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BELA adults and students are engaged in both in person and virtual learning

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All BELA adults and students are engaged in virtual learning

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ALL BELA adults and students are onsite for the duration of the day.

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Message from Board of Trustees

Dear BELA Community Members:

On behalf of the BELA Board of Trustees, I hope that you and your family are safe and well. The past months have been challenging ones for us all. As we move forward into a new academic year, please know that the health and safety of each and every member of the BELA community is our foremost priority. I am happy to present this Brooklyn Emerging Leaders Academy 2020 Re-Entry Guide. The BELA Re-Entry Team - comprised of board members, teachers, students, staff, and parents – worked tirelessly to create this document and ensure that we have the proper protocols and procedures in place to best facilitate learning in a safe and secure environment. The board is confident in the school’s leadership to implement the guidelines outlined in the guide and asks for your cooperation and assistance. Thank you for your continued support.

Dr. André McKenzie
Board Chair
Dear BELA Community,

I hope you, your families, and loved ones are safe and healthy. Words cannot describe how much I miss seeing all of you.

Last March, our community had to navigate unimaginable health, academic, financial, social and emotional situations as well as warranted social unrest within our country. While we continue to navigate these situations, our community is also tasked with re-imagining the BELA journey in both a virtual and a brick and mortar space.

The safety of our BELA community is our utmost priority and all decisions that we make about reopening (and re-imagining) school will be based on the most up-to-date information as well as the well-being of our community. As such, a team of BELA community members started planning for re-opening in May! I'm not only proud and extremely grateful, but 100% confident in the collaborative efforts of this team to create BELA’s re-entry guide. As Margaret Mead said, “never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.”

Please note: This re-entry guide is a “living document.” As government agencies provide additional guidance and as we integrate the feedback from BELA stakeholders, this guide will continue to be refined in an effort to meet the needs of our BELA community members.

Thank you for your continued confidence and trust to guide the BELA community.

I look forward to seeing our BELA families at the Wednesday night sessions.

With love. -Ms. N

Nicia Fullwood
Head of school
Sisterhood Mode: BELA adults and students are onsite for the duration of the day.
- Highest Risk: Full sized, in person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities (CDC 19Mar20)

Scholarship Mode: BELA adults and students are engaged in both virtual and onsite learning.
- More Risk: Small, in-person classes, activities, and events. Groups of students are together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes). (CDC 19Mar20)

Strength Mode: All BELA adults and students are engaged in virtual learning
- Lowest risk: Students and teachers engage in virtual-only activities, events, and classes. (CDC 19Mar20)
BELA adults and students are engaged in both onsite and virtual learning.

- Virtual + Onsite schedule
- Bell Schedule
- Transitions
- Attendance
- School Calendar

- Virtual + Onsite Classroom Setup

- MANDATORY COVID-19 Pouch
- Morning Entry
- Restroom Procedures
- Onsite Building Cleaning
- External Vendor Building Cleaning
- COVID-19 Signage

- Student Wellness Checks
- COVID-19 Exposure Protocol
- Feedback Surveys
The schedule for Scholarship mode will alternate weekly between students learning onsite or learning virtually. Each student will be assigned to a cohort (Cohort A or Cohort B). An example schedule is listed below. The expectations for virtual and onsite learning are the same and students should follow their schedule in Alma.

**Virtual + Onsite**

### Week 1A
- **Ontime:** 9am-3:10pm
- **Cohort:** Cohort A: 9th and 12th

### Week 2A
- **Virtual:** 9am-3:05pm
- **Cohort:** Cohort A: 9th and 12th

### Week 1B
- **Virtual:** 9am-3:05pm
- **Cohort:** Cohort B: 10th and 11th

### Week 2B
- **Ontime:** 9am-3:10pm
- **Cohort:** Cohort B: 10th and 11th
Scholarship Mode Schedule*
Part I: Monday-Thursday

Breakfast/Sisterhood Circle
8:15am-8:55am
Students will eat in assigned classroom and participate in virtual morning community meeting

Block 1
9:00am-10:20am
Majority of students will remain in assigned classroom.

Block 2
10:25am-11:45am
Majority of students will remain in assigned classroom.

Lunch 1
11:45am-12:15pm
Students will eat lunch in assigned classroom. Meals will be delivered to the classroom. On select days, students will participate in College Readiness, Power Group, or Financial Literacy.

Block 3
12:20pm-1:40pm
Majority of students will remain in assigned classroom.

Block 4
1:45pm-3:05pm
Majority of students will remain in assigned classroom.

PM Checkout
3:05pm-3:10pm
Cellphones will be distributed and students will be dismissed from their classroom

*All classes will be live streamed and recorded for Scholarship Virtual students.
Students will virtually meet in their Leadership Academy for community building and a wellness check.

All students will participate in a LA check in. Select students will be assigned to an office hour.

Students will participate in Go Grow elective.

BELA community will nourish our bodies with food. We strongly recommend organizing virtual lunch dates.

Students will participate in Go Grow elective.

TBD
Transitions

School day transitions: To ensure the health and safety of all BELA communities members onsite, the CDC recommends for schools to limit the movement of students. As such, the movement within our school building will be minimized to essential transitions.

BELA Adults
- Move to the classes where their students are located
- While transitioning to classes, remain 6 feet apart by following arrow indicators in the hallway
- DO NOT leave the building unless necessary

BELA Students
- Students will remain in their designated classroom for the duration of the day*
- While transitioning to the restroom, students must remain 6 feet apart by following arrow indicators in the hallway
- Students will remain in their room for lunch
- Until further notice, students will not be permitted to leave the building for open lunch

*Due to BELA’s personalized approach for addressing the academic needs of a student, a student may need to transition to a different room to accommodate their academic needs. Students will follow the procedures listed above for BELA adults and travel to the room with their movable desk.
Attendance

All students and families are required to provide working phone numbers to LA teachers for attendance purposes.

Daily Attendance

Step 1: Student attendance is taken during LA check-in in Alma using P for present, L for late and A for absent*.

Step 2: For those students marked A, attendance calls are made by the attendance team.

Lateness

Step 1: Student attendance is taken during LA check-in in Alma using P for present, L for late and A for absent.

Step 2: For those students marked L, text messages will be sent by the attendance team to notify families.

*If you know your student will be absent, please email: absent@belahs.org. Upon return, your student must submit a note for the absence to be excused. For further information regarding excused vs. unexcused absences, please reference the BELA Family Handbook.
BELA 2020-2021
Important Dates Calendar*

**Click here to access the full school calendar on our website.**

**August 24th to September 4th ALL BELA students will be virtual.**
BELA 2020-2021
Important Dates Calendar

**FEB 2021**
- Black Excellence Month
  - TBD

**MAR 2021**
- Women's Symposium
  - TBD

**APR 2021**
- Spring Break
  - TBD

**MAY 2021**
- Spring Showcase
  - TBD

**JUN 2021**
- End of Year
  - TBD

*Click here to access the full school calendar on our website.*
Onsite Classroom Setup + Live streaming

In Person
- No more than 13 students per room
- ALL students are 6 feet apart
- During mini lesson, teacher is positioned 7 feet from the first row of students
- Teacher will wear a face shield and mask during 1:1 check-ins with students
- All windows will remain open and AC temperature will be set to 70.0.
- Teacher will label student desk with their name. All students will sit in their ASSIGNED seat ONLY.

(At home) Live Stream
- During a student’s designated onsite week, ALL classes will be live streamed (and recorded) using the Zoom platform
- Students participating virtually WILL be expected to actively participate in the class which includes having their camera on for the duration of class.

(In person) Live Stream
- During a student’s designated onsite week, ALL onsite classes will be divided into two rooms to adhere to the social distancing guidelines.
- Students will participate in the live stream.
To ensure the health and safety of BELA community members, while onsite, all BELA adults and students will be required to carry with them, at all times, a pouch. The pouch must include the contents listed to the right.

At the start of each day, BELA community members will be required to show they are in possession of a pouch with the specified contents. If they do not have a pouch, a temporary pouch will be provided. BELA will also have pouches available for purchase.

*BELA will provide the first pouch at no cost.*
**STEP 0**  
**Pre screen & Stay Home**

**PRE-SCREEN:** Prior to a BELA community member student entering the building, they’re REQUIRED to complete the ParentSquare health pre-screen.  
**STAY HOME:** If you or someone in your family is feeling sick, DO NOT enter the school building. Notify absent@belahs.org of your absence.

**STEP 1**  
**Social Distance**

Upon entering the line, all community members are required to wear a mask for the duration of the school day. BELA community will line up, outside the entrance, 6 feet apart and adjust accordingly as community members enter the building. Community members will be reminded that a pre screen check must be submitted prior to entering the building.

**STEP 2**  
**Pre screen & Pouch check**

At the entrance, a masked BELA staff member will confirm the community member submitted the health check and the student is in possession of the COVID-19 pouch. If not, the community member will be given a pouch and the community member will be invoiced.

**STEP 3**  
**Temperature check**

To aid with contact tracing, the school will utilize our id card scanning system to capture arrival time.

Each person’s temperature will be taken using at a no touch temperature scanning kiosk and recorded as pass or fail.

- **No Temp:** A normal temperature reading (below 100.0) will proceed to their LA room and sanitize hands.  
- **Temp:** A temperature (100.0 and above) will proceed to a quarantined area. Families will be expected to pick up the student. Staff will be expected to return home.

**STEP 4**  
**Building Entry**

*Morning Entry and Breakfast: 8:15am – 8:50am*
STOP THE SPREAD
MANDATORY HAND SANITIZING and WASHING!!

To ensure the BELA community has easy access to the recommended hand cleaning supplies, 21 no touch hand sanitizing stations are mounted outside of each room. Additionally, we have 3 mobile hand sanitizing stations and each bathroom has a no touch soap dispenser.
Restroom Procedures for BELA community members

Following the recommendations of the CDC and NYC health agencies, the BELA community will follow the following procedures for adult and student restroom usage.

**Entering Restroom**

- Only one BELA community member will be allowed in the restroom, at any given time. To aid with potential contact tracing, each BELA community member will be required to scan their ID card prior to entering the restroom.
- Each community member will be expected to use an "unmarked" stall. Unmarked stalls have a stall door sign indicating the stall has NOT been used.

**Exiting Restroom**

- Prior to exiting the restroom, BELA community members will be expected to turn over the sign affixed to the stall door indicating the stall they occupied should no longer be used until it’s cleaned.
- Each community member will be expected to wash their hands using the electronic soap dispenser and use a disinfectant wipe to sanitize the water faucet knob.

**Cleaning**

- After all stalls, within a restroom, have been occupied at least once, the restroom will be closed for a cleaning of each stall.
- The cleaning will consist of a disinfectant solution to clean the faucet, stalls, and soap dispenser.
BELA will follow a 3 for 4 daily building cleaning practice of frequently touched areas to ensure the health and safety of BELA community members.

**Door Knobs**
Door knobs and light switches of every classroom and office space will be disinfected.

**Stairwells**
All stairwells utilized by BELA community members will be disinfected.

**Handrails**
All handrails utilized by BELA community members will be disinfected.
### BELA External Vendor Building Cleaning

#### Daily Cleaning

Each day the building custodial staff will complete the following:

- Disinfect door knobs, light switches, stairwells, and handrails at least 3 times per day
- Each night, wipe down all surfaces within each room
- All cleaning and disinfecting will be done according to standards prescribed by NYCDOH and CDC.

**Daily during + after school hours**

#### Deep Cleaning

Each month, BELA will contract with an external cleaning service to clean the following:

- Mopping all rooms and hallways
- Dusting all surfaces
- Cleaning all surfaces including furniture

**Monthly on the 2nd Friday**

#### Disinfectant Fogging

Disinfectant fogging includes:

- Using an electrostatic machine with Clorox 360 solution (hospital grade disinfectant) all bathrooms, rooms, furniture, stairwells, and hallways will be sprayed.

**Weekly on Wednesdays**

#### Disinfectant Fogging

Disinfectant fogging includes:

- Using an electrostatic machine with Clorox 360 solution (hospital grade disinfectant) all bathrooms, rooms, furniture, stairwells, and hallways will be sprayed.

**Weekly on Fridays**
**Restrooms**

COVID-19 health and safety practices for restroom utilization will be posted in all bathrooms utilized by BELA adults and students.

**Entrances and Exits**

All BELA entrances and exits for both adults and students will have COVID-19 signage including reminders to hand wash and/or sanitize after entering and prior to exiting the building.

**Hallway and Stairwell Reminders**

COVID-19 health and safety signage will be posted in all BELA stairwells and hallway.

**BELA COVID-19 Bulletin Board**

BELA will have a designated COVID-19 bulletin board with information regarding BELA’s mandatory health and safety practices while onsite. Additional information will be given regarding health and safety practices BELA community members should adopt when they’re outside the BELA community.
Student Wellness Checks

Onsite

Leadership Academy (LA)
- Every morning, students will meet with LA teacher for 10 minutes
- Every Friday, students will have a minimum 15 minute 1:1 check in with LA teacher.

Student Life Team
- Designated grade level licensed social worker and intern to monitor well-being of cohort
- Weekly Wellness check surveys
- Daily Attendance calls

Power Group
- Weekly small group therapeutic for all BELA students facilitated by a social worker

Virtual

Leadership Academy
- Every morning, students will meet with LA teacher for 10 minutes
- Every Friday, students will have a minimum 15 minute 1:1 check in with LA teacher.

Student Life Team
- Designated grade level licensed social worker and intern to monitor well-being of cohort
- Weekly Wellness check surveys

Power Group
- Weekly small group therapeutic for all BELA students facilitated by a social worker
COVID-19 Exposure Protocols

BELA protocol for mitigating COVID-19 spread

Last Updated: July 26 2020

Stop the Spread

- Step 1: Suspected person(s) will be isolated
- Step 2: Person(s) who may have been in contact are relocated
- Step 3: Families will be notified
- Step 4: BELA community will be dismissed

Strength Mode

- All BELA community members will transition to strength mode
- The community will remain in this mode for a minimum of 2 days.

Building Cleaning

- Custodial staff immediately notified of contamination
- Minimum 2 day building closing to clean, disinfect and support contact tracing in consultation with the NYCDOE and Department of Health.

Step 1: Suspected person(s) will be isolated
Step 2: Person(s) who may have been in contact are relocated
Step 3: Families will be notified
Step 4: BELA community will be dismissed

Confirmed Onsite

Stop the Spread

- Suspected person(s) will be required to stay home
- Person(s) must quarantine for a minimum of 10 days per CDC guidance

Scholarship Virtual Mode

- To the degree possible, person(s) will transition to Scholarship virtual mode.
- Student may be assigned a peer tutor
- All person(s) must have camera on during Scholarship virtual mode.

Department Of Health Consultation

- COVID-19 coordinator will work with DOH to aid contact tracing efforts.

Confirmed Offsite

Stop the Spread

- COVID 19 confirmed: Quarantine at home for 10 days
- COVID 19 exposure: Quarantine at home for 14 days

Scholarship Virtual Mode

- During this time, person(s) will transition to Scholarship virtual mode.
- Student may be assigned a peer tutor

Department of Health Consultation

- COVID-19 coordinator will work with DOH to aid contact tracing efforts.

Return to Site

Stop the Spread

- COVID 19 confirmed: Quarantine at home for 10 days
- COVID 19 exposure: Quarantine at home for 14 days

Scholarship Virtual Mode

- During this time, person(s) will transition to Scholarship virtual mode.
- Student may be assigned a peer tutor

Department of Health Consultation

- COVID-19 coordinator will work with DOH to aid contact tracing efforts.
In an effort to ensure our school community is addressing the needs of stakeholders, we'll administer anonymous surveys to BELA community members at the end of each trimester (November, March, and June).
Strength Mode

All BELA adults and student are engaged in virtual learning.

Schedule
- Bell Schedule
- Attendance
- TBD

Teaching and Learning

Safety
- Camera Policy

Systems
- Student Wellness Checks*
- Feedback Surveys*

*Same as Scholarship Mode
Strength Mode Schedule
Part I: Monday-Thursday

**AM Check-In**
9:00am-9:10am
Wellness check with Leadership Academy teacher.

**Block 1**
9:15am-10:10am
All students participate in live virtual instruction.

**Block 2**
10:15am-11:05am
All students participate in live virtual instruction.

**Block 3**
11:30am-12:25pm
All students participate in live virtual instruction.

**Block 4**
12:30pm-1:25pm
Majority of students will remain in assigned classroom.

**Virtual Lunch**
1:30pm-2:00pm
On select days, students will participate in College Readiness, Power Group, or Financial Literacy.

**Office Hours**
2:30pm-5:00pm
All 9th grade students will be assigned an office hour. All other students will be assigned based on progress report grades.
Strength Mode Schedule
Part II: Virtual Fridays

**LA Check In**
9:00am-9:30am

- Wellness check with Leadership Academy teacher.

**Office Hours/Check Ins**
9:35am-2:30pm

- All students will participate in a LA check in.
- Select students will be assigned to an office hour.

**Go Grow 1**
9:35am-10:35am

- Students will participate in Go Grow elective.

**Lunch**
11:30am-12:15pm

- BELA community will nourish our bodies with food. We strongly recommend organizing virtual lunch dates.

**Go Grow 2**
12:20pm-1:40pm

- Students will participate in Go Grow elective.

**TBD**

- TBD
- TBD
Attendance

Daily Attendance

Step 1: Student attendance is taken during LA check-in in Alma using P for present, L for late and A for absent*.

Step 2: For those students marked A, attendance calls are made by the attendance team.

Step 3: For safety reasons, cameras must be on for the duration of the class period for a student to be marked PRESENT.

Lateness

Step 1: Student attendance is taken during LA check-in in Alma using P for present, L for late and A for absent.

Step 2: For those students marked L, text messages will be sent by the attendance team to notify families.

*If you know your student will be absent, please email: absent@belahs.org. Upon return, your student must submit a note for the absence to be excused. For further information regarding excused vs. unexcused absences, please reference the BELA Family Handbook.
To ensure the health and safety of all BELA community members, all BELA community members are required to have their camera on and face within the screen for the duration of each class session, 1:1 check in, meeting, or other interaction where there's 2+ BELA community members.

Use the drop down button to turn on camera

Click here to turn on camera

Click here for an FAQ on how to turn on camera
Sisterhood Mode

BELA adults and students are onsite for the duration of the day.

Schedule
- Onsite schedule*
- Transitions*
- Daily Attendance*
- School Calendar*

Teaching and Learning
- Classroom setup
- Office Hours - TBD

Safety
- Mandatory BELA COVID-19 Pouch*
- Morning Entry*
- Restroom Procedures*
- Building Cleaning*
- External Vendor Building Cleaning*

Systems
- Student Wellness Checks*
- COVID-19 Exposure Protocol*
- Feedback Surveys*

*Same as Scholarship Mode
## Sisterhood Mode Schedule
### Part I: Monday-Thursday

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15am-8:55am</td>
<td>Breakfast/Sisterhood Circle</td>
</tr>
<tr>
<td>9:00am-9:10am</td>
<td>Block 1</td>
</tr>
<tr>
<td>10:25am-11:45am</td>
<td>Lunch 1</td>
</tr>
<tr>
<td>11:45am-12:15pm</td>
<td>Block 3</td>
</tr>
<tr>
<td>12:20pm-1:40pm</td>
<td>Block 4</td>
</tr>
<tr>
<td>3:05pm-3:10pm</td>
<td>PM Checkout</td>
</tr>
<tr>
<td>3:05pm-3:10pm</td>
<td>PM Checkout</td>
</tr>
</tbody>
</table>

- **Breakfast/Sisterhood Circle**: Students will eat in assigned classroom and participate in virtual morning community meeting.
- **Block 1**: All students will participate in live virtual instruction.
- **Block 2**: Majority of students will remain in assigned classroom.
- **Lunch 1**: Students will eat lunch in assigned classroom. Meals will be delivered to the classroom. On select days, students will participate in College Readiness, Power Group, or Financial Literacy.
- **Block 3**: Majority of students will remain in assigned classroom.
- **Block 4**: Majority of students will remain in assigned classroom.
- **PM Checkout**: Cellphones will be distributed and students will be dismissed from their classroom.
Sisterhood Mode Schedule

Part II: Virtual Fridays

LA Check In
9:00am-9:30am

Students will virtually meet in their Leadership Academy for community building and a wellness check.

Office Hours/Check Ins
9:35am-2:30pm

All students will participate in a LA check in. Select students will be assigned to an office hour.

Go Grow 1
9:35am-10:35am

Students will participate in Go Grow elective.

Lunch
11:30am-12:15pm

BELA community will nourish our bodies with food. We strongly recommend organizing virtual lunch dates.

Go Grow 2
12:20pm-1:40pm

Students will participate in Go Grow elective.

TBD

TBD
# Class Size & Classroom Setup

- **Teacher**
- All windows will remain open and AC temp set to 70.0
- **12 students per class**
- **ONE group in 2 classrooms**
Frequently Asked Questions
Updated: July 29, 2020

Topics:

Community Resources

Strength Mode

Topic 3
Topic 3

Topic 4
Topic 4

Topic 5
Topic 5

Questions:

- Where can I access COVID-19 resources?
- What conditions warrant BELA transitioning to Strength Mode?
- What are the school’s early warning signs for a potential transition to Strength mode?
- TBD
- TBD
- TBD
In consultation with the Department of Health, BELA community members may be required to visit a health center for a COVID-19 test.
**Scholarship Mode** vs **Strength Mode**

BELA will follow all metrics as set by NYC Department of Health if cases in NYC are increasing beyond an appropriate level. BELA will modify onsite instruction as necessary. Additionally, BELA will consult with the NYC Department of Health if BELA onsite cases reach 4%.

BELA will work with the NYC Department of Health to determine what conditions (i.e. number of positive COVID-19 cases in the building) would trigger a cohort transitioning to Scholarship virtual mode or the BELA community transitioning to Strength mode as well as the amount of time. Additionally, BELA will transition to Strength mode if onsite cases reach 9%. As stated above, BELA will work with the NYC Department of Health to determine the length of time the community will be in Strength mode.
The Re-entry Team

The BELA Team

Team Members
- Dr. André McKenzie (Board Chair)
- Mellanie Garner (Board Member)
- Christina Socias (Board Member)
- Nicia Fullwood (Head of School)
- Camile Gayle (Dean of Student Life)
- Shannon Riley (Dean of Advancement)
- Faith Morales (Incoming 9th Student)
- Aiyana Lockley (9th Student)
- Jasmine Abreu Negron (10th Student)
- Mariam Sikiru (10th Student)
- Karen Hawkins (10th Family)
- Jeanett Bobbett (11th Family)
- Akoshia Robinson (9th Family)
- Leslie Dillion-Taylor (9th Family)
- Patricia Browne (Incoming 9th Family)
- Tamjid Rahman (9th Teacher)
- Katherine Moreno (10th SW)
- Mark Getchis (11th Teacher)
- Nakia Cook (Dean of Operations/COVID-19 Coordinator)

Virtual Meetings
- May 20th
- May 27th
- June 3rd
- June 10th
- June 17th
- June 24th
- June 27th
- July 16th
- July 23rd
- July 27th