



Legacy College Prep Reopening Plan

Response 1: Executive Summary

The mission of Legacy College Prep is to ensure that scholars in grades 6 through 12 are prepared to graduate from college and have access to a variety of professional opportunities in their future. The mission is to ensure that our scholars can build a positive legacy for future generations. Our school's mission is centered around three key tenets:

- Rigorous Academic Instruction
- Values Based Character Development
- Pursuit of Ambitious Goals

In planning for the upcoming 2020-2021 school year, we have created a plan that will help us continue to work towards our mission by providing scholars with a rigorous instructional program, continued character development, and motivates scholars to pursue their future goals. Our scholars have dreams of becoming doctors, teachers, entrepreneurs, nurses, game developers, lawyers, just to name a few. For them to achieve their goals, we as a school must ensure that they are prepared to be successful after middle school and after high school.

In the spring, we saw many of our scholars struggle with the transition to virtual learning. Our families also struggled to support their scholars. Scholars were not growing at the same rate and they were not participating in class at the same level as they were inside the building. We saw growth, but not at the same levels as we have in years past. In response to this, we have created two options for school in the upcoming school year. We know that scholars will benefit from being in the building and interacting with the material with support from their teachers. We have planned for a hybrid model which will allow us to bring in fewer students each day, but still provide scholars in-person instruction.

At Legacy College Prep, families will also be able to select a remote learning model for those who do not feel that it is safe for their scholars to return to the school building. Utilizing what we learned this spring, our virtual learning portions will be more successful because we are providing more structure this fall. Scholars will wear uniforms when participating in online learning. Scholars will have a set schedule for the day that ensures that they complete assignments daily. We also purchased the online curriculum platform Edgenuity to ensure that scholars were using a program that was designed for online learning.

Both of the models will include standards aligned instruction for the four core classes: History, Science, Math, and English Language Arts. Both models will offer scholars character education lessons every Friday, with the opportunity to interact socially with other scholars in their advisory. Both models will ensure that scholars are supported and working towards their future goals.

In creating this plan, we sought information from the New York State Governor's office and the New York State Department of Health. We used the released guidelines to create our plan for reopening school. Members of our leadership team attended multiple webinars each week with our charter authorizer, the New York City Charter Center, and the Department of Health. These webinars helped us answer questions as we were developing our plan for this school year. We continue to look to the New York State Department of Health and the CDC for guidelines on how to safely



reopen school.

Legacy College Preparatory Charter School operates a middle school campus serving grades 6 - 8 and a high school campus serving grade 9. The following represents a plan for both of these schools. In certain portions of the plan we have separate responses for the high school and the middle school. All other portions represent the plan for both schools.



Response 2: Operational Plans

PEOPLE:

Physical Distancing

I. To ensure employees comply with physical distancing requirements, Legacy College Prep agrees to do the following:

- Legacy College Prep will ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Legacy College Prep will ensure that any tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one-person, Legacy College Prep will keep occupancy under 50% of maximum capacity.
- Legacy College Prep will post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Legacy College Prep will limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Legacy College Prep will establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

II. During common situations that may not allow for 6 ft. of distance between individuals Legacy College Prep will implement the following measures in order to ensure the safety of our employees:

- During our in-class instruction teachers may not be able to maintain 6ft. of distance between them and the students and, if applicable, their co-teachers. As a safety measure Legacy College Prep will be incorporating student desk shields and requiring every student and staff within the classroom to wear a mask at all times except for meals. In addition, we are requiring that all individuals wear masks whenever they are walking in the hallways, using the restroom, or anywhere in the building where they are not at a designated work station that is 6ft. of distance away from others.

III. During reopening, Legacy College Prep is not allowing visitors in the building unless required. If a person does need to enter the building for a school visit Legacy College Prep will take the following measures:

- Upon arrival visitors will go to the health screening station outside of the school building for a temperature check and will be required to fill out the health screening survey. If the visitor passes the screening/survey and temperature check they will be required to wear a face mask at all times within the building. If the visitor does not have a mask or needs a replacement one



will be provided to them.

- Our families and scholars will be informed of our new policies and requirements through a series of Zoom Parent Orientations in August. We are showing families visuals of the school so that they can see the setup and understand the precautions we are taking.

IV. During reopening, Legacy College Prep's cafeteria will not be occupied by students to consume breakfast, lunch, and snacks. During designated meal times, Legacy College Prep will do the following:

- Students will consume their breakfast, lunch, and snacks in their designated classrooms daily while seated at their desks seated 6ft. apart. In order to expand the capacity of our teacher work space, while still maintaining safe social distancing, the cafeteria will be used to accommodate teachers. The desks within the cafeteria will be spaced 6 feet apart. Teachers will only be allowed to consume their food and/or beverages at their designated desks. We will give scholars breaks throughout the day where they can stand up and move around the classroom. During these times we are requiring that all staff and scholars wear masks.

PLACES:

Protective Equipment.

I. To ensure employees comply with protective equipment requirements, Legacy College Prep agrees to do the following:

- Legacy College Prep will provide employees with an acceptable face covering at no-cost to the employee and will have an adequate supply of coverings in case of replacement.
- As a school, Legacy College Prep will maintain a quantity of 10,520 masks in house monthly. This quantity accounts for up to two masks per community member per day. There will be a maximum of 198 students and 63 staff members daily within the school building at a time. Orders will be placed 4 weeks in advance in order to ensure that the monthly in-house stock of masks remains at 10,520. Orders will be placed Online through Staples.com, WBMason.com, and SchoolNurseSupplyInc.com. We will also be placing frequent orders for disinfectant wipes and hand sanitizer
- Legacy College Prep will ensure that all face coverings are cleaned or replaced after use or when damaged or soiled, masks may not be shared, and should be properly stored/discarded.
- Legacy College Prep will ensure that if a face covering is soiled or damaged that teachers can access a new mask by calling the main office. All mask will be available and stored in the main office area in addition to the Dean's office. The custodial team will make sure to discard any garbage that includes soiled PPE gear immediately.
- Legacy College Prep will limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.



- At Legacy College Prep some common objects that are likely to be shared between employees are: laminating devices, school phones, employee refrigerators, water fountain, and coffee machines will be common objects that employees will share. Legacy College Prep will ensure that these high contact surface areas have a sanitations station near them with available hand sanitizer, disinfectant wipes, disinfectant spray, and gloves to use before and after each use of said object. In addition, custodial staff at Legacy College Prep will sanitize each of these areas every two hours. Custodial staff will also be disinfecting commonly used surfaces such as door knobs.

Hygiene and Cleaning

I. In order to ensure employees comply with hygiene and cleaning requirements, Legacy College Prep will do the following:

- Legacy College Prep will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- At Legacy College prep the custodial team will maintain a cleaning log daily which will be located in the custodial room.
- Legacy College Prep will provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Legacy College Prep will post proper hand washing signage throughout the building and restroom facilities in order to promote appropriate hygiene throughout the building. In addition, each classroom and office at Legacy College Prep will have their own designated hand sanitizer containing at least 60% alcohol along with their own disinfecting wipes and sprays. Throughout the hallways in the building and the school entrances there will be hand sanitizer available.
- Legacy College Prep will conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.
- In order to ensure regular cleaning and disinfection of our worksite and any shared objects or materials the Legacy College Prep custodial staff will clean and sanitize the entire building daily. Additionally, custodial staff at Legacy College Prep will also clean and sanitize high traffic areas such as the restrooms, main office, teacher work room, door knobs, and water fountains during high peak times such as arrival, break time, lunch time, and dismissal. The custodial staff at Legacy College Prep will be using peroxide multi surface cleaner and disinfectant (1677-238) to clean and sanitize the entire building.



Communication

I. In order to ensure the school and its employees comply with communication requirements, Legacy College Prep will do the following:

- Legacy College Prep will post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Legacy College Prep will establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Legacy College Prep will maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.
- At Legacy College Prep the schools Operation Manger will maintain a log of all visitors located at the main office. The COVID Coordinator will maintain a log of all health screenings each day for staff, scholars, and visitors.
- If a worker tests positive for COVID-19, Legacy College Prep will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- If a worker tests positive for COVID-19 at Legacy College Prep, our Assistant Principal will notify the state and local health departments. In the event that the Assistant Principal is not readily available or is not in school, then the Principal or Director of Operations will make the call to the state and health department.

PROCESS:

Screening

I. In order to ensure the school and its employees comply with protective equipment requirements, Legacy College Prep will do the following:

- Legacy College Prep will implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses will be reviewed every day and such review will be documented.
- Legacy College Prep will require staff and students to pass a daily temperature check prior to entering the school building. Any person with a temperature that is over 100.4 degrees Fahrenheit will not be allowed in the building. All staff members and parents will also be required to complete a self-assessment health screening survey daily. If any person fails the self-assessment they will be



required to stay home. The Principal, Assistant Principal, and Dean of Instruction will be performing the daily temperature checks for all students and staff members. The Assistant Principal will be keeping track of daily health surveys in order to ensure all persons in the building have passed the screening. The Assistant Principal will also be responsible for erasing all personal/medical information from the survey results to preserve student and employee confidentiality. The Principal, Assistant Principal, and Dean of Instruction will be trained on site by our Director of Operations prior to the first day of school for students.

- When screening onsite at Legacy College Prep, the Principal, Assistant Principal, and Dean of Instruction will be provided with a face mask, face shield, and gloves daily prior to carrying out the screening practices.

II. In order to ensure Legacy College Prep and its employees comply with contact tracing and disinfection requirements, Legacy College Prep will do the following:

- Legacy College Prep will have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.
- In the case an employee at Legacy College Prep tests positive for COVID-19, Legacy College Prep will clean the applicable contaminated areas by airing the area out and thoroughly clean the area by using the cleaning products of peroxide multi surface cleaner and disinfectant. The custodial company will be in charge of acquiring these cleaning products. The Director of Operations will ensure that these supplies are on site every day at Legacy College Prep.
- In the case an employee of Legacy College Prep tests positive for COVID-19, the principal and the HR liaison (Director of Operations) will contact the employee that tested positive inquiring about which person(s) they were in contact with less than 6 feet of distance and for at least 15 minutes without face covering in order to trace close contacts in the workplace. We will contact them and inform them that they have been exposed to someone who has tested positive. We will require those who have been exposed to quarantine for 14 days.

OTHER:

Below are additional details about Legacy College Prep's Safety Plan:

Legacy College Prep Charter School will operate at a 50% capacity rate throughout the entire school building. Students will remain in their designated classrooms, 6 feet apart with desk barriers and surgical masks on the entire time when attending in person instruction. Below is a detailed list of each classroom and their full capacity with our intended use.

We have a total of 12 classrooms:

Classroom 1 has a total capacity of 29 students and 2 faculty members, in order to maintain 6 feet of social distancing we will only have 9 student desks and 2 faculty members



Classroom 2 has a total capacity of 31 students and 2 faculty members, in order to maintain 6 feet of social distancing we will only have 12 student desks and 2 faculty members

Classroom 3 has a total capacity of 31 students and 2 faculty members, in order to maintain 6 feet of social distancing we will only have 12 student desks and 2 faculty members

Classroom 4 has a total capacity of 31 students and 2 faculty members, in order to maintain 6 feet of social distancing we will only have 12 student desks and 2 faculty members

Classroom 5 has a total capacity of 35 children and 2 faculty members in order to maintain 6 feet of social distancing we will only have 15 student desks and 2 faculty members

Classroom 6 has a total capacity of 36 children and 2 faculty members in order to maintain 6 feet of social distancing we will only have 15 student desks and 2 faculty members

Classroom 7 has a total capacity of 33 children and 2 faculty members. In order to maintain 6 feet of social distancing we will only have 15 student desks and 2 faculty members.

Classroom 8 has a total capacity of 33 children and 2 faculty members. In order to maintain 6 feet of social distancing we will only have 15 student desks and 2 faculty members.

Classroom 9 has a total capacity of 33 children and 2 faculty members. In order to maintain 6 feet of social distancing we will only have 15 student desks and 2 faculty members.

Classroom 10 has a total capacity of 44 children and 2 faculty members. In order to maintain 6 feet of social distancing we will only have 15 student desks and 2 faculty members.

Classroom 11 has a total capacity of 40 children and 2 faculty members. In order to maintain 6 feet of social distancing we will only have 15 student desks and 2 faculty members.

Classroom 12 has a total capacity of 40 children and 2 faculty members. In order to maintain 6 feet of social distancing we will only have 15 student desks and 2 faculty members.

Each classroom, office, hallway, and restroom within the school building will have signage such as social distancing reminders, room capacity, no sharing items reminder, and sanitary reminders. Each desk within a classroom will have a desk barrier. Each office will also include barriers for desks that are being occupied by teachers. Each desk in the teacher workstation will be distanced at least 6 feet apart. Some staff meetings and professional development will be held over a virtual platform that will be streamed to various classrooms in order to maintain social distancing between staff members.

Personal Protective Equipment (PPE) will be available in the main office upon request or as needed by staff members. Legacy College Prep will offer first aid kits, hand sanitizer, disinfectant wipes, and disinfectant spray in each classroom and office within the school building. Face masks are mandatory and are a requirement to enter the school building for each staff member, student, and visitor. Face masks will be available at all times for any community member that may need a replacement mask.

If a student fails a health screening upon arrival they will be escorted by a staff member in full PPE to a designated isolation room until a parent/guardian is able to pick them up. If a student and/or



family self identifies as potentially being a risk for the school community due to health reasons they will be able to remain home and use our virtual learning platform “Edgenuity” until they can safely return to the school community.

Legacy College Prep’s student population will be split into two cohorts at each grade level in order to maintain a 50% capacity throughout the school building. The “Blue Cohort” will attend in-school instruction Mondays, Wednesdays and every other Friday. The “Gray Cohort” will attend in-school instruction Tuesdays, Thursdays, and every other Friday. During reopening the cafeteria will not be occupied by students to consume breakfast, lunch, and snacks. Students will consume their breakfast, lunch, and snacks in their designated classrooms daily while seated at their desks spaced 6 feet apart. In order to expand the capacity of our teacher work space, while still maintaining safe social distancing, the cafeteria will be used to accommodate teachers. The desks within the cafeteria will be spaced 6 feet apart and will have desk barriers. Teachers will only be allowed to consume their food and/or beverages at their designated desks.

Mental Health and Emotional Support Services and Programs

Our staff will be trained on recognizing scholars struggling with mental health during our Social Work PD during August, including the procedures for referring scholars for Social Work check-ins, at-risk counseling services at the school level, and outside mental health treatment at community-based organizations.

Assistant Principal, Principal and Director of Student Supports will have access to all Social Work referrals to ensure the appropriate follow up has been completed.

We will continue to use our Second Step Social Emotional Learning Curriculum during our dedicated Character Education blocks to help all scholars build coping skills related to anxiety, grief, depression, isolation, etc.

Our Social Workers will continue to hold virtual Parent Seminars on a monthly basis directed at supporting families of Legacy Scholars with mental health concerns.

Our Social Workers will continue to provide IEP mandated individual and group services, along with at-risk counseling services in person. Any scholar who chooses our 100% virtual option will also be entitled to receive their mandated counseling services or their at-risk counseling services via teletherapy.



Response 3: Pre-Opening, School Calendars & Scheduling

3a. Pre-Opening

To prepare our school for reopening, the leadership team sent separate surveys to staff, scholars, and families to gather information to help inform our plan. We asked them questions ranging from what supports would they need if we reopened to what would they like to see the school do that would make them more comfortable sending scholars to in-person classes. We also asked them what their preferred method of learning would be for the upcoming year. Our leadership team spent several days reviewing the responses and put together our plan based on these responses.

To reopen the school, we established a plan that will bring staff and scholars back into the building in phases. The plan's timeline is featured below.

- July 6: Operations Team and Assistant Principal/Principal on site daily
- July 23: Leadership Team on site daily
- July 27: New Teachers start Professional Development in person
- July 29: New Middle School Staff Members start Professional Development in person
- August 3: High School Staff start Professional Development in person
- August 5: Returning Instructional Staff start Professional Development in person
- August 24: Virtual Student Orientation
- August 31: In-Person Hybrid and Remote Models Begin

For in-person staff professional development, we have established health and safety guidelines for all staff to follow. Staff members are assigned to a room and a seat for each week that is seated 6 feet apart from others in the room. We are doing break out rooms rather than having the entire staff in one room for sessions. We have also made sure that all of our health and safety protocols that were described in Section 2 were in place prior to bringing instructional staff into the building.

Our scholars will return to school the week of August 24 for student orientation. We are doing these sessions virtually to ensure that we can appropriately prepare scholars to return to the building the following week. Each grade will have a session on new procedures and systems related to our COVID-19 reopening plan, and a session on the new hybrid or remote learning schedule to help them prepare for this school year.

On August 31, we will begin Trimester 1 by offering our Hybrid and Remote models of instruction. Scholars will either attend school 2-3 days a week in person or learn completely remotely.

Throughout the school year we will continue to conduct school safety drills as required, including lock down drills and fire drills. Scholars and staff are required to wear masks anytime they are in school hallways and we have signage throughout the building reminding scholars to maintain 6 feet social distancing. We will hold scholars and staff to this same expectation during any safety drills.



Scholar Technology

At Legacy College Prep we have one-to-one technology access. Each scholar will be given their own personal chromebook to use for the year. All of our chromebooks have wifi access through Optimum installed to ensure that scholars will always have internet access while using them. Families will not need to rely on their own internet access this school year. If families have technology issues, they can contact our Operations team via phone, email, or our parent portal. Our Operations Team will ensure that the family receive assistance with troubleshooting the technology issue, including providing replacement chromebooks when necessary. We have purchased an extra classroom set of chromebooks to use when a scholar's chromebook malfunctions. These loaner chromebooks will allow us time to send out broken chromebooks and have them fixed before reissuing them to the scholars.

In addition to our technology support, we have created a Google Classroom that includes videos to help families and scholars with a variety of online learning issues, including how to submit assignments, how to login to zoom, and many more. This classroom will help our new scholars adapt to our school programming at the start of the year. We will also continue to hold bi-monthly parent workshops on Zoom to help our families with any technology issues they are having. These workshops will also be used to give families tips on how to maximize scholar learning at home and make sure they stay on a schedule every day.

This year we have purchased an online curriculum that is easier to navigate for both scholars and families. Scholars will be completing assignments on Edgenuity when they are learning at home. This online curriculum platform offers video instructions to go along with all lessons and assignments. It offers customizable classes for individual scholars so that we can modify lessons for scholars with IEPs. It also has a translation feature that will support our English Language Learners and our Spanish speaking families have greater access to the material at home.

Legacy College Prep HS staff members will receive in-person professional development starting on August 3rd until August 25th from 8:00am-4:20pm. Staff members who are uncomfortable with being in the school building will have the option to attend professional development virtually. Staff members will complete a daily questionnaire asking them questions centered around COVID-19. In addition, each staff member will receive a health and safety guidelines that will review the school guidelines for social distancing, face covering, screening and etc.

For new student orientation, students and families will be split into eight small groups and will be invited to attend student/family orientation in-person or virtually. For new student orientation in the building students and one representative of the students are invited.

Each student will receive a laptop from the school. All of our school chromebooks have wifi access installed on them so scholars will not have to use their home wifi to access our learning platforms. If a student is having technical difficulties will support the student virtually but if the problem is not resolved then the student will be asked to bring the laptop to the school for further assistance. We review and support students and family with technology during student/family orientation.



3b. School Calendar

Legacy College Preparatory 2020-2021 Academic Calendar

August 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16 PD Days / 5 Instructional Day

September 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 PD Day / 21 Instructional Days

October 2020						
S	M	T	W	Th	F	S
					1	2
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

0 PD Days / 21 Instructional Days

November 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

0 PD Days / 17 Instructional Days

December 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5					11	12
6	7	8	9	10		
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 PD Day / 12 Instructional Days

January 2021						
S	M	T	W	Th	F	S
						1
2						
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

0 PD Days / 19 Instructional Days

February 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6						
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

1 PD Day / 14 Instructional Days

March 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6						
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 PD Day / 21 Instructional Days

April 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

0 PD Days / 17 Instructional Days

May 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

0 PD Days / 20 Instructional Days

June 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 PD Days / 14 Instructional Days

July 2021						
S	M	T	W	Th	F	S
					1	2
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

0 PD Days / 0 Instructional Days

Observed Holidays
Sep 7: Labor Day
Oct 12: Columbus Day
Nov 11: Veterans' Day
Nov 25-27: Thanksgiving Break
Dec 21-31: Winter Break
Jan 1: New Year's Day
Jan 18: Martin Luther King Jr. Day
Feb 15-19: Mid-Winter Break
Apr 5-9: Spring Break
May 31: Memorial Day
Jul 5: Independence Day

Calendar Key	
	= Vacation/Holidays
	= Professional Development
	= Data Days
	= Student Orientation
	= Parent Orientation/Conferences
	= Report Card Pick Up
	= First/Last Day of School
	= New Trimester
	= Assessment Days
	= Summer School

Days of Instruction: 181 Days of Professional Development: 22
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Trimester I = 59 days
Trimester II = 59 days
Trimester III = 59 days
Summer School = 10 days



Important Dates		
August	December	April
July 29-August 21: Summer PD; No School	December 4: Data Day; No School	April 5-9: Spring Break; No School
August 18-20: Parent Orientation	December 11: Report Card Pick Up; No School	April 21-22: NYS ELA Assessment
August 24: 6th Grade First Day of School	December 11-18: Parent/Teacher Conferences	May
August 24-27: Student Orientation	December 22-31: Winter Break; No School	May 5-6: NYS Mathematics Assessment
August 26: 7th Grade First Day of School	January	May 19-21: NWEA MAP Testing
August 28: Professional Development; No School	January 1: New Year's Day; No School	May 31: Memorial Day; No School
August 31: Trimester 1 Begins	January 18: MLK Jr. Day; No School	June
September	January 20-22: NWEA MAP Assessment	June 1-4: EOY Exams
September 7: Labor Day; No School	February	June 18: Last Day of School
September 2-4: NWEA MAP Assessment	February 5: Data Day; No School	June 18-23: Parent/Teacher Conferences
October	February 15-19: Mid-Winter Break; No School	June 21: Professional Development; No School
October 12: Columbus Day; No School	March	June 22: Report Card Pick Up; No School
November	March 2-5: Trimester 2 Exams	June 23: Professional Development; No School
November 11: Veterans Day; No School	March 19: Staff Data Day; No School	July
November 17-20: Trimester 1 Exams	March 22: Trimester 3 Begins	July 5: Independence Day; No School
November 25-27: Thanksgiving Break; No School	March 26: Report Card Pick Up; No School	July 12-23: Summer School
November 30: Trimester 2 Begins	March 26-April 2: Parent/Teacher Conferences	



Legacy College Preparatory High School 2020-2021 Academic Calendar

August 2020						
S	M	T	W	Th	F	S
						1
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 PD Days / 4 Instructional Day

September 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

0 PD Days / 21 Instructional Days

October 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

0 PD Days / 21 Instructional Days

November 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 PD Days / 15 Instructional Days

December 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

0 PD Days / 14 Instructional Days

January 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 PD Day / 10 Instructional Days

February 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

1 PD Day / 14 Instructional Days

March 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

0 PD Day / 23 Instructional Days

April 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2 PD Days / 15 Instructional Days

May 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

0 PD Days / 20 Instructional Days

June 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2 PD Days / 17 Instructional Days

July 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

0 PD Days / 0 Instructional Days

Observed Holidays						
Sep 7: Labor Day						
Oct 12: Columbus Day						
Nov 11: Veterans' Day						
Nov 27-29: Thanksgiving Break						
Dec 21-31: Winter Break						
Jan 1: New Year's Day						
Jan 18: Martin Luther King Jr. Day						
Feb 15-19: Mid-Winter Break						
Apr 5-9: Spring Break						
May 31: Memorial Day						
Jul 4: Independence Day						

Calendar Key						
	= Vacation/Holidays		= Report Card Pick Up			
	= Professional Development		= First/Last Day of School			
	= Data Days		= New Quarter			
	= Student Orientation		= Assessment Days			
	= Parent Orientation/Conferences		= Summer School			

Days of Instruction: 182
Days of Professional Development: 25

Quarter I = 46 days
Quarter II = 43 days
Quarter III = 43 days
Quarter IV = 50 days
Summer School = 10 days



Important Dates		
August	December	May
August 3-28: Summer Professional Development	December 22-31: Winter Break; No School	May 21: Practice Post-SAT Exam
August 14-25: Parent Orientation	January	May 31: Memorial Day; No School
August 26: 9th Grade First Day of School	January 1: New Year's Day; No School	June
August 26-27: Student Orientation	January 18: MLK Jr. Day; No School	June 2-4: Quarter 4 Interim Assessments
August 31: Quarter 1 Begins	January 20-22: Quarter 2 Interim Assessments	June 11: Professional Development; No School
September	January 25: Quarter 3 Begins	June 15: Last Day of School
September 4: Practice Pre-SAT Exam	January 29: Quarter 2 Report Card Pick Up	June 16-25 NYS Regents Exams
September 7: Labor Day; No School	February	June 21: Quarter 4 Report Card Pick-Up
October	February 1-5: Parent/Teacher Conferences	June 25: Professional Development; No School
October 12: Columbus Day; No School	February 5: Professional Development; No School	July
October 28-30: Quarter 1 Interim Assessments	February 15-19: Mid-Winter Break; No School	July 5: No School
November	March	July 12-23: Summer School
November 2: Quarter 2 Begins	March 31: Quarter 3 Interim Assessments	
November 6-12: Quarter 1 Report Card Pick Up	April	
November 11: Veterans Day; No School	April 1-2: Quarter 3 Interim Assessments	
November 13: Professional Development; No School	April 5-9: Spring Break; No School	
November 25-27: Thanksgiving Break; No School	April 12: Quarter 4 Begins	
	April 16: Quarter 3 Report Card Pick Up	
	April 23: Professional Development; No School	



3c. Scheduling for Students

Middle School

Legacy College Prep's student population will be split into two cohorts at each grade level in order to maintain a 50% capacity throughout the school building. The "Blue Cohort" will attend in-person instruction Mondays, Wednesdays and every other Friday. The "Gray Cohort" will attend in-person instruction Tuesdays, Thursdays, and every other Friday. Legacy College Prep will offer a total of 16 to 24 hours of in-person instruction to each cohort weekly. This equates to approximately 8 hours of in-person instructional time daily.

At Legacy College Prep, families will have the option of selecting a hybrid or remote model of learning for the 2020-2021 school year. Scholars whose family selected the remote model will learn remotely 100% of the time. Scholars will be given a schedule and assignments that equate to 8 hours of instruction each day, including several breaks and an hour-long lunch break.

Scholars whose family selected the hybrid model will be split into two cohorts at each grade level in order to maintain a 50% capacity throughout the school building. The "Blue Cohort" will attend remote learning instruction Tuesdays, Thursdays and every other Friday. The "Gray Cohort" will attend remote learning instruction Mondays, Wednesdays, and every other Friday. Legacy College Prep will offer a total of 16 - 24 hours of virtual instruction to each cohort weekly. This equates to approximately 8 hours of virtual instructional time daily.

Scholars at each grade level will have 8 hours of instruction, Monday – Thursday and 5 hours on Friday. This equates to 559 hours for the year. Scholars whose families choose the hybrid model of instruction will receive in-person and remote instruction synchronously based on their cohort. Scholars whose families choose the virtual model will receive all instruction asynchronously and will receive virtual instruction through the Edgenuity learning platform.

High School

Ninth grade students attending morning sessions from Monday-Thursday are to arrive at Legacy College Prep HS between 7:20am-7:45am in order to have a sufficient amount of time to be screened at the door. Student temperatures will be checked daily before entering the school building as stated in the procedures above. Students will be required to be in their homeroom daily from 7:30am-7:45am and students who are in line for screening will not be marked tardy. Students will eat breakfast and remain in their homeroom all day from 7:30am-11:35am. Students will be taking four courses in the morning in the school building and the remaining four courses virtually at home. Due to the students having a half day, each student will receive a bagged lunch when exiting the building at 11:35am. During breaks, students will remain seated in their seats and teachers will allow students to leave the classroom for bathroom or water one at a time. All students in the morning sessions will be dismissed at 11:35am and no student can remain in the school building. All students who attended the morning session will have 55 minutes to commute home to begin virtual learning at 12:30pm.

Ninth grade students attending afternoon sessions from Monday-Thursday are to arrive at Legacy College Prep HS between 11:50am-12:15pm in order to have a sufficient amount of time to be screened at the door. Student temperatures will be checked daily before entering the school building as stated in the procedures above. Students will be required to be in their homeroom daily



from 11:50am-12:15pm and students who are in line for screening will not be marked tardy. Students will eat lunch and remain in their homeroom all day from 12:15pm-4:05pm. Students will be taking four courses in the morning virtually and the remaining four courses in the school building. During breaks, students will remain seated in their seats and teachers will allow students to leave the classroom for bathroom or water one at a time. All students in the afternoon sessions will be dismissed at 4:05pm and no student can remain in the school building.

On Fridays, all students will receive virtual instruction on Edgenuity at home from 8:00am to 12:40pm except students with disabilities and ELLs or struggling students. Students with disabilities and ELLs or struggling students will have the options to receive in-person instruction in the building on Friday's.



3d. Scheduling for Staff

Staff members are required to arrive at Legacy College Prep between the hours of 6:30am - 7:00am each day in order to have a sufficient amount of time to complete a daily health screening and temperature screening prior to entering the building. Staff member's temperatures will be checked daily before entering the school. Staff members will be asked to attend a virtual morning meeting at 7:05am via Zoom. This meeting will be held virtually to ensure appropriate social distancing. Staff members are expected to leave the building after scholars are dismissed, at 4:20 pm.

All instructional staff members are assigned to an advisory. Each advisory will be split into two cohorts to ensure appropriate social distancing. Each cohort will be assigned to a specific advisor. When scholars from their assigned cohort are inside the building, the advisor will lead in-person morning and afternoon advisory, in addition to covering their lunch period. When scholars are learning remotely, the advisor will lead morning and afternoon advisory via Zoom. This ensures that our scholars have access to their advisor even while learning at home.

Monday – Thursday, instructional staff members are required to teach four content classes, one fifty-minute intervention period, and supervise one independent reading period. Staff members will have three prep periods a day to prepare for their classes. Staff members will move from class to class and scholars will remain in the same classroom each day. Staff members will also be asked to facilitate social movement breaks two to three times a day depending on the grade.

On Friday's we have a shortened schedule and dismiss scholars at 1:00pm. Instructional staff members teach four classes two Friday's in a row and then have two Friday's in a row as prep periods. On Friday's, teachers continue to facilitate social movement breaks and run morning and afternoon advisory. Advisors also facilitate an hour of character education on Friday afternoon. If an advisor's cohort is in the building, they lead all advisory periods in person. If the advisor's cohort is learning remotely then the advisor leads the advisory periods virtually on Zoom. We end Friday with a two-hour professional development session with staff.

Below is an example of our daily in-person schedules for each grade level.



Hybrid In-Person Schedule

6th Grade Schedule

Monday - Thursday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:00am	Morning Advisory
8:00am	8:50am	1 st Period
8:50am	9:40am	2 nd Period
9:40am	9:50am	BREAK
9:50am	10:40am	3 rd Period
10:40am	11:30am	4 th Period
11:30am	12:00pm	Lunch
12:00pm	12:25pm	Literacy Block
12:25pm	1:10pm	Intervention
1:10pm	2:00pm	5 th Period
2:00pm	2:10pm	BREAK
2:10pm	3:00pm	6 th Period
3:00pm	3:50pm	7 th Period
3:50pm	4:05pm	Afternoon Advisory
4:05pm		Dismissal
4:05pm	5:00pm	Virtual Enrichments/Academic Support

Friday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:00am	Morning Advisory
8:00am	8:45am	1 st Period
8:45am	9:30am	2 nd Period
9:30am	9:40am	BREAK
9:40am	10:25am	3 rd Period
10:25am	11:10am	4 th Period
11:10am	11:40am	Literacy Block
11:40am	12:40pm	Character Education
12:40pm	1:00pm	Afternoon Advisory
1:00pm		Dismissal
1:45pm	4:15pm	Staff Professional Development



7th Grade Schedule

Monday - Thursday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:00am	Morning Advisory
8:00am	8:50am	1 st Period
8:50am	9:40am	2 nd Period
9:40am	9:50am	BREAK
9:50am	10:40am	3 rd Period
10:40am	11:30am	4 th Period
11:30am	11:40am	BREAK
11:40am	12:20pm	Intervention
12:20pm	12:45pm	Literacy Block
12:45pm	1:10pm	Lunch
1:10pm	2:00pm	5 th Period
2:00pm	2:10pm	BREAK
2:10pm	3:00pm	6 th Period
3:00pm	3:50pm	7 th Period
3:50pm	4:05pm	Afternoon Advisory
4:05pm		Dismissal
4:05pm	5:00pm	Virtual Enrichments/Academic Support

Friday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:00am	Morning Advisory
8:00am	8:45am	1 st Period
8:45am	9:30am	2 nd Period
9:30am	9:40am	BREAK
9:40am	10:25am	3 rd Period
10:25am	11:10am	4 th Period
11:10am	11:20am	BREAK
11:20am	11:45am	Literacy Block
11:45am	12:40pm	Character Education
12:40pm	1:00pm	Afternoon Advisory
1:00pm		Dismissal
1:45pm	4:15pm	Staff Professional Development



8th Grade

Monday - Thursday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:00am	Morning Advisory
8:00am	8:50am	Intervention
8:50am	9:40am	1 st Period
9:40am	10:30am	2 nd Period
10:30am	10:40am	BREAK
10:40am	11:30am	3 rd Period
11:30am	12:20pm	4 th Period
12:20pm	12:40pm	Lunch
12:40pm	1:10pm	Literacy Block
1:10pm	2:00pm	5 th Period
2:00pm	2:50pm	6 th Period
2:50pm	3:00pm	BREAK
3:00pm	3:50pm	7 th Period
3:50pm	4:05pm	Afternoon Advisory
4:05pm		Dismissal
4:05pm	5:00pm	Virtual Enrichments/Academic Support

Friday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:00am	Morning Advisory
8:00am	8:45am	1 st Period
8:45am	9:30am	2 nd Period
9:30am	10:15am	3 rd Period
10:15am	10:25am	BREAK
10:25am	11:10am	4 th Period
11:10am	11:40am	Literacy Block
11:40am	12:40pm	Character Education
12:40pm	1:00pm	Afternoon Advisory
1:00pm		Dismissal
1:45pm	4:15pm	Staff Professional Development



9th Grade

Morning Session: (Monday & Wednesday)	
Time Period	
7:30am - 7:45am	Morning Arrival
7:45am - 7:57am	AMA
7:57am-8:00am	Transition
8:00am-8:50am	Period 1
8:50am-8:55am	Break
8:55am-9:45am	Period 2
9:45am-9:50am	Break
9:50am-10:40am	Period 3
10:40am-10:45am	Break
10:45am-11:35am	Period 4
11:35am-11:45am	Dismissal
Afternoon Session: (Monday & Wednesday)	
Time Period	
12:00pm-12:15pm	Afternoon Arrival
12:15pm-12:27pm	PMA
12:27pm-12:30pm	Transition
12:30pm-1:20pm	Period 1
1:20pm-1:25pm	Break
1:25pm-2:15pm	Period 2
2:15pm-2:20pm	Break
2:20pm-3:10pm	Period 3
3:10pm-3:15pm	Break
3:15pm-4:05pm	Period 4
4:05pm-4:15pm	Dismissal
Morning Session: (Tuesday & Thursday)	
Time Period	
7:30am - 7:45am	Morning Arrival
7:45am - 7:57am	AMA
7:57am-8:00am	Transition
8:00am-8:50am	Period 1
8:50am-8:55am	Break
8:55am-9:45am	Period 2
9:45am-9:50am	Break
9:50am-10:40am	Period 3
10:40am-10:45am	Break
10:45am-11:35am	Period 4
11:35am-11:45am	Dismissal
Afternoon Session: (Tuesday & Thursday)	
Time Period	
12:00pm-12:15pm	Afternoon Arrival
12:15pm-12:27pm	PMA
12:27pm-12:30pm	Transition
12:30pm-1:20pm	Period 1
1:20pm-1:25pm	Break
1:25pm-2:15pm	Period 2
2:15pm-2:20pm	Break
2:20pm-3:10pm	Period 3
3:10pm-3:15pm	Break
3:15pm-4:05pm	Intervention
4:05pm-4:15pm	Dismissal



Friday A (In Building)	
Time Period	
7:30am - 7:45am	Morning Arrival
7:45am - 7:57am	AMA
7:57am-8:00am	Transition
8:00am-8:50am	Period 1
8:50am-8:55am	Break
8:55am-9:45am	Period 2
9:45am-9:50am	Break
9:50am-10:40am	Period 3
10:40am-10:45am	Break
10:45am-11:35am	Period 4
11:35am-11:40am	Break
11:40am-12:40pm	Advisory
12:40pm-12:50pm	Dismissal
Friday A (Online)	
Time Period	
7:30am - 7:45am	Morning Arrival
7:45am - 7:57am	AMA
7:57am-8:00am	Transition
8:00am-8:50am	Period 1
8:50am-8:55am	Break
8:55am-9:45am	Period 2
9:45am-9:50am	Break
9:50am-10:40am	Period 3
10:40am-10:45am	Break
10:45am-11:35am	Intervention
Friday B (In Building)	
Time Period	
7:30am - 7:45am	Afternoon Arrival
7:45am - 7:57am	PMA
7:57am-8:00am	Transition
8:00am-8:50am	Period 1
8:50am-8:55am	Break
8:55am-9:45am	Period 2
9:45am-9:50am	Break
9:50am-10:40am	Period 3
10:40am-10:45am	Break
10:45am-11:35am	Period 4
Friday B (Online)	
Time Period	
7:30am - 7:45am	Afternoon Arrival
7:45am - 7:57am	PMA
7:57am-8:00am	Transition
8:00am-8:50am	Period 1
8:50am-8:55am	Break
8:55am-9:45am	Period 2
9:45am-9:50am	Break
9:50am-10:40am	Period 3
10:40am-10:45am	Break
10:45am-11:35am	Period 4
11:35am-11:40am	Break
11:40am-12:40pm	Advisory
12:40pm-12:50pm	Dismissal



Throughout the week, advisors are responsible for having a one on one check-in with any scholar who is learning via the remote learning model. This is to ensure that the scholar has a space to ask questions and get additional support from their advisor since they will not receive live instruction from a Legacy teacher.

Our non-instructional staff members will be utilized to provide additional support for scholars and instructional staff. Our Culture Team members will be asked to assist with parent communication and following up with scholars and their families when there is poor attendance in our virtual learning program. Our Operations Team members will support families and scholars with technology issues and provide families with frequent updates and proactive communication via our parent portal.

Staff members are required to arrive at Legacy College Prep HS between the hours of 6:45am - 7:15am each day in order to have a sufficient amount of time to be screened at the door. Staff member's temperatures will be checked daily before entering the school building as stated in the procedures above. Staff members will be required to join morning huddles in the classroom daily at 7:15am and those that are in line for screening will not be counted as on-time for morning huddles. After morning huddle, staff members will go to their post to welcome scholars into their classrooms at 7:45 am and will conduct morning advisory until 8:00 am. As shown in the schedules provided below, scholars will not move throughout the school building for their classes. Instead, teachers will move throughout the day to ensure less traffic in hallways and less transmission of germs. Staff members are required to teach four content classes, and one fifty-minute intervention period. Breaks will also be facilitated by the teacher in their classrooms. Staff members are expected to leave the building after scholars are dismissed, at 4:20 pm.



Response 4: Enrollment and Attendance

4a. Enrollment

This year we anticipate a significant number of families to choose the remote learning option. We do not think it will affect overall enrollment because we are offering both an in-person and a remote option for our families. We also are providing three parent orientations, each of which will have multiple days and times for families to attend. These parent orientations will serve as a space for us to share information and to also hear our families' concerns and questions. As of right now, we have not noticed any decline in enrollment over the summer.

At Legacy College Prep, we will take attendance daily on our student information system, SchoolRunner, during morning advisory, both in-person and virtually on zoom. This data will be used to support and justify our student enrollment count.

Throughout the summer we will hold parent orientations for new and returning scholars. We will take attendance at the new family orientations to ensure that scholars are still planning on attending our school in the fall. In addition to these orientations, we are also sending out a sign up for our parent portal, and sharing information about uniform sales, supply pick, and registration paperwork. Each of these serves as a touch point with families to ensure that those who were selected in our lottery will be showing up on the first day of school. Our Operations Team has spent the summer tracking enrollment numbers and progress at our various touch points.

Once the school year has started, attendance will be taken daily. Each day the Operations Team will send a mass message to all families of absent scholars. If a child is absent on a second consecutive day, their parent/guardian will receive phone call from our Operations Team. Once a scholar's absences reach a level of 5 total absences, our Social Workers will contact the family to schedule a parent meeting to discuss the scholar's attendance record.



4b. Attendance

We will collect student attendance data for in person and remote instruction daily during our morning and afternoon advisory periods. Advisors will log attendance in our student information system at the beginning and end of the day. We have decided to track both to ensure that scholars sign on before they start work and after they supposedly finish work for the day to track whether or not they are completing assignments while at home.

All of our attendance information is logged into our student information system, SchoolRunner. That data is then eventually archived in SchoolRunner and ATS. Our Operations Manager is authorized to review and approve our attendance records.

If a scholar becomes disengaged in online learning our Operations Team will first reach out to determine the reason for disengagement. If the reason is related to a technology issue, the Operations Team will support the family in solving the issue. If the reason is related to something else, the Culture Team will be assigned to support them. Our Social Workers and Assistant Deans will call the scholar and family and find ways to motivate them to sign online daily. If we are unable to reach the family, our Social Workers may conduct a home visit to determine how best to support the family.



Response 5: Academic Program

5a. Curriculum

Changes and Modifications to the Curriculum

Legacy College Prep's curriculum will remain the same as outlined in the school's current charter for in person learning. We have modified our curriculum to support scholars with remote learning. We purchased an online learning platform called Edgenuity to support scholars when they are learning at home. Edgenuity is an online learning platform that offers standards aligned lessons, quizzes, assignments, and activities. Each lesson comes with video instruction and the option to translate into Spanish. Scholars will complete assignments on Edgenuity for English Language Arts, Math, Science, and History. Students who are learning via the hybrid model will attend in person learning two to three times a week. Our teachers will use the curriculum outlined in our school's charter for in person learning. When scholars are not in the building, they will participate in the modified curriculum on Edgenuity. If a scholar's family selects our remote learning model they will participate in daily instruction in their four core classes on Edgenuity. These scholars will not take elective course while participating in the remote learning model. Families will be able to change their learning model at the start of each trimester from remote to hybrid. Families will always have the option to change their scholar's learning model from hybrid to remote at any time during the year.

Curriculum Changes for Special Populations

Students with disabilities, like all scholars, will have the option to select the hybrid or remote learning model. Scholars will be placed into cohorts that will attend live in person classes and participate in virtual learning on alternating days. On days when students are in the building, students with disabilities will continue to receive Specially Designed Instruction in an ICT setting in which students are receiving evidenced based practices designed to address their individual IEP goals in the form of modified materials, accommodated materials, supplemental materials. Use of manipulatives will be limited to disposable manipulatives and replaced with virtual manipulatives. On the days in which scholars are learning virtually from home, they will be using the Edgenuity program, with Specially Designed Instruction provided in the form of supplemental materials, including additional video supports, anchor charts, visuals, audiobooks, GoogleChrome extensions such as Text to Speech and Speech to text, etc. The Edgenuity program allows teachers to customize lessons for individual scholars. Scholars whose families have selected the remote learning model will receive customized lessons that include Specially Designed Instruction.

While many of our MLLs will continue to be served in a co-taught content area class as indicated under our current Charter, we will be supplementing this 1:1 and 1:2 ENL services during our Intervention Block on a rotating schedule. Our MLL students will also receive remote ENL services through the use of the iLit for ELLs program by Pearson on days where students are learning virtually. This program supports all four domains - speaking, listening, reading and writing. Additionally, our scholars at the Entering and Emerging levels of language acquisition will be able to complete their Edgenuity assignments in Spanish on days when they are learning virtually.

Students with disabilities, like all scholars, will be placed into cohorts that will attend live in person classes and participation in virtual learning on alternating days. On days when students are in the building, students with disabilities will continue to receive Specially Designed Instruction in an ICT



setting in which students are receiving evidenced based practices designed to address their individual IEP goals in the form of modified materials, accommodated materials, supplemental materials. Use of manipulatives will be limited to disposable manipulatives and replaced with virtual manipulatives. On the days in which scholars are learning virtually from home, they will be using the Edgenuity program, with Specially Designed Instruction provided in the form of supplemental materials, including additional video supports, anchor charts, visuals, audiobooks, GoogleChrome extensions such as Text to Speech and Speech to text, etc.

While many of our MLLs will continue to be served in a co-taught content area class as indicated under our current Charter, we will be supplementing this 1:1 and 1:2 ENL services during our Intervention Block on a rotating schedule. Our MLL students will also receive remote ENL services through the use of the iLit for ELLs program by Pearson on days where students are learning virtually. This program supports all four domains - speaking, listening, reading and writing. Additionally, our scholars at the Entering and Emerging levels of language acquisition will be able to complete their Edgenuity assignments in Spanish on days when they are learning virtually.

Social Emotional Learning

Scholars returning to the classroom environment after a dramatic switch in how they learn and interact with their peers/teachers will have many questions. The SEL Curriculum from Second Step will guide scholars on how to effectively manage their emotions, build relationships and develop them into entrepreneurial learners. Teachers will have access to a comprehensive resource to help children to be empathetic of others' situations, teach scholars how to advocate for themselves and problem solve amongst their peers. Conflict resolution is a big item on managing behaviors of middle school. Teachers will teach scholars to understand all the roles in the conflict, then will be able to defuse conflicts before they escalate and know when to ask for help. The 6th graders will be primarily focused on building a sense of independence as new incoming students with much more responsibilities and expectations from their parents and teachers. The 7th graders will focus primarily on team building exercises to build community. The 8th graders will be developing a sense of self primarily focusing on how to identify problems and control their emotions. The 9th graders will be focusing on how to deal with peer pressure, build self-management skills by identifying and understanding emotions, understand how to make decisions, their impact and consequences. In addition, students will learn about ethics, social norms, and expectations. Lastly, students will learn about norms and expectations for healthy relationships with friends, family, and teachers. These efforts will be immensely beneficial to our scholars who are experiencing a new learning environment and must navigate to succeed.



5b. Instruction

Middle School

As referenced above, our hybrid model will include alternating days with our traditional curriculum being used during each scholar's in person learning days, with Edgenuity being used during scholar's virtual learning days to supplement and build upon the core concepts introduced during our in-person sessions. Edgenuity assignments will further be supplemented by teacher created resources made available to students on the teachers preferred platforms, including Google Classroom, Class Websites, etc. Edgenuity work will be considered our scholars' homework for the days they are in attendance and no additional homework will be assigned.

Students will continue to participate in our electives - Physical Education, Computer Science and/or Theater if they are participating in our hybrid model. Scholars who elect for the 100% virtual model will not have electives. We will continue to offer Honors/Regents opportunities for our 8th grade students participating in our hybrid and virtual models.

Scholars who elect the 100% virtual option will also receive between 30 - 60 minutes of live 1:1 teacher consultation and support weekly to troubleshoot academic challenge areas. Minutes of live teacher consultation will depend on student needs and special factors, including IEPs.

Our cohorts will be intentionally chosen to ensure that our ICT cohorts will have no more than 50% of scholars with IEPs. We will continue to use a variety of Co-Teaching models, including parallel and station teaching, to the greatest extent possible while ensuring that students maintain a proper distance apart from one another.

We will continue to provide in-person Special Education Related Services to the greatest extent that our Agency partners will allow. Related Service providers will provide virtual services to any scholars with IEPs who elect for 100% virtual learning.

Our ENL Specialist will continue to modify and supplement our content lessons for co-taught cohorts, as well as address specific areas of difficulty during 1:1 and 1:2 sessions during our Intervention Periods. Depending on proficiency level and the amount of in-class support, scholars will receive pull out individual or small group ENL Services weekly or biweekly for 50-minute increments. This period will provide scholars with individualized support based on the students' needs, ranging from basic vocabulary lessons to assist in daily life activities for our students at the Entering and Emerging level, to content-area history and science writing for our scholars at the Expanding level.

Our scholars will continue to receive four Intervention periods weekly, two will be in-person in groups of 6-15, and two will be through virtual learning platforms such as Intervention curriculum that supports the Math and ELA objectives for the week

High School

The high school hybrid model will include dividing our students into four cohorts. Each cohort will be split into two groups (Group A and Group B) and have a Monday/Wednesday, Tuesday/Thursday and Friday schedule. The hybrid model will include a morning and an afternoon session on Mondays-Thursdays. On Fridays only two cohort small groups will be in the building



from 8:00am-12:55pm. Cohorts will alternate every Friday. In addition, there will be two cohorts of small groups in the building for in-person instruction. For example, Cohort 1 Group A will be in the building for in-person instruction on Mondays and Cohort 1 Group B will be watching the in-person instruction live on Zoom at home. On Wednesdays, Cohort 1 Group B will be in the building for in-person instruction and Cohort 1 Group A will be watching the in-person instruction live on Zoom at home.

The rationale for the split groups is to ensure that proper social distancing is happening in the classrooms for in-person instruction. The remaining two cohorts will be receiving virtual learning if they are not receiving in-person instruction.

At the conclusion of the morning sessions, the students will have one-hour commute time to get home to finish the rest of their courses virtually. The two cohorts that had virtual learning instruction in the morning will conclude their classes to prepare to finish the rest of their courses in the school building for in-person instruction.

On Fridays, all students except students who need extra help or students with disabilities and ENLs will learn via a virtual learning program called Edgenuity. This program will supplement and build upon the core concepts introduced during the in-person sessions. Edgenuity assignments will further be supplemented by teacher created resources made available to students on the teachers preferred platforms, including Google Classroom, Class Website, etc. No homework assignments will be assigned to students except reading their class novel for English.

Students will continue to participate in our electives - Health, Computer Science, Freshman Seminar, and Spanish in the hybrid model. Students who elect for the 100% virtual model will not have electives.

Scholars who elect the 100% virtual option will also receive between 30 - 60 minutes of live 1:1 teacher consultation and support weekly to troubleshoot academic challenge areas. Minutes of live teacher consultation will depend on student needs and special factors, including IEPs.

We will continue to offer AP opportunities for our 9th grade students participating in our Hybrid model; but will be unable to offer AP classes to our 9th grade students who elect the 100% virtual option.

Our cohorts will be intentionally chosen to ensure that our ICT cohorts will have no more than 50% of scholars with IEPs. We will continue to use a variety of Co-Teaching models, including parallel teaching, to the greatest extent possible while ensuring that students maintain a proper distance apart from one another.

We will continue to provide in-person Special Education Related Services to the greatest extent that our Agency partners will allow. Related Service providers will provide virtual services to any scholars with IEPs who elect for 100% virtual learning.

Our ENL Specialist will continue to modify and supplement our content lessons for co-taught cohorts, as well as address specific areas of difficulty during 1:1 and 1:2 sessions during our Intervention periods. Depending on proficiency level and the amount of in-class support, scholars will receive pull out 1:1 or 1:2 ENL services weekly or biweekly for 50-minute increments. This period will provide scholars with individualized support based on the students' needs, ranging from



basic vocabulary lessons to assist in daily life activities for our students at the Entering and Emerging level, to content-area history and science writing for our scholars at the Expanding level.



5c. Assessment

Middle School

The online NWEA MAP assessment will be administered to scholars three times throughout the school year. This assessment assesses growth in Reading, Math, and Science. They will be given this test in September, January, and May. This test will be used to gather data on both academic growth and achievement. Scholars will use their Chromebooks to take this assessment. Scholars who are learning through the hybrid model will take the test in school. Scholars learning through the virtual model will take the test at home with a proctor.

In addition to the MAP assessment, we will also administer iReady assessments, in Reading and Math, to scholars in person every six weeks throughout the 2020-2021 school year. This test will be used to gather data on growth and will also be used to create intervention groups every six weeks. Scholars will use their Chromebooks in class to take this assessment. Scholars who are learning through the hybrid model will take the test in school. Scholars learning through the virtual model will take the test at home with a virtual proctor.

Scholars will also be given trimester exams at the end of each trimester. These assessments measure mastery of the content and help us predict state test proficiency. Scholars who are learning through the hybrid model will take the test in school. Scholars learning through the virtual model will take the test at home with a virtual proctor. Scholars will take this assessment online, on their Chromebooks, in their advisory using the GoFormative program.

Unit tests and quizzes will be given both in class and at home when necessary. Teachers will have the opportunity to choose whether or not they would like to use Edgenuity's online assessments at home or in the classroom when administering a unit test or quiz.

Throughout the school year, teachers will be given time to take a deep dive into data on our designated data days. Teachers will be able to analyze iReady, MAP, and trimester exam data on these data day and will be given time to modify their lessons to ensure that any misconceptions that can be retaught will be in the next weeks. We will also use this time to affirm student mastery of the subject matter.

Our families and scholars will be given frequent feedback on their progress. Scholars and families will have access to our SchoolRunner site where they can see recent assessment scores. Scholars will also be able to see their results via the Edgenuity program. We will also share data from MAP testing, i-Ready testing, and Trimester Exams with families and scholars during our Family Data Nights. We will be holding these on Zoom starting in October, where we will share diagnostic data.

High School

The Pre-SAT assessment will be administered to scholars in person in September. This test will be used to gather data on college readiness. Scholars will use their Chromebooks to take this assessment. Scholars learning through the hybrid model will take the test in person. Scholars learning through the virtual model will take the test virtually with a proctor.

The Post-SAT assessment will be administered to scholars in person in May. This test will be used to gather data on growth and college readiness. Scholars will use their Chromebooks to take the



assessment. Scholars learning through the hybrid model will take the test in person. Scholars learning through the virtual model will take the test virtually with a proctor.

Students will be given interim assessments every quarter. Students will take a total of four assessments for the school year. They will take this assessment online, on their Chromebooks, in their advisory. Scholars learning through the hybrid model will take the test in person. Scholars learning through the virtual model will take the test virtually with a proctor.

Unit tests and quizzes will be given both in class and at home when necessary. Teachers will have the opportunity to choose whether or not they would like to use Edgenuity's online assessments at home or in the classroom when administering a unit test or quiz.

Teachers will be given time to take a deep dive into data on data day, four times throughout the academic year. Teachers will be able to analyze SAT, interim assessments data on data day and will be given time to modify their lessons to ensure that any misconceptions that can be retaught will be in the next weeks.

Our families and scholars will be given frequent feedback on their progress. Scholars and families will have access to our SchoolRunner site where they can see recent assessment scores. Scholars will also be able to see their results via the Edgenuity program. We will also share data from MAP testing, i-Ready testing, and Trimester Exams with families and scholars during our Family Data Nights. We will be holding these on Zoom starting in October, where we will share diagnostic data.



5d. At-Risk Populations

Response to Intervention

We will continue to administer a universal screener in the beginning of the year to identify students in need of Tier 2 and Tier 3 interventions, as well as administer progress monitoring assessments using the i-Ready progress monitoring tool every six weeks. During each cycle, we will continue to use our daily intervention block to provide small group instruction using data-driven interventions including Wilson Phonics, Fountas and Pinnell Leveled Literacy Instruction, i-Ready Intervention Programs and Shmoop Intervention programs. Scholars identified as needing Tier 3 Interventions will receive daily interventions in a group of six or less both while inside the building, and on their virtual learning days through Zoom. Scholars with a demonstrated phonics deficit will receive phonics and reading instruction four times weekly while all other students will receive two days of reading and two days of math intervention.

Services and Support for Scholars with IEPs and BIPs

Our school will continue to provide both ICT and SETSS services in the building in accordance with scholars' IEPs to ensure that they are receiving the Specially Designed Instruction indicated and that all deficits and IEP goals are being addressed. In consideration of social distancing needs, we will have to decrease the number of students per SETSS group, and increase the number of groups. Students receiving SETSS may, based on their IEPs, receive SETSS during both face to face instruction days and on their virtual days via Zoom. SETSS curriculum will target both individual IEP goals while supporting scholars' mastery of content introduced or reviewed during their virtual attendance days.

All online instruction for students with IEPs will be supplemented with Specially Designed Instruction aligned to students' IEP goals and academic deficits in the form of asynchronous learning supports, including videos, anchor charts, exemplars, assistive technology supports such as speech to text, and text to speech, word predictive software, etc.

Scholars that are assessed using the NYSAA Dynamic Learning Maps standards will continue to receive a modified curriculum aligned to those standards in both in person and online instruction.

Behavior Intervention Plans (BIPs) will continue to be implemented by the Special Education and Culture Teams through daily check-ins, progress monitoring by teachers, paraprofessionals, and Associate Deans, explicit instruction of replacements behaviors by the Social Work team, use of incentive structures to celebrate progress. Grade level teams will continue to meet to discuss effectiveness of the BIP and adjust as needed. Parent communication will be completed daily on virtual learning days to assess progress on behavior goals at home.

In addition to the supports outlined in students' IEPs, scholars with disabilities and others at-risk will be scheduled for 1:1 check-ins in person or virtually with their Special Education Case Manager or advisor in order to identify or troubleshoot areas of difficulty.

Child Find Procedures

The Director of Student Supports will review academic data weekly, and continue to administer growth monitoring assessments every 6 to 8 weeks. Teachers may also refer students of concern



directly to the Director of Students Supports to discuss next steps for additional Interventions or immediate referrals to Committee on Special Education for evaluation.

Plans for Provision of Section 504

The Director of Student Supports, along with the 504 Coordinator will continue to follow up with all families of students with 504 plans to support them in renewing their documentation for the upcoming year. All staff members will refer parents or guardians or mention qualifying conditions or the need for accommodations to the Director of Student Supports and 504 Coordinator, who will assist the family in completing the forms as appropriate. Accommodations will be provided both in school and virtually, through the use of Chrome extensions, 1:1 conferencing, supplemental materials, etc. Teacher training and support for providing 504 accommodations virtually and in person will begin during our August Professional Development sessions and be ongoing.

Programming for ELLs

Legacy has continued to administer the Home Language Identification Survey throughout our enrollment process and will follow the NYSED guidance for administering the NYSITELL during days in which students are attending face to face. Every effort is made to place newcomers or students with limited English proficiency with advisors who speak their home language. All school communications are translated for speakers of languages other than English. Our remote instruction virtual program, Edgenuity, provides instruction in Spanish, which is the first language of all of our Entering/Emerging ELL students. Additionally, ELL services will continue to be provided in both co-taught and small group settings to ensure each MLL student is able to access our current curriculum while building their English proficiency.

Plans to Serve Very Young Students

Our organization does not serve very young students, we serve scholars in grades 6-9.



Response 6: Pre-Existing School Plan Attachment(s)

Attached is additional information we provided to the New York State Department of Health that relates to our reopening plan.

Additional Plan Information

Reopening of School Facilities for In-Person Instruction

To reopen the school, we are providing families with two learning options. Families will be able to select a hybrid model where their scholar learns in the building 2-3 days a week and outside of the building 2-3 days a week. The other option for families is a virtual model where scholars stay at home every day and learn remotely on the computer.

Each year, scholars are typically split into four advisory groups. For our hybrid model, these groups will be split into two cohorts. One cohort will attend in-person class on Monday, Wednesday, and every other Friday. The other cohort will attend in-person class on Tuesday, Thursday, and every other Friday. On the days that scholars are in the building, our teachers will follow a similar schedule to previous years, but with smaller class sizes. Scholars will not transition to classes, and will remain in the same classroom all day. Teachers will rotate to scholars. On the days that scholars are at home, they will participate in online instruction using the Edgenuity curriculum program. Scholars will sign onto Zoom each morning and afternoon to check-in with their advisor, then complete four assignments online, one from each core class.

The scholars who are learning from home every day, will sign on to advisory every morning and afternoon to check-in with their advisor. The morning advisory will serve to create a plan for the day. Scholars will complete four online classes a day using the Edgenuity curriculum program. Scholars will receive lessons in English Language Arts, Math, Science, and History.

To prepare for reopening the school, we have purchased appropriate PPE including masks, hand sanitizer, disinfectant wipes, and barriers for scholar/teacher desks. We have changed policies and procedures to ensure that scholars and teachers are touching fewer surfaces and interacting with fewer people each day. In addition to these efforts, we have created signage throughout the school to reference our new expectations for keeping 6ft apart, wearing a mask at all times, and washing your hands frequently. We have also increased the custodial staff in the building to ensure that they can disinfect the building thoroughly every night and throughout the day.

Monitoring of Health Conditions

To ensure that we are appropriately monitoring the health conditions of our school community, we are implementing daily health screenings for staff and scholars. Staff are required to submit a health screening survey prior to entering the building each morning. Families will be asked to submit a health screening survey via our parent portal each morning before sending their scholar to school. If a scholar or staff member answers yes to any of the screening questions, they will not be allowed to attend school that day.

At the end of each day, the answers will be deleted by the COVID Coordinator and the only data we will keep are pass/fail records.



In addition to the health screening, we are going to take temperatures of anyone entering the school building. We are also asking that everyone use hand sanitizer and/or wash their hands as soon as they enter the building.

Containment of Potential Transmission of COVID-19

In order to contain any potential outbreaks, we have put in place policies for required quarantines based on exposure. Scholars have been placed in cohorts of no more than 15. If we have a scholar report a positive test, we will ask that all scholars in their cohort quarantine for 14 days before returning to school. During the quarantine, scholars will be able to participate in online learning using the Edgenuity curriculum program.

We will also require a scholar to quarantine for 14 days if they fail the health screening, temperature check, or have visited one of the current places where there exists a required quarantine.

If a staff member fails the health screening, temperature check, has visited a place on the required quarantine list, or discloses that they had a positive COVID-19 test result, we will require that the staff member stay home and quarantine for 14 days. We will inform other staff members and families of potential exposure. We will ask those who may have been exposed to quarantine for 14 days.

Finally, we will also call the Department of Health to get guidance on any next steps that we should take any time we have a reported positive test in our school community.

Closure of school facilities and In-person instruction

In the event of widespread virus transmission, we would transition our instruction model to 100% virtual and remote learning. We will follow the guidance from the state and the Governor as it relates to school closings. In addition to this, as a school we have created specific metrics that will inform when we decide that we need to close the school building and stop in-person instruction. If we have two scholars from the same cohort test positive, we will report this to the Department of Health and continue to monitor the situation. If our school has 2 positive test results within our school community of staff and scholars, in different cohorts, we will close the school building and transition all learning to a virtual model. We would also close the school and transition to 100% virtual if the New York City infection rate is 3%.