



Bay Cove Academy is a private special education school serving High Need students; each student is on an IEP and has a significant emotional, social, and/or learning disability that impacts their ability to access schooling in a less restrictive environment. Based on the DESE guidelines, 100% of our students should be prioritized for in-person learning. Bay Cove Academy recognizes the importance that a foundation of safety and strong relationships has on all students' ability to learn, particularly ours. This pandemic period has posed additional challenges in both of these areas, which were at the forefront of our planning process.

In planning for the fall, Bay Cove Academy has engaged in an extensive process which has included:

- Coordination with families via video meetings, email, phone calls, in person meetings, and surveys.
- Coordination with students in-person, via calls and via emails..
- Coordination with the Nursing Director and local DPH regarding safety protocols and procurement of PPE and sanitization supplies.
- Thorough review of DESE guidance and participation in all DESE calls.
- Coordination with Building Services regarding HVAC systems and floor plans to allow for distancing.
- Coordination with professional cleaning services on protocols and EPA approved products.
- Review of student data from and coordination with teachers regarding the spring remote learning experience.
- Review of in-person summer programming, which provided data on the efficacy of pandemic-related policies and procedures.
- Review of parent/guardian surveys and coordination with JRI's Educational Technology Coordinator to ensure access for all staff and students to devices and reliable wi-fi access at school and at home.

Guidance and recommendations for reopening school this fall have been offered to schools across the Commonwealth by a number of medical professionals and health organizations. Below are a few sources that highlight some of the factors we took into consideration during this process:



[American Academy of Pediatricians](#)
[Center for Disease Control & Prevention](#)
[DESE Doctors on Back to School in Massachusetts](#)
[Massachusetts Department of Public Health- Dashboard](#)
[CDC-What We Should Know About Coronavirus](#)
[CDC- Frequently Asked Questions Department of Elementary & Secondary](#)
[Department of Elementary & Secondary Education-Commissioner Updates](#)
[About COVID-19 Testing](#)

After careful review, Bay Cove Academy is poised for a full reopening for the fall term, and has developed hybrid and remote plans that can be implemented without delay should a closure be necessitated for safety of the school community. Bay Cove Academy recognizes that even the best laid plans are at risk to be disrupted by the course of the virus, and is prepared to pivot from in-person to hybrid or remote should doing so be the safest call for our community. Similarly, Bay Cove Academy is prepared to meet the needs of individual students or staff who may be in a position to quarantine for a period, and has designed these plans to offer as seamless a transition from one model to another as is called for.

Bay Cove Academy is committed to the safety of each of our students and staff and to continuing to meet each student's needs as outlined in their individualized education plan. Bay Cove Academy's plans fully follow the recommendations from DESE. These plans are considered as final as possible, and accurate as of 8/10/20; as guidance is continually being updated, these plans may be adjusted to align with new guidance. The school has designated the Director, Heather Trocki as the COVID-19 point person. The Director can be reached by calling the school at 617-739-1794 or via email at htrocki@jri.org.

Letter From The Superintendent

A letter from our Superintendent may be found [here](#).

In Person Learning Model

Bay Cove Academy has made several adjustments to its typical programming in order to maximize safety and allow for a full return to campus for the fall term. These adjustments have been shared with students and staff via virtual meetings, in-person meetings, calls, emails with video clips, photos and policy attachments, and incorporate parent, student and staff feedback. The adjustments were made with safety at the forefront, and do not impact Bay Cove Academy's ability to meet IEP needs or time-on-learning requirements. Should a situation arise where an IEP service delivery may look different or need adjusting (such as due to a student being remote and thus away from the typical service delivery), the School will work



collaboratively with parents and the Team and document agreements on a form shared with all members of the Team.

The building and schedule have been modified to meet health and safety requirements issued by DESE. Specifically:

Physical facility:

- The 2020-2021 calendar includes a weekly half day to allow for ongoing staff training and support and thorough cleaning of the building.
- The daily schedule has been modified to limit transitions for students between classes. Bay Cove Academy incorporates scheduled mask breaks each class period.
- Students will remain with the same cohort of students throughout the entirety of the school day.
- Classes may be relocated to multi-purpose space as needed for additional space.

Some additional school protocols have been adjusted with health and safety in mind.

Specifically:

- All classrooms have been spaced to provide six feet of distancing between students and staff.
- Classroom tables were replaced with individual desks, which all face the same way.
- Hand sanitization stations are in place throughout the school.
- Hallways are wide and marked to encourage staying to one side when passing
- The school maintains a Medical Waiting Room separate from the nursing office, for quarantine/additional assessment.
- Designated areas have been created inside and outside for use by individuals on mask breaks.
- Plexiglass dividers have been placed in areas where distancing is not possible. Touchless paper towel dispensers and touchless trash cans are located at all hand washing stations, including the bathrooms.
- Signage has been added throughout the school reminding students and staff about hand washing/sanitization, the safety protocols of PPE including masks, and maintaining physical distancing.
- For lunch, students will remain in their cohorts and will eat in their 5th period classroom prior to the start of 5th period each day
- Our HVAC filtration system has been inspected and updated to ensure proper and safe functioning of air filtration in the building.

Schedule:

- The daily schedule has been modified to eliminate most transitions for students between classes. Bay Cove Academy has incorporated scheduled mask breaks each class period.

- Students will remain with the same cohort of students throughout the entirety of the school day.
- Following DESE's "school within a school" guidance, students were grouped into cohorts of no more than 6. Cohorts were developed based on class placement needs, learning styles, and social connections.
- Bay Cove Academy recognizes that some families may choose to continue remote learning; these students are assigned a full schedule and will be able to access classes in real time, alongside their in-school peers, via Google Meet.
- Students will continue to access art, music and gym, with modifications to the curriculum as needed to meet CDC and DESE safety guidelines.
- The 2020-2021 school year calendar includes a weekly half day to allow for ongoing staff training and support and thorough cleaning of the building.

Protocols:

- Bay Cove Academy has developed [comprehensive safety protocols](#) which have been distributed to parents/guardians; all staff have been trained on these protocols.
- Bay Cove Academy had adopted [addendums](#) to protocols outlined in the Handbook, which are in place during the pandemic period and which align with DESE guidance.
- Students are screened for symptoms and provided with hand sanitizer/hand washing upon entry to the school each morning.
- Students are provided with hand sanitization/hand washing before leaving at the end of the day. Each room is equipped with hand sanitization/hand washing materials and students are regularly reminded of hand hygiene protocols, including when they touch or remove their mask, before and after eating or bathroom use, upon arrival and prior to departure from school.
- Students are assigned specific bathrooms for contact tracing purposes.
- Lunch will be held in small, assigned groups, facilitated by a teacher or support staff. Students will have an assigned seat for lunch.
- Off-campus opportunities will be assessed on an individual student basis based on safety and students' needs.
- Bay Cove Academy has cancelled in-person assemblies for the first quarter of the school year.
- Bay Cove Academy will support students who are eligible to transport themselves based on the school's procedures.
- Students have assigned and tracked seating daily to support effective contact tracing.
- Student transportation is arranged by the District, or in some instances may be provided by the students' families. The School has worked with families who wish their student to transport themselves to school and is supporting these requests when safe to do so.



Hybrid Learning Model

All Bay Cove Academy students are considered High Needs and are encouraged to attend school in person unless safety guidance mandates otherwise. Many students are still developing their ability to manage changes and transitions; a consistent schedule is important. Should a situation arise where students can not all be in the building at the same time, Bay Cove Academy would switch to a hybrid model where half of the students would be in person

Monday-Friday (Week 1), following their full schedule while the remaining students would be accessing school remotely. The next week (Week 2), the groups would flip, with the previously remote students would attend school while the other group learns remotely. During remote weeks, students will log in for teacher instruction, while in-person students will be on campus working directly with the teacher in the classroom. Remote learning will be interactive and made up of direct teacher instruction and related assignments and will mirror the in-person day, ensuring time on learning requirements are met. Work and participation will be graded in alignment with the Bay Cove Academy’s grading policies.

- All Bay Cove Academy students are High Needs and all will be encouraged and provided the opportunity to participate in full-time in-person instruction, unless safety guidance mandates otherwise.
- Bay Cove Academy will ensure that all students will have a school issued Chromebook with a working video camera in order to access remote learning. Additionally, Bay Cove Academy can provide families with a wifi hotspot as needed.
- Bay Cove Academy has technology policies and procedures in place to encourage that all privacy and safety expectations are adhered to.
- Bay Cove Academy’s hybrid model will be designed in that students will be participating in a bi-weekly rotating model. Students will be broken up into Group A and Group B and will attend in-person on alternating weeks.
 - Group A students will consist of students in grades 7-9.
 - Group B students will consist of students in grades 10-12+.

	Week 1	Week 2	Week 3	Week 4
Group A	In-Person	Remote	In-Person	Remote
Group B	Remote	In-Person	Remote	In-Person

In Person Cohort Schedule (M,Tu,TH, F)	Remote Learning Cohort Schedule (M,Tu,TH,F)
8:00 AM-8:10 AM Home Room	8:00AM-8:10AM Home Room (Google Meetup)
8:10 AM-9:00 AM Period 1	8:10 AM-9:00AM Advisory (Google Meetup)
9:00 AM-9:50 AM Period 2	9:00 AM-9:50 AM Period 2 (Synchronous)
9:50 AM- 10:40 AM Period 3	9:50 AM- 10:40 AM Period 3 (Synchronous)
10:40 AM-11:30 AM Period 4	10:40 AM-11:30 AM Period 4 (Synchronous)
11:30 AM-11:50AM Lunch	11:44 AM-12:25 PM Lunch
11:50AM-12:40 PM Period 5	11:50AM-12:40 PM Period 5 (Synchronous)
12:40PM-1:30 PM Period 6	12:40PM-1:30 PM Period 6 (Synchronous)
1:30PM-2:20 PM Period 7	1:30PM-2:20 PM Period 7 (Synchronous)

In Person Cohort Schedule (Wed.)	Remote Learning Cohort Schedule (Wed.)
8:00 AM-8:10 AM Home Room	8:00 AM-8:10 AM Home Room (Google Meet-up)
8:10 AM-8:55 AM Period 1	8:10 AM-8:55 AM Period 1 (Synchronous)
8:55 AM-9:40 AM Period 2	8:55 AM-9:40 AM Period 2 (Synchronous)
9:40 AM- 10:25 AM Period 3	9:40 AM- 10:25 AM Period 3 (Synchronous)
10:25 AM-11:10 AM Period 4	10:25 AM-11:10 AM Period 4 (Synchronous)
11:10 AM-12:30 PM Town Hall/ Lunch	11:10 AM-12:30 PM Town Hall/ Lunch (Google Meet-up)

- Remote learning days will always consist of full day instruction.
- Remote learning instruction will include interactive lecture based classes with student participation requirements.
- Students will earn letter grades based upon Bay Cove Academy's traditional grading metrics.



Remote Learning Model

Bay Cove Academy was proud to offer a robust remote learning plan upon school closure and has further developed its remote learning processes based on ongoing feedback from staff, students, and parents. Bay Cove Academy ensures that structured learning time requirements are in place for remote learning.

Procedures for all students to participate in remote learning, including a system to track attendance and participation:

Bay Cove Academy has surveyed all students and their caregivers/guardians to ensure each student has a designated computer available for their exclusive use during school hours, and access to reliable wifi. Bay Cove Academy has distributed Chromebooks for students learning remotely, and maintains a bank of back-up devices should a replacement be needed. If intermittent Internet issues arise, the school is able to provide hotspots to those in need. The school continually monitors technology needs of its students.

Bay Cove Academy has trained all students in the use of technology tools used at the school. The school has made videos demonstrating the use of these tools that are available to parents and students at any time, and has staff available to support any questions that may arise.

During periods of remote learning, students will follow their assigned in-person schedule, using Google Meet codes to join the class. Class time will be 30 minutes per class consisting of teacher instruction and completion of work. Attendance is taken at the beginning of class, where video is required for students unless contraindicated/a student has a specific plan not to use video for this brief period. Attendance is tracked throughout the class period, and students are expected to participate using video, voice, or chat features. The student's Clinician and school administrators are notified should a student not engage in class so targeted problem-solving can occur.

Alignment of remote work to standards

The remote academic work is aligned fully with State standards. Remote learning follows the standards set in the on-site, in-person courses.

Grading remote work

Students are assessed using both formative and summative methods throughout the term. Students are graded based on the specific class expectations. Students earn letter grades of A-NG (No Grade) quarterly, with grades comprised of participation, tests/quizzes, and work samples. Bay Cove Academy provides mid-quarter progress updates and quarterly report cards for all students.



Parent/guardian communication

The student's Clinicians are in at-least-weekly contact with each parent and guardian, holding phone or video meetings; email is also used regularly to communicate with parents/guardians. The Administrative Team issues a weekly update via email, and holds regular drop-in virtual meetings for updates and Q and A. Additionally, any pertinent information is also shared via our One Call communication system.

The School's technology platforms, staffing model, curriculum and instructional materials

The School uses G-Suite for Education, a cloud based option that allows access from any location. Multiple staff are Google Certified Educators and the School maintains a Google Certified Trainer on staff. Staff receive ongoing professional development on the use of these tools and on 21st Century education.

Each teacher's curriculum is aligned with State standards and is designed to challenge students and prepare them for college and career readiness, while also meeting their individual IEP needs. Teachers maintain licensure in their content area and/or special education and participate in ongoing professional development to support continued licensure. Teachers utilize a number of instructional materials, including books (hard copy and PDF), videos, demonstrations, projects and podcasts. The School sends needed materials home to students participating remotely.

Out of School Time Plan:

Bay Cove Academy delivers all services and education during the regularly scheduled school days. Bay Cove Academy has an ongoing commitment to 21st Century Learning, dedicating professional development to this topic ongoing. Bay Cove Academy maintains Ed Tech Ambassadors that coordinate with sister schools within the larger agency on 21st Century Learning and holds an annual all-teacher training on this topic across schools within the agency. Bay Cove Academy is available to support families and students in maintaining connections with outpatient or home-based providers and in structuring non-school time as requested.

Student Supports & Professional Learning

Safety, Wellness, and Social Emotional Supports:

Bay Cove Academy is committed to the safety of all students. All students will have ongoing and consistent communication and counseling sessions with their individual clinicians and bi-weekly clinical groups will continue to be facilitated. In addition, students will have regularly scheduled



weekly check-ins with support staff. The focus will continue to be on social skill development, interpersonal skills, regulation skill development, navigating family and social dynamics, and providing general support during the time away from physical school building.

Planning and Instruction:

All instruction will adhere to the Massachusetts Curriculum Framework. All school personnel have received extensive training in the delivery of remote instruction and how to maintain consistent student engagement across remote and in-person learning environments.

Assessment:

Bay Cove Academy utilizes a variety of formative and summative assessment tools in order to measure student progress and learning gaps. These include but are not limited to IReady, IXL, student work, teacher observation, student-teacher interaction, and subject specific assessment tools.

School Calendar:

The Bay Cove Academy 2020-2021 school year calendar can be found [here](#).

Certification of Health & Safety Requirements

Bay Cove Academy confirms that it has incorporated all health and safety requirements issued by DESE in the following advisories:

- [Initial Fall School Reopening Guidance](#)
- [Comprehensive Special Education Guidance](#)
- [Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings](#)
- [Fall Reopening Transportation Guidance](#)
- [Fall Reopening Facilities and Operations Guidance](#)
- [Guidance for Courses Requiring Additional Safety Considerations for Fall 2020](#)
- [Career/Vocational Technical Education Reopening Guidelines](#)

The School's [comprehensive safety protocols](#) and policy [addendums](#) detail our plan to meet these requirements.