



Cooke School and Institute
Plan for Reopening for 2020-2021
Submitted to the New York State Department of Education

BEDS: 310200996071

Location: 1713 Madison Avenue, New York, NY 10029

Update, August 24, 2020

For the health and safety of our students, families, and staff, from September 14 to October 9, 2020, instruction for all Cooke School and Institute sites will occur virtually. By announcing this in August, it was our intention to give parents as much time as possible to arrange for additional child care; for our staff to participate in training that strengthens our remote learning program; to continue to monitor and learn from the information from schools across the country who are already opening and seeing a number of challenges in doing so; and to continue our preparations for beginning in-person learning.

We will reassess periodically to see whether it is viable for us to begin to offer both virtual and in-person instruction safely on October 13, 2020. The document below details how we will provide virtual and in-person learning. The portions that reference virtual learning will serve as the primary guidance for our operations at this time.

Introduction

The mission of the Cooke School and Institute is to provide educational programs which optimize the independence of the students with special needs whom we serve. We firmly believe that the best way to fulfill that mission is to provide those programs in our physical schools and in the community. The current medical crisis we face poses a great challenge to our traditional model, thus we have developed a multifaceted plan for the reopening of school that best serves students who physically attend school or continue their education, in whole or in part, through virtual instruction.



We acknowledge that, due to medical and other conditions, students may be unable to attend school. These students will be provided with robust online instruction comparable to that provided to students in the school buildings. If it is determined that a student lacks the capacity to follow the health and hygiene guidelines laid out in this plan, the school reserves the right to assign that student to online learning. When feasible, faculty members who are at high risk will be provided with appropriate adaptations which allow them to perform services that are needed for the safe operation of the school.

It is important to acknowledge that any plans we develop are subject to changes in guidelines from state and local authorities. The first and foremost goal of this plan is the protection of the health and safety of our children and our faculty. To that end, the plan relies on the guidelines promulgated by the Centers for Disease Control (CDC), the New York State Department of Health (NYSDOH), and the New York State Department of Education (NYSED).

- I. Communication/Family and Community Engagement
 - A. The development of this plan involved many segments of the Cooke community including administrators, faculty members, facilities staff, school nurses, and families. A variety of strategies were used including surveys, live parent sessions, repeated circulation of drafts, and countless meetings. An initial summary of the plan was distributed and followed up with live sessions with school leadership. Going forward, we will publish the plan on our website, and use weekly emails to families and staff about the implementation of the plan, regular contact between faculty and parents, and when necessary using our emergency alert system.
 - B. While many participated in the development of this plan and many will support its implementation, the person with the primary responsibility for the plan is Dr. Michael Termini, President. Ongoing support will come from Dr. Francis Tabone, Head of School, along with medical health staff, the building administrators, the chairs of the counseling staff, communications staff, and the Director of Facilities.
 - C. Cooke will utilize a range of methods for communicating and educating our constituent groups which begins with initial training for which on-going support is provided.
 - D. Initial training will consist of live and online programs covering topics such as symptoms of COVID-19 and Multisymptom Inflammatory Syndrome In Children (MIS-C) which will be supported in an on-going manner using written materials and multimedia reminders such as emails and Twitter, and weekly memos from school leaders. Examples of other topics include but are not limited to participating in the daily health check, what to do if you fall

ill, guidelines for cloth face coverings and other PPE, healthy hygiene practices, and social distancing.

- E. Many of our students are very sensitive to changes in their environment. This advanced exposure to healthy practices will be followed up by weekly direct instruction on these and other topics. Students will continue to receive direct instruction on when and how to use PPE, healthy hygiene practices, social distancing procedures and other topics as specified throughout the plan.
- F. Signage will be placed all around the building with reminders for hand washing, social distancing, respiratory hygiene, when and how to wear a mask, and other topics. The content and location for signage will be found throughout this plan.
 - 1. Given the broad developmental and cognitive range of our students, developmentally-appropriate signage will be utilized.
 - 2. Signage will be posted in appropriate locations, including entrances, indicating who may and may not enter the building and procedures for the delivery of mail and goods.
- G. The nurse will serve as the point person for identification of and communication about positive cases and to answer questions about medical issues directly related to the school and its plan. The nurse will also serve as the contact person for NYS and NYC DOH.

II. Health and Safety

A. Screening and Health Checks

- 1. In order to ensure appropriate implementation of this plan, access to the school buildings will be limited to only students, faculty, and staff who pass the daily health survey will be allowed to enter the building.
 - a) Parents, visitors, vendors, and delivery people may not enter the building.
 - b) When it is necessary for a repair person to enter, they will be required to complete the health check and a temperature check.
- 2. Each adult entering the facility will be required to complete a health survey prior to entering school. Adults who are not able to complete the survey using the digital app provided will complete a paper version of the questionnaire. The questionnaire will contain the following questions.
 - a) Have you been in close contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has symptoms of COVID-19?
 - b) Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?
 - c) Have you experienced any symptoms of COVID-19 including a temperature of greater than 100°F in the past 14 days?
 - d) Have you traveled internationally or from a state with widespread community transmission of COVID-19 in the past 14 days?

3. Parents will be asked to complete the health survey about their child each day, which includes checking temperatures and reporting any temperature above 100°F.
 4. Ongoing Monitoring throughout the Day
 - a) Staff will be aware of the symptoms of Multisensory Inflammatory Syndrome in Children (MISC-C).
 - b) If observed, they should immediately contact the nurse who will call 911 for any students showing emergency signs of MISC-C.
- B. Healthy Hygiene Practices
1. The school will promote these practices with direct instruction and signage:
 - a) Stay home if they feel sick.
 - b) Cover the nose and mouth with a face covering.
 - c) Adhere to social distancing.
 - d) Report symptoms of or exposure to COVID-19.
 - e) Follow hand hygiene and cleaning and disinfecting guidelines.
 - f) Follow respiratory and cough etiquette.
 2. Hand Hygiene
 - a) All sinks will be provided with soap and paper towels.
 - b) Signage reminding all to wash their hands for a sufficient period of time (20 seconds) will be posted throughout the building.
 - c) Teachers and clinicians will regularly schedule time for handwashing and direct instruction in the proper procedure.
 - d) Alcohol-based hand sanitizer will be provided at entrances to the building, near the entrances to the stairwells, near elevators, and in each occupied room with appropriate signage.
 3. Respiratory Hygiene
 - a) Tissues will be available in every room.
 - b) If a tissue is not available, all will be trained to use the inside of their elbows to cover the mouth and nose.
 - c) Signage will be placed around the building to remind all of this procedure and to follow up with hand hygiene.
 4. Common Areas
 - a) Hand sanitizer will be available by entrances, the elevator, stairwells, offices, gymnasium, cafeteria, and other common spaces.
 - b) Wipes will be available near copy machines, kitchenettes, shared work areas or machinery, the elevator, and bathrooms.
 - c) The school will not provide cleaning and disinfecting supplies to students.
 - d) Signage will be posted to limit the number of individuals in communal bathrooms, faculty rooms, elevators, cafeteria, and gymnasium.



5. Direct Instruction: Nursing staff and physical education teachers will provide developmentally-appropriate direct instruction in healthy hygiene practices.
- C. Social Distancing and Schedules
1. Social Distancing and Cohorts
 - a) Cooke students in grades 6 through 12 will attend school at 1713 Madison Ave, which has sufficient space to allow us to limit the number of students to 6 and adults to 2 in order to provide for appropriate social distancing.
 - b) Students will remain in their cohorts throughout the day until such time as the CDC, NYCDOH, or NYSDOS issue alternative guidelines.
 - c) Student movement will be limited, with students remaining in their room throughout the day and special subject teachers coming to them.
 - d) Cohorts will not mingle in communal bathrooms.
 - e) Desks will be spaced 6 feet apart and facing in the same direction.
 - f) Furniture that inhibits social distancing will be removed from the room.
 - g) Lunch will be eaten in classrooms.
 - h) Students will not use lockers or locker rooms.
 - i) Student belongings will be kept separated.
 - j) In so far as is practicable, students' sharing of objects will be strictly limited.
 - (1) Each student will have school tools, such as pencils, markers, scissors, glue, etc., in a personal container.
 - (2) Students will not share notebooks.
 - (3) Shared objects, such as iPads and whiteboards, will be cleaned using disinfectant wipes after each use.
 - (4) Tables, chairs, and desks will be wiped down throughout the day.
 - (5) Hand washing will be practiced throughout the day
 - k) Rooftop play spaces, which provide adequate space for social distancing, will be used for instruction, movement and mask breaks by cohorts.
 2. Spacing throughout the Building
 - a) Stairways: One will be designated up and the other down. Markings will be laid down to indicate appropriate social distancing.
 - b) Floor markings will be laid down in corridors and reception areas.
 - c) Signage reminding all to maintain social distancing will be placed throughout the building.
 3. Meals
 - a) Students will eat lunch in the classrooms where they will maintain social distancing.
 - b) Space for faculty lunches will be provided in the cafeteria, which will be marked off for social distancing.

4. Large-Group Gatherings
 - a) There will be no school assemblies, athletic events, open houses, tours, or performances.
 - b) There will be no after-school activities.
 - c) Faculty meetings and professional development opportunities will be held virtually.
 - d) Parent meetings will be held virtually.
 - e) Admissions activities, such as tours and open houses, will be conducted virtually.
 5. Small Spaces
 - a) Elevators
 - (1) The elevator can hold 4 individuals with masks, each having moved to a corner.
 - (2) Signage at each stop will remind individuals of the rules for elevator use and to the stairs whenever possible.
 - b) Bathrooms
 - (1) Communal toilets are separated by stalls, which will be cleaned throughout the day.
 - (2) In communal bathrooms, individuals will have access to every other sink to allow for proper distancing.
 - (3) In communal bathrooms, with urinals, individuals will have access to every other urinal to allow for proper distancing.
 6. Reducing Staff and the Number of People in the Buildings
 - a) Whenever feasible, administrators and clerical staff will work from home, thus reducing the number of people in the school buildings.
 - b) The school will not provide after-school care or extracurricular activities.
- D. Face Coverings and PPE
1. The school will provide a face covering if the individual has forgotten their own.
 2. Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings.
 3. All individuals must wear face coverings in public areas of the building, including, but not limited to, the lobby, hallways, bathrooms, and the elevator.
 4. Students and faculty should wear face coverings except during lunch and mask breaks.
 5. Schedules will allow for breaks from masks for faculty and students in spaces that allow for social distancing: rooftop play spaces, gymnasium, cafeteria, etc.

6. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical or mental health, are not subject to the required use of a face covering. The family must provide a doctor's note indicating the basis for the need prior to the student entering the school building.
 7. Training will be provided to all students, faculty, and staff
 - a) On how to adequately put on, take off, clean (as applicable), and discard PPE, including, but not limited to, appropriate face coverings.
 - b) Never share or swap masks.
 - c) Never wear a face covering that is wet.
 8. Given the broad developmental and cognitive range of our students, developmentally-appropriate signage will be utilized.
- E. Activities Requiring Additional Space When Not Wearing Face Coverings
- a) The school will not conduct activities, such as chorus, band, or aerobic exercises, that require additional spacing.
- F. Personal Protective Equipment
1. All individuals entering the school will be required to wear cloth masks in all public areas. A supply of masks will be available for anyone arriving without a mask.
 2. Staff required to work in close proximity to a student will, when appropriate, be provided with a face shield or goggles as well as a mask, gloves, and when appropriate, a gown.
 3. Staff who are taking temperatures will be provided with masks, shields, and gloves.
 4. Staff who work with ill persons or those suspected of being ill, or performing aerosol-generating procedures such as use of nebulizers, will be provided with masks, shields, gloves, and gowns. N95-quality masks will be provided for this staff when available.
 5. Rubber gloves will be available throughout the building.
 6. All cleaning staff will be provided with masks, gloves, and when appropriate, goggles, to use when cleaning or disinfecting.
- G. Dealing with Sick Individuals
1. The health office has developed protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day. When an individual shows symptoms of illness upon arrival in the morning or during the course of the school day:
 - a) The ill persons will be sent to the quarantine room (not the nurse's office) separated from others and supervised by a staff member wearing appropriate PPE.
 - b) The nurse will assess the individual and determine a plan of action and the lead responsible person.

- c) Should it be determined that the individual shows symptoms of an infectious disease, the school shall notify the NYC DOH.
 - d) Arrangements will be made for the individual to travel home or to seek medical assistance outside of the school.
 - e) Individuals coming to assist sick persons to go home or seek care will wait outside the building. The sick person will be escorted to the exit by the individual supervising the quarantine room.
 - f) Individuals coming to take home a sick student should arrive at the school no more than 90 minutes after being contacted by the school.
 - g) Any room occupied by the sick person or materials with which they have been in contact shall be cleaned and disinfected, if possible after a 24-hour waiting period.
 - h) All areas used by the person suspected to have COVID-19 will be cleaned and disinfected.
 - i) PPE for the health office will include eye protection (e.g., goggles or face shield), gloves, and a gown, and a fit-tested N-95 respirator should be used, if available, or a surgical mask.
2. Acute Respiratory Care
- a) Health office staff has established protocols for asthma-related acute respiratory treatment care using up-to-date standard of care:
 - b) Nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the healthcare worker.
3. Testing
- a) In accord with CDC guidance, the school will not conduct nor require testing as a regular condition for entering the school buildings, but leave the decision as to who should be tested to an individual's healthcare provider or the DOH.
 - b) The school health office will maintain a current list of testing sites.
 - c) The exception as noted above is the requirement of a negative COVID-19 test as a component of the evidence needed for fitness to return to school.
4. Contact tracing
- a) Three faculty members have completed the John Hopkins training for contact tracing.
 - b) The school will notify the DOH immediately upon being informed of any positive COVID-19 test within the school or on the school grounds, including students, faculty, staff, and visitors.

- c) The school will support contact tracing by the appropriate agencies by knowing who may have had contact with the individual, based on attendance records, schedules, logs of visitors, etc.
 - d) The school will cooperate with all requests for contact tracing, isolation, and quarantine efforts.
 - e) The school will contact families of students and members of the faculty who may have been in contact with infected individuals while following local and federal privacy laws.
5. Medically Vulnerable/High Risk Groups
- a) Students at high risk or with family members who are at high risk as defined by the CDC, for whom alternative distancing or PPE is not suitable, will attend school remotely.
 - (1) This includes students who are medically fragile, not able to maintain social distancing, unable to maintain hand or respiratory hygiene, or not able to wear a cloth face mask.
 - b) Faculty members at high risk, as defined by the CDC, will be asked to consult their doctors to determine if they require special distancing procedures, special PPE, or other accommodations.
 - c) If such accommodations cannot be provided, and if it is determined that there are appropriate opportunities for work that can be done off-site, staff may be allowed to work from home.
6. Returning to School after Illness
- a) If an individual tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 14 days of isolation from the onset of symptoms or 14 days of isolation after the first positive test if they remain asymptomatic, including being fever free for 3 days without fever-reducing medication.
 - b) If an individual has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19-related symptoms, the individual may return to work upon completing at least 14 days of isolation from the onset of symptoms and remain fever-free for 24 hours without fever reducing medication.
 - (1) The New York State Department of Health considers close contact to be someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the person was isolated.

- (2) The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
- (3) If an individual has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19-related symptoms, the individual may return to work upon completing 14 days of self-quarantine.
- (4) If the individual has been diagnosed with another condition, they must present a note from a healthcare provider that they are clear to return to school.
- (5) If a person is diagnosed by a healthcare provider based on a test or symptoms, they should not be at school until:
 - (a) It has been at least 14 days since symptoms were manifested.
 - (b) It has been at least 3 days without fever without using fever-reducing medicine.
 - (c) It has been at least three days since the individual's symptoms have improved.
 - (d) The individual provides documentation from a healthcare provider of a negative diagnostic COVID-19 test and symptom resolution.

7. School Closure

- a) If an individual suspected of being infected with COVID-19 has been in the school, the school will report such incidents to the DOH and follow their recommendations.
- b) In response to a single confirmed case of COVID-19, there will be a 72-hour closure to allow for disinfection and contact tracing will be implemented. Further action will be taken upon advice of the DOH including requiring that individuals from that classroom or office quarantine themselves.
- c) If there are multiple staff and/or students with confirmed cases from multiple classrooms and offices, the school will contact the DOH for advice as to the appropriate actions to be taken, including a school closure.
- d) If the recommendation of DOH is to close the school for a period of time, the faculty, staff, and families will be notified of the impending closure using our emergency alert system.
- e) The alert will indicate that an email notification with additional information about the timing and duration of the closure, as well as the basis for the decision, will be provided.



- f) Families and faculty will be asked to notify the school should any individual in the household where the individual resides fall ill with COVID-19 during the closure.
- g) This information will be shared with the DOH to secure advice as to how and when to proceed with a reopening of the school.
- h) The school will implement its plan for online learning during each day of the closure when instruction is scheduled.

8. Cleaning and Disinfection

- a) The school has expanded its facilities staff to ensure that cleaning and disinfection is done on a regular basis.
- b) Children will not have access to disinfectants or be present when disinfectants are in use.
- c) All staff will receive training in the CDC guidelines for cleaning and disinfection. ([Guidance for Cleaning and Disinfecting | CDC](#))
- d) The school buildings will be cleaned and disinfected on a regular basis in accord with CDC guidelines.
- e) High-Touch Surfaces and Equipment
 - (1) Throughout the day, high-touch surfaces, such as door handles, counter tops, light switches, and shared tables, will be disinfected.
- f) Bathroom surfaces will be disinfected during the school day.
- g) Each evening, all bathrooms will be disinfected as well as high-touch surfaces, such as desks and seatbacks.
- h) Disinfecting disposable wipes will be provided:
 - (1) In every occupied space
 - (2) At copiers, time clocks, the elevator, water bottle filling stations, and keyboards for disinfection after each use.
- i) Equipment for occupational and physical therapy will be disinfected after each use by the therapist.
- j) Materials used for instruction will be disinfected after each use by the classroom staff.
- k) Rooms in which a sick person was present will be thoroughly disinfected (when possible after a 24-hour wait period).
- l) The school health office will be disinfected after each use of cots, bathroom, and health office equipment.
- m) All disinfectants will be CDC- and EPA-approved.

III. Facilities Guidance

A. Fire Code Compliance

1. 1713 Madison Ave is a newly constructed building for which we have recently received a Temporary Certificate of Occupancy. The building has successfully passed all DOB and Fire Department inspections, thus providing evidence of compliance with NYC Building and Fire Codes.
- B. Doorways
1. The building does not contain door closers that automatically hold doors open and release automatically when the fire alarm is activated.
- C. Emergency Drills
1. The school regularly conducts fire evacuation and lockdown drills as required.
 2. The school has written plans for conducting such drills.
 3. Given the limitations imposed by COVID-19, these procedures will be modified to allow for social distancing.
 - a) During fire drills, 4 classes at a time will exit the building. The process will be repeated throughout the day to ensure that all students understand the procedure.
 - b) During lockdowns, rather than cluster in the safety corner or breakout space, students will sit on the floor next to their desk to maintain social distancing. All other procedures, such as turning off lights, drawing shades, and maintaining silence, will be followed.
- D. Means to Control Infection
1. Time Management
 - a) Arrival and Departure Schedules
 - (1) All busing is provided by NYC OPT, thus the school is not able to stagger arrival or departure times.
 - (2) In order to facilitate the arrival and departure of students and faculty, the school will increase the number of doors used for ingress and egress from 1 to 3(45 students per door).
 - (3) Students will be assigned to an entrance directly connected to the stairway that leads to the correct side of the building for their class.
 - (4) At dismissal, independent travelers and those being picked up by family members will be dismissed on a staggered schedule, beginning 20 minutes before those going home by bus.
 - (5) Students will be dismissed to their busses from classes one bus at a time.
 - (6) Faculty will arrive earlier than and depart later than the students. Faculty will be assigned to specific doors to spread the load.
 - b) Handwashing and Bathroom Breaks



- (1) Snack and lunch breaks will be scheduled to allow for handwashing before and after eating. All sinks, including those in the daily living labs, art rooms, etc., will be incorporated into this schedule.
- (2) For classes that do not have sinks,
 - (a) Hand sanitizer will be provided
 - (b) A schedule will be made for handwashing following activities likely to require clean up.
- c) Mask and Movement Breaks
 - (1) Breaks will be scheduled so that cohorts can safely distance themselves on either the 2nd or 5th floor rooftop playground. On days when the weather is inclement, mask breaks for students will take place in the classroom while all maintain a safe distance.
- 2. Leave Doors and Windows Open
 - a) Classroom and clinical office doors will be left open.
 - b) The windows of this building do not open, so we are unable to increase ventilation through this manner.
- 3. Plastic dividers will be used to protect receptionists.
- 4. Alcohol-Based Hand Sanitizer
 - a) Hand sanitizer will be available by entrances, elevator, stairwells, offices, gymnasium, cafeteria, and other common spaces to extent allowable by code and CDC guidance.
 - b) Wipes will be available near copy machines, kitchenettes, shared work areas or machinery, the elevator, and bathrooms.
- 5. Required Square Footage
 - a) With 75% usable classroom space, the following guidelines have been offered by the New York State Department of Education. Use of a 6'x6' block model for social distancing allows for the following number of students in varying sized rooms:

Square footage	# of Students
900	19
750	16
625	13
500	10
400	8
300	6
 - b) Space utilization
 - (1) Across all grade levels, Cooke occupies three large buildings, all of which will be utilized this year. All buildings are fully functional and fully equipped.



- (2) 1The school was designed with 24 academic classrooms of 12. When you include the special subject spaces, gym, cafeteria, and 2 rooftop play spaces, there are sufficient spaces to accommodate grades 6 to 12 in cohorts of 6 students with two adults, as well as large spaces that allow for social distancing during breaks and movement.
- c) All administrative staff in HR, Advancement, the Institute, and Finance will work from home when possible freeing up additional office space while reducing the number of adults within the building.

6. Ventilation

- a) The school has a high-efficiency air circulation system that constantly introduces fresh air into the building. The building's windows do not open.

IV. Child Nutrition

- A. Lunches will be consumed in classrooms using desks that keep students 6 feet apart.
- B. Due to the high number of medical needs amid our population of students with special needs, students will bring their own snacks, lunches, and beverages to school, thus alleviating the issue of food allergies.
- C. Since lunch will be consumed in the classrooms, students must bring foods and beverages that do not require refrigeration or heating
- D. As noted elsewhere, lunch times will be staggered. A schedule for handwashing will be created for students in classrooms without sinks.
- E. Prior to snack breaks and lunch, students will be reminded not to share food or beverages.
- F. Students with G tubes or other special feeding needs will be taken to a room designated for use in feeding. Wipes will be available to sanitize the room between uses. Gloves and goggles/face shields will be provided to staff who must be in close proximity of a student to assist with feeding.
- G. The school will assist with the cost of providing snacks, lunch, and beverages if a family is food insecure.

V. Transportation Guidance

- A. All bus transportation is provided by the NYC DOE.
- B. The school will direct instruction to all students who ride buses on the wearing of masks and the importance of social distancing.

- C. If a student is having difficulty complying, a member of the faculty will work with the child to support them.
- D. The school will develop a protocol to ensure social distancing for embarking and disembarking.
- E. As noted above, the arrival and departure times for buses is controlled by the Office of Pupil Transportation; thus the school cannot stagger arrival and departure times.
- F. Since hand sanitizer is not permitted on school buses, hand sanitizer dispensers will be placed at all entrances.
- G. Students who use mass transit will be provided with direct instruction on how to travel safely by wearing a mask and maintaining social distance.

VI. Social Emotional Well-Being

A. Adult Social-Emotional Learning (SEL) and Well-Being

- 1. Cooke recognizes that the adults in the school have been placed in stressful situations throughout the pandemic.
- 2. As the year was concluding, we invited faculty and staff to participate in a program on self-care. Similar opportunities will be provided throughout the year.
- 3. Given the significance of focusing on equity and racial injustice, the school has formed a partnership with Bank Street College to assist our adults in addressing these issues in our community and to explore their own emotions as they relate to this process.
- 4. The HR department will work with the Health and Wellness Committee to identify and provide for programs and activities they feel would benefit staff well-being.
- 5. Prior to the return of the students, time will be provided to allow staff to express their concerns as they relate to the reopening of school, the challenge of having students at home and in class, and the accommodations they believe would help them successfully navigate the coming year.

B. SEL Competencies and Our Mission

- 1. Cooke is committed to the promotion of the SEL of all our students. Given the special needs of our students, promoting the development of the competencies identified below is central to our mission to promote independence.
 - a) Develop self-awareness and self-management skills essential to success in school and in life.
 - b) Use social awareness and interpersonal skills to establish and maintain positive relationships.
 - c) Demonstrate ethical decision-making skills and responsible behaviors in personal, school, and community contexts.

C. Multi-Tiered Systems of Support



1. The school mission and values challenge us to create a Multi-Tiered System of Support for Social Emotional Learning.
 - a) Cooke employs 14 full-time mental health professionals. These professionals will work with staff, students, and families to ensure that an appropriate level of service is provided to every student.
 - b) Given the students' special needs, pedagogy includes activities that promote SEL.
 - c) All students are provided opportunities for participation in art, drama, and music therapy.
 - d) When a student is demonstrating some specific need, the clinical team and faculty work together to provide support for growth in the classroom.
 - e) Should a student require more intense support, the student will be provided with direct services by one or more of the clinical services teams as deemed appropriate.

D. Student Well-Being

1. Orientation

- a) The faculty will plan and implement an orientation program that assists students to successfully return to school whether they are in class or online.
 - b) This period of orientation will incorporate activities to foster relationships between students, especially with new students, and the adults with whom they will interact.
 - c) The students will be assisted to understand and comply with the health and wellness practices, use of PPE, social distancing, and other components of the plan.
2. Although the students have several months of experience with online learning, the orientation will include opportunities to review the use of online platforms during synchronous and asynchronous instruction, whether in-person or online.

E. Student Support Teams

1. Coordinating Services

- a) Under the best of circumstances, many of our students require support for the promotion of social and emotional well-being.
- b) The students typically receive clinical services from multiple providers who work with faculty teams to assess needs and plan and monitor interventions.
- c) A team may consist of a school psychologist, social worker, speech therapist, occupational therapist, and a physical therapist. In some circumstances the team will include a drama therapist and an art therapist.
- d) The clinical service providers will work with faculty as they assess, plan, and implement services.

- e) The clinical services team will review cases, ensure that a plan for SEL is in place for each student, monitor progress, and modify the plan when necessary.

2. Staff Training

- a) All direct service staff will receive training in trauma-informed practice to assist them in recognizing students at risk and interventions appropriate to their role within school.
- b) All staff is Crisis Prevention Institute (CPI)-trained and receives regular updating.
- c) When a specific intervention is to be provided for a student, clinical services staff will conduct any training necessary.

3. Initial Assessment of Family-Based Need

- a) As the students return to school this year, the counseling staff will reach out to families of all students to conduct an initial assessment of need. The adverse experiences assessed will include but not be limited to:
 - (1) Loss of employment
 - (2) Homelessness
 - (3) Food Insecurity
 - (4) Loss of family members or significant individuals
- b) The information gathered will assist counseling staff to reach out to families who may be experiencing stress, anxiety, or trauma, identify students who may need direct intervention, and provide information as to the appropriate clinical staff who may be needed to support the student.

F. Student Services

- 1. Each student is assigned a mental health counselor that will meet with the student individually or in a group each week.
 - a) Using information from the initial family assessment, input from the faculty, and direct sessions with the student, the counselor will determine and provide interventions specific to the child. Such plans will include but not be limited to:
 - (1) Individual Counseling
 - (2) Behavioral Plans
 - (3) Group counseling to support students in their return to school or, in the case of those at home, support continuing to manage online learning
 - b) When appropriate, other members of the clinical services team will participate in the development of an intervention as described above.

- (1) Such a plan may include but not be limited to social skills development, movement interventions, and the use of social stories.
 2. The clinical staff will work with teachers to develop plans to foster a successful return to school. Such plans will include but not be limited to:
 - (1) Fostering of social skills
 - (2) Promoting emotional development
 - (3) Intervening with students demonstrating anxiety or worry
 3. Students will participate in Art, Drama, and Music Therapy experiences that foster social-emotional development.
 4. Each of the services indicated above will be available to students receiving in-person or online instruction.
 5. When it is deemed necessary to refer a student for outside services, the clinical services staff will support the family through the process by helping the family to understand the need, jointly contacting the external provider, and working with the external provider as is appropriate.
- G. Parent Support
1. Online parent support groups focusing on the social-emotional development of children will be offered in each school division.
 2. Online parent support groups that assist parents to cope with the challenges of the pandemic, or topics such as coping with loss, will be made available to parents.
 3. Parents who have concerns or questions about their child's social-emotional well-being or behavioral issues can contact their child's counselor.
 4. When appropriate, parents will be assisted to find community-based resources for mental and behavioral services for their child or themselves.
 5. These services will be available to families receiving both in-person and online instruction.
- H. Faculty Support
1. The school will provide support groups for faculty that focus on self-care in times of stress.
 2. The school will provide professional development and support for educating children about the virus, healthy practices, developing coping skills, and managing behaviors.
 3. Health and wellness online programs will be organized based on faculty interest.
 4. When appropriate, faculty members will be assisted to find appropriate community-based resources.

VII. Attendance



- A. Online participation is monitored and tracked to ensure attendance using daily spreadsheets and log-in procedures. Family members are contacted if a child does not log into a live session for two days in a row. Daily attendance is taken by the teacher of each subject, and completion of asynchronous work is monitored as submitted. All classroom teachers serve as an attendance point person for a cohort of students.
- B. These attendance procedures are ongoing as Cooke will run virtual and in-person learning simultaneously in September.
- C. All Cooke staff are trained to report allegations of educational neglect when a custodial parent or guardian fails to ensure a child's prompt and regular attendance in school or keeps the child out of school for impermissible reasons resulting in an adverse effect on the child's educational progress, or imminent danger of such an adverse effect.

VIII. Teaching and Learning

- A. All families have the option of registering for either full-time virtual learning, or full-time in-person learning. To date, across all Cooke sites, approximately 15% of our student body has chosen to continue online learning with the option of moving to in-person at multiple times over the course of the school year.
- B. All delivery of educational and related service content is delivered by valid, credentialed educational and related service staff regardless of the virtual or in-person format.
- C. The start date for remote learning:
 - 1. Cooke School and Institute initiated its virtual learning plan in an effort to maintain continuity of quality instruction and related services during the State of New York's mandate, which closed all schools.
 - 2. Teachers and clinicians began posting online assignments on March 18, 2020. This continued for the summer school session (July 1 through August 13). In September, between all Cooke sites, approximately 70 students will continue to work remotely while another 230 will be served in-person.
- D. How remote learning is being provided:
 - 1. Both asynchronous and synchronous learning happens on a daily basis, five days a week. Scheduled live sessions are included in all student schedules.
 - 2. In addition, all live sessions can be recorded and viewed later by students and families that are unable to participate at the designated time. The number of live sessions is based on the needs of the student and is adjusted with the family to ensure maximum participation. The minimum amount of live instruction will be 2 hours per day. At the same time, ample posting and links to recorded sessions offer flexibility with a family's schedule.
- E. The remote learning platform(s) being used:

1. In light of our students' learning needs, the school utilizes only routines and platforms with which students are already familiar. These platforms include but are not limited to:
 - a) Google Classroom, which is a platform that facilitates paperless communication between teachers and students and streamlines educational workflow. It allows teachers to create classes, post assignments, organize folders, and view work in real-time.
 - b) Seesaw, which is a platform for student engagement. Teachers and students can create, reflect, share, and collaborate. Students use photos, videos, drawings, text, PDFs, and links to share their work. The tool serves as an online place for assessment, collaboration, and learning.
 - c) Zoom, which is a reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. Zoom is used as a virtual meeting hub and virtual classroom.
 - d) Gmail, which is the current method of communication between school and student.

F. Technology

1. The Director of Educational Technology, along with each tech support staff, answers any questions and provides IT service, which includes online or over the phone troubleshooting, the direct mailing of technology (Chromebooks, Macbooks, chargers, etc.), and information regarding logging in or passwords. Arrangements are made to pick up devices for repair.

G. Live Instruction

1. All students who choose will receive in-person instruction 5 days per week. To maintain social distancing and safety protocols, the following measures are in place:
 - a) All classes will be reconfigured to have cohorts of 6 children and 2 to 4 adults in a room (depending on students' age and square footage).
2. Cooke will take the typical class of approximately 12 students and split them between two rooms. Head teachers, assistant teachers, paraprofessionals, and related service providers will cover each group. We will position the half groups so that they are next door to each other, giving the opportunity for staff to move back and forth.

H. What will a day look like?

1. Students will remain in the same room most of the day. Special and subject teachers will rotate into classrooms, lunch will be eaten in classrooms, and cohorts will not mix with other cohorts for the time being.
2. School hours for 6 through 12 will be 8:30 AM (arrival) to 2:30 PM (dismissal).

3. Outdoor time will be built into schedules.
 4. No after-school activities can be scheduled during this time.
 5. No group meetings will occur, no visitors are allowed into the building, and parents picking up students must wait outside.
 6. Entry and exit from the building is going to be through multiple points to allow for space between people.
- I. How do we maintain health and safety protocols?
1. All staff will wear masks with gloves being available for use when appropriate.
 2. When possible, students will wear masks.
 3. Routinization of handwashing for all staff and students
 4. Minimization of shared materials
 5. Adjustment of health curriculum to focus on personal safety and hygiene
 6. Adherence to all CDC cleaning procedures: [GUIDANCE FOR CLEANING AND DISINFECTING](#)
 7. Daily screening procedures will be required for any student or adult entering school. Details for this process are detailed above.
- J. Other considerations
1. The impact of schools being closed may have been greater for students with disabilities. Students may have a difficult time transitioning back to school after missing in-person instruction and school-based services (e.g., occupational, physical, and speech-language therapy and mental health support counseling). We will review the needs of each child and provide services as needed.
 2. In addition to having plans in place to keep students safe, there are other factors that our school community will address:
 - a) Immunizations: It is important as students return to school that they are up-to-date on their immunizations. It will be critical that students get their flu shot this year to reduce the spread of influenza this fall and winter.
 - b) Behavioral Health and Emotional Support: We anticipate a wide range of mental health needs of students given the current situation. We recognize students may show signs of anxiety or distress. Plans and curriculum to address such topics are continuously reviewed and implemented by Cooke mental health professionals.
 3. Parent Contact about Reopening
 - a) To date, 3 live Zoom sessions about reopening plans have been held for families with 2 additional rounds planned for August. All parent meetings (group and individual) will be held remotely.
 - b) Our plan for ongoing communication with all segments of the community are detailed above



- IX. PreKindergarten
 - A. The school does not conduct a pre-kindergarten program.

- X. Athletics and After-School Activities
 - A. The school will not offer after-school activities or conduct athletic programs during the 2020-21 school year

- XI. Bilingual and World Languages
 - A. The school does not conduct bilingual programs.
 - B. The school serves students with special needs who do not study world languages.

- XII. Arts
 - A. Music, Drama, and Art instruction will be provided for all students. Arts teachers will push into classes. Zoom sessions and live streaming will be available for those who opt for virtual learning.
 - B. Students will have their own set of materials for use during Arts instruction.
 - C. Any shared materials used for Arts instruction will be cleaned after each use as will high touch surfaces.
 - D. Schedules for Art will include time for clean-up.

- XIII. Physical Education
 - A. Physical Education teachers will provide movement breaks, organized physical fitness activities, and direct hygiene instruction for students.
 - B. Spacing will be expanded to 12 feet during movement activities.
 - C. Activities will include games and activities that do not require physical contact.
 - D. PE classes will be used as an opportunity for instruction on healthy hygiene practices.

- XIV. Assessment
 - A. As Cooke develops instructional models under different delivery methods, in-person and remote, attention must be paid to how students are assessed and further, how student progress will be communicated to parents and caregivers. The following are some criteria Cooke has considered:
 - A. Cooke's online assessment of reading and math can still be used whether a student is virtual or in-person.
 - B. Goals and objectives are tailored to individual student needs.
 - C. Digital portfolios and online learning systems will continue to be used to evaluate student performance.
 - D. Written progress reports will be conducted twice a year for families.

- E. Virtual family meetings will be held twice a year with the option for additional meetings to review a student's performance.

