



Hynes Charter School Corporation
Operational Plans
2020 – 2021

OVERVIEW

The re-opening plan for Hynes Charter School Corporation for the fall of 2020, prioritizes the health, safety, and well-being of the valued members of our community— students, faculty, and staff. This plan is based upon the current guidance from federal, state, and local agencies. These operational guidelines are designed to follow the Louisiana re-opening phases and are specific to New Orleans. In early July, the New Orleans Public Schools (NOLA-PS) released a Roadmap for re-opening which included thoughtful engagement with government, leaders, parents, health experts, school leaders, and teachers. The NOLA-PS Roadmap Supplemental Guidance is now accessible on this [link](#). The Hynes plan was created to complement the newly released plan, and it gives operational guidelines to meet or exceed the standards of the NOLA-PS plan.

Together, we know that we can convert these current challenges and requirements into wonderful opportunities for all, especially our students who thrive in a supportive community and positive school culture. Know that we all look forward to working with you to create another wonderful school year regardless of the phase we implement. We want you to know that we are prepared. Seeing each member of our Hynes community—whether online or in-person— will be the best feeling ever!

Our mission at Hynes Schools is to provide quality education shaping leaders for a changing world. For us, this mission is more critical now than ever before. While the health and emotional well-being of students have always been priorities, extra measures will be implemented to ensure that the needs of students and staff are addressed. This plan prioritizes the Hynes core elements: 1.) student-centered instruction using high-quality and tier 1 curriculum, 2.) inclusive and positive school culture, 3.) invested and committed community, 4.) tailored enrichment opportunities for students, and 5.) sustainable organization.

We have generated a thoughtful and complete plan through deep reflection about our programming, facilities, staffing model, and enrollment coupled with data analysis of surveys and Summer SLAM experiences. We ask that you please bear with us as we gradually release more information to families, such as new student access to Microsoft Teams, child nutrition information, orientation, homeroom assignments, etc. School leaders and teachers have had a very scant summer break as our time has been spent on state and local planning calls, in-person meetings, continued professional development, intensive budget and resource planning, researching, procuring resources, etc. Additionally, we have migrated all home-school communication from School Messenger to Parent Square as of July 1st. We want to ensure that we have proper and accurate contact information for all our stakeholders.

At Hynes, we are never satisfied, and our model is built upon a continuous cycle of reflection, planning, and action using equitable and fair practices. By doing things “the Hynes way”, we will get through this difficult time together.

ACADEMIC PLAN

| Phase I | Phase II | Phase III |
|--|--|--|
| <i>All students 100% distance learning</i> | <i>All students attend school DAILY with significant safety guidelines in place.</i> | <i>All students attend school DAILY with significant safety guidelines in place.</i> |
| <p>100% of students in grades PreK-8 will be in distance learning using synchronous and asynchronous methods with Microsoft Teams as the platform. A master schedule will be provided if we begin in Phase I. Attendance and grading will be implemented.</p> | <p>In-person, daily static classes of students and adults up to 25 including students and adults in grades PreK-8. No assemblies, no field trips. Some teachers may rotate to classrooms for instruction or supervision. We will use a hybrid model for instruction comprised of lessons taught in-person and through Teams.</p> <p>In Phase II, there remains a possibility of returning to full distance learning, depending on mandates from NOLA-PS and the City of New Orleans.</p> | <p>In-person, daily static classes of students and adults up to 25 and assemblies of up to 50 using physical distancing between static groups in grades PreK-8. No field trips. Some teachers may rotate to classrooms for instruction or supervision. We will use a hybrid model for instruction comprised of lessons taught in-person and through Teams.</p> <p>In Phase III, there remains a possibility of returning to Phase II or distance learning, depending on mandates from NOLA-PS and the City of New Orleans.</p> |

SUPERVISION OF INSTRUCTION

| Phase I | Phase II | Phase III |
|--|----------|-----------|
| <p>Lesson plans, classes, and assessments will be monitored and reviewed by administrators and instructional facilitators. Each grade level will teach on-level content and use accelerated learning to scaffold content from the previous grade into lessons.</p> | | |

ONLINE LEARNING AND IN-PERSON LEARNING PLATFORMS AND CURRICULA

| Phase I | Phase II | Phase III |
|--|----------|-----------|
| <p>Hynes Charter Schools will utilize the following platforms in any of the phases: Microsoft Teams for instruction, Parent Square for home-school communication, and student subscriptions to Achieve 3000/Smarty Ants, IXL, and DBQ for middle school. Microsoft Teams will be used for in-person as well as distance learning so that students are prepared for any scenario and their futures. Parents/Guardians will receive resources and/or training to assist with these applications.</p> | | |
| <p>High Quality and Tier I Curricula:</p> | | |
| <ul style="list-style-type: none"> • Mathematics – Grades K-7 Eureka; Grade 8 Algebra I - Big Ideas • ELA – Grades PreK-5-Success for All using books and novels, CKLA for language skills and writing; Grades 6-8 Louisiana Guidebooks, novels, and Sadlier-Oxford Vocabulary Workshop • Science – Grades K-5 Amplify Science; Grades 6-8 Open SciEd (These are both new adoptions and we expect them to arrive prior to the start of school.) • Social Studies – Grades K-5 Studies Weekly; Grades 6-8 Louisiana Scope and Sequence with Document Based Question Project (DBQ) | | |
| <p>Academic screenings will continue to take place at the beginning of the year, middle of the year, and the end of the year. Individual plans will be generated as needed and based upon data.</p> | | |
| <p>Health and wellness checks will be implemented in all phases of school for students, faculty, and staff. Our Student Assistance Team (SAT), social workers, nurses, or administrators will be available for academic or social/emotional referrals.</p> | | |
| <p>Grading policies, formative and summative assessments, student attendance, behavioral expectations, and the integrity of our academic programs are in place for all phases.</p> | | |

SPECIAL EDUCATION OR RESOURCE

| Phase I | Phase II | Phase III |
|--|--|-----------|
| <p>Small groups will be scheduled for distance learning according to IEPs.</p> | <p>Teachers may push-in to the static groups. Teachers may provide small group services to students by pulling students out of their static groups into the sanitized resource area according to their IEPs. Gifted and talented courses will be delivered using a hybrid of in-person or distance learning using the Teams platform through project-based learning.</p> | |

HEALTH, SAFETY, AND HYGIENE PROTOCOLS

| Phase I | Phase II | Phase III |
|---|--|-----------|
| <p>In the at-home model, wellness and attendance checks will be conducted by the Mental Health Leadership Team (MHLT) comprised of school leaders, school health professionals, and teachers.</p> | <p>Physical distancing in hallways (6ft) and social distancing in static groups. Groups convene indoors in rooms with walls or partitions.</p> <p>Temperatures will be scanned by duty teachers upon car or bus arrival. If a student has a body temperature of 100.4 or greater, he/she will not be allowed to enter and will return home (if by car) or to the designated isolation room (if by bus). Parents/guardians may wish to take temperatures prior to students leaving for school.</p> <p>A second temperature check taken mid-day. Each campus has a designated isolation room to hold students who are sick while waiting to be picked up. The room is disinfected after each use.</p> <p>Students wash hands in the classrooms or restrooms upon arrival, mid-morning, prior to and following any meals, and following any movement that may be necessary.</p> <p>Classrooms are disinfected and sanitized prior to the next use. Hynes has purchased extra fogging systems to spray a fine mist in empty classrooms after each use. Extra disinfecting supplies are given to each teacher or staff member to disinfect the workspace before and after each use. High touch surfaces such as desks and doorknobs are cleaned before and after each static group's use.</p> <p>Masks or shields must be worn by all students and staff to the maximum extent possible, including during transitions, arrival, or dismissal. Hynes provides one washable mask or face shield per student and staff. Students and staff may also provide their own masks and may wear face shields and protective glasses. It is recommended that all reusable masks have the student's name clearly written on them. Students and adults should always have an extra mask on hand.</p> <p>Crowding is limited at entrances and exits. Hand sanitizing stations are provided in areas where handwashing is not possible or accessible.</p> <p>Signage has been placed throughout the campuses to provide reminders and guidance for good health and hygiene.</p> <p>Plexiglass barriers have been placed on staff desks in open areas.</p> <p>Parents/guardians or visitors who are not vital to the development of students are restricted except for extenuating circumstances.</p> | |

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| | <p>Water fountains are closed. However, refill stations are available. Students may bring a clear water bottle to school clearly labeled with students' names.</p> <p>Wellness and attendance checks will be conducted by the Mental Health Leadership Team (MHLT) comprised of school leaders, school health professionals, and teachers.</p> |
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MEALS

| Phase I | Phase II | Phase III |
|--|---|-----------|
| Meals will be provided for pick up as they have been since March 2020. | Meals will be consumed in the classroom. Due to the prevalence of allergies and health/safety concerns, both campuses will be nut-free. Students will either go through the food service line in the cafeteria or food may be delivered to the classroom. More information will be forthcoming from our school administrators regarding food service. | |

SCHOOL BUS

| Phase I | Phase II | Phase III |
|---------|--|--|
| N/A | <p>Our usual bus capacity will fit the guidelines of 50%. Buses will be sanitized between trips.</p> <p>However, when possible, parents/guardians are asked to provide transportation to further ensure the health and safety of their child(ren).</p> | <p>Our usual bus capacity will fit the guidelines of 75%. Buses will be sanitized between trips.</p> <p>However, when possible, parents/guardians are asked to provide transportation to further ensure the health and safety of their child(ren).</p> |

BEFORE AND AFTER CARE

| Phase I | Phase II | Phase III |
|---------|--|--|
| N/A | The Husky Care Program is available for a fee. Static groups up to 25, physical distancing of 6ft indoors, and rooms will be sanitized prior to the group entering. Students will wash their hands frequently. | The Husky Care Program is available for a fee. Static groups up to 50, physical distancing of 6ft indoors, and rooms will be sanitized prior to the group entering. Students will wash their hands frequently. |

RECESS

| Phase I | Phase II | Phase III |
|---|---|--|
| A scheduled break will be offered to students in the distance learning model. | Playtime with a static group of 25 and physically distanced from other static groups on the yard. If indoors, the total group size is limited to 25. Refrain from contact sports. | Playtime with a static group of 25 and distanced from other static groups on the yard. If indoors, the total group size is limited to 50. Refrain from contact sports. |

ENRICHMENT CLASSES

| Phase I | Phase II | Phase III |
|--|--|-----------|
| An enrichment schedule will be provided modeling the regular master schedule with library, PE, music, and other classes. | Enrichment will be assigned by each site principal, and both campuses will include physical education. We are unable to provide vocal and instrumental music instruction due to Phase II restrictions. We will implement a flexible staffing model due to the restrictions on the number of persons in a static group. Therefore, our certified enrichment teachers will serve in the capacity of an additional homeroom teacher per grade. | |

SPORTS

| Phase I | Phase II | Phase III |
|---------|--|---|
| N/A | Current guidance from LHSAA (our league follows the same guidance) indicates that competitions may not have spectators. Will send more information when it is available. | Current guidance from LHSAA (our league follows the same guidance) indicates that competitions are limited to 50 spectators. Will send more information when it is available. |

CLUBS

| Phase I | Phase II | Phase III |
|---|----------|-----------|
| We will do our very best to provide extra-curricular activities while incorporating safety guidelines and protocols. These decisions will be made on a case-by-case basis and communicated to families in advance. Please bear with us as we focus on our core curriculum during these unusual times. | | |

FRENCH IMMERSION

| Phase I | Phase II | Phase III |
|------------------------------|--|-----------|
| Regular classes meet online. | Immersion will be provided in-person and by hybrid model using the Microsoft Teams platform at school. Due to U.S. travel restrictions, the newly hired 1st-grade French immersion teachers at both campuses will arrive in the first quarter. Each school is creating a contingency plan to ensure that French is taught through a hybrid of in-person and distance learning in school. This plan will be communicated directly to parents of immersion students by school administrators and teachers. | |

ARRIVAL AND DISMISSAL

| Phase I | Phase II | Phase III |
|--|--|-----------|
| Morning announcements and attendance will start the day in a live Teams broadcast. Details will follow in subsequent communication from the school site principal. | <p>Before care will open for registered students at 7 AM. Breakfast will be from 7:15-7:45. More information will be forthcoming. Arrival for all others is 7:35-8:00. Students will report directly to classrooms using 6 feet of physical distance while moving through their designated entries. See details below.</p> <p>Hynes-UNO Grade 1 - Arrival 7:30-7:45/Dismissal 3-3:15 PM. Kindergarten- Arrival 7:45-8AM/Dismissal 2:45-3 PM.</p> <p>Hynes-LV Grades PreK, K, 1, and 2 enter and exit at Orleans Ave. Grades 3, 4, and 5 enter and exit the Gym gate. Grades 6, 7, and 8 enter and exit at the Argonne Arch gate and stand under the breezeway. The arrival of all students is 7:35-7:45 AM, except for PreK and K who arrive between 7:45-8 AM. PreK is dismissed at 11 AM. K dismissal is 2:35-2:55. Dismissal for all others, including after care, is 3 PM.</p> <p>Walkers and bike riders are dismissed from the main entrance of the school through the front hallway. It is likely that the rotunda will be under renovation. Due to physical distancing, the students are released to the exterior of the building to begin their journey home heading either north or south on Argonne Boulevard. <i>If your child is not a “true” walker or bike rider, we ask that you join the carpool line to reduce the number of students using this exit. We are not willing to compromise health and safety for convenience.</i></p> | |

ILLNESS OR COVID-19 POSITIVE TESTS

| Phase I | Phase II | Phase III |
|---------|---|-----------|
| N/A | Students and staff who are ill must stay home. Anyone who tests positive for COVID-19 must stay home until released by a medical doctor. More information is available here . | |

OPT-OUT

| Phase I | Phase II | Phase III |
|---|----------|-----------|
| <p>Our teaching plan will be implemented with continuous guidance from medical professionals and based upon reducing the risk of the spread of COVID-19. There are also academic and social-emotional risks associated with students NOT being physically present in class when school is in session in Phases II and III. As such, students will be considered enrolled for in-person classes in Phases II and III. However, a family may elect to opt-out of in-person learning quarterly without jeopardizing their child's enrollment but must meet attendance and academic guidelines. Lessons and assignments will be provided on Teams by a teacher. Due to FERPA and privacy restrictions, we will not live stream lessons from classrooms into homes. The decision to opt-out may be renewed at the end of each nine-week grading period. Students who opt-out will be expected to meet standards and take assessments required by the State of Louisiana. Currently, there is no additional guidance for an opt-out from the state or NOLA-PS. A family survey will be forthcoming with this option if we open in Phase II or III.</p> <p>(*Revised 7/21/2020 to reflect the district's announcement to do distance learning until 9/4/2020.)</p> | | |

FLEXIBILITY

| Phase I | Phase II | Phase III |
|---|----------|-----------|
| <p>Through all phases of operations, we must remember to be flexible and fluid given the context and situation of the pandemic. Our school leadership model is adaptable in any of these scenarios. Hynes will continue to provide high-quality education in this changing world.</p> | | |