

Capital City Public Charter School's plan for **re-entry**
and recovery starting fall of school year 2021-2022.



Building on more than 20 years of innovation and excellence in education, Capital City Public Charter School has a bold vision for re-entry to the school building and long-lasting recovery from the COVID-19 pandemic. This re-entry plan outlines our goals and the innovative steps we will take to ensure a safe and effective re-entry that seamlessly transitions to full recovery. This fall, we will be prepared to meet students where they are, support them socially and emotionally, and accelerate their learning.

vision

Capital City is committed to investing the resources necessary to support a bold vision for a safe re-entry and recovery rooted in equity and ensuring that all students receive the academic and social emotional support that they need for their short and long-term success as we emerge from this pandemic.

priorities

- ✓ Social and emotional learning and support for all students.
- ✓ Meeting students where they are academically while accelerating their learning.
- ✓ Staying true to EL Education and the key components of our educational program.
- ✓ Staff wellness recognizing that teachers and staff need to be socially, emotionally, and physically well to do their best work on behalf of children.

May 2021,

Dear Capital City Families,

The COVID-19 pandemic changed education. For the first time in 20 years, students were not filling our halls this past year. As a school leader and parent, I know these months have been challenging and long. Throughout I have been inspired by the strength, innovation, courage, and compassion of our community. As I look ahead, I am filled with hope that we will emerge from this pandemic as a more equitable school and stronger community. Capital City is committed to providing the education you need and want for your children.

With declining COVID rates, availability of vaccines for adults and now children over the age of 12, and increased guidance and science for maintaining a healthy environment, we can safely offer in-person instruction for all students in the fall. We are hiring additional staff and putting strong safety protocols in place to support re-entry and recovery. Our re-entry plan is flexible by design so we are prepared to adapt to evolving guidance and changing health metrics.

We will focus on the whole child and add extra support for social and emotional health and wellbeing as we welcome students back to school. Our model supports a return to a more equitable version of school that both restores and accelerates learning and prepares students for the future. It allows us to innovate and seize opportunities to eliminate and address the barriers and mindsets that may have held us back in the past.

The following plan outlines our goals for how best to do this safely while maximizing the learning experience for all students. I look forward to hearing your thoughts as we finalize re-entry plans.

I cannot wait to welcome you back to the building on August 30!



Karen Dresden, Head of School

KEY INVESTMENTS

32 new classroom and inclusion teachers to reduce ratios and increase support for students through a co-teaching model

5 Special Education Case Managers to allow teachers to focus on instruction

6 COVID re-entry team members (1 Director and 5 Associates) to support re-entry

2nd computer or tablet for ALL students

Furniture and space enhancements including potential renovations

IN THIS PLAN FOR FALL RE-ENTRY

Campus Models

Lower School

Middle School

High School

Instructional Program

Social and Emotional Health
Safety

Virtual Learning and
Technology

Home-School Collaboration

campus models

These models outline how we plan to safely welcome over 1,000 students and over 200 staff back to school for in-person learning in the fall.



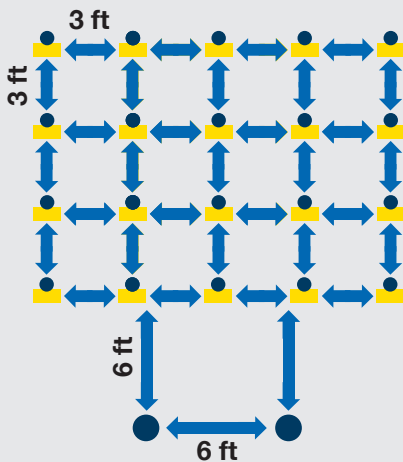
Students spaced 3 ft apart.

CLASSROOM MODELS

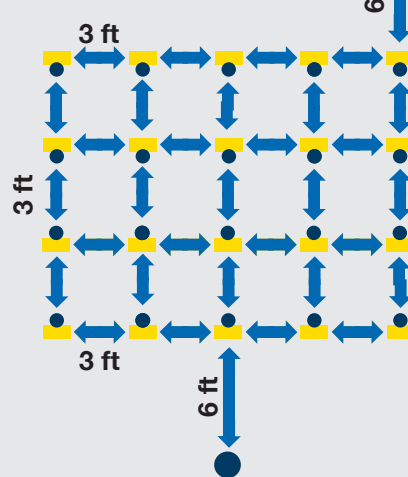
Following CDC guidelines for students to be spaced 3 feet apart from each other and 6 feet from teachers, we are exploring multiple options for the set-up of classrooms and breakout spaces to maximize learning and instruction. We will seek to allow for collaboration and movement while maintaining social distance and safety.



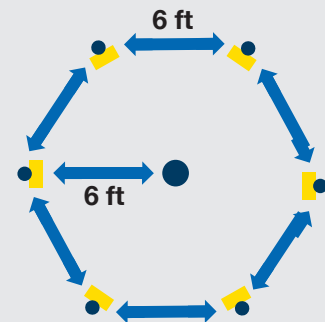
STUDENTS FACED IN THE SAME DIRECTION



STUDENTS FACED IN THE OPPOSITE DIRECTION



SMALL GROUP FACING EACH OTHER IN A BREAKOUT SPACE



Breakout spaces will be used for small group work and activities. They will also continue to support services such as Speech and Language and Occupational Therapy.

SUPPLIES

Capital City will provide all students with individual supplies (vs shared supplies pre-pandemic).

DIGITAL LITERACY

Digital literacy is a set of skills that students will need for long term success. We are excited to build upon the great learning, aptitude and comfort students at every grade level have demonstrated during the pandemic. As we return to in-person learning, we hope to build upon these skills by maintaining many of the technology systems and platforms we introduced during distance learning such as Nearpod, Seesaw, and Remind.

Note: Distance learning will be offered for families who require it, quarantining of cohorts, or changing health metrics. We will equip classrooms to maximize learning for these students who must join from home. See more in [Virtual Learning and Technology](#).



Main entrance on Peabody Street



High School entrance by the garden



Rear entrance in the parking lot

ARRIVAL AND DISMISSAL

The CDC recommends staggering arrival and dismissal times to minimize congestion and cross-cohort interaction. **Capital City is planning to stagger schedules and use all three building entrances with Lower School hours from 8am-3pm, Middle School from 8:30am-3:30pm and High School from 9am-4pm.** Teachers and staff will greet students and help them get to their classrooms. All campuses will dismiss early on Wednesdays (LS at 12pm, MS at 12:30pm, and HS at 1pm) to accommodate teacher planning and professional development.

We aim to support families with children in multiple campuses to manage the staggered schedule. We plan to offer a before-school homework center for Middle School and High School students with Lower School siblings. We also plan to offer an after-school option from 3-4pm for Lower School students with older siblings.

Our August communication will clearly explain arrival and dismissal procedures with maps/diagrams.

MEALS

Per CDC guidelines, it is recommended that meals be served with students spaced at least 6 feet apart. Social distancing during meals is particularly important since students will need to remove their masks to eat.



LUNCH

We will continue to serve hot lunches to our students, although students may bring meals from home.

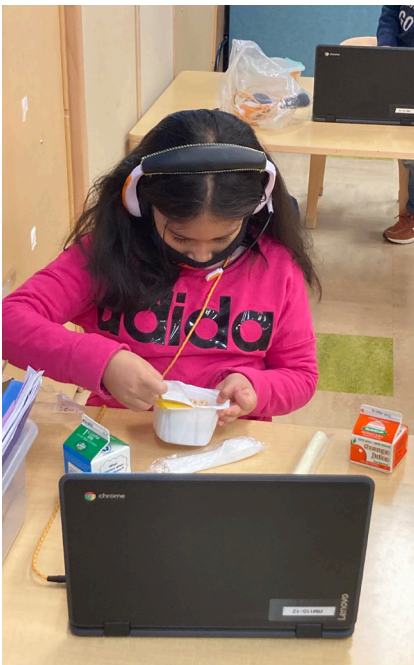
See the Lower School, Middle School, and High School sections for campus-specific logistics for lunch.

BREAKFAST

We are considering two options for breakfast as well as a hybrid of both.

➔ **Option 1:** Outdoor breakfast stations set up in the morning where students can sit or stand 6-feet apart and eat. Students would need to arrive before their campus start time to eat breakfast. We are looking at tents, but this will be more challenging in inclement weather.

➔ **Option 2:** We provide a box of 5 shelf-stable breakfasts for students to bring home each week so that they can eat breakfast before or on the way to school.



LOWER SCHOOL

100% in person 5 days a week.

With students spaced 3 ft apart in classrooms, and additional staff to allow for smaller class sizes, we will ensure a smooth, trauma-informed re-entry by providing a safe and nurturing program that includes the important elements of our EL Education model including expeditions and the arts.

CLASS STRUCTURES

- **PreK:** 4 classrooms with 19 students, each with 1 lead teacher, 1 associate teacher, and 1 assistant teacher.
- **Kindergarten:** 2 classrooms with 20 students, each with 1 general education co-teacher, 1 inclusion co-teacher, and 1 associate teacher.
- **1st-3rd Grade:** 3 classrooms with 16-17 students, each with 1 general education co-teacher and 1 inclusion co-teacher.
- **4th Grade:** 3 classrooms with 19-20 students, each with 1 general education co-teacher and 1 inclusion co-teacher.

We will utilize breakout spaces and outdoor spaces for small group work, movement, and active engagement.

SPECIALS (K-4)

Students will have one of five specials offered each quarter: fitness, art, music, theater, and Spanish. Specials Teachers will teach one grade level per quarter. The Library team will serve as an extra support.

LUNCH

To follow CDC guidelines for meals to be served with students spaced at least 6 feet apart, half of the class will have recess (outdoors or in the gym grouped by grade level) while the other half stays in the classroom to eat. These groups will then switch.

WEDNESDAYS

Wednesdays will have math and literacy (switching each week) and Wednesday All School Meeting (WASM). Capital City will dismiss early on Wednesdays at 12pm for teacher planning and professional development. Aftercare, on a sliding pay scale, will be available beginning at 12pm on Wednesdays.



Sample Schedule: PreK

8am	Arrival
8:15am	Morning Meeting
9:00am	Play/Centers (½ inside; ½ outside)
10:30am	Small Groups/ Specials/ Nature Walk
12:15pm	Lunch/Story/ Recess
1:30pm	Rest
2:45pm	Closing Circle
3:00pm	Dismissal
3:00pm - 6:00pm	Aftercare (optional)

Sample Schedule: K-4th grade

8am	Arrival
8:15am	Morning Meeting
8:45am	Math Routine
9am	Specials
10am	Literacy
11am	Lunch/Recess
12pm	Math
1pm	Literacy
2pm	Intensives
2:30pm	Closing Circle
3:00pm	Dismissal
3:00pm - 6:00pm	Aftercare (optional)

MIDDLE SCHOOL

100% in person 5 days a week.

We are eager to see our 5th-8th grade Eagles back in the building to safely deliver our supportive, challenging, and fun program complete with Crew, community meetings and Specials.

Additional staffing will allow for more individualized attention and support. **Students will be grouped by grade-level cohorts of approximately 20 students.** Teachers, including Specialists, will rotate to students for instruction to minimize movement and cross-cohort mixing. All core classes will be co-taught with a general education and inclusion teacher. There may be some mixing of students within a grade level at recess and for classes, but no mixing across grades.

SPECIALS

Students will continue to take arts classes, digital literacy, fitness/health and Spanish:

- Fitness will be offered 2 times a week for 2 quarters. Health will be offered 2 times a week for 2 quarters (1 quarter virtual and 1 in person).
- Academic Success Block/Spanish will be offered 2 times a week for 4 quarters (2 quarters virtual and 2 in person).
- Art (music, drama, visual art) and Digital Literacy will be offered 2 times a week and rotate quarterly.
- Virtual electives will be offered on Wednesdays from the school building.



LUNCH

To follow CDC guidelines for meals to be served with students spaced at least 6 feet apart, lunch will be staggered by grade level, with half of the students eating in the classroom while the other half eats in the cafeteria. About 40 students in a single grade will eat spaced at least 6 feet apart in our large cafeteria at a time.

WEDNESDAYS

Wednesdays will have virtual electives, extended Crew/community meetings and two academic blocks. Capital City will dismiss early on Wednesdays at 12:30pm for teacher planning and professional development. Aftercare, on a sliding pay scale, will be available for 5th and 6th graders beginning at 12:30pm on Wednesdays.

Sample Schedule: 5th and 6th grade

8:15am	Arrival
8:30am	Intensives
9:10am	Academic Block
10:05am	Academic Block
11:05am	X Block (<i>Music, Spanish, Academic Success Block, Virtual Health</i>)
12:00pm	Recess and Lunch
1:10pm	Academic Block
2:05pm	X Block (<i>Music, Spanish, Academic Success Block, Virtual Health</i>)
3:05pm	Crew and Dismissal
3:30pm - 6:00pm	Aftercare (optional)

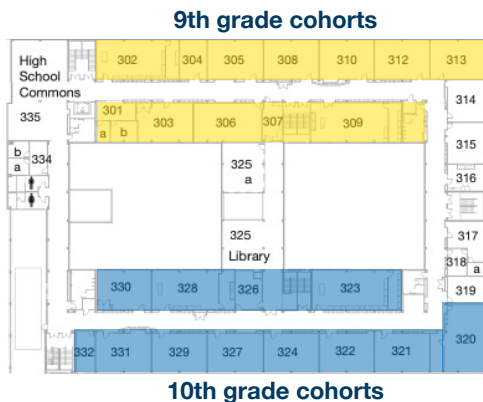
HIGH SCHOOL

Due to space constraints and current unknowns around city requirements for in-person learning, we are considering two scenarios for High School. In both models, we will continue to support the growth, wellbeing, and resilience of all our 9th-12th graders with a rigorous and enriching program that prepares each student for success in college and careers. Our community values will help guide and support our students during re-entry.

MODEL 1: 50% in person and 50% distance learning.

91% of families supported this option.

High School will begin the year with a hybrid schedule where students attend in-person half the time and participate in distance learning with their same teachers the other half of the time. We will have classes of about 15-20 students. In the building, we will minimize transitions and have teachers move to students when possible. However, there will be some class transitions so that students can be in the lab for science and with peers taking the same math course.



This hybrid re-entry model will have 9th and 10th grade cohorts in the school building one week when 11th and 12th grade cohorts are engaged in distance learning, and then alternate the following week. Teachers will follow the same schedule.

Sample Schedule: 9th grader (M, Th)

8:45am	Arrival
9:00am	English
10:30am	Spanish
12:00am	Lunch and Advisory
1:00pm	World History
2:30pm	Study Hall
4:00pm	Dismissal

Sample Schedule: 9th grader (T, F)

8:45am	Arrival
9:00am	Algebra
10:30am	Fitness/Visual or Performing Arts
12:00am	Lunch and Advisory
1:00pm	Biology
2:30pm	Academic Support/Enrichment
4:00pm	Dismissal

MODEL 2: 100% in person 5 days a week.

The recent announcement by the Mayor is asking that all schools offer 5-day per week instruction regardless of space. To be prepared to offer 100% in-person learning for all students if required by the city, we are currently doing an audit of our space and exploring options for additional space including the renovation of space currently used for storage.

LUNCH

In the hybrid re-entry model, students will already be spaced out 6 feet apart in classrooms so they are able to eat in the same space. We are working on a plan for our high school students to eat meals if they are 100% in-person.

WEDNESDAYS

Wednesday will alternate between blocks and include Grade Level and All School Meetings. Capital City will dismiss early on Wednesdays at 1pm for teacher planning and professional development.

Currently, the vaccine is available in DC to anyone 12 and over. We are not requiring vaccines at this time but this is an extra safety measure families can take to protect their children.

instructional program



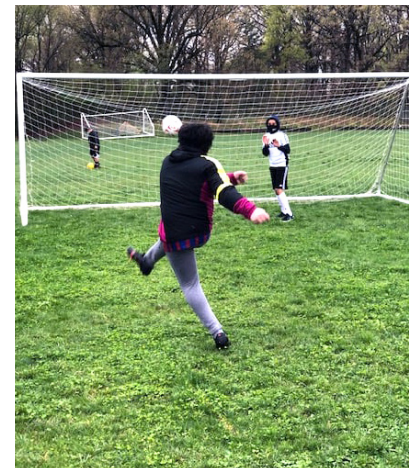
We will continue to implement the EL Education model and focus on the whole child with personalized instruction and differentiated support to meet students where they are while accelerating their learning. Our co-teaching model in all classrooms will support this along with Universal Design for Learning (UDL) principles. Teachers will receive training and ongoing support, specifically on teaching while socially distanced, Universal Design for Learning, Culturally Responsive Teaching, and Trauma-Informed Teaching. We are also evaluating models for high dosage tutoring and academic intervention.

Distance learning will only be offered for students who require it. We will incorporate best practices from distance learning (e.g. platforms, new technologies) into our program and will provide technology devices to students to continue to close the digital divide.

AFTERCARE AND EXTRACURRICULARS

Aftercare: Capital City will resume aftercare, on a sliding pay scale, from 3-6pm for students in grades PK-6 on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays, aftercare will be available at 12pm for Lower School students and at 12:30pm for 5th-6th graders. Students will be grouped by grade level. To support families with the staggered dismissal, we plan to offer a free aftercare option from 3-4pm for students waiting for their siblings.

Sports and Extracurricular Activities: We plan to follow the DCSAA guidelines and offer sports outdoors in the fall. Other non-sport options may be offered outdoors as well. Other activities may need to be virtual to prevent cross-cohort mixing while indoors. This may be students joining virtually from school with grade-level peers or joining virtually from home.



OUTDOOR SPACES

For safety reasons, student movement and interaction in classrooms will be limited. We hope to utilize the outdoors more to support physical activity, collaboration, and instruction. Close to 90% of families support the use of outdoor space for play, instruction, and meetings/crew/advisory.

social and emotional health



Social and emotional learning and wellbeing will continue to be a priority as we emerge from the pandemic. We will provide training for all teachers and staff on how best to support students and offer counseling support provided by Capital City and Mary's Center staff. We will emphasize community building, support students in processing emotions and building resilience, and integrate social emotional learning with academic learning for all students.



ADDITIONAL STRUCTURES:

- **First Day of School/First Week of School Orientation:** We recognize returning to the school building will be a transition for students. The first week of school including the first day (August 30-September 3) will be an orientation schedule where students will attend sessions with their teachers in smaller groups on a part-time schedule to allow us to introduce students to new protocols and begin building community. We hope to share an orientation schedule by the end of June. Over the summer, new students will also participate in New Student Orientation (9th grade), Eagle Camp (5th grade) and Playgroups (PreK).
- **Morning Meeting/Crew/Advisory:** Utilizing our small group model, we will continue to build in time to the daily schedule for connection, resilience, mental health, wellness, and support.
- **Collaboration:** While socially distanced in classrooms, we will find creative ways for students to continue to work collaboratively. This may also mean utilizing outdoor spaces.
- **Counseling:** Our Mary's Center partnership will continue. We have two counselors (1 Capital City and 1 Mary's Center) at each campus to offer tiered support and interventions for students and classes.



Mask up, Capital City!

safety

We are prioritizing safety and have put in place a wide range of protocols to maximize the safety of students and staff in the building. We have implemented many of these approaches for our Learning Hubs and are refining and improving them for the fall.

Following CDC and OSSE guidance, safety mitigation procedures include:

- ✓ **Universal mask wearing both indoors and outdoors on school grounds. This is our most important mitigation strategy. Capital City will provide masks as needed.**
- ✓ Maintaining physical distance (3 feet between students in classrooms and 6 feet between adults and students; 6 feet between students everywhere else on school grounds - indoors and outdoors)
- ✓ Enhanced building cleaning with a deep clean of the entire building nightly
- ✓ Frequent handwashing and use of hand sanitizers
- ✓ Water fountains available for refillable bottles only (Capital City will provide water bottles for students)
- ✓ Asymptomatic testing of students with contact tracing and cohorts quarantining for 10 days if there is a positive test. *Over 90% of families and staff were in support of this.*

COVID-19 vaccines are critical to stopping the spread of the virus and ending the pandemic. We are strongly encouraging, while not requiring, eligible community members to get vaccinated. **Currently, 90% of staff are vaccinated** (*we will not share individual vaccine status as health information is private*).

The vaccine is now available in DC to anyone 12 and over and new walk-up sites make it even more accessible. Visit vaccinate.dc.gov for more information.

VENTILATION AND AIR FILTRATION

Capital City is a LEED Gold building with separate air pumps for each classroom. Classrooms are set up to pull in outside air when the CO2 level in the room reaches 400 PPM (which is similar to outdoor air). This results in near constant replenishment of air in the classroom. Air filters throughout the building have also been upgraded. To further supplement our building's air filtration system, Capital City has purchased free-standing air scrubbers and air filtration units that use HEPA air filters to filter the air in each classroom an additional 3 times per hour.



COVID-19 TESTING

Weekly asymptomatic testing of students and any unvaccinated staff will be conducted to identify any cases early and take action to stop transmission. COVID-19 tests are quick, painless, and done on site with short nasal swabs, oral swabs, or "spitting/drooling" into a test tube. If there is a positive test, families will be notified and instruction will move virtual for a 10 day quarantine period. *We are considering whether vaccinated students could share proof of vaccination instead.*

Symptomatic testing will be provided using rapid tests that the school nurse will administer.

virtual learning + technology



VIRTUAL LEARNING

Capital City will offer in-person instruction for school year 20-21. Virtual learning will only be offered if:

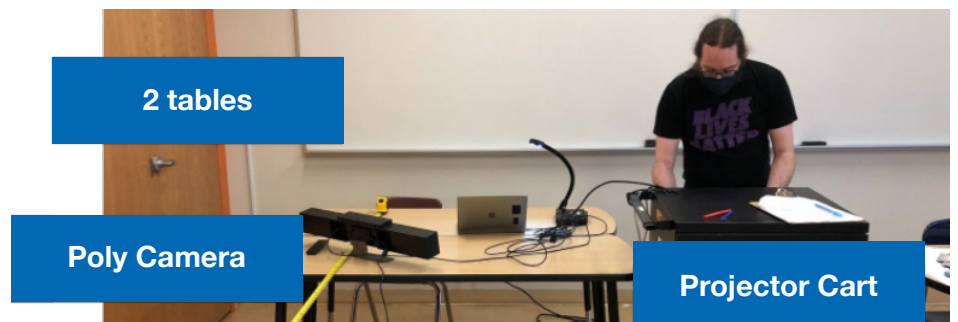
- ✓ **A student has a verified medical exemption.** In accordance with guidance from the Office of the State Superintendent of Education, Capital City will only be able to offer virtual learning to students with a documented medical exemption. Families can request a medical exemption form from families@ccpcs.org or on our website. A physician must complete part of the form. Please return forms to families@ccpcs.org. More information will be shared throughout the summer.
- ✓ *Students need to utilize distance learning for a quarantine period.*
- ✓ *Health metrics worsen.* However, following CDC health guidance, we believe that once we are back to in-person learning we can remain open even if community spread were to increase.

TECHNOLOGY

To support socially distanced teaching, and accommodate students who must engage in distance learning, each classroom will be equipped with a projector, document camera, and poly-studio camera to support in-person and home learners. We will livestream classes and work with teachers on how best to plan and incorporate home learners so that they feel fully included in the life of the classroom. In the event that an entire cohort needs to quarantine, students and teachers will move together to distance learning.

IT will work with teachers to determine the most effective layout for instruction in each classroom. Teachers will be able to connect everything to their computer through additional USB-C hubs (document camera, projector, poly-studio camera) to support their ability to effectively teach while socially distanced.

All students will be provided a **2nd computer**, so they have one device at home and one for use in the classroom. We have made great strides to close the digital divide this year and we expect that work to continue into the future.



home-school collaboration

"I'm excited to have my children return to the building as I have come to trust the leadership at Capital City to look at the reopening process in such a holistic manner. Not just what's best for Capital City as a business but what's best for Capital City as a COMMUNITY. The survey sent to families showed me the school's investment in ensuring a safe return to the building."

– Quameice Harris, Lower School and High School parent

Family engagement will be prioritized as we enter another unprecedented school year. We will provide transparency on planning, frequently communicate, and offer many opportunities for feedback to ensure the diverse needs of our families and students are met.

Communication structures will include:

- Family conferences (virtual) including an August conference to kick off the year
- Parent sessions (virtual) beginning in the summer and continuing throughout the year
- Regular updates and newsletters
- Back to school email with start of school logistics

As we work to implement a re-entry plan, we are also relying on families to take steps to support the successful implementation of our safety structures:

- Practice mask use now so students are ready for long days wearing them
- Make sure your children's immunizations are up to date (UHC submitted)
- Strongly consider getting your child vaccinated for COVID-19 when they are eligible



"I believe in Capital City to create a safe learning environment to return to in the fall because Capital City has and still is dedicated to listening to parents, teachers and students on what's best for them. I am excited to return to school and be able to continue to build strong relationships with my classmates and teachers."

– Clarke, 11th grader

To reduce the number of adults students and staff come into contact with, no outside visitors or families will be allowed in the building in the fall. ***This will be temporary and we look forward to welcoming parents back to the building as health conditions improve.***

LOOKING FORWARD

As we prepare to welcome students back to the school building this fall, we will continue to adjust plans as guidance evolves and health metrics change. We will also be planning for the school year beyond the fall and looking ahead to upcoming school years. Staying true to the Capital City model, using our guiding principles, and incorporating best practices from distance learning and re-entry, we can prepare for long-term recovery from the pandemic and emerge a stronger school and community.