Introduction

Assuming that all New York City public health requirements are met, Democracy Prep Endurance will reopen for the 2020-2021 school year fully virtual from Tuesday, September 8th, to Friday, October 23rd, and then a hybrid model starting Monday, October 26th. We believe that our scholars learn best when they are in school; however, we know that some families may not be comfortable sending their scholars to school yet. As such, when we plan to return to the building in October, families will have the choice of sending their scholar to school two days a week (Hybrid option) or having them attend school remotely (Fully Virtual option). This document provides an overview of key elements of our plan. If you have any questions or concerns after reading, please do not hesitate to reach out. Our contact information is on the last page.

Please note, given the changing circumstances around COVID-19, this plan is subject to change. In creating this plan, we worked to create a schedule that would be consistent for scholars from the start of the year regardless of whether they are planning on attending school in person or virtually once our hybrid plan starts. Additionally, our plan accounts for a possible transition back to full remote learning after our hybrid plan starts depending upon a number of confirmed cases arising and state mandates.

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Last Updated: 10/7/20
Guiding Principles

In determining our reopening plan, we used the following guiding principles.

**Principle #1: Health & Safety**
Ensure the health and safety of all stakeholders in our community.

**Principle #2: Equity**
Provide educational opportunity and equity so that our scholars continue to get the education they deserve.

**Principle #3: Transparency**
Ensure that our decision making and the rationale behind it will be transparent to all stakeholders.

**Principle #4: Meeting All the Needs**
Ensure we are meeting the needs of scholars, families, and staff.

**Principle #5: Compliance**
Ensure that we are adhering to state and federal mandates.
Health, Safety & School Operations

Our number one priority remains the health and safety of scholars, staff, and families. We have adjusted our systems to implement social distancing and containment protocols to the extent possible. Please see below for an overview of key changes we are making. You can view our full Reopening Health & Safety Plan [HERE].

Classroom Setup
Scholars will be spaced at least six feet apart from one another with no more than 13 scholars per classroom (see Appendix for photo reference).

Cleaning & Hand Washing
Our teachers, operations staff, and custodians will sanitize high-touch surfaces throughout the day. Any spaces used by multiple classes (e.g. bathroom) will be cleaned multiple times throughout the day. In addition, each of our classrooms has a sink that will be stocked with hand soap and paper towels (see Appendix for photo reference). We will establish regular routines throughout the day for scholars to wash their hands, including during arrival and before and after meals or any transition.

Personal Protective Equipment
Each scholar and staff member will be required to wear a mask while in person at school. Masks will be provided for scholars that do not have them upon entry. In addition, scholars attending school in person will be provided individual hand sanitizer bottles that will remain at school.

Visitors
We will be limiting visitors to our building, including our main office. Any needs that can be handled at arrival or over the phone should be done so. Any visitor to the building will be asked to complete a similar health screening to scholars and staff.

Arrival & Dismissal
Each scholar and staff member will have to complete daily health screenings before being allowed entry into the building. This will include a screening questionnaire and temperature check. Any staff member or scholar with a temperature over 100.0°F or who responds yes to any item on the questionnaire will not be allowed in school.

● To minimize the number of scholars arriving and dismissing together, arrival and dismissal times will be staggered across a 45 min. window
● The specific window for your scholar will be communicated closer to the start of school.

Mask Breaks
Scholars will be able to go outside to our yard during lunch, weather permitting, for a mask break. Free play will be restricted and groups will be staggered to maintain social distancing.

Scholar Meals
Scholars will eat breakfast and lunch in their classrooms in support of containment. Scholars can either either School Foods lunches delivered to classrooms or bring their own lunch from home.

Technology
As we will be relying on technology heavily, we will continue to provide Chromebooks to each scholar. Scholars may use their own device but are strongly encouraged to use a DPPS Chromebook. Scholars attending in person will be expected to bring their Chromebook and charger to and from school each day. If you are having issues with your Chromebook, please complete a Remote Learning Support Request [HERE] and someone will reach out to you.
Our Hybrid School Design

We will be operating a hybrid model based on 50% in-person scholar capacity—with scholars rotating between being physically present in the school building and engaging in remote learning. Given the constraints under which we will need to operate, we believe our hybrid design will best optimize the health and safety of our school and learning of our scholars. Below are key aspects of this design.

Simultaneous Remote & In-Person Learning

Given our limited in-person capacity, we will be running two simultaneous schedules - one for scholars on campus and one for scholars at home. Our aim is to ensure that scholars are provided a predictable schedule regardless of whether they are in person or remote that optimizes student learning. We know from the Spring, for example, that we want to prioritize live touch points with scholars.

- Scholars will receive daily instruction in ELA, Math, Science, and History.
- Scholars will use familiar online tools including Google Classroom, Edulastic, Zoom, and IXL.

Scholar Cohorts & Social Distancing

We will practice safe social distancing at school with scholars to the extent possible in classrooms and common spaces. As part of this, scholars attending school in person will be assigned to a cohort of no more than 15 scholars and will have limited interactions with scholars in others cohorts during the day. This will include scholars not transitioning between classrooms throughout the day. For more information on updated systems and routines, please see the Health, Safety & School Operations section.

Fully Virtual Option

As educators, we strongly believe that in-person learning is best for our scholars. Nonetheless, we know some families may not be comfortable sending their scholars to school yet. As such, families may opt for their scholars to be fully virtual. Note, families may opt for this option at any point but may not return to the hybrid option until the end of each trimester.

Academic Interventions

We are invested in ensuring all scholars achieve academic mastery and are provided the supports that they need whether that be remote or in person. Scholars will be able to attend virtual office hours with their teachers once daily to ask any questions they have. In addition, we will be hosting tutoring daily for scholars at the end of the day.

Scholars with IEPs

We will continue to provide services for scholars with IEPs. Given our model, scholars attending in-person will be in smaller groups than normal but will continue to receive co-teaching services where possible with social distancing guidelines. Additionally, SETSS will be provided for scholars virtually during the office hours block four days a week. Counseling, OT, and Speech services will be provided virtually for scholars and scheduled individually with scholars’ families.

Homework

Scholars will receive HW daily in ELA. In addition, scholars will be expected to read 30 minutes daily and complete a reading log to be submitted weekly. We encourage families to reference our Remote Education page on our HERE under Independent Reading resources for how scholars can access eBooks on their devices.
Co-Curriculars & Extracurriculars
Because of social distancing guidelines, our ability to host music, dance, and physical education in person is limited. For these subjects, scholars will be assigned two lessons per week to completely independently and will attend one live class on Wednesday. For extracurricular programs, we currently are not planning any in-person programming. However, any activities that can happen remotely will happen virtually.

Attendance
Attendance will be taken daily for scholars both in person and remote. For scholars logging into sessions virtually, attendance will be taken throughout the day. Our team will be following up with families each day for scholars who are absent - either in person or virtually. This is to ensure that we are working together to hold scholars accountable to do their school work daily.

Virtual Session Expectations
Scholars will be expected to have their camera on and face visible during all virtual sessions in order to help our staff best support them. Scholars may opt to select an appropriate virtual background on Zoom if they would like. Scholars are expected to set up a work space at home (e.g. desk or table) for virtual sessions. Additionally, while scholars do not have to wear their uniform at home, they must be dressed appropriately during virtual sessions.

Grading & Assignments
Scholars will be expected to complete assignments daily and will receive three grades each week for each class. Scholars will have until 8:45 AM the next school day to complete assignments for 100% of credit. After that, scholars completing assignments within one week of the assignment due date can earn up to 80p percent of credit and 70 percent after one week.

Social Emotional Supports
Your scholar’s social emotional health is important to us, and this year we have seen many added stressors. We know that scholars need consistency and structure and that is a large part of our hybrid model. In addition, we will have the following social emotional supports in place:

- Our scholar support team will be available to support scholars and their families throughout the school year. Families are encouraged to reach out.
- We will ensure scholars have opportunities for social interaction whether they are remote or in person. This will include AM advisory each morning (for scholars at school and at home), an extended advisory lesson on Wednesdays (all virtual), and a grade-level town hall to have some fun and celebrate one another.
- We are training our staff to support scholars with social and emotional learning.

DREAM Values
We will continue to stress the importance of our DREAM values for scholars in person or remote.

- **Discipline**: Set a routine for each day at home so you are ready for learning in person or online.
- **Respect**: Show respect to classmates and teachers while online or in person.
- **Enthusiasm**: Bring your energy and excitement to your assignments. Celebrate your successes and the successes of others.
- **Accountability**: Complete your assignments and submit them on time. Be on time for any virtual sessions. Take accountability for your mistakes.
- **Maturity**: Use technology responsibly as you are learning. Ask your teacher for support if you are confused or need help.
School Opening Schedule

Key Dates

Monday, August 31 - Tuesday, September 1: Virtual Prep Academy for all new scholars (10 AM - 12 PM)
Wednesday, September 2-3: Virtual Prep Academy for all scholars (10 AM - 12 PM)
Tuesday, September 8: First official day of school
Tuesday, September 8 - Friday, October 23: All scholars fully virtual
Monday, October 26: Hybrid schedule starts

Sample Weekly and Daily Schedules for Fully Virtual

While scholars are fully virtual (e.g. September 8th-October 23rd), they will follow the example Remote Day of Learning schedule below four days a week (M/T/Th/F) and the Remote Wednesday schedule on Wednesdays. Note, Wednesday is a shorter day for scholars to give our teachers time for professional development and planning. Scholars are expected to attend all sessions Monday-Friday.

<table>
<thead>
<tr>
<th>Scholars</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Scholars</td>
<td>Remote</td>
<td>Remote</td>
<td>Remote Wednesday</td>
<td>Remote</td>
<td>Remote</td>
</tr>
</tbody>
</table>

Remote Day of Learning (M/T/Th/F)

<table>
<thead>
<tr>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45-9:00</td>
<td>AM Advisory</td>
</tr>
<tr>
<td>9:00-9:40</td>
<td>ELA Block 1</td>
</tr>
<tr>
<td>9:45-10:25</td>
<td>ELA Block 2</td>
</tr>
<tr>
<td>10:30-11:10</td>
<td>Math</td>
</tr>
<tr>
<td>11:15-11:55</td>
<td>Math</td>
</tr>
<tr>
<td>11:50-12:45</td>
<td>Lunch &amp; Break</td>
</tr>
<tr>
<td>12:45-1:25</td>
<td>Virtual Office Hours</td>
</tr>
<tr>
<td>1:30-2:10</td>
<td>Science</td>
</tr>
<tr>
<td>2:15-2:55</td>
<td>History</td>
</tr>
<tr>
<td>3:00-3:45</td>
<td>Tutoring</td>
</tr>
</tbody>
</table>

Remote Wednesday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45-9:00</td>
<td>AM Advisory</td>
</tr>
<tr>
<td>9:00-9:40</td>
<td>Advisory Lesson or Circle</td>
</tr>
<tr>
<td>9:45-10:25</td>
<td>Town Hall</td>
</tr>
<tr>
<td>10:30-11:10</td>
<td>Co-Curricular Class</td>
</tr>
</tbody>
</table>
Sample Weekly and Daily Schedules for Hybrid Learning

When hybrid learning starts, scholars who elect to attend school in person will attend either Monday/Tuesday (“A” Scholars) or Thursday/Friday (“B” Scholars) and follow the In-Person Day of Learning schedule for the days they are in school and the Remote Day of Learning schedule when they are at home. Scholars who elect to be fully virtual will follow the Remote Day of Learning schedule daily. All scholars will follow the sample Remote Wednesday schedule on Wednesdays.

<table>
<thead>
<tr>
<th>Scholars</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘A’ Scholars</td>
<td>In-Person</td>
<td>In-Person</td>
<td></td>
<td>Remote</td>
<td>Remote</td>
</tr>
<tr>
<td>‘B’ Scholars</td>
<td>Remote</td>
<td>Remote</td>
<td>Remote Wednesday</td>
<td>In-Person</td>
<td>In-Person</td>
</tr>
<tr>
<td>Fully Virtual</td>
<td>Remote</td>
<td>Remote</td>
<td></td>
<td>Remote</td>
<td>Remote</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-Person Day of Learning (M/T/Th/F)</th>
<th>Remote Day of Learning (M/T/Th/F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:45  Arrival</td>
<td>8:45-9:00  AM Advisory</td>
</tr>
<tr>
<td>8:45-9:00  AM Advisory</td>
<td>9:00-9:40  ELA Block 1</td>
</tr>
<tr>
<td>9:00-9:40  ELA Block 1</td>
<td>9:45-10:25  ELA Block 2</td>
</tr>
<tr>
<td>9:45-10:25  ELA Block 2</td>
<td>10:30-11:10 Math Block 1</td>
</tr>
<tr>
<td>10:30-11:10 Math Block 1</td>
<td>11:15-11:55 Math Block 2</td>
</tr>
<tr>
<td>11:15-11:55 Math Block 2</td>
<td>12:00-12:40 Lunch &amp; Recess</td>
</tr>
<tr>
<td>12:00-12:40 Lunch &amp; Recess</td>
<td>12:45-1:25 Virtual Office Hours</td>
</tr>
<tr>
<td>12:45-1:25 Virtual Office Hours</td>
<td>1:30-2:10  Science</td>
</tr>
<tr>
<td>1:30-2:10  Science</td>
<td>2:15-2:55  History</td>
</tr>
<tr>
<td>2:15-2:55  History</td>
<td>3:00-3:45  Dismissal &amp; Tutoring</td>
</tr>
<tr>
<td>3:00-3:45  Dismissal &amp; Tutoring</td>
<td></td>
</tr>
</tbody>
</table>

**Remote Wednesday**

| 8:45-9:00  AM Advisory                  |
| 9:00-9:40  Advisory Lesson or Circle   |
| 9:45-10:25  Town Hall                   |
| 10:30-11:10 Co-Curricular Class        |

* Co-Curriculars: Scholars will be assigned three lessons per week (M/W/F) for their co-curricular class (e.g. Dance, Music or PE). Monday & Friday lessons will be completed independently while Wednesday lessons will be live.

_Last Updated: 10/7/20_
Online Platforms We Will Be Using

For both in-person learning and virtual learning we will be using a variety of online platforms. Please see below for key platforms we will be leveraging daily for instruction. Note, part of our Prep Academy will be reviewing how to navigate these platforms, particularly for new scholars.

**Clever**

Clever is a tool that allows scholars to log in once and then access many of the helpful websites they will need to do their work. This video provides a quick overview of the process if you or your scholar would like more information. If your scholar is using a Democracy Prep Chromebook they will be logged into Clever automatically. If they are using another device they should go to clever.com/in/DPPS and log in using their Democracy Prep email address & password.

**Google Classroom**

Scholars will complete all of their school work through Google Classroom. To get to their Google Classroom, scholars can click the Classroom icon on their Clever dashboard or go to classroom.google.com. If prompted to log in, they should click “Log in using Clever”. Watch this video for a quick tutorial on how to log into and use Google Classroom. Once in Google Classroom they will be able to see all of their classes, complete assignments, and write to their teachers.

**Zoom**

Zoom is a tool for live video-conferencing. We’ll be using this tool to hold classes virtually, meet with scholars in small groups, hold office hours, and ensure we are still able to connect face to face! Scholars will join Zoom through clicking on the teacher’s page in Clever, so scholars do not need to login separately.

**Jupiter Ed**

Jupiter Ed is our online gradebook system. Scholars and families can log in to Jupiter Ed with their own log-in information. Scholars’ grades will continue to be updated here regularly with at least three grades per week. If you or your scholar is unable to log in, please contact your scholar’s advisor.

**Edulastic**

Edulastic is a digital assessment program where Democracy Prep scholars can take quizzes and complete assignments. Teachers will be utilizing this platform to assess scholar progress. To log into Edulastic, scholars can click the Edulastic link in their Clever dashboard or click HERE.
Nearpod
Nearpod is a student engagement platform that we will be leveraging during synchronous (or live) classes to help teachers gauge student progress throughout a lesson and for scholars to collaborate with one another. Scholars will access Nearpod during a lesson through a specific link that the teacher provides or navigating to join.nearpod.com and using a code that their teacher provides.

Accelerated Reader
Scholars are expected to read 1 million (6th graders) and 1.2 million (7th and 8th graders) words by the end of the school year. As they finish books, scholars should log into Accelerated Reading and take quizzes on the books they are reading. To access these quizzes, scholars should log into AR via Clever or click HERE, select “Take a Quiz”, find the book, and complete the quiz. Scholars will only add to their word count if they pass the quiz.

Contact Information

Please don’t hesitate to reach out to the contacts below if you have any questions or concerns. Our full staff contact list can be found HERE. Additionally, if you are having issues with your DPPS Chromebook or the platforms above, please submit a Remote Learning Support Request HERE.

Ms. Perez
Principal
(e) kperez@democracyprep.org
(c) 347.498.4140

Mr. Clay
Principal in Residence
(e) andrew.clay@democracyprep.org
(c) 646.647.6728

Ms. McQuay
Assistant Principal
(e) jasmine.mcquay@democracyprep.org
(c) 347.541.0353

Mr. Morrissey
Operations Manager
(e) clifford.morrissey@democracyprep.org
(c) 646.799.2047
Appendix

6th Grade Classroom Desk Set-Up