social distancing guidelines.

Extra-Curricular

- KCCS plans to follow state guidelines for interscholastic sports.
- Extra-Curricular Activities will be limited to school sponsored activities while also utilizing technology and online resources (i.e., virtual field trips).

- Extra-Curricular Activities will be offered to all students while utilizing technology and online resources (i.e.: virtual field trips)

PROFESSIONAL DEVELOPMENT PLAN

KCCS Professional Development Topics Include:

- Google Classroom for teachers, parents and students
- MAP Assessment Data
- Trauma Informed Pedagogy
- Social Emotional Learning
- Leader in Me
- Remote Teaching and Learning Best Practices

Athletics and Extracurricular Activities

- KCCS will offer limited athletic programs and extracurricular activities that can be conducted in accordance with appropriate social distancing protocols.
- During these programs, all health and safety guidelines will be followed, students and staff will wear appropriate face coverings, if required and all equipment and locations will be cleaned and disinfected after each use.
- KCCS facilities will be under restricted use for outside community organizations at this time

Special Education

In-person Instruction

It is of high priority to the King Center Charter School (KCCS) to ensure all students with disabilities can fully access the curriculum by providing high-quality special education services whether in or out of the building. KCCS works with Buffalo Public Schools (BPS) as our local LEA to provide initial, annual and re-evaluations as well as to provide assistive technology when required. When considering the options for reopening in the fall we have done so with a lens on our special populations and plan to provide them services that best meet the needs of our students and families.

If the school year would begin with all students returning to the building 5 days a week for in person instruction, we would ensure that all provisions of FAPE are being followed as well as protecting their health and safety. Individualized Education Plans would be provided, as written, in the IEP. All services, mandates and minutes would be followed for all special education and related services to the extent mandated in the students' IEP. All program modifications, testing accommodations and assistive technology would also be provided where mandated. KCCS will also consider the recommendations of the CDC and DOH as they continue to refine health and safety practices that best meet the needs of students with disabilities. Progress monitoring would continue and be delivered to parents with special consideration to their preferred method of communication.

Our special education department has fostered meaningful relationships with parents and families of students with disabilities and these relationships would continue to blossom regardless of our manner/mode of school operation. The special education department would send out a parent survey before the year begins to ensure that we have the most current contact information, as well as, to discuss the preferred method for consistent and open communication. During COVID-19 we have discovered that parents enjoy the ability to be involved in meetings in a remote way if they cannot attend the meeting in person. We have planned to set up a parent webinar in the fall where parents will hear from our special education

personnel and related services providers on tips/tools that they can use to assist their children with their academics, physical and social-emotional well-being.

KCCS works closely with Buffalo Public Schools as our local LEA to determine the eligibility of services to students with disabilities. We will continue to submit Child Find requests to the district so that we ensure all students with disabilities needs are being properly met. We will work with the district to complete CPSE to CSE transitions, initial evaluations, annual reviews and reevaluations. Our Director of Special Education keeps track of upcoming meetings so that annual reviews and re-evals are completed on time and to keep an open line of communication. Procedural Safeguards as well as Prior Written Notices will continue to be provided to parents from BPS.

All students with disabilities at KCCS will continue to receive their program modifications, supplementary aids and services and assistive technology in accordance with their IEP mandates. The special education department will continue to keep tight documentation of programs and services offered to students, communications with families as well as communication with general education staff.

Bilingual & World Languages

In-person Instruction

It is of high priority to the King Center Charter School (KCCS) to ensure all English Language Learners (ELL) can fully access the curriculum by providing high-quality ENL services whether in or out of the building. When considering the options for reopening in the fall we have done so with a lens on our special populations and plan to provide them services that best meet the needs of our students and families.

The ELL identification process will be followed for all students newly enrolled during the COVID closure and for all newly enrolled students entering the 2020-2021 school year. This process will take place during the first 20 days of school as mandated. Families will complete the home-language questionnaire (HLQ) and return it to the school. Our ENL teacher will review the HLQ and conduct student interviews for any student who speaks a different language at home. The results of the interview will determine if the NYSITELL should be given. The NYSITELL will be given if necessary and used to determine student service levels. Proper units of study will be provided to all students who have ELL eligibility at school, in person.

Our ELL department has fostered meaningful relationships with parents and families and these relationships would continue to blossom regardless of our manner/mode of school operation. The ELL department would send out a parent survey before the year begins to ensure that we have the most current contact information, as well as, to discuss the preferred method and preferred language for consistent and open communication. During COVID-19 we have discovered that parents enjoy the ability to be involved in meetings in a remote way if they cannot attend the meeting in person. We have planned to set up a parent webinar in the fall where parents will hear from our ELL teacher on tips/tools that they can use to assist their children with their academics, physical and social-emotional well-being. KCCS will also ensure that families are offered

training on the technology and platforms being used so that they can effectively assist their child.

Staffing and Human Resources

- KCCS will ensure that teachers, school leaders and pupil personal service professionals hold a valid and appropriate certificate for their assignment.
- KCCS will continue to utilize incidental teaching, substitute teacher to address staffing needs while working with educator preparation programs to meet state certification requirements.
- KCCS will fully implement our current Teacher Evaluation plans for the 21-22 school year.
- KCCS will continue our partnerships with Colleges to welcome student teachers into our classrooms.